



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(Procurement Process ID: PROCESS-76787)

Date: 28 December 2022

Assignment Title:	National Implementation Specialist to Support the Institutionalization of the REDD+ in the MoE/RTS.
UNDP Practice Area:	Climate Promise 2.0
Cluster/Project:	Climate Promise 2.0
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	80 working days from January 2023 to August 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:

- A Bachelor or preferably a Master's Degree in Environmental Science, Natural Resource Management, Environmental Economics, or other closely related fields.

II. Years of experience:

- Master with at least 2 years or Bachelor with at least 5 years of relevant professional work experience on issues related to climate change, forestry, conservation, natural resources management, forest economic policy and community development livelihoods.
- At least 5 years of working experience in REDD+-related project support.

- Experience in leading and/or supporting activities related to institutional structuring and governance in government and other organization, will be considered as asset
- Proven experience and knowledge of the country's institutional framework, environmental regulation and climate policies related to forests and climate management.
- Experience in working with multi stakeholders including the government and development partners.
- Experience of implementing programmes across the UN agencies and across the Royal Government of Cambodia are definite advantages.
- Experience in writing and/or supporting preparation of national report or policy documents and knowledge products.
- Experience in writing blogs or communication materials

III. Competencies:

- Forest and development: Knowledge of forestry and development and the ability to apply to strategic and/or practical situations.
- Climate change: Knowledge of climate change Including climate change international regime) and ability to apply to strategic and/or practical situations.
- Climate finance: Knowledge of climate finance concepts and instruments and the ability to apply to strategic and/or practical situations
- Resource mobilization: Ability to identify and organize programmes and projects to implement solutions and generate resources

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=110817 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 with at least 2 years or Bachelor with at least 5 years of relevant professional work experience on issues related to climate change, forestry, conservation, natural resources management, forest economic policy and community development livelihoods.	10
At least 5 years in REDD+ project management experience.	25
Experience in leading and/or supporting activities related to institutional structuring and governance in government and other organization, will be considered as asset	20
Proven experience and knowledge of the country's institutional framework, environmental regulation and climate policies related to forests and climate management.	15
Experience of implementing programmes across the UN agencies and across the Royal Government of Cambodia are definite advantages.	15
Experience in writing and/or supporting preparation of national report or policy documents and knowledge products.	15
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