



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-43678)

Date: 01 June 2021

Assignment Title:	National Consultant for Adopting a Community Policing-Oriented Approach for Reducing Gender-Based Violence
UNDP Practice Area:	United Nations Office on Drugs and Crime (UNODC), Regional Office for Southeast Asia and the Pacific, Border Management
Cluster/Project:	United Nations Office on Drugs and Crime (UNODC), Regional Office for Southeast Asia and the Pacific, Border Management
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	N/A
<b>Contract Duration:</b>	95 working days (July to December 2021 with possibility of extension)

### 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](mailto:aphikovith.phin@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:

An advanced university degree (Master's degree or equivalent) in Anthropology, Gender and Development, Law, criminology, criminal justice, political science, or any other relevant discipline, is required. A first level university degree in similar fields in combination with two additional years of

qualifying experience may be accepted in lieu of the advanced university degree.

II. Years of experience:

- A minimum of 10 years of prior work experience in dealing with gender-related issues especially in Cambodian and the regional context is required;
- Demonstrated knowledge and experience in undertaking research or assessment, developing and delivering consultations and capacity building/ training programs especially in the area of gender and/ or gender-based violence in Cambodia and/ or in the region is required;
- Experience working in Cambodia context and has strong network with national governments, law enforcement agencies, or local civil society is required;
- Experience working with UN agencies, international institutions, law enforcement, the judiciary, military or other public security agencies is desirable;

III. Competencies:

- Computer literacy, including proficiency in document design (MS Word or Google Docs), databases maintenance (MS Excel or Google Sheets) and visual presentations (MS PowerPoint or other tools) is desirable.

**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=99489](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99489) 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
A minimum of 10 years of prior work experience in dealing with gender-related issues especially in Cambodian and the regional context;	30
Demonstrated knowledge and experience in undertaking research or assessment, developing and delivering consultations and capacity building/ training programs especially in the area of gender and/ or gender-based violence in Cambodia and/ or in the region;	30
Experience working in Cambodia context and has strong network with national governments, law enforcement agencies, or local civil society;	20
Ability to interact with senior government officials and civil society organizations; fluency in spoken and written English and Khmer;	20
<b>Total Obtainable Score</b>	<b>100</b>

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