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YEARS

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Pre-Bid Meeting Providing Consultancy on Institutional Needs Assessment and Capacity Development Plan

Lad Conference Room

20 June 2016

Instruction to Offerors:



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- Deadline for proposal submission: 11 July 2016 by 11:00 a.m., local time. Late proposal submission will be rejected unopened.
- Proposal Validity: **120 days** after the proposal submission date.
- Submission by email will not be accepted.
- UNDP will not be able to consider proposals that contain the Technical and Financial proposals in one envelope and/or proposals of which the operational and technical part contains any pricing information whatsoever in the services offered.
- Questions or clarification required should be submitted in writing or by email to procurement.kh@undp.org at least 3 days before deadline
- Q&A and Pre-Bid Presentation: will be posted on UNDP website at http://procurement-notices.undp.org/view_notice.cfm?notice_id=30449

Documents for Submission

1st Envelop:

- Completed Form for Submitting Service Provider's Technical Proposal (**Follow Template as per Annex-2**) .
- Other Supporting documents

2nd Envelop:

- Completed Form for Submitting Service Provider's Financial Proposal (**Follow Template as per Annex-3**)

Technical and Financial Proposals must be submitted in separate sealed envelopes and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL"

Documents for Submission (Con't)



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Documents in MS word for Annex-2 and Annex-3 are available on website http://procurement-notices.undp.org/view_notice.cfm?notice_id=30449

Qualification of Service Provider:



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- 1) An organization with at least five years of experiences in managing local governance institutions, producing high quality analytical research/assessment and providing technical advice or consulting services on local governance, institutional strengthening, institutional advocacy, capacity development and civil service training.
 - 2) The organization will consist of 3 members and is encourage including one team member as a woman.
- The Consultants' team shall be headed by an international Team Leader who is one institutional development expert
 - The consultants' team shall include an international capacity development and civil service Specialist.
 - The consultants' team will include a Research Assistant and Interpreter

Scope of Bid Price



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- The contractor fee will be paid as a lump sum amount (all-inclusive of expenses related to the consultancy including travels inside and outside the duty station and any tax obligations). The contract price will be fixed regardless of changes in the cost components.

Criteria for the Award of Contract and Evaluation of Proposals



- **Preliminary Examination of Proposals**
- **Technical Proposal Evaluation**
- **Financial Proposal Evaluation**
- **Post Qualification Review**

(Please see the page 5 – 9 in RFP)

Criteria for the Award of Contract and Evaluation of Proposals



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Preliminary Examination of Proposals:

- Legally registered organization/firm with Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per **Annex-2**
- Technical and Financial Proposals are submitted in separate sealed envelopes;
- Proposer is not in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors.

Criteria for the Award of Contract and Evaluation of Proposals



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Technical Proposal Evaluation:

- The technical proposal will be evaluated based on the technical evaluation criteria stated in RFP document.

Financial Proposal Evaluation:

- Only the financial proposal of the Services Providers that passed the technical proposal evaluation will be considered and opened for evaluation.

Total Combined Score:

$(\text{TP Rating}) \times \text{Weight of TP (70\%)} + (\text{FP Rating}) \times \text{Weight of FP (30\%)}$



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Associations of Councils Enhanced Services Project (ACES Project)

Pre-Bid Briefing Institutional Needs Assessment and Capacity Development Plan

Technical Requirements

20th June 2016
UNDP, Lad Conference Room

Presented by Mr. **Pok Sokundara**, Secretary General, Joint Secretariat of Associations of Sub-national Administration Councils; Project Director, ACES Project

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Project background

- ACES project funded by UNDP and EU (2012-2017).
- Objective: To turn the Cambodian associations of sub-national councils into effective organizations able to efficiently represent the interests of their members and provide services to them.
- Established Joint Secretariat of Associations of Sub-National Administration Councils (ASAC-S), involving National League of Local Councils (NLC) and National Association of Capital and Provincial Council (NACPC) (2015).
- Main activity of ASAC-S: Implementation of Sub-National Forums of Councilors in collaboration with PAs (PMDKCS).

Objectives of the assignment

- To update the strategic objectives of ASAC and strengthen their institutional and human resources so that they can effectively carry out their core functions of advocacy and service provision to members.
- To draft an action plan for institutional development, including the outline of a comprehensive advocacy strategy to support the interests and sustainability of ASAC while contributing significantly to Cambodia's democratic decentralization process.
- To identify and design a realistic and feasible capacity development plan for ASAC, including a new training program for professional staff and elected officials of the Associations and their members.
- To deliver a training program on local governance and training-of-trainers to ASAC-S's core staff, selected members of governing bodies and other elected officials.

Scope of the assignment

(Institutional needs assessment)

- Carry-out a gap analysis and in-depth assessment on the ASAC's structures, mandate, personnel, plans and funding, relevant to the effective implementation of their core functions, with special focus on roles, responsibilities and relations between ASAC-S, the two Associations, their governing bodies and members, and relevant stakeholders.
- Provide a roadmap for institutional and organizational development with clear institutional design to improve communication and division of responsibilities among NACPC, NLC, PAs, ASAC-S and sub-national councils.
- Outline an advocacy strategy to strengthen ASAC's visibility and sustainable contribution to Cambodia's democratic decentralization process.
- Outline a plan to promote social accountability, with special focus on institutional innovations aimed at enhancing the Sub-national Forums of Councilors by promoting further political pluralism and citizen participation.

Scope of the assignment

(Capacity development plan)

- Map relevant capacity development and training programs on local governance in Cambodia.
- Propose and develop a capacity development plan and strategy based on broad conceptions of learning process, change strategies, participatory methodologies and gender-sensitivity.
- Develop a comprehensive training program on local governance including modules on:
 - i) universal principles of good governance;
 - ii) local democratic governance and decentralization;
 - iii) participatory and strategic planning and project management for local development;
 - iv) institutional framework of Cambodia's multi-level governance system;
 - v) orientation training module for newly elected councilors;
 - vi) advocacy capacity building.

Qualifications required

- Organization/team with a minimum of five years of experience in managing local governance institutions, producing high quality analytical research/assessment and providing technical advice or consulting services on local governance, institutional strengthening, advocacy, capacity development.
- The Consultants' team will consist of 3 members and is encouraged include a women:
 - i) International team leader. Institutional development expert. Advanced University Degree. 7 years relevance experience;
 - ii) International capacity development specialist. Advanced University Degree. 7 years relevance experience;
 - iii) National research assistant and interpreter. Advanced University Degree. 7 years relevance experience.
- Provide work methodology with detailed description of proposed performance.

Thank you