INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(Procurement Process ID: PROCESS- 60220)

Date: 11 April 2022

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>Harmonized M&amp;E Mechanism for CSDGs (Open for both National and International Consultant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster/Project:</td>
<td>INFF for Cambodia SDG Achievement</td>
</tr>
<tr>
<td>Post Level:</td>
<td>Senior Specialist</td>
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<tr>
<td>Contract Type:</td>
<td>Individual Contract</td>
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<tr>
<td>Duty Station:</td>
<td>Home-based and Phnom Penh, Cambodia</td>
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<tr>
<td>Expected Place of Travel:</td>
<td>Phnom Penh, Cambodia</td>
</tr>
<tr>
<td>Contract Duration:</td>
<td>40 days, from 2 May to 30 September 2022</td>
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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:
      - At least advanced university degree i.e. master’s degree in the field of development economics, social science, public policy, development study, or other relevant fields of study.
II. Years of experience:

- At least 6 years of professional experiences in the field of public policy, international development, M&E or other relevant fields
- Prior M&E experience at international or national level is a must. In particular, the expert must be familiar with the CSDGs and the 2030 Agenda, RS IV, NSDP 2019-2023, and fully conversant with result-based M&E framework
- Experience of similar assignments in similar international development context and extensive work assignments in Cambodia with UN and/or other international organizations.

III. Competencies:

- Capacity to engage with senior decision/policy makers, and to synthesize and present complex arguments in easily understood terms
- Capacity to lead consultations with senior government officials from MoP, CDC, Ministry of Economy and Finance, other line ministries and other key stakeholders
- Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity
- Demonstrate/safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Positive and results-oriented attitude, able to meet targets/deadline.

IV. Language:

- Excellent Fluency in written and spoken English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:
   (i) Explaining why they are the most suitable for the work
   (ii) **Provide a sample written document/report**
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=105977](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=105977) 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:

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
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<tbody>
<tr>
<td>At least advanced university degree i.e. master’s degree in the field of development economics, social science, public policy, development study, or other relevant fields of study.</td>
<td>20</td>
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<tr>
<td>At least 6 years of professional experiences in the field of public policy, international development, or other relevant fields. Familiarity with the CSDGs and the 2030 Agenda, RS IV, NSDP 2019-2023.</td>
<td>20</td>
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<tr>
<td>SDG M&amp;E experience and experience of similar assignments in similar international or Cambodia development context and extensive work assignments in Cambodia with UN and/or other international organizations.</td>
<td>20</td>
</tr>
<tr>
<td>Experience in engaging and leading consultations with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms.</td>
<td>20</td>
</tr>
<tr>
<td>Superior written communication skills, with the ability to convey complex concepts and recommendations (assessed by a sample of work provided).</td>
<td>20</td>
</tr>
<tr>
<td>Total Obtainable Score</td>
<td>100</td>
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</tbody>
</table>

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