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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-26788)

Date: 15 Apr 2020

Assignment Title:	National Communication Specialist
UNDP Practice Area:	Building an enabling environment for sustainable development in Cambodia
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Home-based and occasionally present at UNDP
Expected Place of Travel:	Certain project sites in provinces, Cambodia
Contract Duration:	Initial contract of one year from May 2020 to April 2021 (up to 90 days per year; possibility 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 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:

Bachelor's Degree (master's degree is preferable) in journalism, communication and media studies, or a related field

II. Years of experience:

- A minimum of 05 years of professional experience in media, communications, advocacy;
- Prior experiences in development of strategic communication and outreach materials (e.g. speeches, op-eds, blogs, newspaper articles, interviews, stories), conducting events and campaigns.

III. Competencies:

- Excellent writing, and communication skills along with high-level skills in Adobe Creative and online graphic design apps and in website design/editing/management (to be assessed by a sample). Familiarity with environmental subjects such as natural resources management, waste management, energy issues is an advantage

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** to prove Excellent writing, and communication skills along with high-level skills in Adobe Creative and online graphic design apps

(iii) **One written sample** to prove website design/editing/management

(iv) 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=91288 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
Bachelor's Degree (Master degree is preferable) in journalism, communication and media studies, or a related field	20
A minimum of 05 years of professional experience in media, communications, advocacy;	25
Prior experiences in development of strategic communication and outreach materials (e.g. speeches, op-eds, blogs, newspaper articles, interviews, stories), conducting events and campaigns.	25
Excellent writing, and communication skills (to be assessed by a writing sample) along with high-level skills in Adobe Creative and online graphic design apps and in website design/editing/management (to be assessed by a sample). Familiarity with environmental subjects such as natural resources management, waste management, energy issues is an advantage	30
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. $[\text{Lowest Price} \times 100 / \text{Other Price under Consideration}] = \text{Points for Other Offerors' Price Component}$.

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