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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-34116)

Date: 21 September 2015

Assignment Title:	Expert for Knowledge Management Information System (KMIS) on Climate Change
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	Cambodia Climate Change Alliance Phase II (CCCA II)
Post Level:	Senior Specialist
Contract Type:	Individual Contract
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	N/A
Contract Duration:	25 working days (November 2015 – January 2016)

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 procurement.kh@undp.org and cc dalis.heng@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 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;
- 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=60165 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 below, 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 a Lump sum output-based contract. Therefore, the interested offerors are requested to submit **Final All-Inclusive Price** with cost breakdown.

5. EVALUATION METHOD

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 applications/proposals, with evaluation of the technical qualification being completed prior to any price proposal being compared. Only the price proposal of the Offerors who passed the minimum technical qualification 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 5 years of experience in developing and managing knowledge and information management systems	40
Experience working with ministries with a significant climate change portfolio Expertise and experience in working with climate knowledge and information management systems or centers, and geo-reference climate information and decision support systems is a clear advantage	30
Expertise and experience related to climate knowledge and information management issues in Cambodia and in the region is an advantage;	10
Ability to interact with a variety of stakeholders, including senior government officials, donors, journalists, editors, policy-makers and regulators, consultants and academics; ability to work in a multicultural team; excellent written communication skills	20
Total Obtainable Score:	100

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

5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offerors who have attained a minimum of 70% score in the technical qualification evaluation will be considered and evaluated. The total number of points allocated for the price component is 100. Below is the formula used for this evaluation:

Rating for Financial Proposal = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

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: Total Score = Technical Qualification Score x 70% + Financial Score x 30%

6. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

TERMS OF REFERENCE

Individual Contract

1. Assignment Information

Assignment Title:	Expert for Knowledge Management Information System (KMIS) on Climate Change
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	Cambodia Climate Change Alliance Phase II (CCCCA II)
Post Level:	Senior Specialist
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2. Project Description

Globally and within Asia, research and knowledge on climate change impacts and adaptation and mitigation response, has grown considerably recently, with multiple actors such as the Inter-Governmental Panel on Climate Change (IPCC), research institutes, NGOs and governments contributing to the current wealth of knowledge. However, on the ground, and in particular in vulnerable developing countries such as Cambodia, much of the knowledge being generated and shared and the technical capacities needed to address the challenges posed by climate change still remain scarce.

Ranked amongst one of most vulnerable countries globally and third in the Asia region, and with impacts from climate change expected to severely affect its development (with estimates indicating impact on GDP to be 15% annually by 2030, and 3.5% annually by 2050, according to CCFF, 2014), the ability to harness existing climate change knowledge and capitalize on lessons learnt from ongoing interventions will be key to Cambodia's future.

The need for strengthening climate change knowledge, education and awareness in Cambodia has been recognized in key strategic national documents, such as the Government's Third Rectangular Strategy, the National Strategic Development Plan (NSDP) and the Cambodia Climate Change Strategic Plan (CCCCSP) for 2014-2023, underlining the improvement of human and technological capacities as a major development issue for Cambodia. Climate change in particular has been identified as an area where the development of technical capacities and knowledge still require considerable investment to enable an effective response, with availability of climate data, tools and technologies for adapting and mitigating climate change impacts remaining key constraints to evidence based policy making.

Being able to effectively address climate change knowledge gaps is important for several reasons:

- It helps decision-makers to better identify, prioritize and target interventions that reduce climate risk or otherwise tap into opportunities for low carbon resilient development, as well as to assess the effectiveness of their response and to make the required adjustments;
- It assists numerous actors, including government agencies, NGOs, academia and the private sector, in developing sound bankable projects, thus helping to attract additional financing to the still underfunded climate response.

- It helps pave the way to a more sustainable future for Cambodia by investing in its human capital, as next generations will be better prepared to face future challenges.

While there have been a number of efforts aiming at generating and sharing climate information and lessons learnt from interventions both from government and non-governmental institutions and development partners, with Cambodia's official climate change website managed by the Climate Change Department, Ministry of Environment – camclimate.org.kh – registering increasing numbers of visitors each year, it is necessary to strengthen existing knowledge resources and systems in order to provide the necessary support to the implementation of Cambodia's climate change response (CCCSP).

Cambodia's Climate Change Alliance (CCCA) Phase II, a comprehensive multi-donor funded programme implemented by Climate Change Department (CCD), Ministry of Environment (MoE) to address climate change (CC) in Cambodia, is seeking an international knowledge management expert to support the design and establishment of a climate change knowledge and information system which will be a reference of excellence for the country and in the region.

3. Scope of Work

The main objectives of the assignment are:

- Design a climate change knowledge management and information system (CCKMIS) targeting key knowledge services and capacities (i.e. climate research and technology, advisory services, awareness raising and knowledge dissemination), in line with international best practices and leveraging existing knowledge resources and capacities, so that it can effectively support the implementation of the country's climate change response (CCCSP 2014-2023).
- Provide mentoring, support and assistance to responsible staff from CCD, KM team and from other relevant departments of MoE to update capacity needs assessment and to design a comprehensive Cambodia's CCKMIS which responds to the needs identified, as well as to develop its business case to help in mobilizing the required funding for KMIS operationalization.

