



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-30694)

Date: 7 August 2020

Assignment Title:	International consultant to strengthen climate change knowledge-management systems
UNDP Practice Area:	Climate Change
Cluster/Project:	Cambodia Climate Change Alliance (CCCA III)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based and Phnom Penh, Cambodia
Expected Place of Travel:	N/A
Contract Duration:	30 working days (August-October 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:

Minimum Master's degree in Climate Change, Environmental Management, Knowledge/ Information Systems Management, Natural Resource Management or another relevant field.

II. Years of experience:

- At least ten (10) years of experience in information systems and data management (including GIS systems) in the context of climate change, environmental, natural resource management or other development programmes, at the national and international levels. This should include a proven track record in research, business intelligence, user experience and creating, consolidating and managing large datasets from different sources;
- Proven experience in working with governmental institutions in establishing or managing data portals, delivering capacity development support and interacting with data producers and users. Experience in Cambodia or in the region preferred;
- Knowledge about the technical aspects of geographical data management and utilization. Proven experience in applying GIS technology and proficiency with GIS software (ArcGIS and QGIS). Experience in overseeing the production of GIS products;

III. Competencies:

- Excellent interpersonal skills;
- Excellent written and oral communication skills in English; and
- Understanding Khmer would be 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 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=93211 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 Master's degree in Climate Change, Environmental Management, Knowledge / Information Systems Management, Natural Resource Management or another relevant field;	20
At least ten (10) years of experience in information systems and data management (including GIS systems) in the context of climate change, environmental, natural resource management or other development programmes, at the national and international levels. This should include a proven track record in research, business intelligence, user experience and creating, consolidating and managing large datasets from different sources;	30
Proven experience in working with governmental institutions in establishing or managing data portals, delivering capacity development support and interacting with data producers and users. Experience in Cambodia or in the region preferred;	30
Knowledge about the technical aspects of geographical data management and utilization. Proven experience in applying GIS technology and proficiency with GIS software (ArcGIS and Quntum GIS). Experience in overseeing the production of GIS products	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**