



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-30564)

Date: 05 August 2020

Assignment Title:	International Communications Consultant (s)
UNDP Practice Area:	Communication
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA) up to 03 LTAs
Duty Station:	Home based and Phnom Penh
Expected Place of Travel:	TBC (with some field trips to project sites in provinces)
<b>Contract Duration:</b>	Initial contract from 01 Sept 2020 to 30 Aug 2021 (up to 150 days per year with a possibility of extension up to 03 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](mailto:pheara.lek@undp.org) and cc [procurement.kh@undp.org](mailto: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 public policy, international relations, communications, marketing or a related field

#### II. Years of experience:

- At least 3 years of experience in the field of communications and brand management with proven experience in strategic communications, content writing and content editing
- Prior experience in designing communication materials including infographics, project briefs and posters

- Working experience in Cambodia is required and proven experience working in the United Nations (UN) communications is desirable

### III. Competencies:

- Strong communication skills in writing and editing content and designing communication and outreach materials for an organization.
- Knowledge of the UN's procedures and communications guidelines 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) Sample of content writing & content editing and designing communication materials

including infographics, project briefs, and posters

### 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=93115](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=93115) 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, or equivalent, in public policy, international relations, communications, marketing, or a related field.	20
At least 3 years of experience in the field of communications and brand management with proven experience in strategic communications, content writing and content editing ( <b>to be assessed by submitted sample of writing and editing</b> )	30
Prior experience in designing communication materials including infographics, project briefs, and posters ( <b>to be assessed by submitted sample</b> )	30
Proven experience working within the UN communications in Cambodia is required.	20
<b>Total Obtainable Score:</b>	<b>100</b>

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**