



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-44899)

Date: 17 June 2021

Assignment Title:	Digital Transformation Specialist (s) (Open for National and International Consultant)
UNDP Practice Area:	Promoting Decent Youth Employment in Cambodia
Cluster/Project:	Promoting Decent Youth Employment in Cambodia
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA) – up to two LTAs
Duty Station:	Phnom Penh, Cambodia and home-based
Expected Place of Travel:	N/A
Contract Duration:	Initial contract for 11 months (up to 150 days)

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 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 higher in IT / Computer Science, Business Administration, Public Administration, Public Policy, or related fields. Any additional degree in area relevant to digital transformation in labour market or public sector is an asset.

II. Years of experience:

- Minimum of 5 years of relevant experience in e-governance, digital economy, digital transformation space, digital skill development, such as digital program development, public service, and business process. Experience of relevant sectoral, national, or international digital transformation strategies of private companies, public service or development programme is a plus.
- Proven track record of working directly with Governments and development partners on Digital Transformation projects, Digital Government and Public Services, Skill Development, preferably in a developing country context.
- Excellent administrative and computer skills, including Microsoft Office, and knowledge of spreadsheet, database packages and ERP system.

III. Competencies:

General Competencies:

- Ability to build strong and sustainable relationships and capability to interact at all levels within the organization.
- Ability to handle complex situations and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands.
- Ability to collaborate with and achieve actionable results.
- Ability to deliver in a high-pressure environment.
- Self-motivated and able to work with a high degree of autonomy.
- Fully committed and motivated to achieve the aims of UNDP and the SDGs.

Core Competencies:

- Innovation - Ability to make new and useful ideas work.
- Leadership - Ability to persuade others to follow.
- People Management - Ability to improve performance and satisfaction.
- Communication - Ability to listen, adapt, persuade, and transform.
- Delivery - Ability to get things done while exercising good judgement.

Technical Competencies:

- Demonstrated ability to work with governments/stakeholders on digital transformation.
- Demonstrated ability in researching latest trends in digital transformation/innovation.
- Proven ability to engage, partner and develop partnerships in a government/Public Private Partnership/digital platform setting.
- Proven experience in the developing country context and working in different cultural settings.
- Ability to challenge, convince and manage multiple stakeholders.
- Ability to effectively drive business, culture, and technology change in a dynamic and complex operating environment.
- Strong conceptual thinking to develop new strategies and innovative projects.

Communication:

- Excellent verbal and written communication skills
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism:

- Capability to working and deliver in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical and organizational skills

Teamwork:

- Projects a positive image and is ready to take on a wide range of tasks
- Focuses on results for the client.
- Welcomes constructive feedback.

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?job_id=99878 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
Master's degree or higher in IT, Business Administration, Public Administration, Public Policy, Economics, Social Science, International Relations, International Development, or related fields. Any additional degree in area relevant to digital transformation in public sector is an asset.	20
Minimum of 5 years of relevant experience in e-governance and digital transformation space, digital skill development, such as digital program development, public service and business process, and experience of relevant sectoral, national, or international digital transformation strategies of private companies, public service or development programmes.	30
Proven track record of working directly with Governments/multilaterals on Digital Transformation/Digital Government/Public Service Delivery systems/projects, preferably in a developing country context.	20
Solid knowledge on industry 4.0, digital economy, digital literacy skills, youth employment and entrepreneurship development. Familiar with Cambodia's development policies, ICT master plan, labour market policies, skill development, entrepreneurship and digital economic policy and e-commerce sector is a plus.	10
Ability to work and interact with cross functional teams, workplace with diverse cultures, and work with groups including governmental officials, youth groups with diverse backgrounds, entrepreneurs, and employees.	10
Excellent administrative and computer skills, including Microsoft Office, and knowledge of spreadsheet, database packages and ERP system.	10
Total Obtainable Score	100

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:

$$\text{Rating for Financial Proposal} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

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**