



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-49421)

Date: 30 August 2021

Assignment Title:	National Consultant to Support Environmental and Social Safeguards and Gender Mainstreaming in Sub-National Administration Project Implementation Procedures for NCDD-S
Agency/Project Name:	UNCDF/LDFPA/LoCAL
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, with travel to Provinces
Duration:	25 working days during October – December 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:

- A Master's degree in Environmental Science or Management, Engineering in Climate Change, Adaptation, Rural Development, Economics or other related fields.

#### II. Years of experience:

- At least 10 years of professional experience in the fields of local development, decentralization and/or environment and climate change adaptation with a specific emphasis on local or climate governance, adaptation and development planning and/or climate change mainstreaming;
- At least 3 years of experience in providing support to strengthening institutional and policy capacities of national institutions in the field of decentralization, finance, environment and/or climate change;

- At least 3 years of experience of implementation of rural development projects, preferably including small-scale infrastructure implemented through local governments;
- Substantial previous experience of environmental and social safeguards in project implementation;
- Substantial previous experience of gender mainstreaming approaches;
- Experience of designing and delivering trainings;
- Experience of conducting evaluations and writing reports;

### III. Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

### IV. Language Requirement:

- Fluency in Khmer and English (Speaking, Reading, Writing) is required.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal: Letter of explaining why they are most suitable for the work
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=101603](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=101603) 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
At least 10 years of professional experience in the fields of local development, decentralization and/or environment and climate change adaptation with a specific emphasis on local or climate governance, adaptation and development planning and/or climate change mainstreaming.	30
Experience in providing support to strengthening institutional and policy capacities of national institutions in the field of decentralization, finance, environment and/or climate change;	30
Experience of implementation of rural development projects, preferably including small-scale infrastructure implemented through local governments, gender mainstreaming approaches.	20
Experience in designing and delivering trainings and conducting evaluations and writing reports.	20
<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:  $\text{Total Score} = \text{Technical Score} \times 0.7 + \text{Finance Score} \times 0.3$

## 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**