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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-24835)

Date: 21 January 2020

Assignment Title:	International Specialist and Team Leader – Vulnerability Assessment and Adaptation Planning for Road Transport Master Plan
UNDP Practice Area:	Environment and Climate Change
Cluster/Project:	CCCA
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh (with some home based)
Expected Place of Travel:	Phnom Penh and some selected Cambodian provinces
<b>Contract Duration:</b>	50 working days (over six months from February to August 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 [aphikovith.phin@undp.org](mailto:aphikovith.phin@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:

Master's degree in engineering, environmental sciences, development economics or a closely related subject. PhD preferred.

#### II. Years of experience:

- At least 10 years' experience in conducting vulnerability assessments for road infrastructure, including at least 5 years in developing country contexts;
- Proven experience in incorporating climate change in vulnerability assessments;
- Proven experience in designing solutions for climate-resilient roads;
- Experience in Asia-Pacific region or Cambodia will be a strong advantage.

#### III. Competencies:

- Knowledge of climate change vulnerability assessment methodologies, and adaptation solutions for roads;
- Ability to interact with senior government officials;
- Team leadership experience in a multicultural context with strong communication skills;
- Excellent written and oral communication skills.

### 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 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=89731](https://jobs.undp.org/cj_view_job.cfm?job_id=89731) 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>
At least 10 years' experience in conducting vulnerability assessments for road infrastructure, including at least 5 years in developing country contexts;	40
Proven experience in incorporating climate change in vulnerability assessments; Proven experience in designing solutions for climate-resilient roads	30
Experience in Asia-Pacific region or Cambodia	10
Ability to interact with senior government officials; Team leadership experience in a multicultural context with strong communication skills; Excellent written and oral communication skills.	20
<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 AVAILABILITY**