INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 62001)

Date: 17 May 2022

Assignment Title:	International Consultant to implement the Innovative Challenge Programme and the MSMEs Incubation Programme of the Acceleration of E-commerce and SMEs Digitalization Transformation (Residence in Cambodia)
Cluster/Project:	Programme and Results Unit
Post Level:	International Specialist
Contract Type:	Individual Contract
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	N/A
Contract Duration:	92 working days (from 07 June to 30 December 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 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 Bachelor's degree in business administration, innovation and entrepreneurship, management, ecommerce, economic, or other related fields

II. Years of experience:

- Minimum 2 years of combined working experience on entrepreneurship training programme, innovation challenge programme, digitalization, and ecommerce and other related fields.
- Proven experience in managing project activities and coordinating similar programmes for new start-up or SMEs, events organization, communications management, and partnerships building with entrepreneurs and stakeholders.
- Proven experience in providing or coordinating SMEs training and startup programme related to e-commerce SMEs
- Prior experience working with and coordinating with UN agencies, Government institutions, private sector or NGOs on similar assignment is an asset.

III. Competencies:

- Analytical skills, knowledge of SMEs or private sector ecosystem
- Strong analytical mind and understanding of business-related requirements and constraints, with a focus on addressing them through training and capacity development measures
- Ability to establish and maintain partnership and to work as a team with government partners, private sector, business association, and other relevant parties/development donors
- Be able to communicate with different stakeholders
- Ability to adapt to different circumstances and to changes in internal and external environments

IV. Language:

- 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
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=106680** 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**
At least Bachelor's degree (or equivalent) in business administration, innovation and entrepreneurship, management, ecommerce, economic, or other related fields	20
Minimum 2 years of combined working experience on entrepreneurship training programme, innovation challenge, grant management, digitalization, and ecommerce and other related fields.	30
Proven experience in supervising or coordinating similar assignments, particularly e-commerce SMEs and small grant to private sector	30
Proven extensive networks or/and ability to establish and maintain partnership with government partners, private sector, business association, and other relevant parties/development donors	20
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**