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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-25467)

Date: 17 February 2020

Assignment Title:	Public Advocacy Campaign Consultant (Open for National or International Consultant with residence in Cambodia)
UNDP Practice Area:	UN Resident Coordinator's Office in Cambodia
Cluster/Project:	UN Resident Coordinator's Office in Cambodia
Post Level:	Phnom Penh, Cambodia
Contract Type:	Individual Contractor (IC)
Duty Station:	Specialist
Expected Place of Travel:	Phnom Penh
Contract Duration:	50 working days over 4-month period (2 March to 30 June)

1. BACKGROUND

United Nations Development Programme (UNDP) in Cambodia is looking for an Individual Contractor to perform the above mentioned assignment on behalf of UN Resident Coordinator. 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:

Advanced university degree (Master's degree or equivalent degree) in communications, journalism, business or public administration, sustainable development, social sciences, education or related area.

II. Years of experience:

- A minimum of 5 years of progressively responsible experience in programme communications and advocacy or partnership development in the context of development cooperation or related area is required.
- Experience with managing social media platforms (e.g. Facebook, Twitter, blog platforms) is required.
- Experience in reporting, developing and managing high quality multimedia contents including videography, photo editing, infographics, poster, is required.
- Previous experience in UN communication and social media engagement is an advantage
- Previous experience in graphic design software is an advantage.

III. Competencies:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.
- Capability to work effectively under deadline pressure and to take on a range of responsibilities;
- Ability to work in a team, good decision-making skills, communication and writing skills.
- Fluency in English, with knowledge of Khmer (preferred but not a requirement).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

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

(ii) Samples of products including communications campaigns, infographics and multi-media produced in previous assignments.

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=90268 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
Advanced university degree (Master's degree or equivalent degree) in communications, journalism, business or public administration, sustainable development, social sciences, education or related area.	20
A minimum of 5 years of progressively responsible experience in programme communications and advocacy or partnership development in the context of development cooperation or related area	40
Reporting, developing and managing high quality multimedia contents including video-editing, photo editing, infographics, poster. Previous experience in graphic design software is an advantage	30
Experience with managing social media platforms (e.g. Facebook, Twitter, blog platforms). Previous experience in UN communication and social media engagement is an advantage.	10
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:

Rating for Financial Proposal = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 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**