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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-28663)

Date: 25 March 2015

Country:	Cambodia
Description of the assignment :	Consultant to assist the Ministry of Planning to modify/ revise Public Investment Programme Database
Project name:	NSDP/CMDG Monitoring Support Programme
Period of assignment/services:	40 working days

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 vannara.chea@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%20Conditions%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;
- Proposed approach and envisioned work plan;
- 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=55123 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
Minimum of 7 years of experience in Database development & maintenance	20
Excellent understanding of web based database design, development and management.	20
Proven ability to translate technical needs into database specifications and to develop a fully functional and user friendly database application	20
Knowledge and experience with Web based applications development and languages, MS Access and MS Excel.	30
Understanding of government and the United Nation Systems	10
Total Technical Obtainable Score	100 points

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

I. Assignment Information

Assignment Title:	<i>Consultant to assist the Ministry of Planning to modify/ revise Public Investment Programme Database</i>
UNDP Practice Area:	<i>Poverty Reduction</i>
Cluster/Project:	<i>NSDP/CMDG Monitoring Support Programme</i>
Post Level:	<i>Junior Specialist</i>
Contract Type:	<i>Individual consultant</i>
Duty Station:	<i>Ministry of Planning and UNDP, Phnom Penh, Cambodia</i>
Expected Place of Travel:	<i>N/A</i>
Contract Duration:	<i>40 working days over the period from 3rd week of April to mid-September 2015</i>

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. It is increasingly acknowledged that MDG targets can only be achieved fully if services and inputs are available to, and managed by all levels of government 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 Ministry of Planning to address key challenges in achieving NSDP/CMDG targets. 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.

Public Investment Programme (PIP) is a forward three year rolling programme of capital and technical investment by the Government designed to support the implementation of NSDP.

The PIP, as set up under the PIP Manual in 2000, represented a comprehensive and rigorous approach to the management of public investment. The key function of the PIP database (as currently applied) is to produce the tables required for the PIP. It does not function as an ongoing database with information on all PIP projects (completed, ongoing, committed, and planned). Reinstating the ability of the database to track all PIP projects (rather than covering only the ongoing and planned projects

submitted for the current PIP exercise), The PIP would then return to being a report extracted from the ongoing database, as under the original PIP process.

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*

3. Scope of Work

The consultant will work closely with General Directorate of Planning (GDP) of the Ministry of Planning to carry out the assigned tasks. Also, she/he will work with UNDP programme and project staff for any information and guidance.

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

- a) Review current PIP database to capture the relationship of the programme and its codes
- b) Review existing PIP's related forms to understand database structure
- c) Modify/revise the current PIP database to be an ongoing database with information on all PIP projects (completed, ongoing, committed, and planned) in both Khmer and English. The revised database need to be developed on website interface.
- d) Create security option for each user by a username & a password.
- e) Create tables/reports of PIP which are derived from the data entry
- f) Develop reporting format in the system that can track progress of PIP implementation of line ministries/agencies.
- g) Templates of report to be exported to MS Excel is to be developed as part of database
- h) Produce a revised PIP database prototype
- i) Produce a simple manual for operating the revised PIP database
- j) Train relevant line ministries/agencies on the use of revised PIP database

The consultant needs to discuss and work in close collaboration with the GDP of 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 operation of revised PIP database. 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) Submission of Conceptual model/prototype of revised PIP database before going to detail steps of revision of current PIP database

- b) Submission of completed database a long with a simple operation manual of the revise PIP database
- c) Training on PIP database operation conducted for relevant line ministries/agencies staff

N	Deliverables / Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Submission of conceptual model/prototype of revised PIP database	8 days	4 May 2015	Assistant Country Director and Poverty Team Leader
2	Submission of completed database a long with a simple operation manual of the revise PIP database	30 days	9 July 2015	Assistant Country Director and Poverty Team Leader
3	Relevant line ministries/agencies staff trained on revised PIP database	2 days	30 July 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, the project team of the NSDP/CMDG Monitoring Support Programme (NMSP) and UNDP programme analyst and work under direct supervision of the Assistant Country Director and Poverty Team Leader.

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.

6. Duration of the Work

- The assignment will be 40 working days from 3rd week of April to mid-August 2015
- The consultant is expected to be on board from 20 April and complete assignment not later than mid-August 2015. She/he has to submit the work plan prior to the assignment.
- 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.

8.

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10. Minimum Qualifications of the Individual Contractor

Education:	At least Bachelor Degree in the field of Computer Science or equivalent, especially in programming.
Experience:	<ul style="list-style-type: none"> • Minimum of 3 years (Master's degree) or 7 years (Bachelor degree) of experience in Database development & maintenance; • Excellent understanding of web based database design, development and management. • Proven ability to translate technical needs into database specifications and to develop a fully functional and user friendly database application, including appropriate reports with web-based interaction • Knowledge and experience with Web based applications development and languages, MS Access and MS Excel. • Understanding of government and 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 • Excellent organizational and time management skills. • Be flexible and responsive to changes and demands. • Be client oriented and open to feedback. • Full proficiency in Khmer and English, and excellent report writing skills.

11. 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
Minimum of 7 years of experience in Database development & maintenance	20
Excellent understanding of web based database design, development and management.	20
Proven ability to translate technical needs into database specifications and to develop a fully functional and user friendly database application	20
Knowledge and experience with Web based applications development and languages, MS Access and MS Excel.	30
Understanding of government and the United Nation Systems	10
Total Obtainable Score:	100

12. 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 conceptual model/prototype of revised PIP database	3 rd week of May 2015	30% of the total contract amount
2	Upon satisfactory completion and submission of completed database a long with it's simple operation manual and completion of training on operation of database for relevant line ministries staff	1 st week of August 2015	70% of the total contract amount