



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 62933)

Date: 08 June 2022

Assignment Title:	Trainer to Local Engineers on Solar Water Pumping Systems (National Consultant)
Cluster/Project:	Programme and Results Unit
Post Level:	Specialist
Contract Type:	Individual Contract
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Travel to province to conduct training
Contract Duration:	8 working days (in total)

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 energy, economics, applied sciences, public policy, governance, or other relevant areas.

II. Years of experience:

- At least 5 years of experience in providing training on SWP, with focus on design, installation, basic operation, maintenance, troubleshooting, repair, and replacement of damaged components of SWP.

III. Competencies:

Corporate competencies:

- 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.
- treats all people fairly without favoritism.
- fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies:

- excellent analytical and research skills.
- excellent drafting skills.
- ability to grasp the development context/challenges in the country.
- strong interpersonal skills, communication and diplomatic skills.
- strong facilitation, presentation and public speaking skills.
- ability to work under pressure and tight deadlines.

IV. Language:

- Fluency in Khmer and English (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=107122 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
Postgraduate degree in Engineering, economics, applied sciences, public policy, governance or equivalent;	15
A minimum of 5 years of working experience in planning, implementing, and managing programs and/or projects in areas of renewable energy, energy access, and applications of solar PV energy. Work experience in similar projects, solar water pumping solutions, would be an advantage;	40
Experience in planning and delivering trainings is required	20
Good understanding and/or direct work experience with communities, local government institutions, development agencies such as international organization and/or national or international NGOs, with private sector	20
Fluency in Khmer and English (spoken and written)	5
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:

$$\text{Rating for Financial Proposal} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

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**