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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-28327)

Date: 11 March 2015

Country:	Cambodia
Description of the assignment :	Consultant to assist the Ministry of Planning to prepare Country Report on End Millennium Development Goals
Project name:	NSDP/CMDG Monitoring Support Programme
Period of assignment/services:	40 working days over the period from mid-April to end-October 2015 include home-based and country office based.

1. BACKGROUND

United Nations Development Programme (UNDP) in Cambodia is looking for an Individual Contractor to perform the above mentioned assignment. Interested offeror is strongly advised to read the INDIVIDUAL CONSULTANT (IC) PROCUREMENT NOTICE for more detail about term of references, instructions to offeror, and documents to be included when submitting offeror.

Any request for clarification/additional information on this procurement notice shall be communicated in writing to UNDP office or send to email dalis.heng@undp.org or procurement.kh@undp.org. While the Procurement Unit would endeavor to provide information expeditiously, only requests receiving at least 5 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline. The UNDP's response (including an explanation of the query but without identifying the source of inquiry) will be posted where this Individual Consultant (IC) Procurement Notice is posted. Therefore, all prospective Offerors are advised to visit the page regularly to make obtain update related to this Individual Consultant (IC) Procurement Notice.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To assist you in understanding the requirements of this assignment, scope of work, responsibilities, and description of the proposed analytical work, we have attached hereto the following:

- Terms of Reference (Annex 1)
- The Individual Contract and its General Terms and Conditions (which are available on UNDP website at <http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP%20General%20Con>

[ditions%20for%20Individual%20Contracts.pdf](#)) or Reimbursable Loan Agreement¹ (which are available on UNDP website at http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP-Reimbursable%20Loan%20Agreement_Eng.doc), which you would be expected to sign in the event you are the selected Offeror in this procurement process.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested offeror/individual must submit the following documents/information to demonstrate their qualifications:

- Cover letter: Explaining why the candidate the most suitable for the work;
- **Proposal of approach/methodology and work plan for the assignment;**
- **Previously written related materials;**
- Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment and Final all-inclusive price proposal with breakdown of costs as per UNDP template, which is available on UNDP website at http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP_Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx;
- UNDP Personal History Form (P11), which is available on UNDP website at <http://www.kh.undp.org/content/dam/cambodia/docs/Operations/UNDP-P11%20modified%20for%20SCs%20and%20ICs.doc>;
- Note for Interested Candidates above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above, but will be requested should the candidate be chosen.

Your offer [proposal/application] should be submitted online through UNDP Online Recruitment System at the URL address http://jobs.undp.org/cj_view_job.cfm?job_id=54678 no later than application submission deadline. **Late application submission will be rejected.**

To submit your offer through UNDP Online Recruitment System, please follow the steps below:

1. Go to above mentioned URL address;
2. Click "Apply Now" button, fill in necessary information on the first page, and click "Submit Application";
3. Upload your offer. **Please note that UNDP Online Recruitment System allow only one uploading, so please make sure that you merge all your documents into a single file;**
4. You will receive an automatic response to your email confirming receipt of your application by the system.

¹ RLA is an instrument used to engage individuals that are employed with another legal entity, at the time of their engagement with UNDP. It must be the individual who will decide if the contract should be IC or RLA, not UNDP

4. FINANCIAL PROPOSAL

This is Lump sum contracts. Therefore, the interested offeror is requested to submit **Final All-Inclusive Price** with breakdown of costs.

5. EVALUATION

Offerors will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

5. 1. Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the offeror/individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
At least Master Degree in the Social Sciences (economics, development studies, public policy), statistics, planning and or any other related discipline	10
Ten years of professional experience in development and MDGs related issues; and knowledge on Post 2015 agenda discussion and the sustainable development goals	20
Proven experience with the Millennium Development Goals (MDGs) related Monitoring and Evaluation framework	40
Proposal of approach/methodology and work plan for the assignment	10
Previously written related materials	10
Local knowledge and understanding of cultural, social and political condition of Cambodia (especially experience working with government institution)	10
Total Obtainable Score:	100

Only the offeror/candidate who have attained a minimum of 70% of total points will be considered as technical qualified offeror/candidate.

