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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-30003)

Date: 24 June 2015

Country:	Cambodia
Description of the assignment :	Consultant to Assess the Impact of Social Land Concessions on Rural Livelihood in Cambodia
Project name:	Economic and Social Rights Unit
Period of assignment/services:	35 work days, from 03 August – 25 September 2015

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.

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

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

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 methodology;
- 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=57589 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.

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

Technical Evaluation Criteria	Obtainable Score
Experience in conducting household surveys and Experience working in human rights	50
<ul style="list-style-type: none"> • familiar with the legal framework involved in issuing social land concessions • relevant legal and human rights issues including land and housing rights issues and indigenous peoples’ rights 	20
Methodology of data collection through surveys and FGDs	30
Total Obtainable Score:	100

evaluation criteria:

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: $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

ANNEX-I

TERMS OF REFERENCE Individual Contractor

1. Assignment Information

Assignment Title:	Assessing the Impact of Social Land Concessions on Rural Livelihood's in Cambodia.
Practice Area:	Land Management and Allocation
Cluster/Project:	Economic and Social Rights Unit
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	Five Provinces (Monduliri, Kampong Speu, Battambang) TBC
Contract Duration:	35 work days, from 03 August – 25 September 2015

2. Project Description

The Government took a significant step forward in addressing the issues of landlessness and rural poverty in Cambodia through the 2001 Land Law and subsequent approval of the Sub-Decree on Social Land Concessions in March 2003. The sub-decree provides the basis for distributing state private land to, amongst others, landless and land poor households. Article 2 of the Sub Decree states that a 'Social land concession is a legal mechanism to transfer private state land for social purposes to the poor who lack land for residential and/or family farming purposes'.

A preliminary assessment of publicly available information revealed that very few documents report on the process and outcome of specific land distribution experiences in Cambodia including the Social Land Concessions (SLC) programmes. Outside of the World Bank funded Land Allocation for Social and Economic Development pilot Project (LASED), there is little documentation detailing the number or location of SLC's issued to date, who the beneficiaries are and what the results of the Government's SLC programme has been so far.

OHCHR shall assess the impact of five social land concessions on rural livelihoods. The scope of the study shall include the beneficiaries who have received plots of land within the concession, as well as the impact on families outside the concession area, those who may have been moved to make way for the concessions, and any indigenous groups residing in the area. OHCHR shall assess what level of transparency exists in the process of identifying, allocating and distributing land and what the outcome of these processes has been. This research will assess the impact of five social land concessions in five provinces and will not include a nationwide survey of all concessions.

Research Objectives include:

- Documenting the processes and outcomes in land distribution through social land concessions in rural areas.
- Assessing the impact on beneficiaries and local communities in terms of tenure security, adequate housing, access to basic services, monthly incomes and other issues.
- Assessing whether SLC's are being issued in adherence to the basic legal framework for land allocation to the poor as set out in the Sub Decree on Social Land Concessions?
- Assessing whether SLC's are being issued for their intended purposes? Are the beneficiaries of SLC plots poor families, those displaced as a result of public infrastructure projects, families suffering from natural disasters, or demobilized soldiers and families of soldiers who were disabled or died etc, as set out in the Sub-Decree? Have others benefited?

- Assessing whether indigenous communities who utilize land demarked for social land concessions were included in the consultation process and what steps were taken by local authorities to ensure indigenous land rights were respected?

3. Scope of Work

The Contractor shall:

- a. Conduct household surveys in five social land concessions in Mondulkiri, Kampot, Kratie, Kampong Speu and Battambang provinces (subject to confirmation). The exact proportion of households to be surveyed within each concession shall be established by the Contractor with OHCHR and shall depend upon the size of the concession and number of households currently residing there. With the understanding of total beneficiaries and locations the consultant will propose the sampling method and sample size to OHCHR for conducting the household survey.
- b. Devise the household questionnaire in coordination with OHCHR. The survey process shall include the gathering of statistical, quantitative as well as qualitative information. The survey shall be designed to gather information on the background of the beneficiary families; what role they played in the process of the concession being issued and what role they played in the selection process; whether they participated in consultations and what local authorities explained to them before, during and after the selection process; whether they have received titles to their newly allocated land, what accessible basic services (health, education etc) are available in the area; whether houses in the concession site meet the basic criteria for adequacy as set out in human rights law (i.e. include access to clean water and sanitation); what impact the allocation of land within the concession has had on the families livelihoods and well-being; and what role local authorities or local NGOs now played in managing the concession and measuring change.
- c. Conduct focus group discussions (FGDs) with communities living adjacent to concessions sites. The questions for the FGDs shall be devised by the Contractor in coordination with OHCHR. The Contractor shall gather information on whether local families were consulted before the concession was issued; what role they played in the process; whether any families were evicted to make way for the concession land; what impact the concession has had on the local area; and what role local authorities or local NGOs now played in measuring change.
- d. Interview village, commune and district level authorities. The questions for the interviews with authorities shall be devised by the Contractor in coordination with OHCHR. The interviews will allow for local authorities to explain their role in the process of identifying available land, consulting with local communities, selecting beneficiary families, allocating individual plots, securing provision of basic services within the area; and measuring changes to families' livelihoods.
- e. Interview local NGO's who may be working in the area, either directly with beneficiary families or on land and housing rights issues more generally (i.e. the provincial offices of ADHOC or LICADHO for example). Interviews shall be conducted to gather additional information about the process of allocating land and selecting beneficiaries, but also to enquire what role local NGOs have played in the various processes and whether they have observed any problems or are measuring positive or negative changes in the area.
- f. Collate the information from the household surveys and enter it into a database (i.e. Microsoft

