

PROCUREMENT NOTICE



Date: 7 March 2017

Reference: LEB/CO/IC/ 31/17

Country: Lebanon

Description of the assignment: National Individual Consultancy of a Project Secretary for the Sustainable Land Management in the Qaraoun Catchment Project.

Project name: Sustainable Land Management in the Qaraoun Catchment (SLMQ).

Period of assignment/services: Long Term Agreement basis for 33 months (but no later than 31 December 2019) with a maximum of 300 working-days.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than 21 March 2017 at 11:59 P.M. Beirut Local Time. **Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail lb.bidding@undp.org. 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 Sustainable Land Management in the Qaraoun Catchment Project aims at achieving wise land use on a sustainable long-term basis for the Qaraoun Catchment. The implementation of the proposed project will have an immediate environmental benefit through the increased efficiency in the management of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and several rehabilitation measures on forests, rangelands and agricultural fields. Ultimately, this will lead to the restoration of natural productivity of the lands and to the conservation of the habitats (plants and animal species) as well as to the protection of valuable ecosystems.

Project Objective:

Alleviate land degradation through sustainable land and natural resource management, through maintaining ecosystem services, and improving livelihoods in the Qaraoun Catchment.

Project outcomes:

1. Sustainable Land Management measures avoid and reduce land degradation, delivering ecosystem and development benefits in the Qaraoun Catchment;
2. Pressures on natural resources from competing land uses in the Qaraoun Catchment are reduced;
3. Institutional strengthening and capacity enhancement for promoting sustainable forest and land management in the Qaraoun Catchment area provided through an Integrated Natural Resources Management approach across the landscape.

The project is seeking to employ a Project Secretary to work under the guidance and supervision of the Project Manager (PM) to support the project team with all project field activities.

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

Under the direct supervision of the Project Manager (PM), the Project Secretary will undertake the following tasks:

1. Provide operational and administrative support in project activities with special focus on activities related to the field;
2. Assist the project in the organization and logistical preparation of workshops, seminars, visiting missions, field trips, etc.;
3. Assist the project in preparing for meetings and presentations;
4. Assist the project in managing and centralizing all project information and reports produced by consultants and other data sources;
5. Draft correspondence in English and/or Arabic and follow-up on correspondences;
6. Carry out secretariat duties in meetings and draft minutes of meetings;
7. Follow up on the administrative side of contractual documents (agreements with municipalities, NGOs, sub-contracts, etc.) in adherence with UNDP requirements.
8. Maintain an up-to-date filing structure for all documents related to field activities.
9. Establish, manage and regularly update the project's list of contacts /mailing list.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Secondary education supplemented with relevant business knowledge (secretariat or administration).

II. Years of experience:

- Minimum of 3 years of relevant experience;
- Experience in Administrative work is required;
- Experience with public institutions is an asset;
- Previous experience in within the UN system or other development agencies is an asset.

III. Competencies:

- Familiarity with sustainable/local development projects is a plus.

IV. Language requirements:

- Effective verbal and written communication skills in both Arabic and English. French is a plus.

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) P11 (Personal History 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 |
| <ul style="list-style-type: none"> Criteria A: Education & Competencies (as defined under Qualifications Required) | | 40 |
| <ul style="list-style-type: none"> Criteria B: Relevant experience (as defined under Qualifications Required) | | 60 |
| <u>Financial</u> (Lower Offer/Offer*100) | 30% | 100 |
| Total Score | 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. |

How to apply:

The consultancy is open for all National consultants who meet the selection criteria and propose a competitive fee.

Interested consultants are requested to apply online using the UNDP jobs portal at

<https://jobs.undp.org/>

The job site does not allow to submit multiple files. At the time of preparing the application, consultants are requested to copy the CV/P11, technical proposal, Annex 3 (Offerors Letter) and the financial proposal in one document and upload the file as word or PDF to the job site.

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