



REQUEST FOR PROPOSAL (RFP)

Designing and developing a set of smartphone mobile applications and mobile-optimized websites in piloting a sustainable charcoal value chain in Cambodia (Process 35-54843)

Phnom Penh, Cambodia
November 10, 2017

Dear Sir / Madam:

We kindly request you to submit your Proposal for provision of **consultancy service for Designing and developing a set of smartphone mobile application and mobile-optimized websites in piloting a sustainable charcoal value chain in Cambodia.**

Please be guided by the forms attached hereto as Annex B and C, in preparing your Proposal.

Your offer, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted to the following address **no later than 24 November 2017 by 14:00 hours, Cambodia time**. **Late submission shall be rejected. Submission by email will not be accepted.**

**UNDP Cambodia, Registry Office (Building No. 5)
No. 53, Pasteur Street, Boeung Keng Kang I
PO Box 877, Phnom Penh, Cambodia
Attn: Procurement Analyst, Procurement Unit**

Your Proposal must be expressed in the **English**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex D.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

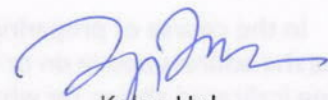
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Kolap Hul
Operation Manager

Description of Requirements

Context of the Requirement	For Designing and developing a set of smartphone mobile application and mobile-optimized websites in piloting a sustainable charcoal value chain in Cambodia.
Brief Description of the Required Services ¹	As per Terms of Reference
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Output 1: Organize a co-design session with project partners to support the design of the platform mock-up and work-flow. • Output 2: Chain of Custody traceability system • Output 3: Charcoal logistic and distribution platform • Output 4: Charcoal purchase website • Output 5: Software maintenance.
Person to Supervise the Work/Performance of the Service Provider	Policy specialist, UNDP Cambodia
Frequency of Reporting	The service provider needs to maintain regular communication with UNDP Country Office as and when problems emerge during the consultancy period, especially if they affect the scope of the job.
Progress Reporting Requirements	N/A
Location of work	Home Based, and Phnom Penh, Cambodia
Expected duration of work	December 1, 2017 to December 31, 2018
Target start date	December 1, 2017
Latest completion date	December 31, 2018
Travels Expected	Phnom Penh, Cambodia
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per terms of reference
No of copies of proposal submission	Original: 1 Scan copy: 1 CD
Allowable Manner of Submitting Proposals	Courier/Hand delivery
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Senior Policy Advisor, UNDP Cambodia
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Preliminary Examination	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is 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, and whether the Proposals are generally in order, among other indicators that may be used at this stage. The below requirements will be reviewed under Preliminary Examination before proceeding with the evaluation. UNDP may reject any Proposal at this stage. 1. Legally organization with Certificate of Business Registration, Patent, VAT Certificates, including Articles of Incorporation, or equivalent

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>documents if Bidder is not a corporation.</p> <ol style="list-style-type: none"> Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per Annex-B (<i>completion in the template in Annex-B is mandatory for bidder as the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process</i>). Bidders may choose to use its own template and acceptable if it is duly signed by authorized person and confirm the same as Annex-B. 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 Contract Award	<p><input checked="" type="checkbox"/> Having received the Highest Combined Score (based on the 70% technical weight and 30% price weight distribution)</p> <p>The total score for each proposal will be calculated independently by the following formula:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> $\frac{(TP \text{ Rating}) \times \text{Weight of TP (70\%)} + (FP \text{ Rating}) \times \text{Weight of FP (30\%)}}{\text{Total Combined and Final Rating of the Proposal}}$ </div> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC will be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Stage 1: Technical Proposal Evaluation (70%)</u></p> <p>The Technical Proposal of the offerors will be evaluated based on the following criteria:</p> <p>The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:</p>

	No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
	1	Expertise of organization	200
	2	Proposed Approach and methodology	200
	3	Proposed Personnel	600
		Total	1000

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	Reputation of Organization and Staff / Size of the Organization/Credibility / Reliability / Financial stability	50
2	At least 2 years of working experiences in providing services in the field of app development.	100
3	Experience working in the last 2 years with multilateral organizations and UN system is preferred.	50
	Total:	200

No.	Proposed Approach	Points Obtainable
1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	50
2	Is the scope of task well defined and does it correspond to the TOR?	100
3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
	Total	200

