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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-27685)

Date: 21 May 2020

Assignment Title:	Senior International Social Protection (SP) Technical Adviser
UNDP Practice Area:	Graduation-based Social Protection (GBSP) Project
Cluster/Project:	Graduation-based Social Protection (GBSP) Project
Post Level:	Senior Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Home-Based
Expected Place of Travel:	None, potentially visits will be required to Cambodia in years 2 & 3
Contract Duration:	Initial contract is from 19 June 2020 to 18 Jun 2021 (up to 50 days/year over 3 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:

- Master's degree in social sciences, development studies or similar
- Further documented study of social protection and/or pilot or RCT research modalities is desirable.

II. Years of experience:

- Extensive experience (over 7 years) of graduation-based social protection interventions. This must include direct experience of providing technical advice and hand-on experience in implementing a major pilot or field programme (at executive or chief of party level).
- Experience of social protection assignments in Cambodia and/ or very similar development contexts.
- Experience of social protection systems design and management (including M&E systems) and reporting results
- Policy development and advocacy skills, given by extensive experience with LIC/ MIC governments, in the field of social protection.

III. Competencies:

- Strong management skills – planning/ scheduling, delivery, M&E and reporting
- Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms.
- Sound contract management skills and ability to work collaboratively with stakeholders.
- Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations.
- On demand availability during the project.
- Positive and results-oriented attitude, able to meet targets/deadline.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) **A written sample** to prove superior written/ ommunication skills, with the ability to convey complex development concepts and recommendations
- (iii) Provide a brief methodology on how they will approach and conduct the work
(if applicable)

2. Financial proposal

3. Personal CV or P11 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=91790 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
Master's degree in social sciences, development studies or similar essential. Further documented study of social protection and/or pilot or RCT research modalities is desirable.	20
Over 7 years of graduation-based social protection interventions. This must include direct experience of managing a major pilot or field programme (at executive, lead adviser or chief of party level).	40
Experience of social protection assignments in Cambodia and/ or very similar development contexts.	20
Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations. <i>(A sample of writing in a similar context is required to be submitted)</i>	20
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