

# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-61235)



Date: 02 May2022

Assignment Title:	International Consultant (s) for Partnership Development for Circular Economy and Plastic Management in Cambodia
UNDP Practice Area:	Policy and Innovation and Combatting Marine Plastic Litter Project
Cluster/Project:	Policy and Innovation Hub and the Combatting Marine Plastic Litter Project
Post Level:	Senior Specialist
Contract Type:	Long Term Agreement
Duty Station:	Home based and possible missions to Phnom Penh
Expected Place of Travel:	Possible missions to Phnom Penh
Contract Duration:	Initial contract is from 1 June 2022 to 31 May 2023 (up to 80 days per year per LTA); (possibility of extension up to two years)

## 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:

Master's degree, or equivalent, in business administration, public policy and administration, or a related field

### II. Years of experience:

- At least 7 years of working experience relevant for business and partnership development with prior working experience in Southeast Asia. Prior working experience with the private sector or/and UN agencies is a plus

- Prior experience with circular economy and plastic management and in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing strategic communication materials including information brief(s).

### III. Competencies:

- Strong communication and writing skills in developing information materials and briefs for an organization.

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

### 1. Proposal:

- Letter of explaining why they are most suitable for the work
- A written sample to prove strong communication and writing skills in developing information materials and briefs

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=106379](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=106379) 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>
Master's degree, or equivalent, in business administration, public policy and administration, or related field	20
At least 7 years of relevant working experience in business and partnership development with prior working experience in Southeast Asia. Prior working experience with the private sector or/and UN agencies is a plus	30
Prior experience with circular economy and plastic management and in developing/initiating business ideas and outreaching relevant stakeholders, especially the private sector, and in designing strategic communication materials including information brief(s).	30
Strong communication and writing skills in developing information materials and briefs for an organization assessed by a written sample.	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**