



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-49962)

Date: 06 September 2021

Assignment Title:	Gender Specialists (National Consultant)
UNDP Practice Area:	Policy and Innovation, Programme and various projects
Cluster/Project:	Policy and Innovation, Programme and various projects
Post Level:	National Expert
Contract Type:	Long Term Agreement (LTA) – up to three LTAs
Duty Station:	Home based
Expected Place of Travel:	Cambodia (including field travel to provinces if required)
<b>Contract Duration:</b>	Initial contract for 12 months (up to 100 days per year); (possibility of extension up to three years)

### 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:

- Master's degree or equivalent in gender studies, women's studies, public policy, social sciences, sociology, anthropology, development studies, or a related field.
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

#### II. Years of experience:

- At least 5 years of progressive experience in gender equality and women's empowerment, and/or sector-specific tasks entailing gender component; experiences in one of UNDP country programme priority areas: prosperity (expanding economic opportunities), planet (sustainable living) and peace (participation and accountability)
- At least 3 years of experience in mainstreaming gender in development programme or project. This includes experiences conducting gender assessments, and/or sector specific assessment with gender analysis, in designing and developing gender responsive interventions and measurements;
- Experiences in implementing gender responsive interventions is an asset.

#### III. Competencies:

- Solid knowledge and understanding of gender related issues, and legal and institutional mechanism addressing gender issues and promoting women's empowerment and gender equality in Cambodia.

### 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=101766](https://jobs.undp.org/cj_view_job.cfm?job_id=101766) 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 gender studies, women's studies, public policy, social sciences, sociology, anthropology, development studies, or a related field	10
At least 5 years of progressive experience in gender equality and women's empowerment, and/or sector-specific tasks entailing gender component; experiences in one of UNDP country programme priority areas: prosperity (expanding economic opportunities), planet (sustainable living) and peace (participation and accountability)	30
At least 3 years of experience in mainstreaming gender in development programme or project. This includes experiences conducting gender assessments, and/or sector specific assessment with gender analysis, in designing and developing gender responsive interventions and measurements	30
Solid knowledge and understanding of gender related issues, and legal and institutional mechanism addressing gender issues and promoting women's empowerment and gender equality in Cambodia	20
Experiences in implementing gender responsive interventions	10
<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:  $\text{Total Score} = \text{Technical Qualification Score} \times 70\% + \text{Financial Score} \times 30\%$

## **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**