

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-63320)



Date: 16 June 2022

Assignment Title:	Final Evaluation for the Promoting Decent Youth Employment in Cambodia Project, 2019-2021 (Open for both National and International Consultant)
UNDP Practice Area:	Promoting Decent Youth Employment in Cambodia
Cluster/Project:	Programme and Results Unit
Post Level:	Senior Specialist
Contract Type:	Individual Contractor
Duty Station:	Homebased
Expected Place of Travel:	Home-based with possible travel to Phnom Penh, Cambodia, and other provinces including Kampong Cham, Siem Reap, and Battambang (max.10 working days).
Contract Duration:	35 working days (July -Sept 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 pheara.lek@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:

Minimum of a master's degree or equivalent in economics, public policy, development studies, or related field relevant to the position.

II. Years of experience:

- At least 7 years experience designing, implementing, and evaluating development projects with UNDP, UN, or other international organizations;
- Strong record of evaluating development projects in the field of youth development, skill development, entrepreneurship, and other similar projects;

- Technical knowledge and experience in applying qualitative and quantitative evaluation methods, data collection, analysis, and evaluation report writing;
- Proven knowledge on youth development, skill development, and entrepreneurship especially in Cambodia and other ASEAN countries with similar context;
- Previous evaluation experience for UNDP projects is a strong asset;

III. Competencies:

- Excellent evaluation skills, including the capacity to produce high quality and constructive reports;
- Demonstrated analytical skills, ability to assess complex situations, to succinctly and distill critical issues, and to draw practical conclusions;
- Demonstrated ability to communicate effectively with various partners including the government, civil society, private sector, UN, and other development donors and high-quality liaison and representation at local and national levels;
- Experience leading multi-disciplinary, multi-national teams;
- Ability to meet short deadlines;
- Excellent English report writing skills;
- Good facilitation and presentation skills;
- Be client-oriented and open to feedback;
- Excellent interpersonal, coordination, and planning skills. Sense of diplomacy and tact;
- Ability to carry out related activities and meetings using virtual tools or remote working arrangements;
- Computer literate (MS Office package).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

- a) Letter of explaining why they are most suitable for the work
- b) A sample of previous evaluation reports

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=107300 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 7 years experience designing, implementing, and evaluating development projects with UNDP, UN, or other international organizations	20
Strong record of evaluating development projects in the field of youth development, skill development, entrepreneurship, and other similar projects (previous evaluation reports to be submitted for assessment)	20
Technical knowledge and experience in applying qualitative and quantitative evaluation methods, data collection, analysis, and evaluation report writing (previous evaluation reports to be submitted for assessment)	40
Proven knowledge on youth development, skill development, and entrepreneurship especially in Cambodia and other ASEAN countries with similar context	20
Total Obtainable Score:	100

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