



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-41839)

Date: 22 April 2021

Assignment Title	National consultant to analyze the multi-stakeholder dimension of SDG mainstreaming in Cambodia
Organization	Office of UN Resident Coordinator
Post Level	National Consultant
Cluster/Project	This ToR will be adapted to national contexts by Resident Coordinator Offices partnering on the project and jointly finalized in collaboration with UN DESA
Duty Station	Home-based
Contract Duration	30 working days May 2021 to July 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 [chanpisey.ky@undp.org](mailto:chanpisey.ky@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:

- The expert should possess an advanced university degree (Master's degree or equivalent degree) in sustainable development, international relations, governance, public policy, public administration, international law, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### II. Years of experience:

- At Minimum of 5 years of relevant experience in sustainable development, with demonstrated proven track record in analytical research.

- Exposure to capacity development activities and projects in sustainable development is required.
- Knowledge of and experience with the Voluntary National Reviews is an asset.

### III. Competencies:

- The expert should have excellent analytical skills and ability to produce high-quality documentation in English.
- He or she should have demonstrated knowledge of the 2030 Agenda and stakeholder engagement.
- The expert should also have outstanding written communication and organizational skills, including the ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines.

### IV. Language Requirement:

- Knowledge and fluency of English (both written and oral) is required for this consultancy.
- Fluency in the national official language is also required.

## **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 English written reports/documents**

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=98608](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=98608) 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
The expert should possess an advanced university degree (Master's degree or equivalent degree) in sustainable development, international relations, governance, public policy, public administration, international law, or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.	20
<ul style="list-style-type: none"> <li>• Minimum of 5 years of relevant experience in sustainable development, with demonstrated proven track record in analytical research.</li> <li>• Exposure to capacity development activities and projects in sustainable development is required.</li> <li>• Knowledge of and experience with the Voluntary National Reviews is an asset.</li> </ul>	35
<ul style="list-style-type: none"> <li>• The expert should have excellent analytical skills and ability to produce high-quality documentation in English.</li> <li>• He or she should have demonstrated knowledge of the 2030 Agenda and stakeholder engagement.</li> <li>• The expert should also have outstanding written communication and organizational skills, including the ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines.</li> </ul>	35
<ul style="list-style-type: none"> <li>• Knowledge and fluency of English (both written and oral) is required for this consultancy.</li> <li>• Fluency in the national official language is also required.</li> </ul>	10
<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:  $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$
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## **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**