5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offeror/candidate who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will

receive points in inverse proportion to the lowest price. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Candidate's Price Component}$.

5.3. Selection Method and Award Criteria:

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. The total score for each offeror will be calculated independently by this formula: $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

6. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX I – TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

1. Assignment Information:

Assignment Title:	Consultant to assist the Ministry of Planning to prepare Country Report on End Millennium Development Goals
UNDP Practice Area:	Poverty Reduction
Cluster/Project:	NSDP/CMDG Monitoring Support Programme
Contract Type:	Individual Contractor (IC)
Duty Station:	Ministry of Planning and UNDP, Phnom Penh, Cambodia
Expected Place of Travel:	3 trips to provinces
Contract Duration:	40 working days over the period from mid-April to end-October 2015 include home-based and country office based.

2. Project Description:

Cambodia's progress towards the Cambodian Millennium Development Goals (CMDGs) has been substantial but varied. Analysis of Cambodia's progress towards CMDG1 reveals that Cambodia has achieved impressive growth and significant reduction of poverty over the past decade. Cambodia's uneven growth dynamics have a strong geographic dimension.

Important capacity gaps across all levels of government and society hinder the development of strategies to address these challenges. As pointed out by the National Strategic Development Plan

(NSDP 2009-2013) and its Mid-Term Review Report, the quality, efficiency, scale and reach of public services remain key challenges for the attainment of the CMDGs, whether they relate to social service delivery or local economic development. It is increasingly acknowledged that MDG targets can only be achieved fully if services and inputs are available to, and managed by, local governments and communities and if their capacities to do so are further developed.

At sectoral level, while targets have been set for NSDP/CMDG at the national level, there are currently no sub-national targets to support sub-national planning and monitoring of progress. Localizing the MDG monitoring and connecting it to national MDG monitoring would help improving integration of sectoral strategies.

The NSDP/CMDG Monitoring Support Program (NMSP) is a five-year programme (2011-2015) designed to support the implementation of the Ministry of Planning Strategy Plan to address the key challenges above. The goal of the NMSP is to support monitoring and policy dialogue on NSDP implementation to accelerate achievement of CMDG at both national and sub-national levels.

The NMSP has two objectives:

- 1) Strengthen the monitoring and analysis of the NSDP by the Ministry of Planning (MoP) and Line Ministries leading to evidence based policy decisions to accelerate progress in lagging NSDP/ CMDG areas*
- 2) Use of sub-national scorecards and other products to assess budget allocation and NSDP / CMDG performance at the sub-national level*

To promote the achievement of CMDGs, subnational CMDG Scorecards and Sectoral Scorecards have been developed to support the preparation of subnational planning. Moreover, the Royal Government of Cambodia has made an assessment of the progress in achieving CMDG on an annual basis since 2010. The annual progress report 2013 on Achieving Cambodia's Millennium Development Goals indicates that Cambodia had made significant progress on most MDGs including MDG 1, 2, 4, 5, 6 and 7. Hence, the best practices and/or lessons learnt of the achievement should be documented and shared with other countries in the region which have similar situation as Cambodia for promoting the implementation of the post-2015 agenda and the coming Sustainable Development Goals (SDGs).

3. Scope of Work:

The potential consultant is required to submit previously relevant written materials along with their application. The consultant will work closely with General Directorate of Planning (GDP), D&D Seth Komar Working Group and National Institute of Statistic (NIS) of the Ministry of Planning to carry out the assigned tasks. Also, she/he will work with UNDP country office, programme staff and project team for any information and guidance.

