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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-26746)

Date: 08 Apr 2020

Assignment Title:	Senior International Consultant on Protected Area Management, Biodiversity Conservation and Sustainable Financing
UNDP Practice Area:	Environment
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Senior Specialist
Contract Type:	Individual Consultant
Duty Station:	Homebased
Expected Place of Travel:	None
<b>Contract Duration:</b>	Initial contract is from 1 June 2020 to 31 May 2021 (up to 60 days per year with possibility of extension up to two 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](mailto:pheara.lek@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:

At minimum, a master's degree in Environmental Policy, Wildlife Conservation, Conservation Biology, Environmental Economic, or other related field

#### II. Years of experience:

- At least 12 years of working experience in the field of forest management, protected areas management, and biodiversity conservation, along with prior experience in development of policies and strategies for issues related to protected area management, biodiversity conservation and sustainable financing options and PES.
- Prior working experience in Cambodia is a requirement (given this assignment is home-based and requires understanding of Cambodian issues and contexts).
- At least 5 years of project proposal writing, and at least 3 successful resource mobilization results related to protected areas management and biodiversity conservation

#### III. Competencies:

- Strong writing and analytical skills (demonstrated by one written sample: e.g. policy document, and funding proposal)

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

#### 1. Proposal:

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

(ii) **One written sample** related to policy document or funding proposal and **at least three written samples** related to successful resource mobilization to prove criteria of evaluation

(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=91203](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91203) 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
At minimum, a master's degree in Environmental Policy, Wildlife Conservation, Conservation Biology, or other related field	20
At least 12 years of working experience in the field of forest management, protected areas management, and biodiversity conservation, along with prior experience in development of policies and strategies for issues related to protected area management, biodiversity conservation and sustainable financing options and PES. Prior working experience in Cambodia is a requirement.	35
At least 5 years of project proposal writing, along with at least three successful resource mobilization results related to protected areas management and biodiversity conservation <b><i>(Please submit one written sample related to policy document or funding proposal and at least three samples related to successful resource mobilization)</i></b>	25
Strong writing and analytical skills (demonstrated by at least one written sample: e.g. policy document, and funding proposal)	20
<b>Total Obtainable Score:</b>	<b>100</b>

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.  $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Offerors' Price Component}$ .

### **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:  $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

## **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**