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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-35-34470)

Date: 1 October 2015

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| Assignment Title: | Senior Specialist – Mapping private sector contribution to the climate change response in Cambodia |
| UNDP Practice Area: | Environment and Climate Change |
| Cluster/Project: | Cambodia Climate Change Alliance Phase II (CCCA II) |
| Post Level: | Senior Specialist |
| Contract Type: | Individual Contractor (IC) |
| Duty Station: | Phnom Penh |
| Expected Place of Travel: | Phnom Penh |
| Contract Duration: | 30 working days (October-December 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 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=60568 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 |
|---|------------------|
| At least 10 years' experience in economic analysis or similar field, including experience in sectors relevant to the climate change response | 40 |
| Specific experience with analysis, planning or implementation of investments in green / climate-smart technologies; Good knowledge of current debates on climate finance, including climate finance definition and tracking methodologies | 40 |
| Experience in the Asia-Pacific region and specific knowledge of Cambodia will be an advantage | 10 |
| Ability to interact with senior government officials and managers in the private sector;- Ability to lead teams with strong communication skills | 10 |
| 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: $\text{Total Score} = \text{Technical Qualification Score} \times 70\% + \text{Financial Score} \times 30\%$

6. ANNEXES

- ANNEX 1 - TERMS OF REFERENCES (TOR)

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

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|----------------------------------|--|
| Assignment Title: | Senior Specialist – Mapping private sector contribution to the climate change response in Cambodia |
| UNDP Practice Area: | Environment and Climate Change |
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| Contract Type: | Individual Contractor (IC) |
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| Contract Duration: | 30 working days (October-December 2015) |

2. Project Description

Cambodia is regularly ranked as one of the top ten countries most vulnerable to climate change, with major impacts projected on agriculture, infrastructures (transport, irrigation, and urban infrastructures), and health. Initial estimates indicate that annual GDP growth could be reduced by 1.5% by 2030, and a growing percentage in following years. Both public and private investment is required to address these threats and minimize climate change impacts on the economy and business environment in Cambodia.

While Cambodia is not a major emitter of Green House Gases (GHG), Cambodia is at a critical stage in the diversification and expansion of its economy. The Royal Government of Cambodia is committed to developing and promoting climate-smart and green technologies, as part of its strategy for sustainable growth.

Globally, private finance is estimated to represent 62% of total climate finance for year 2013 (Climate Policy Initiative, 2014). In Cambodia, the recent climate public expenditure reviews provide up-to-date information on levels of public financing for climate change, as well as guidance on how to improve the mobilization and management of public climate finance. Much less information is readily available on investments from private operators (households or investors/companies). This information is crucial for the Royal Government of Cambodia to understand the full scope of the climate change response in Cambodia, and make informed policy decisions that will facilitate private investment in climate-smart solutions.

3. Scope of Work

The objectives of this assignment are to:

- Provide a comprehensive overview of private sector contribution (both households and corporate actors / investors) to the climate change response in Cambodia, including information on concerned sectors, types of activities, and sources of funds;

- Identify perceived potential for additional investments in climate change adaptation or mitigation, and any related policy measures based on consultations with concerned stakeholders;
- Identify types of private investments that are currently at risk due to maladaptation or may deviate from national objectives on climate change mitigation, and opportunities to make these investments climate-smart)
- Provide an initial basis for Government-Private Sector dialogue on these issues.

The international consultant will act as Team Leader for this assignment and be responsible for the overall delivery of the above outputs.

Interested applicants shall propose a methodology for the assignment, taking into account international and regional experiences in assessing and valuating private sector contributions (households and private companies/investors) to the climate change response.

Key stakeholders to be consulted include national and international chambers of commerce, NGOs working in partnership with the private sector and communities on climate change issues, think tanks and research institutes, banks and investment firms with an interest in climate related investments, suppliers of adaptation/mitigation technologies, and development partners.

If sufficient information on the contribution of private households is not readily available, additional field research may be required. The consultant will be expected to propose an approach for this additional research as part of the initial work planning stage.

A consultation meeting on the draft report will be held with all concerned stakeholders.

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 | Detailed methodology and work plan endorsed, including any recommendations for additional field research | 7 days | Early November (TBC) | CCCA Trust Fund Administrator |
| 2 | Draft report submitted | 17 days | Mid December 2015 (TBC) | CCCA Trust Fund Administrator |

| | | | | |
|-------------------------|--|----------------|-------------------------|-------------------------------|
| 3 | Consultations on draft report held and final report submitted. | 6 days | End December 2015 (TBC) | CCCA Trust Fund Administrator |
| Total # of Days: | | 30 days | | |

5. Institutional Arrangement

The study team will be composed of two consultants, one international (30 days) and one local (35 days). The international consultant will act as team leader. The local consultant will be recruited directly by the CCCA programme.

The consultants will be working under the overall guidance of the Director of the Climate Change Department, and under the direct supervision of the Team Leader for CCCA Result 2 and UNDP/CCCA Trust Fund Administrator.

6. Duration of the Work

The assignment is expected to include 30 working days between October and December 2015. One or two in-country missions may be budgeted, depending on the approach proposed, with at least 25 days to be spent in country.

7. Duty Station

Phnom Penh, Cambodia.

8. Minimum Qualifications of the Individual Contractor

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|----------------------|--|
| Education: | <ul style="list-style-type: none"> - Master's degree in economics, development economics, sustainable development or closely related subject |
| Experience: | <ul style="list-style-type: none"> - At least 10 years' experience in economic analysis or similar field, including experience in sectors relevant to the climate change response; - Specific experience with analysis, planning or implementation of investments in green / climate-smart technologies; - Experience in the Asia-Pacific region and specific knowledge of Cambodia will be an advantage. |
| Competencies: | <ul style="list-style-type: none"> - Good knowledge of current debates on climate finance, including climate finance definition and tracking methodologies; - Excellent planning and analytical skills; - Ability to interact with senior government officials and managers in the private sector; - Ability to lead teams with strong communication skills; - Excellent written and oral communication skills. |

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| Language Requirement: | - Fluency in English is required. Knowledge of Khmer will be an advantage. |
| Other Requirements (if any): | N/A |

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

| Technical Evaluation Criteria | Obtainable Score |
|---|-------------------------|
| At least 10 years' experience in economic analysis or similar field, including experience in sectors relevant to the climate change response; | 40 |
| Specific experience with analysis, planning or implementation of investments in green / climate-smart technologies; Good knowledge of current debates on climate finance, including climate finance definition and tracking methodologies;- | 40 |
| Experience in the Asia-Pacific region and specific knowledge of Cambodia will be an advantage. | 10 |
| Ability to interact with senior government officials and managers in the private sector;- Ability to lead teams with strong communication skills; | 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 of output 1 | Second week of November 2015 | 20% |
| 2 | Upon satisfactory completion of output 2 | Second week of December 2015 | 50% |
| 3 | Upon satisfactory completion of output 3 | Last week of December 2015 | 30% |