



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-25861)

Date: 05 March 2020

Assignment Title:	E-Commerce Technical Advisor (Open to National and International with residence in Cambodia)
UNDP Practice Area:	E-Commerce
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Senior Specialist
Contract Type:	Individual Consultant
Duty Station:	Phnom Penh
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	Initial contract from 01 April 2020 to 31 March 2021 (with possibility up to a total of 120 days for 3 years)

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 pheara.lek@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 trade, business administration, economics, trade and development or related field

II. Years of experience:

- Minimum 15 years of practical experience in international trade, services trade in Asia/Pacific LDCs as well as on matters concerning e-commerce, trade in services, trade facilitation among other relevant works;
- Experience in advising LDC government on trade development, trade policy and e-commerce policies and strategies
- Experience in the areas of trade-related technical assistance projects targeting economic development, in Asia.,
- Expertise and proven track record in trade related technical assistance project formulation, management and monitoring;
- Expertise and proven track record in facilitating and conducting Public Private Partnership dialogue;
- Prior experience of UNDP programming, policies and operational practices;
In-depth understanding of Cambodia e-commerce and digital economy eco-system

III. Competencies:

- *Innovation Outreach and Partnerships:*
Ability to establish and cultivate institutional alliances around new ways of working and new approaches to development.
- *Networking Skills:*
Builds internal and external partnerships and alliances for the exchange of knowledge, experiences and services for mutual benefit. Builds partnerships for business development opportunities and positions UNDP as a partner of choice.
- *Communicates with Impact:*
Highly effective written and oral communication skills. Communicates complex topics simply but without losing important nuance and meaning. Understands how to frame messages in a compelling way for a target audience, and articulates these messages credibly, powerfully, and with confidence. Makes a positive impact in all forms of communication.
- *Strategic analysis and creative problem solving:*
Advanced analytical, problem solving skills are essential for this role. S/he is able to challenge mind-sets and think outside the box, as well as improvise in dynamic situations. Exhibits original and innovative thinking in his/her work. Demonstrates strong development and business insight and sees the big picture.
- *Knowledge and expertise:*
Knowledgeable of business, economic, digital economy principles, and technology trends influencing the intersection of private, public, finance and development sectors. Applies well-informed perspectives to identify new growth opportunities, address partnership dynamics, and shape innovative yet pragmatic business plans that drive tangible organizational growth and sector impact.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

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?cur_job_id=90575 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 trade, business administration, economics, trade and development or related field	10
At least 15 years of practical experience in international trade, services trade in Asia/Pacific LDCs	20
Experience in advising LDC government on trade development, trade policy and e-commerce policies and strategies	20
Expertise and proven track record in trade related technical assistance project formulation, management and monitoring;	10
In-depth and comprehensive understanding of Cambodia e-commerce and digital economy eco-system	30
Experience in liaising with various stakeholders, particularly Royal Government	10
Total Obtainable Score:	100

Only the offeror who have attained a minimum of 70% of total points will be considered as technical qualified offeror.

5. 2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of offeror who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified Offerors who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price. [Lowest Price x 100 / Other Price under Consideration] = Points for Other Offerors' Price Component.

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 Score x 0.7 + Finance Score x 0.3

6. ANNEX

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