No.	Proposed personnel	Points Obtainable
1	Team Leader – International (1 person): <ul style="list-style-type: none"> Master degree in Business Administration, Economics, Project Management, or related fields (20 points) At least 15 years of experience in IT industries (mobile applications, web development, telecommunication, data analytics, or related fields) (50 points) At least 10 years' experience in project and/or product management, customer management, operations. (50points) Demonstrated ability to supervise and manage the design, development, delivery 	150

		and maintenance of complex mobile and web software solutions as well as understanding of the mobile and web industry, related technologies and trends (30 points)	
	2	<u>Software Engineer -International (1 person):</u> <ul style="list-style-type: none"> • Master degree in software engineering, or web / mobile application design and development or equivalent. (20 points) • At least 5 years of experience in project management and development of complex mobile and web software platforms using agile software development methodologies. (40 points) • At least 3 years of experience in managing mobile and web projects and teams of software engineering resources in agile environments (SCRUM, XP). (25 points) • At least 3 years of experience in designing engaging user interfaces (UI) of mobile and web platforms using appropriate software tools. (25 points) • High programming skills in Java as well as HTML, CSS, JavaScript and PHP. Excellent knowledge of web development frameworks (Laravel, Symfonie2, Meteor.js, Node.js, Angular.js...) (20 points) • Extensive knowledge on both native and hybrid Android development. (20 points) 	150
	3	<u>Mobile Software Engineer -National (1 person):</u> <ul style="list-style-type: none"> • Bachelor degree in software engineering or equivalent. (10 points) • At least 3 years of experience in developing native Android applications (25 points) • Developed or were a key contributor to the development of at least 3 highly downloaded apps that have been published to Google Play. (25 points) • Strong Java Android development skills. (15 points) • Proficient in the Android platform and SDK (Java, Android Studio), mobile application memory management, networking concepts and practices. (15 points) • Solid understanding of TCP/IP, HTTPS, REST Web Services (10 points) 	100
	4	<u>Web Developer -National (1 person):</u> <ul style="list-style-type: none"> • Bachelor degree in software engineering or equivalent. (10 points) • At least 7 years of professional web 	100

		<p>development experience with proven track record of successful customer deliveries. (25 points)</p> <ul style="list-style-type: none"> • At least 5 years of experience working with complex SQL relational database systems. (25 points) • Strong programming abilities using C#, PHP, HTML, CSS and JavaScript languages. (15 points) • Excellent understanding of TCP/IP, HTTPS, REST Web Services (10 points) • Strong knowledge programming with advanced front-end languages and practices (CSS3 / Compass / SASS / LESS, adaptive and responsive implementations, Bootstrap ...) (15 points) 	
	5	<p><u>Web/Mobile Designer -International (1 person):</u></p> <ul style="list-style-type: none"> • Bachelor degree in design art, web/mobile design or equivalent. (10 points) • At least 7 years of experience in graphic design, UI/UX design and branding. (30 points) • At least 7 years of experience in designing websites and mobile applications. (30 points) • Have a thorough understanding of web design, mobile design, photography, typography best practices. (15 points) • Able to lead and manage creative projects from conceptualization to production (ideation, wireframes, mockups, delivery) (15 points) 	100
		Total	600
<p>The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.</p> <p><u>Stage 2: Financial Proposal (30%)</u></p> <p>☒ Only the Financial Proposal of the Service Providers that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals will only be considered and opened for evaluation using the above formula.</p>			
Post Qualification Review	<p>UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the Terms of Reference, may include, but need not be limited to, all or any combination of the following:</p>		

	<ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; d) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; and e) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Annexes to this RFP ⁴	<ul style="list-style-type: none"> • Form for Submission of Technical Proposal (Annex B) • Form for Submission of Financial Proposal (Annex C) • General Terms and Conditions / Special Conditions (Annex D) • Terms of Reference (Annex E)
Contact Person for Inquiries (Written inquiries only) ⁵	<p>UNDP Cambodia Registry Office (located in Building No. 5 Ground Floor) No. 53, Pasteur Street, PO Box 877, Phnom Penh, Cambodia Tel: 023 216 167, Fax: 023 216 257 Attn: Procurement Unit, E-mail: procurement.kh@undp.org and cc sereyvattana.chan@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **Request for Proposal (RFP) dated 10 November 2017**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name and Signature of the Service Provider's
Authorized Person]

[Designation]

[Date]

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

A. Qualifications of the Service Provider

This section should describe the organizational unit that will be responsible for the contract, and the general management approach towards this project. This should fully explain the Bidder's resources in terms of personnel and other resources necessary for achieving project results. The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – provide description of the organization/firm including the year, staffs structure, and state/country of incorporation and a brief description of the Bidder's present activities (focusing on the services related to the Proposal). The Bidder should describe its experience in similar projects;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.;
- c) Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, and contact references within the last 5 years;
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the Service Provider is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

This section should demonstrate the Bidder's responsiveness to the requirements/specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements. The Service Provider must describe how it will address/deliver the demands of the Request for Proposal document.

