REQUEST FOR PROPOSAL (RFP)
Project End Line Survey

Dear Sir / Madam:

We kindly request you to submit your **Proposal for Project End Line Survey.**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of a Technical and Financial Proposal, in separate sealed envelopes**, must be submitted on or before **no later than 13 March 2020 by 12:00 pm, Cambodia time** address below. **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 Language, 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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 (Ms)
Operations Manager
28 Feb 2020

Annex 1

Description of Requirements

Context of the Requirement	Concerns surrounding the arrival the Fourth Industrial Revolution and a noticeable increase of automation of production process, the use of digital technologies and their potential impact on Cambodia's economy have been the center of policy discussions in the last few years. Anedotale evidence suggests although it remains at early transitional stage, the country's garments and footwear industries have already experienced automation and adoption of new technologies in their production management and assembly lines while some factories are expecting to face similar directions. Garment and footwear industries have been a driver of country's economic growth in the last two decades and the sector employed more than 700,000 workers in 2019, majority of them are young female and low-educated workers migrated from rural provinces. A regional study[1] by the ILO in 2016 suggested that Cambodian salaried-workers in the garment and footwear sectors are at high risk of automation (88%), the highest level compared to other countries in the region. Due to the low-skilled and industry-specific nature of the employment in this sector, getting jobs elsewhere or turning into entrepreneurs themselves will be a daunting challenge for factory workers without adequate facilitation and supports from relevant stakeholders. In addition, the absence of evidence-based information about the technological changes within the industry, factories' constant difficulties in recruiting new workers and potential costs associated with investment in machineries and new technologies have made key stakeholders relatively reluctant and undecided in terms of designing related and appropriate policy responses. Despite these concerns, yet there was no common agreement and understanding among key stakholders and experts inside the Cambodia's garment and footwear manufacturing industry. The questions to be answered consist of: what kind of automation and new technologies have happened and will happen? what are the factory's strategic plan and adaptation capacity? how key stakeholders perceive the trend? and what is the potential impact on employment prospect and skills development among current factory workers and workers to be. Therefore, understanding the depth of the issue from the current consequence of youth employment and its perspective-looking of the furture workforce including threats and opportunities that brought by the automation and technological adoption will help young workers, factories, policymakers and concerned stakeholders to better prepare and design a responsive policy to harmonize this transition.
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services	As per Term of Reference
List and Description of Expected Outputs to be Delivered	The contractor will be responsible to deliver the following outputs:

[1] ILO,2016, ASEAN in Transformation: How technology is changing jobs and enterprises, p.xxii.

	Output 1: An Inception report with detailed Work Plan, detail methodology and outlines of the end-line survey report. Output 2: Present the preliminary findings to UNDP team after field data collection and analysis. Output 3: A first draft report with consolidating comments provided by UNPD. Output 4: Finalization of the end-line survey report incorporating comments provided by UNDP.
Person to Supervise the Work/Performance of the Service Provider	Project manager, Program Analyst, and ARR-P.
Frequency of Reporting	Weekly report
Progress Reporting Requirements	As and when required
Location of work	Phnom Penh, Cambodia
Expected duration of work	3 Months
Target start date	From 1 April 2020 to 30 May 2020
Travels Expected	N/A
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	☒ Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required
Currency of Proposal	☒ United States Dollars
Value Added Tax on Price Proposal	☒ Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 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	☒ Not permitted

Payment Terms[2]

No	Deliverables/Outputs	Target Due Dates	Payment amount
1	Upon satisfactory completion of output #1	8 April 2020	15%

[2] *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.*

	2	Upon satisfactory completion of output #2	7 May 2020	50%
	3	Upon satisfactory completion of output #3 & 4	01 June 2020	35%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, Programme Analyst and Head of Programmes.			
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.			
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) The total score for each proposal will be calculated independently by the following formula: Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: (TP Rating) x Weight of TP (70%) + (FP Rating) x Weight of FP (30%) **Total Combined and Final Rating of the Proposal** ☒ 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 may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	**Technical Proposal (70%)** The Technical Proposal of the offerors will be evaluated based on the following criteria: The total number of points allocated for the technical proposal is 1000. The technical proposal of the offeror is evaluated based on following criteria:			

