



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 66502)

Date: 11 August 2022

Assignment Title:	International Consultant for Midterm Review (MTR)
UNDP Practice Area:	Land Mine Clearance
Cluster/Project:	Programme and Results Cluster/Clearing for Results, Phase IV (CfRIV): Mine Action for Human Development
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Homebased and Phnom Penh, with travel to Banteay Meanchey, Battambang, and Pailin provinces
Expected Place of Travel:	Phnom Penh (3 days) and selected provinces (5 days, including travel) in Cambodia
Contract Duration:	30 working days (from 5 September to 30 November 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 [chanpisey.ky@undp.org](mailto:chanpisey.ky@undp.org) and cc [procurement.kh@undp.org](mailto: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 an advanced university degree i.e. Master's Degree in the field of Evidence-Based Social Intervention and Policy Intervention, Impact Evaluation for International Development; Social Science, International Relations, Development Studies or related field demonstrably relevant to the position.

## II. Years of experience:

- At least 10 years of relevant experience, including experience in conducting monitoring and programme reviews or evaluation of development projects in the field of mine action and/or related field.
- Strong technical background in mine action (experience of the Cambodia context an advantage).
- Good experience in results-based project management, gender mainstreaming, and capacity development.
- Good experience in data collection, analysis and evaluation report writing.
- Previous work experience with UNDP or UN agency will be an asset.

## III. Competencies:

- 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. Sense of diplomacy and tact.
- Excellent evaluation skills, including organizational and time management skills and capacity to produce high quality and constructive reports within short timeframes.
- Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distill critical issues, and to draw practical conclusions.
- Excellent English report writing skills.
- Excellent organizational and time management skills and ability to deliver quality products within short timeframe.
- Good facilitation and presentation skills.
- Ability and willingness to travel to provincial areas.
- Computer literate (MS Office package).

## IV. Language:

- English (fluent)
- Knowledge of Khmer would be an asset

## **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=108477](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=108477) 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:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
At least 10 years of relevant experience, including experience in conducting monitoring and programme reviews or evaluation of development projects in the field of mine action and/or related field.	30
Experience in data collection, analysis and evaluation report writing. Excellent evaluation skills, including capacity to produce high quality and constructive reports.	30
Experience in results-based project management, gender mainstreaming, and capacity development.	15
Strong technical background in mine action (experience of the Cambodia context an advantage).	15
Relevant country, regional and/or UNDP/UN experience	10
<b>Total Obtainable Score</b>	<b>100</b>

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: 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**