C. Qualifications of Key Personnel

- The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member as required in the Request for Proposal document shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

A. Cost Breakdown of Outputs/Tasks [This is only an Example]:

The Proposers are requested to provide the cost breakdown for each project based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

		Position	Time Input in Day/Month/Quantity	Person Remuneration/ Unit Rate	Total
	Outcome XX				
	Output XX				
1	Personnel Services				
	a. Expertise 1		[Home]		
			[Field]		
	b. Expertise 2		[Home]		
			[Field]		
2	Other Related Costs				
	Output XX				
1	Personnel Services				
	a. Expertise 1		[Home]		
			[Field]		
	b. Expertise 2		[Home]		
			[Field]		
2	Other Related Costs				

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Total Period of Engagement	Total Person Remuneration/Unit Rate	Total
I. Personnel Services			
1. Services from Home Office			
a. Expertise 1			
b. Expertise 2			
2. Services from Field Offices			
a. Expertise 1			
b. Expertise 2			
II. Other Related Costs			
1. Travel Costs			
2. Daily Allowance			
3. Communications			
4. Reproduction			
5. Equipment Lease			
6. Others			

[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]

NOTE: WHEN SUBMITTING YOUR BID DOCUMENTS, PLEASE CAREFULLY PLACE THE TECHNICAL AND FINANCIAL PROPOSALS IN SEPARATE SEALED ENVELOPES.

General Terms and Conditions for Services**1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims,

demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:

- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
 - 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
 - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
 - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
 - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the

UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each

instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract

immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

**TERMS OF REFERENCE
Professional Service**

Project Information

Assignment Title:	Designing and developing a set of smartphone mobile applications and mobile-optimized websites in piloting a sustainable charcoal value chain in Cambodia
UNDP Practice Area:	Environment
Cluster/Project:	Policy and Advocacy
Assignment Location:	Phnom Penh Cambodia
Assignment Duration:	170 working days over the period from December 1, 2017 to December 31, 2018

Background and Project Description

In Cambodia, the demand for woodfuel (which typically consists of fuelwood and charcoal) is rapidly growing, reaching an annual level of consumption of 6 million tons of wood. This is equivalent to more than 71,600 ha of deciduous forests.

Woodfuel plays a significant role in supporting rural livelihoods and urban industry. About 80% of the Cambodian population lives in rural areas and is highly dependent on fuelwood for daily cooking, and charcoal production for income generation. Fuelwood is also the main source of energy for urban industry.

A large amount of wood (77%) is estimated to be harvested from unsustainable sources: 29% from natural forests including protected areas, and 48% from Economic Land Concession (ELC) areas—long-term leases in which concessionaires are allowed to clear land for large-scale commercial agriculture. Large-scale forest-clearing operations in these areas generate many wood products, including woodfuel, which has now become available to rural populations.

This situation is likely to change in coming years due to a moratorium on ELCs introduced by the Royal Government of Cambodia (RGC) in May 2012 to ensure the conservation of the remaining Cambodian forests. However, as ELC areas no longer supply wood products in high demand, there could be a shift resulting in mounting pressure on surrounding natural forests. Thus, further degradation of natural forests is likely to follow.

In addition to this environmental concern, there is also concern about the negative impacts of the current use of woodfuel on health and climate change. Burning biomass in simple small-scale devices can release significant amounts of particulate matter (PM) and carbon monoxide (CO), among other pollutants. Woodfuels, and especially firewood, are significant contributors to household air pollution, along with smoke, burning trash and any other source of outdoor pollution.

Thus, **the creation and promotion of sustainable forms of production and consumption of woodfuel (hereafter referred to as sustainable woodfuel) is crucial** not only to ensure the sustainability of forests in Cambodia but also from the perspective of human health and global climate change.

There are already numerous initiatives that can help promote sustainable and cleaner biofuel. These include: 1) Efficient charcoal kilns, 2) Efficient cook stoves for households and restaurants, and 3) Switch to alternative energy sources (e.g. bamboo, rice husk, coconut shells).

