



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-54464)

Date: 26 November 2021

Assignment Title:	Partnership and Knowledge Management Specialist (International Consultant with residence in Cambodia)
UNDP Practice Area:	Programme and Results
Cluster/Project:	Promoting Decent Youth Employment in Cambodia
Post Level:	International Consultant (Junior Specialist)
Contract Type:	Individual Contractor
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Phnom Penh and Provinces within Cambodia
Contract Duration:	120 days (expected from 02 January 2022 to 30 June 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:

Bachelor's degree in business administration or business management; specialized in strategic management, entrepreneurship, international development, or other related fields.

II. Years of experience:

- Minimum 3 years of experience working in development projects or for the private sector in Cambodia and other countries.
- Solid experiences in planning, providing strategic advice, implementing and coordinating specific tasks/initiatives related to youth skill training activities, start-up, entrepreneurship programs, and communication campaigns.
- Demonstrated experience in coordinating with various groups of stakeholders and building resource networks/mentors to support youth entrepreneurs plus managing partnerships with different stakeholders, especially successful entrepreneurs, startup mentors, and advisors or business incubators/accelerators.
- Demonstrated experience in data collection, drafting knowledge products or project reports, and collecting stakeholder feedback.

III. Competencies:

- Knowledge of skill development interventions/systems, relevant policies, and digital skills landscape in Cambodia.
- Knowledge of entrepreneurship ecosystem in Cambodia, especially, youth entrepreneurship and startups, mentoring services, or startup support landscape.
- A highly organized person, sets priorities, produces quality outputs, meets deadlines, and manages time efficiently.
- Ability to present complex issues simply and clearly.
- Ability to meet and build networks with stakeholders of various backgrounds and especially successful entrepreneurs.
- Ability to think out-of-the-box and works toward creative solutions.
- Ability to coordinate with stakeholders of various backgrounds
- Ability to deploy digital tools in executing project activities
- Ability to draft knowledge products and project documents.
- Works well in a team to advance the priorities of the project and UNDP programmes;
- Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability, and is committed to UNDP gender equality strategy, gender sensitivity, and zero tolerance for sexual harassment.

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?cur_job_id=103473 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
Bachelor's degree in business administration or business management; specialized in strategic management, entrepreneurship, international development, or other related fields.	20
Minimum 3 years of experience working in development projects or for the private sector in Cambodia and other countries. Experiences working with UNDP and other UN agencies are desirable. Solid experiences in planning, providing strategic advice, implementing and coordinating specific tasks/initiatives related to youth skill training activities, start-up, entrepreneurship programs, and communication campaigns.	30
Demonstrated experience in coordinating with various groups of stakeholders and building resource networks/mentors to support youth entrepreneurs plus managing	20

partnerships with different stakeholders, especially successful entrepreneurs, startup mentors, and advisors or business incubators/accelerators.	
Demonstrated experience in data collection, drafting knowledge products or project reports, and collecting stakeholder feedback.	
Knowledge of skill development interventions/systems, relevant policies, and digital skills landscape in Cambodia. Knowledge of entrepreneurship ecosystem in Cambodia, especially, youth entrepreneurship and startups, mentoring services, or startup support landscape	30
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**