



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-40844)

Date: 26 March 2021

Assignment Title:	National Specialists on Climate Change Adaptation
UNDP Practice Area:	Environment
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA), up to 2 LTAs
Duty Station:	Cambodia
Expected Place of Travel:	N/A
Contract Duration:	Initial contract is from 25 April 2021 to 24 April 2022 (up to 100 days per year); (possibility of extension up to three 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 or equivalent in environment, climate change, public policy, social policy or another related field.

II. Years of experience:

- At least 5 years of working experience in research, analysis, policy support, programme and project development for climate change and environment
- Proven experience working with a wide variety of development actors including governments, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups.
- At least three-years of experience working in collaboration with government officials.

- Experience on analyzing gender mainstreaming in work programme, preferably in sectors relevant to the climate change response.
- A proven track record in developing, creativity designing and implementing programs and projects.
- Previous work experience in climate change and environmental sector in Cambodia is an asset.
- It is an asset to be familiar with GCF funding procedures.

III. Competencies:

Functional competence

- Outstanding Working knowledge of objectives-oriented project planning, or results-based management
- Strong analytical writing, reporting, presentation and facilitation skills
- Highly developed interpersonal and communication skills and the ability to communicate effectively with the government and partner agencies with diplomatic skills.
- Openness to change and ability to receive and integrate feedbacks.
- Understanding of Government functioning and systems particularly in Cambodia.
- Updated familiarity on various international projects across one or more areas of expertise.
- Good project management and organizational skills.

Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

- (i) Letter of explaining why they are most suitable for the work
- (ii) **Sample of work to prove strong analytical writing and reporting skills**

2. Financial proposal (Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP)

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=97945 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%]
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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 environment, climate change, public policy, social policy or another related field or related fields	15
At least 5 years of working experience in research, analysis, policy support, programme and project development for climate change and environment. Longer and diverse experience is an asset.	25
Understanding of Government functioning and systems in Cambodia. Experience on working on programme design for projects implemented in partnership with Cambodian government.	15
Experience in project development for global climate change funds, Climate Change Adaptation programme and projects, as well as experience of GCF project development. Other relevant experience from the environmental sector	25
Strong analytical writing and reporting skills (<i>based on writing sample</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