However, there are a range of barriers to promoting sustainable woodfuels. These barriers are: 1) Lack of training and awareness of the benefits of new and more efficient technologies and alternative energy sources that can be applied for charcoal production, cooking and industrial uses, 2) Higher prices of these more efficient technologies and alternative energies, 3) Household concern for safety of and convenient access to these technologies and energies, and 4) Household/industry customs and preferences for conventional uses of charcoal/fuelwood. In addition to the above barriers, the report highlights that most wood is sourced almost free of cost. As a result, wood collectors/households and industries have fewer incentives to invest in more expensive technologies or alternative energy sources. Likewise, there is limited interest in producing or purchasing legally sourced woodfuel such as community forestry, as this legally sourced wood is costly; incorporating costs for management and certification.

This situation points to the need to create an enabling policy environment for the promotion of sustainable woodfuel, from production to consumption.

One of the interventions, this assignment seeks to test is **creation of a production and consumer network for sustainable firewood and charcoal**.

For community forestry-sourced Sustainable Woodfuel to be competitive against illegal, non-sustainable actors, **there is a critical need to achieve the necessary efficiency gains**. Such gains could be achieved through formation of a producer and consumer network.

On the production side, a cooperative could be formed with a network of registered community forests, traditional charcoal producers, and distributors for the production, processing and distribution of sustainable woodfuel.

This production can be further assisted with provision of incentives for tree planting and the implementation of a low-cost certification scheme. Integrated production models like coppicing with standards could be used to provide a significant amount of woodfuel. This could generate both short-term income from woodfuel production and long-term higher-added value income through the production of roundwood. The implementation of a low-cost certification scheme is one instrument that could trace a chain of custody and ensure sustainable production of fuelwood and charcoal.

On the consumer side, a mobile-friendly web application to enable online ordering of charcoal, could be introduced to gather a network of regular consumers, for example households and restaurants, for direct delivery by distributors who would save significant amount of time looking for clients.

Objective of the Assignment

The Consultant is to design and develop a set of smartphone mobile applications and mobile-optimized websites which will support:

1. Traceability of the sustainable charcoal production from the Forest to the Charcoal sales to the cooperative central storage;
2. Online ordering of sustainable charcoal through a mobile optimized website
3. Stock management and efficient distribution of the orders using delivery itineraries for charcoal distribution

Scope of Work

The key activities are presented below.

1) Organize a co-design session with project partners to support the design of the platform mock-up and work-flow.

2) Chain of Custody traceability system

Objective: Insure traceability and sustainability of the charcoal produced.

Platform: Android (native or hybrid) application with web-based back-office for Administrators. Support of Android Lollipop (5.x), Marshmallow (6.x), Nougat (7.x) and Oreo (8.x). Offline data entry with automatic data upload when internet connection is available to the app.

Language: English and Khmer (Khmer language translations will be provided)

Main functions:

a) Administrators

- **Super Administrator**
 - Create / delete / edit Local Administrators accounts
 - Create / delete / edit Registered Actors accounts (cf. Local Administrator)
- **Local Administrator**
 - Create / delete / edit registered actors accounts:
 1. Forest Woodlots for Sustainable Production
 2. Community Forestry groups
 3. Sustainable Charcoal producers
 - Edit / delete the data entered by the registered Community Forestry groups and registered Sustainable Charcoal producers.

b) Registered Community Forestry groups

- Enter quantity of wood harvest in Forest Woodlots for Sustainable Production
- Edit/delete last entry of wood harvest before final confirmation (ability to enter several harvest and get total sum before confirmation).
- Check status of production quotas. Notification in the App and block selling function when harvest over quota allocated.
- Enter quantity of sustainable wood sold to registered Sustainable Charcoal producer
- Edit/delete last entry of wood harvest before final confirmation.

c) Registered Sustainable Charcoal producers

- Confirm sustainable wood reception from Community Forests
- Enter Controlled Wood supply from other sources (can be activated or not by Local Administrator)
- Enter wood sales
- Enter Sustainable Charcoal availability for pick-up by Cooperative
- Enter Sustainable Charcoal sales to other actors
- Compute Sustainable charcoal sales potential. Notification (within the application) and block selling function when sell more than capacity allows him.

d) Cooperative staff

- Confirm reception of Sustainable Charcoal
- Update of the amount of Sustainable Charcoal produced by the charcoal producer

3) Charcoal logistic and distribution platform

Objective: Manage sustainable charcoal stock and delivery to customers.

