



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-50747)

Date: 17 September 2021

Assignment Title:	National Consultant on Maximizing remittances flows by improving cross border transfers within ASEAN
UNDP Practice Area:	Policy and Innovation Hub
Cluster/Project:	Policy and Innovation Hub/ UNDP Cambodia
Post Level:	Specialist
Contract Type:	Individual Contractor
Duty Station:	Home-based and travel to the field in target sites when necessary
Expected Place of Travel:	Provinces in Cambodia (if required)
Contract Duration:	50 days from 4 October 2021 to 31 January 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 [pheara.lek@undp.org](mailto:pheara.lek@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:

At least Master's degree in economics, financial economics, development finance, development studies, public policy or similar field

#### II. Years of experience:

- At least 5 years of relevant work experience in conducting research, especially on remittance, migrations, gender, digitalization, and financial sector
- Experience in collaborating with private sector and senior policy/decision makers with technical knowledge of the stated assignment

- Ability to lead consultations with senior government officials from ministries, private sector and other key stakeholders in the field required.
- Experience of data gathering and analysis (quantitative and qualitative)
- Experience of similar assignments in similar international or Cambodian development contexts

### III. Competencies:

- Understanding of and comprehensive knowledge on migration and remittance-related requirements, remittance transfer and its constraints, and digital transfer service and security are an advantage.
- Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity
- Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations

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

### 1. Proposal:

- (i) Letter of explaining why they are most suitable for the work
- (ii) A **sample of work to prove** superior written with the ability to convey complex development concepts and recommendations

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=102042](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=102042) 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 economics, financial economics, development finance, development studies, public policy or similar field.	10
At least 5 years of relevant work experience in similar international or Cambodian development contexts in conducting research, especially on remittance, migrations, gender, digitalization, and financial sector. Experience of data gathering and analysis (quantitative and qualitative).	30
Understanding of and comprehensive knowledge on migration and remittance-related requirements, remittance transfer and its constraints, and digital transfer service and security are an advantage.	20
Experience in collaborating with private sector and senior policy/decision makers with technical knowledge of the stated assignment. And experience in leading consultations with senior government officials from ministries, private sector and other key stakeholders in the field required.	20
Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations ( <b>assessed by a sample of work provided</b> ).	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**