



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 63402)

Date: 16 June 2022

Assignment Title:	National Drugs and Health Specialist
UNDP Practice Area:	United Nations Office on Drugs and Crime
Cluster/Project:	UNODC Sub-Programme 5 Drugs and Health
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	N/A
Contract Duration:	The initial assignment is up to 120 days per year expected from July 2022 to July 2023, with possible extension up to three years based on the needs and satisfactory performance of the consultant.

1. BACKGROUND

On behalf of the United Nations Office on Drugs and Crime (UNODC), 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 (with 5 years relevant work experience) or bachelor's degree (with 7 years' relevant work experience) in medicine, health, public health or related fields.

II. Years of experience:

- A minimum five years of relevant work experience in the field of drugs and health with a master's degree (or) a minimum seven years of similar experience with a first level degree in health-related fields is required.
- Experience of providing technical support in program development or implementation of evidence-based interventions for people who use drugs in drug demand reduction, harm reduction and health in prisons or related public health issues in Cambodia is required.
- Relevant work experience with UN agencies, Cambodian government, and civil society organizations is desired.
- Strong knowledge about drug policies, legislations as well as strategies and programmes on drugs and public health in Cambodia is required.
- Experience in community-based treatment care of people with drug use disorders and drug demand reduction in the Cambodian context is desired.
- Ability to communicate and engage groups or networks of people who use drugs and other key populations is required
- Experience and skills on preparing, reviewing, editing technical documents and reports related to drugs and public health related matters is desired.
- Proficient computer skills, especially Microsoft Office Suite is required

III. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Strong reporting and writing skill and excellent interpersonal skills

IV. Language:

- Fluent in Khmer
- Good 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=107311 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
Bachelor's degree or above in medicine, health, or public health	20
A minimum ten years of relevant work experience in the field of drugs and health with a master's degree (or) a minimum seven years of similar experience with a first level degree in health-related fields	20
Experience of providing technical support in program development or implementation of evidence-based interventions for people who use drugs in drug demand reduction, harm reduction and health in prisons or related public health issues in Cambodia	20
Strong knowledge about drug policies, legislations as well as strategies and programmes on drugs and public health in Cambodia	20
Experience and skills on preparing, reviewing, editing technical documents and reports related to drugs and public health related matters	10
Fluency in English and Khmer	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**