Platform: Android (native or hybrid) app with web-based back-office for Administrators. Support of Android Lollipop (5.x), Marshmallow (6.x), Nougat (7.x) and Oreo (8.x). Offline data entry with automatic data upload when internet connection is available to the app.

Language: English and Khmer (Khmer language translations will be provided)

Main functions:

a) for Administrators

- **Super Administrator**
 - Create / delete / edit Local Administrators accounts.
 - Create / delete / edit Registered Actors accounts (cf. Local Administrator)
- **Local Administrator**
 - Create / delete / edit registered actors accounts
 1. Sustainable Charcoal Distributors
 2. Cooperative staff

b) for Cooperative staff

- Enter entry of charcoal in storage place.
- Transfer charcoal to be delivered to registered charcoal distributor.
- Compute remaining stock in storage place.

c) for Sustainable Charcoal distributors

- Confirm reception of the Sustainable Charcoal stock
- Display delivery map including PIN points with all information on the client to be delivered (address, contact information, order information) as well as itinerary.
- Confirm charcoal delivery to each client and update delivery itinerary.

4) Charcoal purchase website

Objective: allow sustainable charcoal orders with great user experience.

Platform: Mobile-optimized website with engaging intuitive User Experience targeting integration with Facebook marketing campaign to be done by client.

Language: English and Khmer (Khmer language translations will be provided)

Main functions:

- a) Order Sustainable Charcoal
- b) Cancel order
- c) Information page including video and content (to be provided)
- d) For cooperative staff: display list of orders on a specific web-page (history of orders to be stored in database)

5) Software maintenance

Objectives: Provide ongoing software maintenance and troubleshooting of the different web and mobile platforms.

The service provider shall provide troubleshooting and bug resolution for following types of bugs:

- Software bugs that completely prevent any website or mobile app usage
- Software bugs that affect critical mobile application or website functionalities or critical data. These bugs do not have a workaround
- Software bugs that affect major website and mobile app functionalities or major data. These bugs have unobvious or difficult workarounds.

6) Additional consideration

All the infrastructure shall be located on agreed hosting platform / cloud computing platform. The costs of server management will be paid directly by the client.

A back up of the database shall easily be conducted by project team to check the different transactions and insure the Chain of Custody. Restore previous version of the database shall also be possible as part of the maintenance service.

Special care should be given to optimize the App in a context of low-cost smartphone and sometime limited data coverage.

Website and mobile application source code shall be shared with project team.

Visual identity and logo will be provided to support the consultant in the graphic design of the charcoal purchase website and mobile applications.

Geographical area to be covered:

Cambodia

Expected Outputs and Deliverables

No	Deliverables/Outputs	Target Due Dates
1	Work plan for this assignment.	December 20, 2017
2	Organization of a workshop with the project team for the finalization of the specifications and mock-ups. Participation to a co-design workshop with the users of the traceability mobile application.	January 31, 2018
3	Detailed back-end specification and front-end story board and mock-up validated by the project team for development First version of the chain of custody traceability system	March 5, 2018
4	Launch of: Charcoal purchase website Charcoal logistics and distribution platform	May 22, 2018
5	Refinement of the chain of custody traceability system based on feedback Refinement of Charcoal purchase website and Charcoal logistics and distribution platform based on feedback. Training of trainer (TOT) of international consultant and lead agency Manual book on how to operate the application Files and logbook delivery (including code source)	June 30, 2018
6	Maintenance of all the deliverables and bug fixing.	December 31, 2018

Institutional Arrangement

Roles of the international consultant

- The service provider shall work with a policy specialist, throughout the assignments
- The service provider shall work with an international consultant (sustainable charcoal) who will design and develop a sustainable charcoal business model
- The service provider needs to maintain regular communication with UNDP Country Office as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Roles of the UNDP Country Office

- The County Offices will review the deliverables for payment release

Duration of the Work

- Expected duration of work: 13 Months. A total of 170 working days (170 working days is an entire contract duration and not refer to number of working days of each team member);

- 1st of December 2017 to 31st of December 2018;
- This assignment is part of a package and any delay will impact the timeline of deliverables of the international consultant for developing a sustainable charcoal value chain in Cambodia.

Duty Station

- The duty stations for this assignment are home country and Phnom Penh. At least 3 trips to Cambodia (at least a total of 50 working days of stay in Cambodia) are required during the project time-frame.
- Travel to project areas in provinces and DSA for a maximum of four people should be planned for the purpose of the co-design workshop.

