



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS- 70648)

Date: 25 October 2022

Assignment Title:	Consultant to Review the National Disability Strategic Plan (NDSP) 2019-2023 and develop the draft NDSP 2024-2028 (international consultant)
Cluster/Project:	Disability under Programme and Result Unit
Post Level:	Specialist
Contract Type:	Individual Consultant
Duty Station:	Home-based and Phnom Penh, Cambodia
Expected Place of Travel:	Travel to Cambodia for data collection, workshops and meetings
Contract Duration:	55 working days, from 15th November 2022 to 30 July 2023 with 15 days (two times) travel to Cambodia.

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 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 an advanced university degree (master's degree) in disability inclusion, public policy, international development, social science, or other related disability fields.

II. Experience:

- At least 7 years of relevant working experience in disability inclusion.
- Solid experiences in the evaluation and design of national programme, policy or strategy (preferably related to disability/social inclusion).
- Strong knowledge of national and international strategic development, monitoring and evaluation frameworks and policies in relation to disability inclusion, social protection, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights.
- Relevant experiences in disability inclusion in Cambodia or ASEAN countries.

III. Competencies:

- Demonstrated ability to communicate effectively with multi-stakeholders including the government, DPOs, CSOs and development partners.
- Good facilitation and presentation skills.
- Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within a short timeframe.
- Be flexible and responsive to changes and demands.
- Be client-oriented and open to feedback.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent computer literacy.

III. Language:

- Fluent in both written and spoken English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

1. Proposal: 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=109841 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
At least 7 years of relevant working experience in disability inclusion.	30
Solid experiences in the evaluation and design of national programme, policy or strategy (preferably related to disability/social inclusion).	30
Strong knowledge of national and international strategic development, monitoring and evaluation frameworks and policies in relation to disability inclusion, social protection, disability pension, social insurance schemes, public services support schemes, disability inclusion, and human rights.	20
Relevant experiences in disability inclusion in Cambodia or ASEAN countries.	20
Total Obtainable Score	100

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**