The consultant will be responsible for the effective delivery of the following tasks:

- a) Produce Concept Note of an international conference on sharing Cambodia's experiences in promoting achievement of MDGs and Outlines for relevant line ministries/agencies to prepare best practice and/or lessons learnt document which will be used for the event. Through desk review/consultation with the Ministry of Planning the consultant will identify the MDG that need to be documented and shared its best practice in the event (including the experience and can be showcased as best practice for the implementation of the Post 2015 agenda and the SDGs). Further, the outcomes of the sensitization workshop "Building Partnership for Post 2015 SDGs" with a first introduction of the SDGs organized by the UN Country Team under the overall facilitation of the UN Resident Coordinator's Office which is scheduled to take place on 2 April 2015 in Phnom Penh should be taken into consideration. Also, she/he will need to review MDG reports of other countries in the region and propose the countries who have made good progress on MDGs achievement to be sharing their best practices/experiences in the event. The detailed action plan in preparation of the conference expected in mid-November should be included in the concept note. It is expected that, the consultant can proceed this job from home.
- b) Assist MOP/GDP to design methodology for the preparation of the report including the methodology for consultative workshops with stakeholders at both national and subnational levels to gather and validate inputs for preparing a country end report on the implementation and achievement of CMDG and facilitate those workshops accordingly. It is expected that, there will be total four workshops required for a whole process of the report preparation.
- c) Review related documents, i.e. annual progress reports on achieving CMDGs, the progress of achieving MDG at sub-national level, Cambodia Inter-Censal Population Survey 2013, Cambodia Socio-Economic Survey (CSES), Cambodia Demographic and Health Survey (CDHS), and other related materials/documents, especially documents related to migration and youth to prepare zero draft of Country end Report on the implementation and achievement of CMDG including the lessons learnt and way forwards after MDG. The report will include the analysis of the implementation and achievement of MDG at sub-national level.
- d) Produce and finalize Country end report on implementation and achievement of MDGs (with the lessons learnt from MDGs, providing specific recommendations for the implementation of the post-2015 agenda and the SDGs, and way forward) that includes subnational analysis in consultation with GDP and D&D Seth Komar Working Group based on inputs and recommendations gathered from above mentioned workshops. The consultant needs to review

and follow the global discussion on post 2015 agenda and provide insight and recommendation to the way forward in relation to the result of the implementation and achievement of the Cambodia MDG and the global post 2015 agenda.

- e) During preparation of Country end report on implementation and achievement of MDG, the consultant has to provide technical advisory support to Ministry of Planning on effective preparation of International Conference on sharing Cambodia's experiences in promoting achievement of MDGs.

In each stage the consultant needs to discuss and work in close collaboration with the Ministry of Planning before producing the outputs. Throughout the consultancy period the consultant is expected to strengthen capacity of the Ministry of Planning staff involved in the preparation of the country end MDG report and the international conference. The consultant needs to take this in mind while performing his/her assignment.

4. Expected Outputs and Deliverables:

The consultant will be responsible for the effective delivery of the following outputs:

- a) Finalization and submission of Concept Note of international conference on Sharing Cambodia's Experiences in Promoting Achievement of MDGs and Outlines for preparation of best practice and/or lessons learnt document.
- b) Submission of concept note on methodology to prepare the report including the methodology in conducting the consultative workshops at both national and sub-national levels.
- c) Submission of draft country end report on the implementation and achievement of CMDG based on inputs of the consultative workshops. Present the key findings and recommendations of the report in a session for internal UNDP and relevant stakeholders.
- d) Finalization and submission of country end report on the implementation and achievement of CMDG based on comments gathered from key stakeholders and political level meeting along with brief presentation material of the report. The consultant needs to submit all relevant materials/documents s/he used during the assignment.

Each output submitted will be reviewed by both the Ministry of Planning and UNDP teams, the consultant is expected to revise the draft outputs based on comment received.

N	Deliverables / Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Concept Note of International Conference and outlines for preparation of the best practice document. Concept note on methodology to prepare the end MDG report	5 days (home based)	24 April 2015	Assistant Country Director and Poverty Team Leader
2	Draft country end report on the implementation and achievement of	30 days	31 July 2015	Assistant Country Director and Poverty

	CMDG after consultative workshops			Team Leader
3	Final country end report on the implementation and achievement of CMDG after political level (validation) meeting	5 days	17 August 2015	Assistant Country Director and Poverty Team Leader
Total # of Days:		40 days		

5. Institutional Arrangement:

The Consultant will work closely with the General Directorate of Planning, D&D Seth Komar Working Group and the project team of the NSDP/CMDG Monitoring Support Programme (NMSP). During the assignment, the Consultant will have to work closely with UNDP programme analyst and work under direct supervision of the Assistant Country Director and Poverty Team Leader. The consultant is expected to liaise and collaborate with other UN agencies, Development Partners, and line ministries to produce the expected results.

