



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-30082)

Date: 13 July 2020

Assignment Title:	International Consultant to develop the National situational analysis and assessing the Impact of the Covid-19 crisis on persons with disabilities' wellbeing and access to services
UNDP Practice Area:	Access to Justice without Barriers for Persons with Disabilities
Cluster/Project:	Access to Justice without Barriers for Persons with Disabilities
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based, with travel to Cambodia
Expected Place of Travel:	N/A
Contract Duration:	45 days, from 1st August 2020 to 30th December 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 aphikovith.phin@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:

Advanced university degree (Master Degree) in social sciences, social work, economics, public administration, international development or another relevant field in disability inclusion and human rights.

II. Years of experience:

- At least 7 years of relevant working experience in research and analysis assessment in disability sector with demonstrated success in policy recommendations. The applicant is required to submit copies of previous relevant publications and researches.
- Previous experience in development of action plan related to disability inclusive response and recovery
- Previous experience in development of advocacy tools or checklist
- Additional experience and knowledge on inclusive social protection
- Previous working experience in Cambodia and knowledge of Cambodian institutional context is considered a strong asset.
- Experience in UNDP and/or other UN agencies is an added value.

III. Competencies:

- Demonstrated ability to communicate effectively with government and development partners.
- Good facilitation and presentation skill.
- Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe.
- Be flexible and responsive to changes and demands.
- Be client oriented and open to feedback.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Excellent computer literacy.

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 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?job_id=92726 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
Previous experience in development of action plan related to disability inclusive response and recovery	30
At least 7 years of relevant working experience in research and analysis assessment in disability sector with demonstrated success in policy recommendations	30
Previous experience in development of advocacy tools or checklist	20
Previous working experience in Cambodia and knowledge of Cambodian institutional context	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**