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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-26870)

Date: 20 Apr 2020

Assignment Title:	Senior International Specialist(s) on Climate Change Mitigation (with Residency in South-East Asia, preferably based in Cambodia)
UNDP Practice Area:	Climate Change
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Senior Specialist
Contract Type:	Long Term Agreement (LTA) up to two LTAs
Duty Station:	Cambodia and Homebased
Expected Place of Travel:	None
<b>Contract Duration:</b>	Initial contract is from May 2020 to May 2021 (up to 110 days per year); (possibility of extension for one year more)

### 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:

Master's degree in Climate Change, Environmental Policy or Sciences, Engineering, Economics, Energy, Natural Resource Management, International Affairs, or other related field

#### II. Years of experience:

- At least 7 years of working experience in analysis, policy support, and design and project development for climate change, energy and environment
- Very good understanding of the situation in Cambodia. Prior working experience in Cambodia is a must.
- Experience dealing with climate change mitigation such as renewable energy and waste management in developing countries context
- Proven experience working with a wide variety of development actors including governments, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups.
- Knowledge of climate finance from both public and private sources.

#### III. Competencies:

##### ***Functional competencies:***

- Strategic vision, strong technical and analytical capabilities;
- Strong writing and reporting skills.
- Ability to work in a team, develop synergies and establish effective working relations with government counterparts, donors, NGOs and other development partners;
- Strong interpersonal and communication skills, resourcefulness, initiative, maturity of judgment, tact, and negotiating skills, and the ability to cope with situations which may pose conflict;
- Openness to change and ability to receive/integrate feedback;
- Ability to accommodate additional demands on short notice;
- Ability to work under pressure and stressful situations;
- Ability to manage heavy workload and solve complex problems with minimum supervision.

##### ***Corporate competencies:***

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
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### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

#### 1. Proposal:

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

(ii) **At least one written sample** to prove strong reporting and writing skill related to eg. project proposal writing

(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=91354](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91354) 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:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Master's degree in Climate Change, Environmental Policy or Sciences, Engineering, Economics, Energy, Natural Resource Management, International Affairs, or other related field	15
At least 7 years of working experience in a developing country context in analysis, policy support, and project design and development for climate change, waste management, energy and/or environment	30
Experience in project design and formulation (GEF and vertical funds).	10
Experience in working with Southeast Asian governments and very good understanding of the situation in Cambodia. Prior working experience in Cambodia.	25

Strong reporting and writing skill (demonstrated by at <b><i>least one written sample</i></b> : e.g. project 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**