INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(Procurement Process ID: PROCESS-27848)

Date: 28 May 2020

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>International Junior Consultant (s) for the Private Sector Engagement focused on Circular Economy Options in Cambodia</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDP Practice Area:</td>
<td>Environment</td>
</tr>
<tr>
<td>Cluster/Project:</td>
<td>Policy and Innovation Hub/ UNDP Cambodia</td>
</tr>
<tr>
<td>Post Level:</td>
<td>Junior Specialist</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Individual Consultant</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home based and Phnom Penh</td>
</tr>
<tr>
<td>Expected Place of Travel:</td>
<td>None</td>
</tr>
<tr>
<td>Contract Duration:</td>
<td>Initial contract is from 15 June 2020 to 14 June 2021 (up to 100 days per year); (possibility of extension up to three years)</td>
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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 business administration, public policy and administration, or a related field.
II. Years of experience:

- At least 2 years of working experience in the field of business development and innovation, social entrepreneurship and communication. Working experience in Cambodia is required.
- Prior experiences in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing communication materials including website(s), infographic(s) and project brief(s).

III. Competencies:

- Strong communication skills in designing communication and outreach materials for an organization. Knowledge of UN agency’s procedures and requirements for the private sector is an asset
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.

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 strong communication skills in designing communication and outreach materials for an organization
   (iii) 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=91853](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=91853) 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:

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
</tr>
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<tbody>
<tr>
<td>Master's degree, or equivalent, in business administration, public policy and administration, or a related field</td>
<td>20</td>
</tr>
<tr>
<td>At least 2 years of working experience in the field of business development and innovation and, social entrepreneurship and communication with prior working experiences. Working experience in Cambodia is an asset.</td>
<td>30</td>
</tr>
<tr>
<td>Prior experiences in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing communication materials including website(s), infographic(s) and project brief(s)</td>
<td>20</td>
</tr>
<tr>
<td>Strong communication skills in designing communication and outreach materials for an organization. <em>(to be assessed by a sample).</em></td>
<td>20</td>
</tr>
<tr>
<td>Knowledge of UN agency’s procedures and requirements for the private sector is an asset</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Obtainable Score:</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
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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: 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