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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-24728)

Date: 10 January 2020

Assignment Title:	Final evaluation of the project “Poverty reduction among youth in Cambodia – Development of youth volunteers’ skill sets for increased employability”
UNDP Practice Area:	UNV Cambodia
Cluster/Project:	Poverty reduction among youth in Cambodia – Development of youth volunteers’ skill sets for increased employability
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Office-based with field visits
Expected Place of Travel:	Phnom Penh
<b>Contract Duration:</b>	25 working days (February – March 2020)

### 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 [sereyvattana.chan@undp.org](mailto:sereyvattana.chan@undp.org) and cc [procurement.kh@undp.org](mailto:procurement.kh@undp.org). While the Procurement Unit would endeavor to provide information expeditiously, only requests receiving at least 5 working days prior to the submission deadline will be entertained. Any delay in providing such information will not be considered as a reason for extending the submission deadline.

### 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To assist you in understanding the requirements of this assignment, scope of work, responsibilities, and description of the proposed analytical work, please refer to Annex 1.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

### I. Academic Qualifications:

Advanced university degree (at least Masters) in a discipline relevant to youth development, volunteering, public administration, policy and planning, non-formal and vocational education and training, development studies, and other related interdisciplinary areas.

### II. Years of experience:

- Minimum five years' experience in programme evaluation, especially in youth, employment, and volunteerism programmes, and proven accomplishments in undertaking evaluations for international organizations, including the UN.
- Minimum seven years of professional experience related to policy and programming for youth, particularly in connection to non-formal education and volunteerism.
- Experience working with Cambodian national and subnational government.

### III. Competencies:

- Up to date with new developments, concepts and theories in youth development, non-formal education, employability and entrepreneurship.
- Good understanding of the governance and traditional institutions, and culture of Cambodia.
- Good understanding of the volunteering sector in Cambodia.
- High standards of integrity, gender sensitivity, age sensitivity, discretion and confidentiality.
- Excellence written and spoken Khmer and English

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

### 1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Technical proposal outlined approaches and methodologies to deliver the tasks outlined in the ToR

### 2. Financial proposal

### 3. Personal CV including past experience in similar projects and at least 3 references

Your offer shall be submitted online through UNDP Online Recruitment System at the URL address [https://jobs.undp.org/cj\\_view\\_job.cfm?job\\_id=89546](https://jobs.undp.org/cj_view_job.cfm?job_id=89546) no later than application submission deadline.

**Late application submission will be rejected. UNDP will not consider application submission by email.**

## **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**

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 utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the Offerors who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

**5. 1. Technical qualification evaluation criteria:**

The total number of points allocated for the technical qualification component is 100. The technical qualification of the offeror/individual is evaluated based on following technical qualification:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
- Minimum 5 years' experience in programme evaluation, especially in youth, employment, and volunteerism programmes, and proven accomplishments in undertaking evaluations for international organizations, including the UN.  - Minimum seven years of professional experience related to policy and programming for youth, particularly in connection to non-formal education and volunteerism.	30
Demonstrated experiences in working with reputable organizations / academic institutions (internationally and nationally), Cambodian national and subnational government agencies, NGO's or United Nations, especially United Nations Volunteers, and/or private sector in carrying out similar assignments	30
Quality of submitted technical proposal describing the methodology and approach for this assignment.	40
<b>Total Obtainable Score</b>	<b>100</b>

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:

$$\text{Rating for Financial Proposal} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

**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)**
- **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILIT**