



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 56988)

Date: 18 January 2022

|                                  |   |
|----------------------------------|---|
| <b>Assignment Title:</b>         | National Consultant for Regional Research on COVID-19 Medical Waste Management  |
| <b>Cluster/Project:</b>          | Learning from China's Experience to Improve the Ability of Response to COVID-19 in Asia and the Pacific Region (Medical Waste Management) |
| <b>Post Level:</b>               | Specialist  |
| <b>Contract Type:</b>            | Individual Contractor (IC)  |
| <b>Duty Station:</b>             | Cambodia  |
| <b>Expected Place of Travel:</b> | Phnom Penh  |
| <b>Contract Duration:</b>        | 25 days (07 <sup>th</sup> February – 31 <sup>st</sup> May 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 [chanpisey.ky@undp.org](mailto:chanpisey.ky@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:

- Bachelor's Degree or above in public administration, international relations, political science, development studies, medical science, environmental science, public health, medical waste management, or relevant.

#### II. Years of experience:

- Minimum five years of experience working with relevant public sectors, research institutions, medical waste management agencies or development partners;
- Proven experience and knowledge of medical waste management in the COVID-19 context;
- Proven experience and knowledge of existing medical waste management system and challenges in Cambodia.

### III. Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Displays integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age;
- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

### IV. Language Requirement:

- Fluency in English and Khmer language (spoken and written)

## **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=104183](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=104183) 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> |
|---|-------------------------|
| Bachelor's degree (or equivalent) in environment, public health, environmental health, waste management, or other relevant fields, healthcare system, or environment; | 20                      |
| Demonstrate strong knowledge of solid waste/water waste management system; knowledge of waste management in healthcare facilities is a plus;                          | 30                      |
| Proven records of experience working in minimum 1 project on medical waste management in the COVID-19 context   | 20                      |
| Proven records of experience working in minimum 1 project related to existing medical waste management system and challenges in Cambodia                              | 20                      |
| Experience in working with government institutions particularly with health facilities is an asset;   | 10                      |

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**