

PROCUREMENT NOTICE



Date: 13 February 2017

Reference: LEB/CO/IC/ 17/17

Country: Lebanon

Description of the assignment: Provision of individual services of a National IT Expert.

Project name: Support the implementation of LPDC Strategic Plan - Phase 1.

Period of assignment/services: Six (6) months, full basis, starting contract signature.

Proposals should be submitted to the below e-mail address no later than; Thursday 23 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:	procurement.lb@undp.org

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.

1. BACKGROUND

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian Refugees in Lebanon. This project seeks to strengthen the capacity of the LPDC to implement its strategic Plan (2015-2020) that enables the GoL to set up a comprehensive policy on the Palestinian Refugees issues, on improving their living conditions.

LPDC Project's components include:

1. Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;
2. Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;
3. Capacity of line ministries mandated with Palestine Refugees strengthened;
4. Capacity of LPDC to act as the focal point for national and international partners, on issues regarding Palestinian Refugees in camps and surrounding communities strengthened;
5. Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus building enhanced.

In September 2016, the Council of Ministers decided to implement a National Census of Palestinian refugees based on the proposed framework submitted by the LPDC.

The Census of Palestinians in Lebanon will be carried out jointly by the Central Administration of Statistics (CAS) and the Palestinian Central Bureau of Statistics (PCBS).

In this context, UNDP is requiring the services of a local IT Expert.

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

Under the supervision of the Project Manager and in close collaboration with project staff, project partners and stakeholders, the consultant will maintain close coordination over operational as well as technical issues arising from the project's implementation and will undertake the following tasks:

1. Contributes to the formulation of overall policies, procedures, objectives and guidelines affecting the development and maintenance of the census' information systems;
2. Provides advisory services on information management best practices based on needs, workflow, technical architecture and information resources analysis;
3. Evaluates and pilots emerging technologies (including software applications and associated hardware, e.g., document/correspondence management products, databases, online information and data management and retrieval services) to develop strategies for integrating data and information from diverse systems and sources into digital or online information systems;
4. Ensures access to data and information with continuing value by managing the development and application of cataloguing and indexing standards for facilitated retrieval;
5. Manages information security by enforcing security-classification restrictions; facilitates declassification reviews by liaising with records-originating offices; and ensures the physical security and safety of the census' records;
6. Guides, trains and supervises professional and general service staff in the various records information management functions;
7. Ensure the well-functioning and continuing maintenance of the servers and related equipment;

8. Network and Internet connectivity optimization, central management, bandwidth monitoring, etc;
9. Maintain the process of re-cabling at the office;
10. Provide technical expertise, in procurement of equipment and installation of the equipment and software;
11. Provide satisfactory day-to-day ICT support to users in the office.
12. Performs other duties as assigned.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or equivalent in Information Sciences, Information Systems or Technology.

II. Years of experience:

- Minimum 5 years of experience in Information Management Systems or as IT expert, IT Manager;
- Minimum 2 years of experience in programming and developing mobile applications and software;
- Working experience within an International organization is a plus.

III. Competencies:

- Knowledge in CsPro program is a plus.

IV. Language requirements:

- Fluency in English and in Arabic.

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) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and **the exact starting time** in case the consultant was selected.

(iii) 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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Education: Master's degree or equivalent in Information Sciences, Information Systems or Technology.		30
Experience: <ul style="list-style-type: none"> • Minimum 5 years of experience in Information Management Systems or as IT expert, IT Manager. • Minimum 2 years of experience in programming and developing mobile applications and software. • Working experience within an International organization is a plus. 		(60) 30 20 10
Competencies: <ul style="list-style-type: none"> • Fluency in English and in Arabic. • Knowledge in CsPro program is a plus. 		(10) 5 5
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence	
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