INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-41795)

Date: 21 April 2021

Assignment Title:	International Expert for the Joint UNDP-ILO Research Project – Understanding better the paths to formalization in Cambodia: an integrated vision
UNDP Practice Area:	Economy
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Specialist
Contract Type:	Individual Contractor
Duty Station:	Homebased
Expected Place of Travel:	Phnom Penh, Cambodia, if possible
Contract Duration:	40 working days, and from May 2021 to December 2021

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:

Advanced university degree in Social Protection, Public Policy, Social Sciences, Economics, Political Science or related disciplines.

II. Years of experience:

- At least 7 years of experience and policy making and technical knowledge in social protection with significant experience in low-income countries
- Proven experience in conducting research and technical consultancy on social protection issues.

- Experience of similar assignments in similar international development contexts and extensive work assignments in Cambodia with UN and/or other international organizations

III. Competencies:

- Advanced social protection knowledge and skillsets
- Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms.
- Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity.
- Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations.
- Positive and results-oriented attitude, able to meet targets/deadline.

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 superior written communication skills, with the ability to convey complex development concepts and recommendations***

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=98568 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
Advanced university degree in Social Protection, Public Policy, Social Sciences, Economics, Political Science or related disciplines	20
At least 7 years in conducting research and technical consultancy on social protection issues	20
Experience of similar assignments in similar international development contexts and extensive work assignments in Cambodia with UN and/or other international organizations	20
Experience in engaging with senior decision/ policymakers, and ability to synthesize and present complex arguments in easily understood terms.	20
Superior written communication skills, with the ability to convey complex development concepts and recommendations (**assessed by a sample of work provided**)	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. [Lowest Price x 100 / Other Price under Consideration] = 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. <u>ANNEX</u>

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