1. Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>Senior International Ageing Policy Technical Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster/Project:</td>
<td>Programme and Results Unit</td>
</tr>
<tr>
<td>Post Level:</td>
<td>Senior Specialist (up to 2 LTAs)</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Long Term Agreement (LTA)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based</td>
</tr>
<tr>
<td>Expected Places of Travel:</td>
<td>Cambodia (subject to the needs)</td>
</tr>
<tr>
<td>Contract Duration:</td>
<td>The initial contract is from 25&lt;sup&gt;th&lt;/sup&gt; September 2022 to 24&lt;sup&gt;th&lt;/sup&gt; September 2023, (up to 50 days per year) with the possibility of extension up to three years</td>
</tr>
</tbody>
</table>

2. Context

Cambodia has the youngest population in Southeast Asia mainly due to a baby-boom generation resulting from the high fertility rate in the aftermath of the Khmer Rouge period (from 1980s to 1990s). According to the 2019 Census, 55.8 percent of the total 15.6 million Cambodian population are below 30 years of age. The population is now beginning to age more rapidly. In 2019, 8.9 percent of the population were aged 60 years and above, which is an increase from 5.25 percent two decades ago; the figure is expected to increase to 21 percent by 2050. In fact, by 2030, older people will comprise 10 percent of the population, the point at which societies are usually recognized as ageing. The rapid growth of the older population is attributable to two main factors – a declining fertility rate and increasing life expectancy. On average, a woman had only 2.51 children in 2019, a twofold decrease from 1990 whereas average life expectancy is now 75.5 years old as opposed to 56 in 1998 for males and 58 years for females in 1998, it increased to 74.3 years and 76.8 years respectively 2019. These trends imply that, over the next few decades, a potentially shrinking working age population will need to support an expanding elderly population. There is a need to develop policies in support of the challenges that will arise due to ageing and an increasing dependency ratio.

In 2018, the Royal Government of Cambodia (RGC) endorsed the National Ageing Policy 2017-2030 with a vision to expand retirement schemes for workers, improve geriatric care in health centers, promote healthy lifestyles, enforce stricter regulations against elderly abuse, consider free health care for older people, and establish older people associations across district. Recently, the RGC adopted the Action Plan Phase II 2021-2025 for the implementation of the National Ageing Policy. This ambitious plan outlines multiple actions targeting 9 nine priority areas. It also places particular emphasis on developing the institutions, infrastructure and systemic change necessary for the National Ageing Policy to have a lasting impact.

For these national initiatives to be successfully delivered, adequate capacity is required at a local level. Accordingly, UNDP in collaboration with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) has proposed a group of projects to support and enhance institutional capacity and operationalize Cambodia’s national ageing policy, including to draw on the resource of older people at local level through establishment of Older People’s Associations (OPA) and Pagoda-based groups, to develop new strategic mechanisms to better integrate local capacity with government services, particularly health care, to identify the best models and develop the resources needed to establish a national OPA program, and to rollout the OPA program in pilot sites and then nationally.
As part of UNDP’s support to the MoSVY in piloting the new model of OPA, UNDP is seeking qualified applicants for one consultancy position as the senior project advisor for the ageing policy pilot project. Successful applicant will be joining UNDP Cambodia roster of experts and engaged based on the arising needs of UNDP Cambodia nature portfolio including policy and research, technical advisory support and capacity development, project design and implementation.

This solicitation is for Long-Term Agreements (LTA) for two years with possibility for extension for up to three years subject to the need and satisfactory performance of the individual consultant. LTA refers to a mutual arrangement whereby the Consultant will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant’s services are needed. The Consultant will be contracted under separate ToRs that will be developed for the specific services needed of output-based within the scope of the LTA.

3. Scope of Work and Deliverables

This LTA specifies the role akin to a senior technical adviser to UNDP. This would include various tasks and ad hoc inputs to support the team working on Ageing Policy and Social Protection. Specifically, the LTA holder will serve as a retained lead technical adviser to UNDP on setting up and operationalization of the aging policy institutionalization pilot. Outputs are, but not limited to, the following:

1) Technical assignments to support the set-up of the pilot project:
   - Advising on the design and finalization of aging policy institutionalization pilot project, including site selection and integration framework of OPAs with state and non-state institutions
   - Advising on devising detailed delivery arrangements including the integration of health promotion, disaster risk reduction, financial inclusion, skills training and behavior change communication in mainstream project delivery
   - Setting up linkages with public service delivery (such as health referral system, elderly abuse support, emergency response, elderly home care) and private sector
   - Setting up the Management Information System, with monitoring responsibilities and reporting

