

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-54293)



Date: 26 November 2021

Assignment Title:	International Consultant to Conduct Action Learning on Adaptive Programming: Improve the Capacity of UNDP Cambodia to Identify New Signals and Design Solutions for Complex Development Challenges Managing Uncertainties
UNDP Practice Area:	Management
Cluster/Project:	Executive Office
Post Level:	Specialist
Contract Type:	Individual Contractor
Duty Station:	Homebased
Expected Place of Travel:	N/A
Contract Duration:	40 working days, and from December 2021 to February 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 3 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:

- Advanced university degree (Masters or higher) in political science, anthropology, social sciences, development studies, economics, management, or related field.

### II. Years of experience:

- At Least 7 years of progressive relevant experience conducting action learning and action research, systems thinking, innovative approaches to programming, adaptive management, or other areas relevant to scope of TOR.
- Excellent technical skills and rigorous analysis of contemporary development context and complexities.

- Previous experience with UN/ UNDP or other development actors producing reports or other documents that are structured and succinct.
- Previous experience in the social, political, and economic situation in Asia, and particularly in Cambodia is an asset.
- Experience of working with UNDP Country Office, governments and/or other development partners.

### III. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

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

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services *[Note: this is optional for support services]*;
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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=103450](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=103450) 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:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Previous action learning experience	5 points
Previous experience in designing and/ or implementing development programmes in Asia, and Cambodia	5 points
Previous experience of working with UNDP regional/ Country Office	5 points
Detailed action learning methodology customised to the context mentioned above and use of innovative approaches and tools in carrying out the assignment	30 points
Collaborative consultation and engagement strategy for the main stakeholders, internal and external as needed	10 points
Analysis approach for assessing the use of innovation as a critical design principle for programming in uncertain and complex contexts	15 points
Analysis of system thinking or potentials for adaptation - thematic integration vs. system thinking	20 points
Sample report writing	5 points
Smooth flow and logical sequence of the proposal	5 points
<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**