No.	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1	Expertise of organization	300
2	Proposed approach and methodology	300

3	Proposed Personnel	400
	Total	1000

No.	**Technical Proposal Evaluation** **Form 1: Expertise of organization**	**Points Obtainable**
1	At least 3 years of professional experience in the project end-line survey or relevant researches.	300
	Total:	**300**

No.	**Proposed Approach and methodology**	**Points Obtainable**
1	To what degree does the Offeror understand the task? Have the important aspects of the task been addressed in sufficient detail?	100
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?	100
	Total	**350**

No.	**Proposed personnel**	**Points Obtainable**
1	**A Team Leader** • Master's degree in public policy, public administration, development studies, social science or other relevant fields **(20 points)** • Minimum 5 years of relevant experiences in designing and conducting research or survey, **(50 points).** • Solid knowledge on the Cambodian sub-national administration system, **(40 points)** • Strong experiences on project monitoring and evaluation and report writing, and • Influence in English and Khmer.	250
2	**Key Support Personnel (2 persons)** • Advanced university degree in economics, Bachelor's degree in public policy, public administration, development studies, social science or other relevant fields, **(30 points)** • Minimum 1 years of experiences in the field data collection, especially for project baseline and end-line survey or other relevant researches, and **(40 points)** • Knowledge in English and influence in Khmer. **(5 points)**	150
	Total	**400**

	The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points. **Financial Proposal (30%)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
Post Qualification Review	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: 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 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:	☒ One Service Provider
Type of Contract to be Signed	☒ Purchase Order ☒ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement[3] and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*
Contract General Terms and Conditions[4]	☒ General Terms and Conditions for contracts Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[5]	☒ Form for Submission of Proposal (Annex 2) ☒ Form for Submission of Financial Proposal (Annex 3) ☒ Detailed TOR ☒ Others[6] (General Terms and Conditions)

[3] *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation*
[4] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*
[5] *Where the information is available in the web, a URL for the information may simply be provided.*
[6] *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.*

Contact Person for Inquiries (Written inquiries only)[7]	*Sereyvattana Chan* *Procurement Analyst* *Sereyvattana.chan@undp.org; and cc: procuremet.kh@undp.org* 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.
Other Information: Required Documents for Submission	☒ **Technical Proposal:** Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per **Annex-2** *(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) and complete the information and supporting document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.* ☒ **Financial Proposal**: Form for Submitting Service Provider's Financial Proposal is duly completed and signed **Technical and Financial Proposals are submitted in separate sealed envelopes.** No. of copies of Proposal that must be submitted: Original : 1 Copies : 1 1 CD ROM or USB drive containing of technical proposal should be submitted along with the technical proposal envelop

[7] *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.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[8]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[9])

[insert: *Location*].
[insert: *Date*]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated **2/28/2020**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

[Name of the Organization submitting Proposal].....
[Signature Authorized Person and Stamp] .....
[Name of Authorized Person].....
[Title of Authorized Person].....
[Date].....

[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*

A. Qualifications of the Service Provider

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 – describing the nature of business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
f) Written Self-Declaration that the company 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

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b) CVs demonstrating qualifications must be submitted if required by the RFP; and
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL[10]

(This Form must be submitted using the Service Provider's Official Letterhead[11])

[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.

Cost Breakdown per Deliverable*

	Deliverables ***[list them as referred to in the RFP]***	**Percentage of Total Price** ***(Weight for payment)***	**Price** ***(Lump Sum, All Inclusive)***
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

**This shall be the basis of the payment tranches*

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

Description of Activity	**Remuneration per Unit of Time**	**Total Period of Engagement**	**No. of Personnel**	**Total Rate**
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
c. Expertise 3				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				

[10] *This serves as a template to the Service Provider in submitting the Financial Proposal.*
[11] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

TERMS OF REFERENCE
Professional Service

Assignment Information

Assignment Title:	Project End-line Survey
Cluster/Project:	Inclusive Governance for Service Delivery and Social Accountability (IG Project)
Duty Station:	**Phnom Penh**
Assignment Location:	Stueng Treng Municipality (Stueng Treng province); Ang Snuol District (Kandal province); and Kampong Trorlach District (Kampong Chhnang province)
Contract Duration:	35 days (expected from 1 April 2020 to 30 May 2020)

Brief Project Description

While Cambodia has achieved impressive growth over the past two decades, in order to sustain growth that is inclusive, equitable, and environmentally conscious, Cambodia needs to focus on improving its good governance system. Local governments have been proven to be a strong interface between the central Government and local communities.

