



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-50303)

Date: 10 September 2021

Assignment Title:	International Consultant-Gender Deep-Dive for Cambodia Common Country Analysis 2021
Organization	Resident Coordinator Office in Cambodia
Post level	Specialist
Contract Type	Individual Contractor (IC)
Cluster/Project:	RCO Project
Duty Station:	Home based. No travel to the field required.
Contract Duration:	40 Days. 1 October 2021 – 30 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:

- Master's degree in the field of international development, gender studies, social science, sociology, or other related areas.

II. Years of experience:

- A minimum of 5 years professional experience in programme management on gender equality and/or gender mainstreaming in other development areas.
- Experience in research and publication-writing. Proven track records of publications, preferably analytical publications on development issues.
- Additional experience on academic or scientific gender data analysis and research a plus.

- Knowledge of gender equality and the empowerment of women in recovery plans, policies and programmes. In particular, root causes to discrimination.
- Experience working on countries in Asia and the Pacific desirable.
- Proven knowledge of working in/with international organizations.

III. Competencies:

- A proven ability to liaise and coordinate with a myriad of stakeholders and partners, including gender advocates, formal and informal young leadership network, civil society organization as well as university.
- Knowledge of the social, cultural, and political context in South East Asia, including Cambodia and local issues of gender, women's participation in private and public sphere, multiple challenges that women face to participate equally in emergent socioeconomic development.
- Excellent timely delivery and time management

IV. Language Requirement:

- Excellent command over English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

(i) Letter of explaining why they are most suitable for the work

(ii) **Submit at least two sample written works**

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-admin.undp.org/cj_view_job.cfm?job_id=101877 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 in the field of international development, gender studies, social science, sociology, or other related areas.	10
A minimum of 5 years professional experience in programme management on gender equality and/or gender mainstreaming in other development areas.	40
Experience in research and publication-writing. Proven track records of publications, preferably analytical publications on development issues.	30
Knowledge of gender equality and the empowerment of women in recovery plans, policies and programmes. In particular, root causes to discrimination.	20
Total Obtainable Score:	100

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. [Lowest Price x 100 / Other Price under Consideration] = 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: Total Score = Technical Score x 0.7 + Finance Score x 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