INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 48281)

Date: 11 August 2021

Assignment Title:	International Consultant to support the implementation of Medical Waste Management with focus on the Waste Water Management at the target health facilities
Cluster/Project:	Learning from China's Experience to Improve the Ability of Response to COVID-19 in Asia and the Pacific Region (Medical Waste Management)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Homebased
Expected Place of Travel:	N/A
Contract Duration:	25 days (06 September – 10 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 chanpisey.ky@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 equivalent) in environment, public health, environmental health, waste management, or other relevant fields.

II. Years of experience:

- Minimum 5 years of relevant experiences in designing and conducting research or assessment in areas related to waste management;
- Demonstrate strong knowledge of solid and water waste management; knowledge of waste management in healthcare facilities is a plus;
- Familiarity with healthcare system in Cambodia or Asia is preferred;
- Experience in working with government institutions particularly health facilities is an asset;

III. Competencies:

- Excellent communication skills (spoken, written, and presentational);
- Independent and initiative working;
- Good report writing skills;

IV. Language Requirement:

- Fluency in English (spoken and written)

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=101135 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 equivalent) in environment, public health, environmental health, waste management, or other relevant fields.	20
Minimum 5 years of relevant experiences in designing and conducting research or assessment in areas related to waste management.	30
Demonstrate strong knowledge of solid waste/water waste management system.; knowledge of waste management in healthcare facilities is a plus.	20
Familiarity with healthcare system in Cambodia or Asia is preferred.	20
Experience in working with government institutions particularly with health facilities is an asset.	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:
- 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**