The decentralization reforms in Cambodia which began in the 1990s aimed to shift powers, decision making, and service delivery responsibility from the central Government to local authorities that are closer to, are elected by, and are more accountable to their constituencies. Despite the great achievements made so far, Cambodia remains an "unfinished agenda". The organizational and individual capacities of local councils and councilors to deliver services and to meaningfully interact and engage with local people need further improvement. At the same time, local citizens also need to be more aware of their rights, more engaged, and more able to demand accountability from their local government.

UNDP also has a growing portfolio of work related to local service delivery – in solid waste, social housing, and local economic development, among other areas. Bringing experiences from this work into efforts to support the de-concentration and decentralization agenda will be useful in sharpening local governance effectiveness and supporting service improvement. UNDP initiatives have trialed several service consultation and feedback devices and promoted the enabling function of local governments to address local service needs. A particularly noteworthy area is that of solid waste management (SWM), where UNDP has engaged with the central Government and with the management of Special Economic Zones to find creative solutions. This might be transferred to local governments and used as an example for the governance of other local services. SWM is a source of particular national and local concern in Cambodia.

The overall objective of the project is to continue improving the capacity of local administrations and citizen engagement in selected areas through the introduction and implementation of certain local service delivery models. These models should reflect local needs, local initiatives, key national policies and regulations, which can be scaled up and used as evidence for further policy discussion. In line with the overall objective, the project proposes to achieve three specific objectives:
Objective 1 – Capacity development on local service delivery for District and Municipality (DM): Under this output, DM/CS administrations in the target area will have a better understanding of their generic roles and be better able to perform specific service delivery functions, in this case relating to solid waste management.
Objective 2 – Citizen engagement and accountability: Local citizens, including vulnerable groups, will be better informed and engaged in the planning and execution of the service delivery and better able to demand more accountability from responsible agencies and concerned private sectors.

Objective 3 – Advocacy and communication: Relevant national level agencies will be engaged, informed and gradually own the initiative and use the evidence produced for future upscaling and discussion at policy level. The key national agencies include the MoI, NCDD-S, MoE, MEF, and ASAC.

Objectives of the Assignment

The end-line survey aims to assess the following changes in comparison with the situation of the baseline survey conducted in 2019. The survey will gather primary data in connection with those project indicators (please see in section 4) in order to analyze and reveal the project progress as well as the project's interventions impact.

Scope of Work

The two years IG project started on 01 July 2018 and will end on 30 June 2020. There are three target DMs, namely Stueng Treng Municipality, Stueng Treng province; Ang Snuol District, Kandal province; and Kampong Trorlach District, Kampong Chhnang province. In line with the overall objective and specific objectives of the project mentioned in the section 2 above, the table of the end-line survey coordination below presents the project's interventions, expected outputs (or impact), indicators, and informants. The contractor will design and conduct the end-line survey in alignment with the baseline survey in terms of methodology, tools, and sample size and locations.

