



Empowered lives.  
Resilient nations.

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-26710)

Date: 7 April 2020

Assignment Title:	Consultant to develop the National Policy on Gender Equality
UNDP Practice Area:	Programme Results Unit
Cluster/Project:	Project to Support the Leading the Way for Gender Equality Program (LWGE)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Expectation to travel to provinces for some missions
<b>Contract Duration:</b>	40 working days between 01 May 2020 and 30 November 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:

Advanced university degree (master's degree) in Law, International Law, public administration or another relevant field.

#### II. Years of experience:

- At least 7 years of relevant working experience in the formulation of policies, laws and legislation related to gender equality and social development.
- Experience for the legal analysis and formulation of gender equality frameworks and legislations in the context of Cambodia
- Strong knowledge of national and international frameworks and policies in relation to gender equality and human rights.
- Previous experience in research and study related to CEDAW, SDGs, UNCRPD and other legal frameworks related to disability

#### III. Competencies:

- Demonstrated ability to communicate effectively with government and development partners.
- Good facilitation and presentation skill.
- Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe.
- Be flexible and responsive to changes and demands.
- Be client oriented and open to feedback.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Excellent computer literacy.

#### IV. Language Requirements:

Fluent in written and spoken English and Khmer

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

#### 1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Technical proposal outlined approaches and methodologies to deliver the tasks outlined in the ToR

#### 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=91169](https://jobs.undp.org/cj_view_job.cfm?job_id=91169) 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
Demonstrated ability to communicate effectively with various partners including the government, UN and other development donors and high-quality liaison and representation at local and national levels;	20
At least 7 years of relevant working experience in the formulation of policies, laws and legislation related to gender equality and social development;	30
Strong knowledge of national and international frameworks and policies in relation to gender equality and human rights;	30
Experience for the legal analysis and formulation of gender equality frameworks and legislations in the context of Cambodia	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:
- 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:  $\text{Total Score} = \text{Technical Qualification Score} \times 70\% + \text{Financial Score} \times 30\%$

### **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**