2) Technical assignments to support the successful delivery of the pilot
   - Design and delivery of survey instrument – at base-line and end-line.
   - Finetuning of management arrangements and institutional structures, with partners/contractors, and other stakeholders especially at local level
   - Advising on the continuous refinement of project delivery through innovative practices and approaches
   - Overseeing selection into the programme, advising on management of process and community relations
   - Safeguarding an enabling environment for various aspects of gender equity and women’s empowerment
   - Documenting lessons learned and mechanisms for speedy course correction as required (as part of MIS) and presentation/diffusion of knowledge products

3) Technical assignment to support the reporting and building adoption case
   - Building the policy and optional case, synergizing findings and offering solutions
   - Reporting on project lessons, building the case for national government adoption and scale-up, including costing and funding options
Preparing an exit plan (in the final year of project implementation)

Specific deliverables of each assignment will be based on an agreed sub-ToR and PO issuance. All property – tangible and intellectual – produced during assignments/ LTA would remain the property of UNDP. The consultant should also ensure confidentiality of all the information received during assignments.

4. Institutional Arrangement

The international consultant will work under the direct supervision of the Coordination Officer – Social Protection, as advised by Country Economist and overseen by Programme Analyst and ARR- Programme. Each payment will be released based on confirmation of satisfactory outputs from the above-mentioned persons.

5. Duration of the Work

The equivalent number of person work-days for the LTA is 50 days per year for the initial period from 26th September 2022 to 25th September 2023, with a possibility of extension of up to 3 years. As noted below, the agreed proposed professional fee should remain valid for the whole period.

6. Duty Station

The duty stations for this assignment are home country, gives COVID-19 travel restrictions, virtual delivery would be the norm, however. In the event that travel is required, subsistence and accommodation expenses, travel, and all other related costs will be covered by the project, prior to each separate assignment taking place. The reimbursement of the associated costs will be made through an F-10 reimbursement form.

Selected individual contractor(s) expected to travel to the Country Office (CO) in country (Cambodia) is (are) required to undertake the UNDSS BSafe training package (available at this link: https://training.dss.un.org/course/category/6) prior to travelling.


The following is to be applied in judging the technical quality of offers, within a two-part appraisal process.

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education:</td>
</tr>
<tr>
<td>Experience/ Knowledge:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Competencies:</td>
</tr>
</tbody>
</table>
reporting

- Capacity to engage with senior decision/policy makers, and to synthesize and present complex arguments in easily understood terms.
- Sound contract management skills and ability to work collaboratively with stakeholders.
- Superior written/oral communication skills, with the ability to convey complex development concepts and recommendations.
- On demand availability during the project.
- Positive and results-oriented attitude, able to meet targets/deadline.

Languages: Fluency in English is required.

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Obtainable Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of a Master’s degree (preferably PhD) in development studies, public policy, management or social science</td>
<td>20</td>
</tr>
<tr>
<td>A minimum of 10 years of experience in ageing policy and institutional development</td>
<td>30</td>
</tr>
<tr>
<td>Experience of ageing policy and social protection assignments in Cambodia and/or very similar development contexts.</td>
<td>20</td>
</tr>
<tr>
<td>Superior written skills <em>(Assessed by a sample of work)</em></td>
<td>30</td>
</tr>
<tr>
<td><strong>Total score</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>

9. Payment Milestones

The payment will be made based on the actual number of days for each assignment agreed prior to each taking place multiplied by the pre-agreed IC daily rate (excluding DSA, air-ticket, and terminal costs). The amounts and deliverables will also be specified within individual assignment TORs.

While selection will be initiated by acceptance of the LTA, the contractor can begin working only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor will take his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount will be paid within 30 days after satisfaction completion of work and receipt of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors should quote a single daily professional fee, and this rate shall be inclusive (excepting DSA terminal and travel costs). This will be fixed during the contract period. Offerors should also provide
details of their skills and experience (on a CV or by completing a standard UNDP P11 application form) and confirm their approximate availability for the specified period.

10. Tendering requirements
Offerors should quote a single daily professional fee, and this rate shall be inclusive (excepting DSA terminal and travel costs which will be agreed on an assignment by assignment basis). Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee.

The IC’s daily rate, however, will be fixed during the contract period and lump-sum agreements will be made for each assignment (to be specified on the purchase order).

Offerors should also provide details of their skills and experience (on a CV or by completing a standard UNDP P11 application form) and a covering letter (specifically confirming their approximate availability for the specified period and the future ability to travel).