Table of End-line Survey Coordination

Project's Intervention	Expected Outputs (Impact) to be assessed	Indicators to be measured	Informants
Capacity development on local service delivery for District and Municipality	Selected DM/CS more able in performing their roles in local service delivery, with a focus on SWM	• Indicator 1.1: % of DM/CS councilors and officials reporting improvement in their performance as a result of training and other capacity development supports, they receive from the project (by sex, age) • Indicator 1.2: Extent to which the design/ development of key UNDP's supported local governance services is inclusive and participatory • Indicator 1.3: # of local citizens (HHs) access to SWM collection services (waste regularly collected according to the guideline set) • Indicator 1.4: # of small business access to SWM collection services (waste regularly collected according to the guideline set)	• Councilors and officers of three target DMs and CS who were involved in the capacity development activities • 200 households (same sample location where the baseline did) • 200 households (same sample location where the baseline did) • 200 households (same sample location where the baseline did)
Citizen engagement and accountability	Local citizens more aware and empowered in service delivery process, with focus on SWM	• Indicator 2.1: # of complaints filed relating to SWM • Indicator 2.2: % of complaints relating to SWM that are addressed	• Three target DMs officers responsible in SWM and citizen office • Three target DMs officers responsible in SWM and citizen office
Advocacy and communication	Lessons learned from the project shared and used effectively to scale-up and inform policy changes	• Indicator 3.1: # of new DM/CS adopting the SWM model developed and tested under the project (structure and workplan in place) • Indicator 3.2: # of new DM/CS plans to adopt the SWM model developed and tested under the project (DM/CS leader decision)	• Target DMs and DMs that attended the share lesson learned workshop • Target DMs and DMs that attended the share lesson learned workshop

Methodology

Steps of the whole assignment process are presented as following.

Step 1: Desk review and inception report:

- ✓ Meeting briefing with UNDP (IG project and programme) and sharing of the relevant documents;
- ✓ Adapt the survey design include methodology and tools following baseline design and tools, and draft workplan;
- ✓ Submission of the inception report; and
- ✓ Comments and approval of inception report by UNDP.

Step 2: Data collection mission:

- ✓ Consultations and field visits, include individual, household questionnaire interview and group interview,
- ✓ Debriefing to UNDP the collected data and information in visible forms

Step 3: The survey report writing:

- ✓ Preparation of draft report,
- ✓ Draft report submission,
- ✓ Consolidated UNDP and stakeholder comments to the draft report,
- ✓ Debriefing with UNDP,
- ✓ Finalization of the end-line survey report incorporating additions and comments provided by UNDP, and
- ✓ Submission of the final end-line survey report to UNDP.

Expected Outputs and Deliverables

The outputs and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates are presented in table below.

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Inception report with detailed Work Plan, detail methodology and outlines of the end-line survey report	5 days	8 April 2020	Project manager, Program Analyst, and ARR-P
2	Present the preliminary findings to UNDP team after field data collection and analysis.	20 days	7 May 2020	Project manager, Program Analyst, and ARR-P
3	A first draft report with consolidating comments provided by UNPD	7 days	18 May 2020	Project manager, Program Analyst, and ARR-P
4	Finalization of the end-line survey report incorporating comments provided by UNDP	3 days	29 May 2020	Project manager, Program Analyst, and ARR-P
	Total # of Days:	**35 days**		

Institutional Arrangement

The service provider will be under supervision by the UNDP Project Manager and working closely with Programme Analyst. The deliverables will be reviewed by the Project Manager and Programme Analyst and subsequently approved by the Head of Programme Unit of UNDP based on confirmation of satisfactory outputs from the reviewers.

Duration of the Work

The timeframe is for 35 working days spreading over the period between 1 April 2020 to 30 May 2020. A more detailed work plan of the assignment will be further elaborated by the selected consultant and in collaboration with UNDP focal team.

Duty Station

The duty station of the work is Phnom Penh with travel to the three provinces as above-mentioned in Section 1 for data collection. The Daily Substantive Allowance (DSA) and transportation for the provincial visits should be included in the price proposal.

Recommended Presentation of Proposal

TECHNICAL PROPOSAL

Interested contractor(s) should submit a proposal containing:

A. Expertise of the service provider

- a brief of organization profile,
- a brief of team profile (especially those proposed for the assignment), and
- an outline of the service provider's strengths and expertise highlighting directly relevant experiences to the assignment.

B. Methodology to conduct the assignment

- Demonstrate an understanding the of tasks
- The scope of tasks is well defined and correspond to the term of reference (ToR)
- The presentation of the proposal is clear, the sequence of activities and the planning logical and realistic to achieve the expected results

C. Team structure:

The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member in the assignment shall be clearly presented. The service provider shall also provide the updated CV of Team Leader and Key team members and sample of their previous works (can be journal articles or any other publications) as the supporting evidence of their qualification.