INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-27106)

Date: 01 May 2020

Assignment Title:	Identifying Greenhouse Gas Mitigation Actions in the Waste Sector
UNDP Practice Area:	Environment
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Specialist
Contract Type:	Individual Consultant
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	None
Contract Duration:	28 working days from May to September 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 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, or equivalent in Environment, Engineering, Economics and Finance, Energy, Climate Change, Sustainable Development and Natural Resources Management, or other related fields.

<u>II. Years of experience:</u>

- At least 3 years of experience with waste management and/or climate change practice and policy in Cambodia;
- Very good understanding of the waste management situation in Cambodia;
- Experience working with the government agencies particularly the Ministry of Environment, and National Council for Sustainable Development is an asset; and
- Experience in producing strong analytical report.

<u>III. Competencies:</u>

- Strong analytical skills, ability in communication and excellent writing skills

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. <u>Proposal:</u>

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

   (ii) **A written sample** to prove experience in producing strong analytical report

   (iii) Provide a brief methodology on how they will approach and conduct the work

   (if applicable)

2. <u>Financial proposal</u>

3. <u>Personal CV</u> 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=91550 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 <u>Lump sum output-based contract</u>. Therefore, the interested offerors are requested to submit **Final All-Inclusive Price** with cost breakdown.

5. EVALUATION

Offerors will be evaluated based on the <u>Cumulative analysis</u>.

- 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 least 3 years of experience with waste management and/or climate change mitigation in Cambodia;	20
Very good understanding of the waste management and greenhouse gas emission situation in Cambodia;	30
Experience working with the government agencies particularly the Ministry of Environment is an asset;	20
Experience in producing strong analytical report *(A written sample is required to prove this criteria)*	20
Experience with development partners: bilateral agencies, ADB, and UN.	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