INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-65081)

Date: 24 July 2022

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>International Consultant for Cambodian National Mine Action Strategy 2018-2025 Mid-Term Review</th>
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<tbody>
<tr>
<td>UNDP Practice Area:</td>
<td>Land Mine Clearance</td>
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<tr>
<td>Cluster/Project:</td>
<td>Programme and Results Cluster/Clearing for Results, Phase IV (CfRIV): Mine Action for Human Development</td>
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<tr>
<td>Post Level:</td>
<td>Senior Specialist</td>
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<tr>
<td>Contract Type:</td>
<td>Individual Contractor (IC)</td>
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<tr>
<td>Duty Station:</td>
<td>Phnom Penh, Cambodia</td>
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<tr>
<td>Expected Place of Travel:</td>
<td>Phnom Penh (6 days) and selected provinces in Cambodia, including Banteay Meanchey, Battambang, Siem Reap, and Ratanak Kiri (10 days), total 16 days in Cambodia</td>
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<tr>
<td>Contract Duration:</td>
<td>60 working days (from 29 August to 23 December 2022)</td>
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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:

A minimum of a Master’s degree in a field demonstrably relevant to their role in the assignment

II. Years of experience:

- At least 7 years of experience in conducting monitoring and evaluation
- Strong technical background in mine action (experience of the Cambodia context is an advantage)
- Good experience in project management
- Experience working with local communities and the rural livelihood development context
• Previous relevant work experience with United Nations or other multilateral/bilateral development assistance agencies considered an advantage

III. Competencies:

• Good understanding of RGC and Cambodia’s mine action programme
• Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners and ability to work effectively in a multicultural team of international and national personnel;
• Excellent written skills; excellent drafting, formulation, reporting skills and accuracy and professionalism in document production and editing;
• Self-motivated, ability to work and adapt professionally and effectively in a challenging environment; ability to work with tight deadlines.
• Ability and willingness to travel to provincial areas
• Computer literate (MS Office package)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal: Letter of explaining why they are most suitable for the work
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=108059 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:

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
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<tbody>
<tr>
<td>A minimum of a Master’s degree in a field demonstrably relevant to their role in the assignment</td>
<td>10</td>
</tr>
<tr>
<td>At minimum of 7 years of experience in conducting monitoring and programme reviews or evaluation of development projects in the field of mine action and/or related field.</td>
<td>25</td>
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<tr>
<td>Experience in data collection, analysis and evaluation report writing. Excellent evaluation skills, including capacity to produce high quality and constructive reports.</td>
<td>25</td>
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<tr>
<td>Experience in results-based project management, gender mainstreaming, and capacity development.</td>
<td>15</td>
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<tr>
<td>Strong technical background in mine action (experience of the Cambodia context an advantage)</td>
<td>15</td>
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<tr>
<td>Relevant country, regional and/or UNDP/UN experience</td>
<td>10</td>
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**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. [Lowest Price x 100 / Other Price under Consideration] = 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: Total Score = Technical Score x 0.7 + Finance Score x 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