Minimum Qualifications of the Successful Contractor at Various Levels

- At least 2 years of working experiences in providing services in the field of app development.
- A service provider should prepare a proposal that includes the following set of members: 1) one Team Leader (international) 2) one Lead Developer (international), 3) one Mobile Software Engineer (national), 4) one Web Developer (national) and 5) one Web/Mobile Designer (international)

Minimum Qualification –Team Leader (International)

Education:	Master degree in Business Administration, Economics, Project Management, or related fields
Experience:	At least 15 years of experience in IT industries (mobile applications, web development, telecommunication, data analytics, or related fields) At least 10 years' experience in project and/or product management, customer management, operations.
Competencies:	Demonstrated ability to supervise and manage the design, development, delivery and maintenance of complex mobile and web software solutions. Understanding of the mobile and web industry, related technologies and trends
Language Requirement:	Fluency in English

Minimum Qualification –Software Engineer (International)

Education:	Master degree in software engineering, or web / mobile application design and development or equivalent
Experience:	At least 5 years of experience in project management and development of complex mobile and web software platforms using agile software development methodologies

	At least 3 years of experience in managing mobile and web projects and teams of software engineering resources in agile environments (SCRUM, XP).
	At least 3 years of experience in designing engaging user interfaces (UI) of mobile and web platforms using appropriate software tools.
Competencies:	High programming skills in Java as well as HTML, CSS, JavaScript and PHP. Excellent knowledge of web development frameworks (Laravel, Symfony2, Meteor.js, Node.js, Angular.js...) Extensive knowledge on both native and hybrid Android development.
Language Requirement:	Fluency in English

Minimum Qualifications –Mobile Software Engineer (National)

Education:	Bachelor degree in software engineering or equivalent
Experience:	At least 3 years of experience in developing native Android applications Developed or were a key contributor to the development of at least 3 highly downloaded apps that have been published to Google Play.
Competencies:	Strong Java Android development skills Proficient in the Android platform and SDK (Java, Android Studio), mobile application memory management, networking concepts and practices Solid understanding of TCP/IP, HTTPS, REST Web Services
Language Requirement:	Fluency in English and Khmer

Minimum Qualifications–Web Developer (National)

Education:	Bachelor degree in software engineering or equivalent
Experience:	At least 7 years of professional web development experience with proven track record of successful customer deliveries At least 5 years of experience working with complex SQL relational database systems
Competencies:	Strong programming abilities using C#, PHP, HTML, CSS and JavaScript languages. Excellent understanding of TCP/IP, HTTPS, REST Web Services Strong knowledge programming with advanced front-end languages and practices (CSS3 / Compass / SASS / LESS, adaptive and responsive implementations, Bootstrap ...)
Language Requirement:	Fluency in English and Khmer

Minimum Qualifications – Web/Mobile Designer (international)

Education:	Bachelor degree in design art, web/mobile design or equivalent
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Experience:	At least 7 years of experience in graphic design, UI/UX design and branding At least 7 years of experience in designing websites and mobile applications
Competencies:	Have a thorough understanding of web design, mobile design, photography, typography best practices. Able to lead and manage creative projects from conceptualization to production (ideation, wireframes, mockups, delivery)
Language Requirement:	Fluency in English

Scope of Bid Price and Schedule of Payments

- A service provide should prepare both activity and financial proposals that cover the whole assignment and the evaluation will be done as a lump sum.
- The contract price is "**fixed price**" -
 - Fixed Price applies daily professional fee, and admin fees.

Payment schedules

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of deliverable #1	December 20, 2017	10%
2	Upon satisfactory completion of deliverable #2, 3	March 5, 2018	30%
3	Upon satisfactory completion of deliverable #4	May 22, 2018	30%
4	Upon satisfactory completion of deliverable #5	June 30, 2018	20%
5	Upon satisfactory completion of deliverable #6	December 31, 2018	10%

Recommended Presentation of Proposal

The Technical proposal should at a minimum include:

1. Executive summary
2. Brief introduction of the company (1 page)
3. Overview of the project scope (10-15 lines)
4. Overview of the complete solution (2-3 pages)
5. Technical and functional description of each software deliverable (5 pages)
6. Description of the maintenance and support (2 pages)
7. Description of the project methodology, project timeline and tools (4 pages)
8. Paragraph detailing the project staffing (10-15 lines) and CVs of the team proposed
9. A commercial offer based on the TdR (1 page)
10. Terms & Conditions (10 – 15 lines)
11. Annexes (Maintenance, ...)