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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-24755)

Date: 14 January 2020

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| Assignment Title: | Results Monitoring, Evaluation and Reporting Consultant (Open for National or International Consultant with residence in Cambodia) |
| UNDP Practice Area: | Programme Unit, Early Warning System |
| Cluster/Project: | Programme Unit, Early Warning System |
| Post Level: | Phnom Penh, Cambodia |
| Contract Type: | Individual Contractor (IC) |
| Duty Station: | Junior Specialist |
| Expected Place of Travel: | Phnom Penh |
| Contract Duration: | 80 working days (1 February – May 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 and cc 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:

Master's Degree in international development, social science or other related fields.

II. Years of experience:

- At least 1 year of relevant working experience in project or programme management or monitoring and evaluation.
- Good understanding of developing countries context, particularly Cambodia. Some prior work experience with development agencies, particularly the UN system in Cambodia is an asset.
- Strong writing, drafting, communications and quality assurance skills, demonstrated by articles / policy briefs / press releases / impact stories or development articles, particularly on Cambodia's affairs.

III. Competencies:

- Strong analytical skills and exceptional ability in communication and writing, transforming technical reports into ones that are aimed at publics.
- Excellent attention to detail when reviewing results frameworks and inputs to communication products.
- Proficiencies in Microsoft Excel, Word, and design software.
- Strong ability to prioritize tasks, meet deadlines, produce high-quality work in a timely fashion.
- Fluency in English mandatory, particularly writing skill.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

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

2. Financial proposal

3. Personal CV including past experience in similar projects, list of publication 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=89580 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:

| Technical Evaluation Criteria | Obtainable Score |
|---|-------------------------|
| Master’s Degree in international development, social science or other related field. | 10 |
| At least 1 year of relevant working experience in project or programme management or monitoring and evaluation; good understanding of developing countries context, particularly Cambodia. Some prior work experience with development agencies, particularly the UN system in Cambodia is an asset | 30 |
| Demonstrated experiences in producing communication products of project, through articles / policy briefs / press releases / impact stories or other development-related articles, particularly on Cambodia. | 60 |
| 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:

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

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**