



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 February 2017

Reference: LEB/CO/IC / 18/17

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**Country:** Lebanon

**Description of the assignment:** Provision of individual services of an Energy expert – Short-term consultancy for the update of the energy mitigation actions in the private sector and non-state actors in Lebanon.

**Project name:** Lebanon's Second Biennial Update Report.

**Period of assignment/services:** 12 working-days spread over a period of 4 calendar months from the date of contract signature.

Proposals should be submitted to the below e-mail address no later than; Wednesday 1 March 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 project aims to enable Lebanon to prepare, produce and disseminate its Second Biennial Update Report (BUR) to the UN Framework Convention on Climate Change (UNFCCC) in order to fulfill Lebanon's commitments as a Non-Annex 1 Party to the Convention. The BUR documents and reports the country's GHG inventory and the implemented sectoral mitigation actions that are contributing in reducing GHG emissions.

The first BUR has been submitted in October 2015, reporting the GHG emissions for the year 2011 and tracking mitigation actions for the period 2005 -2011.

The purpose of this consultancy is to identify energy mitigation actions implemented by the private sector and non-state actors for the period 2012-2016

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

### **Scope of Work**

The consultant shall compile and update information related to existing mitigation actions undertaken by the private sector and non-state actors to reduce energy related GHG emissions during the years 2012-2016.<sup>1</sup>

### **General tasks**

The task mentioned below shall be performed in close cooperation with the UNDP/Climate change team and the Ministry of Environment.

The Consultant shall be responsible for carrying out all the necessary data collection work and investigations to compile needed information. The Project Management Team will facilitate data acquisition as needed. The task involved will cover the following items:

- Review mitigation actions reported in the 1<sup>st</sup> BUR<sup>2</sup> and update information related to implementation progress (i.e. additional activities achieved, further emission reduction achieved, improved methodology, etc.)
- Identify projects, activities, policies and initiatives undertaken by the private sector and non-state actors<sup>3</sup> to reduce emissions from the energy sector.

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<sup>1</sup> Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventories

<http://www.ipcc-nggip.iges.or.jp/public/gl/invs1.html> and

GPG2000 – Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories <http://www.ipcc-nggip.iges.or.jp/public/gp/english/index.html>

<sup>2</sup>[http://climatechange.moe.gov.lb/Library/Files/Uploaded%20Files/Lebanon%20First%20Biennial%20Update%20Report%20\(BUR\).pdf](http://climatechange.moe.gov.lb/Library/Files/Uploaded%20Files/Lebanon%20First%20Biennial%20Update%20Report%20(BUR).pdf)

- Report these mitigation actions in a tabular format that includes:
  - Name and description of the mitigation action including information on the nature of the action, coverage, budget (financial costs) and source of funding, qualitative goals and progress indicators
  - Information on methodologies and assumptions
  - Objectives of the action and steps taken or envisaged to achieve that action
  - Information on the progress of implementation of the mitigation actions
  - Results achieved such as estimated outcomes and estimated emission reduction.
  - References and sources of information must be clearly mentioned.
- Report gaps and constraints, and/or a narrative of known mitigation actions which could not be quantified or with high uncertainty.
- Final deliverables include the mitigation action tables and the background calculations and estimations in excel form.

### **Methodology of Work**

The approach of the consultant shall include data gathering from ESCOs, municipalities, commercial institutions, industries, NGOs and/or technology providers on implemented renewable energy and energy efficiency projects for the years 2012-2016. Identified projects can be funded from national entities, private sector or international organizations. Care should be taken to avoid double counting.

The scope of covered measures includes but is not limited to solar water heaters, PV, pellets manufacturing and other renewable energy and energy efficiency projects that have a potential to reduce GHG emissions.

The methodology of work for calculating emission reduction from the reported projects and activities will consist mainly of using the emission factors adopted in Lebanon's national inventory as per the IPCC guidelines. Other support material such as the UNFCCC inventory model or any other appropriate model (LEAP, etc.) to calculate emission reductions for the years 2012-2016 could be adopted in mutual accord with the project management team. The project management team will provide support in data collection where needed.

The work is expected to be carried out by one nationally recruited consultant with expertise in energy and climate change as well as adequate technical knowledge and experience.

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

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### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- University degree (at the Masters level) in environment or electrical/ mechanical/ industrial/ chemical sciences/engineering or closely related fields.

#### II. Years of experience:

- Local relevant experience of not less than 4 years;
- Extensive knowledge of and experience in energy and national policies;
- Previous experience in preparation of studies, reviews, sectoral recommendations;
- Knowledge of IPCC GHG calculation model and guidelines, Good Practice Guidelines (GPG) in National GHG Inventories is a plus.

#### III. Competencies:

- High proficiency in Arabic and English languages;
- Demonstrable analytical skills, such as an extensive list of publications, etc.;
- Excellent interpersonal and communication skills as well as ability to establish and maintain good relationship with stakeholders;
- Excellent analytical, and facilitation skills; and
- Ability to meet deadlines and prioritize multiple tasks.

### 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** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

### 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Task	Payment	Deliverables	Potential dates
1	30%	Inception report	17 April 2017
2	50%	Detailed individual project sheets (on excel) including assumptions, calculations and sources.	16 June 2017
3	50%	Compiled mitigation actions in tabular format and short narrative report	20 July 2017

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days)**. The financial proposal shall be presented using the enclosed 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: academic qualifications and years of experience</i>		30
• <i>Criteria B: relevant experience and competencies</i>		30
• <i>Criteria C: methodology</i>		40
<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>Weight per Technical Competence</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**

**ANNEX III**

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

Date \_\_\_\_\_

**Philippe Lazzarini  
Resident Representative  
United Nations Development Programme  
Arab African International Bank Building  
Riad El Solh Street, Nejme, Beirut 2011 5211  
P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **an Energy expert – Short-term consultancy for the update of the energy mitigation actions in the private sector and non-state actors in Lebanon under Lebanon's Second Biennial Update Report.**
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*



☐ A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

☐ Sign an Individual Contract with UNDP;

☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- k) I hereby confirm that *[check all that applies]*:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount


☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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**Annexes** *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

## B. Breakdown of Cost by Deliverables

Task	Deliverables	Weight for Payment (Percentage of Payment)	Potential dates	Total in USD
1	Inception report	30%	17 April 2017	
2	Detailed individual project sheets (on excel) including assumptions, calculations and sources.	30%	16 June 2017	
3	Compiled mitigation actions in tabular format and short narrative report	40%	20 July 2017	
Total in USD				

Full Name and Signature:

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Date Signed:

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