

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-67324)



Date: 30 August 2022

Assignment Title:	Lead consultant for participatory and inclusive development of Cambodia's Voluntary National Review (Cambodian National Only)
UNDP Practice Area:	INFF for Cambodia SDG Achievement
Cluster/Project:	INFF for Cambodia SDG Achievement
Post Level:	Senior Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	40 days, from September 2022 to 30 June 2023

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:

At least advanced university degree i.e., master's degree in the field of development economics, social science, public policy, development study, or other relevant fields of study.

II. Years of experience:

- At least 6 years of professional experiences in monitoring and evaluation, and reviewing national plans/strategies, specifically with 2 years of experience in VNR process/preparation
- Prior working experience in facilitating and coordinating high-level consultation meetings with different stakeholders from the Government, CSO, and development partners
- Solid knowledge, understanding, and experience in areas of gender equality, human rights-based approach, and sustainable development

- A good understanding of Cambodia SDGs and national plans is an advantage
- Experience of similar assignments in similar international development context and extensive work assignments in Cambodia with UN and/or other international organizations.

III. Competencies:

- Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms
- Capacity to lead consultations with senior government officials from MoP, line ministries and other key stakeholders
- Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity
- Demonstrate/safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Positive and results-oriented attitude, able to meet targets/deadline.

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=108857 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
Master's degree or PhD in the field of development economics, social science, public policy, development study, or other relevant fields of study.	15
At least 6 years of professional experiences in monitoring and evaluation, and reviewing national plans/strategies, specifically with 2 years of experience in VNR process/preparation	30
Prior working experience in facilitating and coordinating high-level consultation meetings	20
Solid knowledge, understanding, and experience in areas of gender equality, human rights-based approach, and sustainable development	15
Experience in engaging and leading consultations with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms.	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