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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-27315)

Date: 12 May 2020

Assignment Title:	International Terminal Evaluation (TE) Consultant
UNDP Practice Area:	Program Unit
Cluster/Project:	Reducing the vulnerability of Cambodian rural livelihoods through enhanced sub-national climate change planning and execution of priority actions (SRL)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Specialist
Expected Place of Travel:	Phnom Penh, Cambodia with some travels to provinces (Kampong Thom and Siem Reap provinces)
Contract Duration:	30 working days, from 10 August to 30 October 2020, including 10 days for travels and in country mission (Phnom Penh and two provinces)

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 sereyvattana.chan@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:

A Master's degree in natural resource management, agricultural development, climatology/meteorology, water resources management, environmental sciences, disaster management or related field, or other closely related field.

II. Years of experience:

- Minimum 7 years of experience in conducting evaluation for development projects and GEF funded project. Experience working in the UN system is a strong asset
- Minimum of 7 years of relevant professional experience in relevant technical areas of Early Warning System.
- Demonstrated understanding of issues related to gender and climate resilient development and adaption to climate change; experience in gender sensitive evaluation and analysis
- Experience working for development projects, with multi stakeholders including government agencies, development agencies, and UN agencies
- Knowledge of UNDP and GEF monitoring and evaluation policies
- Previous experience with results-based monitoring and evaluation methodologies, application of SMART indicators and reconstructing or validating baseline scenarios

III. Competencies:

- Ability to lead strategic planning, results-based management and reporting;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.
- Capability to work effectively under deadline pressure and to take on a range of responsibilities;
- Ability to work in a team, good decision-making skills, communication and writing skills.

IV. Language Requirement:

High proficiency in English, knowledge of Khmer would be an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

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

2. Financial proposal

3. Personal CV including past experience in similar projects, list of publication and at least 3 references

Your offer shall be submitted online through UNDP Online Recruitment System at the https://jobs.undp.org/cj_view_job.cfm?job_id=91667 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
Minimum 7 years of experience in conducting evaluation for development projects and GEF funded project. Experience working in the UN system is a strong asset;	30
Minimum of 7 years of relevant professional experience in relevant technical areas of Climate Change Adaptation, DRR and local governance.	15
Demonstrated understanding of issues related to gender and climate resilient development and adaption to climate change; experience in gender sensitive evaluation and analysis	10
Experience working for development projects, with multi stakeholders including government agencies, development agencies, and UN agencies	10
Knowledge of UNDP and GEF monitoring and evaluation policies	15
Previous experience with results-based monitoring and evaluation methodologies, application of SMART indicators and reconstructing or validating baseline scenarios	20
Total Obtainable Score:	100

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: Total Score = Technical Qualification Score x 70% + Financial Score x 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**