

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-67849)



Date: 13 September 2022

Assignment Title:	National and International Specialists on Governance and Innovation Specialist (Open for National and International Consultants)
UNDP Practice Area:	Programme and Result Unit
Cluster/Project:	Programme and Result Unit
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA) - up to four LTAs
Duty Station:	Home-based
Expected Place of Travel:	N/A
Contract Duration:	Initial contract is from 10 October 2022 to 09 October 2023 (up to 120 days per year for each LTA), possibility of extension for one and half year more.

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:

Master's degree (postgraduate), or equivalent, in social science, political science, political studies, public policy, public administration, conflict resolution, or other related fields.

II. Years of experience:

- At least five years of experience in analysis, project design, project/programme management, experimentation of innovation approaches such as design thinking, systems design, horizon scanning, collective intelligence, ethnography, etc.
- Very good understanding of the governance situation in Cambodia. Prior working experience in Cambodia is an asset.
- Strong experience in collaboration and engagement of diverse stakeholders in particular civil society

organizations and governments.

- Experience with international organizations such as NGOs, the UN, international financial institution is an asset

III. Competencies:

- Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.
- Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
- Strong analytical skills (e.g. application of conflict and development analysis, political economy analysis).
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.
Strong writing and presentation skills (demonstrated by at least one written sample: e.g. project proposal).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal:

- a. Letter of explaining why they are most suitable for the work
- b. at least one written sample to prove strong writing and presentation skills

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=109057 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 (postgraduate), or equivalent, in social science, political science, political studies, public policy, public administration, conflict resolution, or other related fields	5
At least 5 years of experience in analysis, project design, project/programme management, experimentation of innovation approaches	30
Very good understanding of the governance situation in Cambodia. Prior working experience in Cambodia is an asset.	20
Strong experience in collaboration and engagement of diverse stakeholders in particular civil society organizations and governments	20
Strong writing and presentation skills (demonstrated by at least one written sample: e.g. project proposal).	25
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