



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 February 2017

Reference: LEB/CO/ IC/16/17

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**Country:** Lebanon

**Description of the assignment:** Procurement of a Computer & Information Systems Expert to provide Information and Communication Technology (ICT) support services for the IS MoE project.

**Project name:** Institutional Strengthening to the Ministry of Environment (ISMoE).

**Period of assignment/services:** from contract signature date on LTA basis until 31 December 2017 for a maximum of 80 man-days.

Proposals should be submitted to the below e-mail address no later than; **Friday 24 February 2017 at 11:59 P.M. Beirut Local Time.**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

Any request for clarification must be sent in writing to the e-mail indicated above. The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## **1. BACKGROUND**

The Institutional Strengthening to the Ministry of Environment (ISMoE) project was established in 2010 with the ultimate goal of setting-up an enabling environment for sustainable environmental development at the national level. The specific objectives of the project are to:

1. provide the needed support to the Ministry of Environment (MoE) to identify and assess technical needs at the national level for capacity development in environmental sustainability; and
2. assist in the planning and programming for sustainable environmental development

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The objective of this consultancy is to provide Information and Communication Technology (ICT) support services for the ISMoE project. The activities will be performed under the supervision of the Project Manager.

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

**For additional information, please refer to ANNEX I – Terms of Reference**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Advanced degree in computer / communication engineering, information technology, computer sciences or other closely related field.

### II. Years of experience:

- At least 7 years of relevant experience.
- Experience working with the public sector preferred.
- Experience working with multilateral organizations and the UN system preferred.

### III. Competencies:

- Fluency in English and Arabic required; French is an asset.
- Excellent communication skills.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

(I). Technical **Proposal**:

- (i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**
- (ii) **Explaining why** you are the most suitable for the work
- (iii) Provide a brief **methodology** on how you will approach and conduct the work
- (iv) Personal **CV or P11 form (Preferably the p11 form)** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

#### 5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

#### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an

economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• <i>Criteria A: Education</i>		30
• <i>Criteria B: Experience</i>		60
• <i>Criteria C: Competencies</i>		10
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b><i>Weight per Technical Competence</i></b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

## **ANNEXES**

**ANNEX I - TERMS OF REFERENCE (TOR)**

**ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

**ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE  
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**