

Printing Consultant	Funding Code:	Duty Station: Phnom Penh
<p>Purpose of Activity/Assignment: UNICEF Cambodia is seeking an individual consultant to provide support to the Supply unit in conducting a market survey with extensive print/graphic design.</p>		
<p>Scope of Work:</p> <ul style="list-style-type: none"> - Conduct a market survey; assess prospective bidders' capacity and establish a pre-qualification list that can be used for the subsequent solicitation process. - Develop pre-qualify supplier list base on their potential service categories - Develop specification structure's template that can be used under the printing services. - If international consultant expected to travel to Cambodia for approximately 20 days related to specific deliverable that require in person. 		
<p>Child Safeguarding Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>		
<p>Budget year: 2024</p>	<p>Requesting Section/Issuing Office: Supply Unit</p>	<p>Reasons why consultancy cannot be done by staff: Require technical skill in the research and assessment. Current supply human resource has limited capacity as well as workload.</p>
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:</p>		

Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both		
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster <input type="checkbox"/> Informal competitive (Low Value Contract)		
Single Source Selection: <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension:		
Supervisor: Supply Officer	Start Date: Aug 2024	End Date: Mar 2025

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
Develop a work and implementation plan for the assignment in consultation with UNICEF	Deliverable 1: Finalized workplan with timelines	3 days upon sign on the contract	5%
Review historical printing procurement patterns (5 years) and formulate most commonly used specifications (80% of the printing services requirement for Cambodia Office	Deliverable 2: Summary - Specification list	8 days upon approval on deliverable 1	10%
Prepare a survey for focal points of all Supply and Programme sections in order to understand constraints and future requirements in the area of printing.	Deliverables 3: Survey report	4 days upon approval on deliverable 2	5%
Prepare a Request for Expression of Interest (REOI) and review responses. Prepare specific sustainability criteria and parameters that can be included in the REOI assessment. Short-list potential suppliers for later assessment.	Deliverable 4: Questionnaire for REOI and shortlist of bidders after desk review	10 days upon approval deliverable 3	30%
Conduct physical inspection visits of shortlisted printer(s) (digital, offset lithography & screen) and prepare a list of prequalified vendors with supporting visits report,	Deliverable 5: List of pre-qualified companies by category: Digital Printing Paper printing Silk Screen printing	15 days upon approval on deliverable 4	50%

including assessment of the sustainability criteria included in the REOI	Cloth printing PVC printing		
		40 days	100%

<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines Advanced university degree related to Market research or courses/professional certificates related to the printing market is an advantage.</p>	<p>Knowledge/Expertise/Skills required *:</p> <p>A consultant with a proven satisfactory track record and sufficient capacity in dealing with print and design technologies, specifically:</p> <ol style="list-style-type: none"> Print Technologist recognized knowledge of science and technology of the imaging, graphics, printing and its allied industries. Over 5 years of continuous recognized experience in the field of printing and graphic design Knowledge of commercial operations of graphics and print industries. Knowledge of commercial operations of UN organizations and UNICEF Experience of conducting market surveys and assessments within UN organizations. Fluent in English (oral and written)
<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Submission of applications:</p> <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including consultancy fee, international travel fee, accommodation fee for 20 days in Phnom Penh (if international consultant), and health insurance fee for this assignment. 	
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (max 100 points): weight 70%</p> <ul style="list-style-type: none"> • Technical Approach - Quality of the proposed approach, methodology, and proposed implementation plan – 50 points • Relevant experience – 30 points • Education- 20 points <p>B) Financial Proposal (max 100 point): weight 30%</p>	

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum (70) points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]

Administrative details:	
Visa assistance required: <input checked="" type="checkbox"/> (if International) <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: Home-based with 20 days working in Phnom Penh, Cambodia	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Email/O365 access required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose

your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.