Excel or Access) where cumulative totals for each concession can be easily identified. FGD answers shall also be collated where possible.

4. **Expected Outputs and Deliverables**

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review outputs and confirm acceptance)</i>
1	Devise i) household survey questionnaires, the sampling method and sample size for surveys, ii) FGD questions and iii) questions for local authorities and NGOs.	5 days	03 August – 07 August	OHCHR
2	Conduct household surveys, FGDs, interviews with local authorities and NGOs in five social land concessions in Monduliri, Kampot, Kratie, Kampong Speu and Battambang provinces.	Five weeks total / 25 work days (5 days per concession site). To be completed by July 27.	10 August – 18 September	OHCHR
3	Collate information into a database	5 days	21 September – 25 September	OHCHR
Total # of Days:		35 work days		

5. **Institutional Arrangement**

OHCHR will supervise the contractor. The contractor will report directly to OHCHR's appointed Focal Point. The Contractor will be expected to liaise frequently with the appointed Focal Point; providing bi-weekly updates on planning and progress on project implementation. The Contractor will be required to liaise with the Commune and District authorities in whom they are planning the activities.

The Contractor will arrange all logistics required for project implementation. All travel, accommodation, food and other costs shall be covered by the Contractor.

6. **Duration of the Work**

The project shall commence on 03 August 2015 and shall end on 25 September 2015. The submission of the correlated data and questionnaires detailing the results of the surveys, FGDs and questionnaires shall be submitted by 25 September 2015 at the latest.

7. **Duty Station**

The Contractor shall carry out the work in Monduliri, Kampot, Kratie, Kampong Speu and Battambang provinces – subject to confirmation from the supervisor. Meetings with OHCHR to plan and coordinate will be conducted in Phnom Penh.

Methodology: Consultant is required submit methodology proposed for conducting the assignment along with the application.

8. Minimum Qualifications of the Individual Contractor

The Individual Contractor must be politically independent researcher.

Education:	<ul style="list-style-type: none"> The Contractor must have completed secondary education. A relevant university degree in law, social sciences or human rights is an advantage.
Experience:	<ul style="list-style-type: none"> The Contractor must possess significant experience (a minimum of two years) of conducting household surveys and focus group discussion in Cambodia A minimum of two years experience working in human rights
Competencies :	<ul style="list-style-type: none"> familiar with the legal framework involved in issuing social land concessions relevant legal and human rights issues including land and housing rights issues and indigenous peoples' rights
Language Requirements:	Khmer, with a working knowledge of Spoken and written English

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

Technical Evaluation Criteria	Obtainable Score
Experience in conducting household surveys and Experience working in human rights	50
<ul style="list-style-type: none"> familiar with the legal framework involved in issuing social land concessions relevant legal and human rights issues including land and housing rights issues and indigenous peoples' rights 	20
Methodology of data collection through surveys and FGDs	30
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: Provide project planning timeline, the sampling method and sample size for surveys and devise the household and FGD questionnaires	07 August 2015	20%
2	Upon satisfactory completion: Complete three field visits to three SLC sites	04 September 2015	40%
3	Submit all results of all questionnaires and completion of final tasks.	25 September 2015	40%

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

The contract price is a fixed output-based price.

The cost components that the Proposer must include in the computation of contract price should include all feasible project costs, including professional fees, travel costs, living allowances, taxes and training costs.

20% of the contract price will be paid upon drafting the household survey questionnaires, the sampling method and sample size for surveys; the FGD questions and) questions for local authorities and NGOs.

40% of the contract will be paid when three of the social land concessions have been visited and the questionnaires completed, expected to be by 04 September 2015. Documentation will be required detailing completion. This will include numbers of participant families interviewed, names of local authorities interviewed, an outline of issues discussed, and photos of the activities.

The final 40% of the contract will be paid upon completion of all deliverables, and the approval of the final submission of all data summarizing questionnaires, FGDs and interviews.

11. Annexes

Existing literature or documents that will help the consultant gain a better understanding of the project situation and the work required will be provided to the consultant once the contract is signed.

1. To be added