The tasks and responsibilities of the consultant will be as follows:

- ***Work planning and facilitation of discussions on concept for CCKMIS:*** under the guidance of the CCCA II result 3 (R3) Team Leader and in coordination with the designated the CCD/MoE team (including the CCCA team) and relevant stakeholders, and with the two national consultants assisting in the areas of climate data base management and development of knowledge web portal, the international consultant will assess existing climate change knowledge resources and capacities needs, and support the development of a detailed work plan and approach for the development of the CCKMIS (concept and operationalization strategy), including allocation of responsibilities and expected outputs from the designated MoE team and consultants, in alignment with the action proposed for the MoE CCAP;
- ***Mentoring and capacity development:*** provide on-the-job support or backstopping to the designated KM team of CCD and relevant departments of MoE officials (and eventually officials from key relevant institutions of government such as ICT/MPTC and Meteorology/MOWRAM, MAFF etc) to develop a deep understanding of knowledge and information

management systems, including international best practices focusing in four potential key functions/services of the KMIS for Cambodia (i.e. climate information, research and technology; awareness and knowledge dissemination, training and education, advisory services), developing their capacity to implement the work plan for the operationalization of the center, providing high level of the different KMIS services and maintaining and developing partnerships;

- ***Leading in drafting the concept and strategy for CCKMIS:*** the report on the CCKMIS will include an analysis of the gaps identified and the proposal of the concept and strategy for the CCKMIS (benchmarking it against international best practices in four main areas of climate knowledge services), as well as presenting the business case and a 3 year work plan for the KMIS;
- ***Support finalization of the reviewed report.***

4. Expected Outputs and Deliverables

The expected outputs of the consultancy are as follows:

- Work plan and updated needs assessment;
- Effective on-the-job support to the designated team of CCD/MoE staff (and eventually other key government staff) in developing the concept and operationalization strategy for CCKMIS;
- Draft report on CCKMIS proposal with initial work plan for 2016-2018;
- Final report on CCKMIS proposal and final assignment report including any further recommendations for next steps.

The deliverables are as follows:

No	Milestone	Estimated number of working days	Indicative due date	Approval required
1	Updated needs assessment and work plan	5 days	20 November 2015	CCCA Technical Specialist
2	Draft KMIS concept proposal and work plan for 2016-2018, including the capacity development strategy, business case and identification of potential (national and international) partnerships	15 days	25 December 2015	CCCA Technical Specialist
3	Final KMIS concept proposal and work plan for 2016-2018, taking into account comments received Brief assignment report	5 days	15 January 2015	CCCA Technical Specialist

	including a description of work done on capacity development			
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The individual contractor shall take sole responsibility for ensuring that the deliverables submitted meet the standards set by CCCA. UNDP CO shall have the right to reject the work and payment shall not be settled unless deliverables are submitted at the satisfactory level;

5. Institutional Arrangement

The international consultant will operate under the management of the Result 3 Team Leader and under the guidance of the Climate Change Technical Specialist and the Knowledge Management Officer. He/she will work on a day-to-day basis with assigned staff from MoE, and liaise with national consultants working under Result 3 on the development of the knowledge portal and climate database management.

6. Duration of the Work

The assignment is expected to include 25 working days (from 15 November 2015 – 15 January 2016), with 20 days in Phnom Penh (two trips) and 5 days home-based.

7. Payment Milestones

No	Milestone	Indicative due date	Payment amount
1	Upon satisfactory completion of deliverable 1	20 November 2015	20%
2	Upon satisfactory completion of deliverable 2	25 December 2015	40%
3	Upon satisfactory completion of deliverable 3	15 January 2015	40%

Payment is paid within 30 days after satisfactory completion of work and receipt of original invoice. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation (for final payment only) duly completed and signed by the head of the unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall provide a cover letter describing their approach for the assignment, and fill the attached financial offer form. The rate shall be all inclusive and fixed during the contract period.

8. Minimum Qualifications of the Individual Contractor

Education:	Master's degree in knowledge and information management, decision
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	support systems and knowledge sharing platforms, or closely related subjects.
Experience:	<ul style="list-style-type: none"> - Minimum 5 years of experience in developing and managing knowledge and information management systems; - Experience working with ministries with a significant climate change portfolio; - Expertise and experience in working with climate knowledge and information management systems or centers, and geo-reference climate information and decision support systems is a clear advantage; - Expertise and experience related to climate knowledge and information management issues in Cambodia and in the region is an advantage;
Competencies:	<ul style="list-style-type: none"> - Ability to interact with a variety of stakeholders, including senior government officials, donors, journalists, editors, policy-makers and regulators, consultants and academics; - Ability to work in a multicultural team and to build positive relationships with programme team and partners; - Excellent written and oral communication skills;
Language Requirement:	<ul style="list-style-type: none"> - Excellent command of English (both spoken and written), knowledge of Khmer would be an advantage.

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

Technical Evaluation Criteria	Obtainable Score
Minimum 5 years of experience in developing and managing knowledge and information management systems	40
Experience working with ministries with a significant climate change portfolio Expertise and experience in working with climate knowledge and information management systems or centers, and geo-reference climate information and decision support systems is a clear advantage	30
Expertise and experience related to climate knowledge and information management issues in Cambodia and in the region is an advantage;	10
Ability to interact with a variety of stakeholders, including senior government officials, donors, journalists, editors, policy-makers and regulators, consultants and academics; ability to work in a multicultural team; excellent written communication skills	20
Total Obtainable Score:	100