



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 50295)

Date: 10 September 2021

Assignment Title:	Consultant for Final Evaluation for the Promoting Decent Youth Employment in Cambodia Project, 2019-2021 (Open for both National and International Consultant)
Cluster/Project:	Promoting Decent Youth Employment in Cambodia
Post Level:	Senior Specialist
Contract Type:	Individual Contractor
Duty Station:	Home-based, Phnom Penh and/or field visit when possible
Expected Place of Travel:	Home-based with possible travel to Phnom Penh, Cambodia, and other provinces including Kampong Cham, Siem Reap, and Battambang (max.10 working days).
Contract Duration:	35 working days (September –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 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:

- Minimum of a master's degree or equivalent in economics, public policy, development studies, or related field relevant to the position.

II. Years of experience:

- At least 7 years experience designing, implementing, and evaluating development projects with UNDP, UN, or other international organizations;
- Strong record of evaluating development projects in the field of youth development, skill development, entrepreneurship, and other similar projects;
- Technical knowledge and experience in applying qualitative and quantitative evaluation methods, data collection, analysis, and evaluation report writing;
- Proven knowledge on youth development, skill development, and entrepreneurship especially in Cambodia and other ASEAN countries with similar context;
- Previous evaluation experience for UNDP projects is a strong asset;

III. Competencies:

- Excellent evaluation skills, including the capacity to produce high quality and constructive reports;
- Demonstrated analytical skills, ability to assess complex situations, to succinctly and distill critical issues, and to draw practical conclusions;
- Demonstrated ability to communicate effectively with various partners including the government, civil society, private sector, UN, and other development donors and high-quality liaison and representation at local and national levels;
- Experience leading multi-disciplinary, multi-national teams;
- Ability to meet short deadlines;
- Excellent English report writing skills;
- Good facilitation and presentation skills;
- Be client-oriented and open to feedback;
- Excellent interpersonal, coordination, and planning skills. Sense of diplomacy and tact; and
- Ability to carry out related activities and meetings using virtual tools or remote working arrangements; and
- Computer literate (MS Office package).

IV. Language Requirement:

- Excellent written and spoken English required

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) **Submit at least two sample of evaluation reports**
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=101876 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 7 years experience designing, implementing, and evaluating development projects with UNDP, UN, or other international organizations	20
Strong record of evaluating development projects in the field of youth development, skill development, entrepreneurship, and other similar projects (previous evaluation reports to be submitted for assessment)	20
Technical knowledge and experience in applying qualitative and quantitative evaluation methods, data collection, analysis, and evaluation report writing (previous evaluation reports to be submitted for assessment)	40
Proven knowledge on youth development, skill development, and entrepreneurship especially in Cambodia and other ASEAN countries with similar context	20
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**