



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 62578)

Date: 31 May 2022

Assignment Title:	Consultant to Produce Evidence-based Narrative Report (Open for National and International Consultant)
Cluster/Project:	Integrating National Financing Framework (INFF) to Catalyze Blended Finance for Transformative CSDG in Cambodia
Post Level:	Senior Specialist
Contract Type:	Individual Contractor
Duty Station:	Home-based and Phnom Penh, Cambodia
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	1 September to 31 November 2022 (30 Working days)

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:

- Master's degree in Economics/Finance, development studies, social sciences, or other relevant fields

II. Years of experience:

- At least 10 years of professional experience in international development and cooperation out of which at least 3-4 years of professional experience in SDG financing
- Successful track-record on producing a minimum of 5 reports, reviews, assessments or evaluations of development programmes, funds, or complex projects overall, with a minimum of 2 conducted on JPs
- Excellent writing skills required, as demonstrated by previous high-quality research/analytical reports on relevant topics
- Expertise in Result-Based Management (or Result-Oriented Management)
- In-depth understanding of multi-stakeholder and cross-sectoral project/programmes
- Previous experience of work in Cambodia or countries of similar context, especially with a development partner or government is a very strong advantage
- A specific experience in similar assignment in similar international development contexts is an advantage
- Knowledge of human rights-based and/or Leaving No One Behind approach will be an asset
- Experience of working with UN development system will be an asset

III. Competencies:

- Strong analytical and synthesis skills, including ability to quickly assess a diverse range of information and ability to extract essential insights from complicated information
- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrate corporate knowledge and sound judgment.
- Informed and transparent decision making
- Positive and results-oriented attitude, able to meet targets/deadline

IV. Language:

- 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
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=106968 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
Master's degree in the field of Economics/Finance, development studies, social sciences or other relevant fields	20
At least 10 years of professional experience in international development and cooperation out of which at least 3-4 years of professional experience in SDG financing	40
Superior written communication skills and successful track-record on producing a minimum of 5 reports, reviews, assessments or evaluations of development programmes, funds, or complex projects overall, with a minimum of 2 conducted on JPs.	15
Experience of work in Cambodia or countries of similar context, especially with a development partner or government, and experience in working with multi-stakeholder and cross-sectoral project or programmes	15
Expertise in Result-Based Management/Result-Oriented Management	10
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: $\text{Total Score} = \text{Technical Qualification Score} \times 70\% + \text{Financial Score} \times 30\%$

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**