



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-44020)

Date: 04 June 2021

Assignment Title:	Growing Network of Startup Mentors/Advisors (National or International Consultant residence in Cambodia)
UNDP Practice Area:	Promoting Decent Youth Employment in Cambodia
Cluster/Project:	Promoting Decent Youth Employment in Cambodia
Post Level:	Junior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Provinces within Cambodia
<b>Contract Duration:</b>	80 days (expected from 01 July to 30 November 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 [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:

Bachelor's degree in business administration management; specialized in strategic management, entrepreneurship, or international development with relevant work experience.

#### II. Years of experience:

- Minimum 3 years of experience in designing and managing project activities or coordinating entrepreneurship programs, events, and communication campaign.
- Demonstrated experience in mapping and building resource network/mentors to support youth entrepreneurs plus managing partnerships with different stakeholders, especially successful entrepreneurs, startup mentors and advisors or business incubators/accelerators.
- Experienced being a mentor to youth entrepreneurs and startups in Cambodia or abroad.

#### III. Competencies:

- Knowledge of entrepreneurship ecosystem in Cambodia, especially, youth entrepreneurship and startups, mentoring services or startup support landscape;
- A highly organized person, sets priorities, produces quality outputs, meets deadlines, and manages time efficiently.
- Ability to present complex issues in a simple and clear manner.
- Ability to meet and build network with stakeholders of various backgrounds and especially successful entrepreneurs.
- Ability to think out-of-the-box and works toward creative solutions.
- Ability to draw lesson learnt and recommendation to improve of the programme;
- Works well in a team to advance the priorities of the project and UNDP programmes;
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability, and is committed to UNDP gender equality strategy, gender sensitivity and zero tolerance for sexual harassment.

### 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=99589](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99589) 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
Bachelor's degree in business administration management; specialized in strategic management, entrepreneurship, or international development with relevant work experience	20
Minimum 3 years of experience in managing project activities or coordinating entrepreneurship programs, events, communications, and building partnerships with stakeholders.	20
Demonstrated experience in mapping and building resource network/mentors to support youth entrepreneurs plus managing partnerships with different stakeholders, especially successful entrepreneurs, startup mentors and advisors or business incubators/accelerators. Experienced being a mentor to youth entrepreneurs and startups in Cambodia or abroad.	20
Knowledge of entrepreneurship ecosystem in Cambodia, especially, youth entrepreneurship and startups, mentoring services, or startup support landscape	20
Ability to meet and build network with stakeholders of various backgrounds and especially successful entrepreneurs/ecosystem stakeholders.	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**