The NMSP project team will support the Consultant to produce the expected outputs by providing coordination and logistic supports as necessary during the assignment.

The consultant will bring his/her own personal computer and will also make his/her own travel arrangement by him/herself, i.e. air tickets, accommodation etc.

6. Duration of the Work:

- The assignment will be 40 working days from mid-March to mid-September 2015 both home and in country base
- The consultant is expected to be on board from mid-April and complete assignment not later than end-October 2015. She/he has to submit the work plan prior to the assignment.
- The consultant is expected to be in Cambodia for 28 days. The consultant is expected to travel and work at provinces for 6 days during the preparation of the end MDG report. She/he is expected to be in Cambodia in second week of July 2015.
- Consultant has to submit her/his outputs in accordance to the defined work plan and payment is issued only with satisfactory outputs accepted/approved by MOP/UNDP.
- All expected outputs could not be delayed as result of assignment; therefore, the consultant has to commit to deliver these outputs as planned.

7. Duty Station:

The consultant will be based in Ministry of Planning and some time in UNDP Country Office. She/he is expected to travel to provinces for consultative workshops. A driver along with a vehicle will be provided by the NMSP project to support the consultant during the field work.

8. Minimum Qualifications of the Individual Contractor:

Education:	At least advanced university degree i.e. Master Degree in the field of planning, socio-economic, public policy, social science and other related field of study
Experience:	<ul style="list-style-type: none"> • Ten years of professional experience in development and MDGs related issues; and knowledge on Post 2015 agenda discussion and the sustainable development goals • An advanced Degree in the Social Sciences (economics, development studies, public policy), statistics, planning and or any other related discipline; • Proven experience with the Millennium Development Goals (MDGs) related Monitoring and Evaluation framework; • Knowledge on statistic and database management; • Local knowledge and understanding of cultural, social and political condition of Cambodia (especially experience working with government institution) is an asset. • Understanding of the United Nation System
Competencies and language requirement:	<ul style="list-style-type: none"> • Outstanding interpersonal, analytical, communication skills and ability to work with people from different backgrounds to deliver quality products within short timeframe • Outstanding report writing skills • Demonstrated ability to communicate effectively with various partners including the government, UN and other development donors and high quality liaison and representation at local and national levels. • Excellent organizational and time management skills. • Be flexible and responsive to changes and demands. • Be client oriented and open to feedback. • Full proficiency in English, and excellent report writing skills.
Other Requirements	<ul style="list-style-type: none"> • Proposal of approach/methodology and work plan for the assignment • Previously written related materials

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor:

Consultants shall submit CV/P-11 together with a short note detailing the proposed approach and envisioned work plan.

Technical Evaluation Criteria	Obtainable Score
At least Master Degree in the Social Sciences (economics, development studies, public policy), statistics, planning and or any other related discipline	10
Ten years of professional experience in development and MDGs related issues; and knowledge on Post 2015 agenda discussion and the sustainable development goals	20
Proven experience with the Millennium Development Goals (MDGs) related Monitoring and Evaluation framework	40
Proposal of approach/methodology and work plan for the assignment	10
Previously written related materials	10
Local knowledge and understanding of cultural, social and political condition of Cambodia (especially experience working with government institution)	10
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion and submission of Concept Note and Outlines; and concept note on preparation of the end MDG report	4 th week of April 2015	20% of the total contract amount
2	Upon satisfactory completion and submission of draft CMDGs report	1 st week of August 2015	60% of the total contract amount
3	Upon satisfactory completion and submission of final CMDGs report	End of August 2015	20% of the total contract amount