



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-49964)

Date: 06 September 2021

Assignment Title:	Project Management Advisor (International Consultant, residence in Cambodia) to support the implementing of the Integrated Natural Resource Management (INRM) project
UNDP Practice Area:	Programme and Results
Cluster/Project:	Programme and Results
Post Level:	International Consultant
Contract Type:	Individual Contractor
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Kampong Thom, Siem Reap and Preah Vihear provinces with travel in the field
Contract Duration:	115 Days (from September 2021 to August 2022)

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:

At least Master's degree in natural resource management, biodiversity ecosystem, communication, administration, management, or other related fields

II. Years of experience:

- At least 10 years' progressive experience in project management (project design/development/planning ...), including at least 3 years of experiences in large scale biodiversity/ecosystem/landscape project management;
- Solid experience in communication and documentation;
- Solid experiences in developing grant proposal guideline related natural resources/biodiversity/ecosystem and landscape management;
- Solid understanding of the Cambodia's landscape, biodiversity, and ecosystem issues, including its values and functions,
- Experience in partnership and networking establishment, capacity development and working with local community, indigenous people and well-integrated with society;
- Experience in mainstreaming gender in biodiversity/ecosystem/landscape management;
- Experience working with a wide variety of development actors in Cambodia including with the Royal Government of Cambodia, international development organizations, donors and other funding agencies, private sector entities, and/or civil society organizations including community groups
- Experience with GEF and/or other UN assisted projects.

III. Competencies:

- Excellent analytical capacity and ability to synthesize project outputs and relevant findings for the preparation of project reports;
- Ability to understand new terminology and concepts easily and to synthesize information from different sources into a coherent document
- Skill in achieving results through persuading, influencing, problem solving and conflict resolution, and working with others as a team/partners;
- Maturity and confidence in dealing with senior and high-ranking members of the Government and other international and national and sub-national institutions;
- Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups;
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.

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=101773 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' progressive experience in project management (project design/development/planning ...),	40
At least 3 years' experience in large scale biodiversity/ecosystem/landscape project management;	15
At least Master's degree in one of natural resource management, biodiversity ecosystem, communication, administration, management, or other related fields	10
Experience/knowledge in eastern landscape, biodiversity and ecosystems projects; Experience in project design/development, planning, problems solving/conflict resolution, good communication with government officers and politicians, working with local people and good integration in society	20
Solid experiences in developing grant proposal guideline related to natural resource/biodiversity/ecosystem and landscape management.	15
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**