



REQUEST FOR PROPOSAL (RFP)

DATE: **March 10, 2017**

REFERENCE: **LEB/CO RFP/33/17**

Dear Sir / Madam:

We kindly request you to submit your Proposal **for the Provision of professional services to study the social-economic situation of the residents in Old Saïda, South Lebanon.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Your offer comprising of technical proposal and financial proposal, in two separate sealed envelopes, labeled "Confidential Technical Proposal" and "Confidential Financial Proposal" **submitted only in the name of "UNDP Lebanon Procurement Unit" for "LEB/CO RFP/33/17: Provision of professional services to study the social-economic situation of the residents in Old Saïda, South Lebanon", should reach the Procurement Unit, UNDP Office in Beirut, and should be registered and given a Reference Number by the Procurement Unit, at the below mentioned address no later than Friday, 24 March 2017, 3:00 p.m. Beirut Local Time.**

Address: Procurement Unit, UNDP Lebanon
Room # 310, 3rd Floor
Arab African International Bank Building
Riad El Solh Street
Nejmeh, Beirut 2011 5211, Lebanon
Tel: +961 1 962 500
Fax: +961 1 962 491

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Andreas Lehnert
UNDP Procurement Specialist
3/10/2017

Description of Requirements

Context of the Requirement	Project Title: Peace Building in Lebanon
Implementing Partner of UNDP	Local network of NGOs, Local MOSA Officials and Municipality of Saida
Brief Description of the Required Services	<p>The aim of the study is to explore the composition and socio-economic situation and living conditions of 3000 to 4000 households in Old Saida including but not limited to the social challenges they face, the well-being of the family members, the financial situation, the basic needs, etc.</p> <p>The findings of the survey will help the local authorities and civil society actors in the area to better understand the needs of the residents of Old Saida coordinate their efforts towards the benefit of the targeted population.</p>
List and Description of Expected Outputs to be Delivered	<p>Final Outputs:</p> <ul style="list-style-type: none"> • Submit a revised methodology and workplan • Meet with the municipality of Saida, NGOs and relevant stakeholders of the coordination unit to draft the questionnaire of the survey. • Create the questionnaire of the survey, discuss it and validate it with the coordination unit. • Identify, gather and train the data collectors on the method to use for data collection. • Run the door-to-door data collection task. • Analyze the data collected and report the findings and results of the survey. • Finalize and present the report.
Person to Supervise the Work/Performance of the Service Provider	A joint Project Committee shall be formed between UNDP and the Contractor to supervise the various stages of the project. The roles of each party are identified in the sub-sections (Please refer to the attached Terms of Reference Section 7.1 and 7.2)
Frequency of Reporting	Provisional approval of submitted deliverables shall take place at each of the defined milestones shown in the delivery schedule in the attached Terms of Reference section 5.3. It is expected that such approval shall not exceed seven days from the notification of the completion of a specific milestone.
Progress Reporting Requirements	Please refer to the attached Terms of Reference.
Location of work	Old Saida, South Lebanon
Expected duration of work	Twenty (20) Weeks from Contract Signature
Target start date	Upon contract signature by UNDP and the awarded Offeror.
Latest completion date	Shall not exceed 20 weeks from contract signature

Travels Expected	Please refer to the attached Terms of Reference.			
Special Security Requirements	Not Applicable			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required The Consultant is requested to provide a preliminary work plan for the assignment covering all the activities described in the attached terms of reference Section 4.2 (a chart showing detailed list of tasks, duration and schedule per task and allotted resources per task shall be included in the bid). It shall also include the Contractor's resources as well as other dependencies which affect the project duration			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required The proposal shall include the proposed team composition and structure with recent CVs			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be inclusive of VAT (<u>if applicable</u>) and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Upon submission of the validated questionnaire of the survey	20%	5 weeks after contract signature and UNDP acceptance	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from
	Upon delivering the training to the data collectors	20%	9 weeks after contract signature and UNDP acceptance	
	Upon submission of the draft narrative report of the survey	20%	19 weeks after contract signature and UNDP acceptance	

	Upon submission of the final survey report validated by stakeholders and presentation of the key results to stakeholders	40%	20 weeks after contract signature and UNDP acceptance.	the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Project Committee			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> Please refer to below detailed Technical Evaluation Tables <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ¹ <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 4)			
Contact Person for Inquiries (Written inquiries only) ²	UNDP Lebanon Procurement Unit Email: lb.bidding@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			
Other Information: No. of copies of Proposal that must be submitted.	Original: 1 Copy: 1			

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Detailed Technical Evaluation Tables:

The technical proposal is evaluated on the basis of its responsiveness to the RFP in accordance with the following technical evaluation criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm/Organization submitting Proposal	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	50%	500
3	Management Structure and Key Personnel	20%	200
Total		100%	1000

Evaluation forms for technical proposals are indicated here below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organization Submitting Proposal

Form 2: Proposed Methodology, Approach, and Implementation Plan

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation - Form 1		Points obtainable
Expertise of Firm / Organization submitting proposal		
1.1	Proven track record in conducting similar assignments such as researches and socio-economic studies	200
1.2	Previous work experience with Municipalities	30
1.3	Knowledge of the region of Old Saida area, South Lebanon	70
Total Form 1		300

Technical Proposal Evaluation - Form 2		Points obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Proposal based on a solid research about the topic	90
2.2	Scope of work well defined and relevant to the TOR	260
2.3	Suggested workplan and research tools are strong and relevant to the assignment	150
Total Form 2		500

Technical Proposal Evaluation - Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Team Leader		50
		Sub-Score	
	University degree holder in social sciences, sociology, political science or any other related field	15	
	Minimum 7 years of experience in leading quantitative and qualitative research tasks	20	
	Experience working with public entities such as municipalities	5	
	Good knowledge of Saida Region	5	
	Fluency in Arabic and English	5	
3.2	Senior Staff		50
		Sub-Score	
	University degree holder in social sciences, sociology, political science, law or any other related field	20	
	Minimum 5 years of relevant experience in conducting similar studies and surveys in related topics	20	
	Good knowledge of Saida Region	5	
	Fluency in Arabic and English	5	
3.3	Support Staff		20
		Sub-Score	
	Excellent knowledge of Saida region	10	

	Fluency in Arabic and English	10	
3.4	Data collectors' availability and size		80
<i>Total Form 3</i>			200

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location].

[insert: Date]

To: **UNDP Lebanon, Procurement Unit**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the services for **Provision of professional services to study the social-economic situation of the residents in Old Saida, South Lebanon** to UNDP in conformity with the requirements defined in the RFP dated 3/10/2017 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. **Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. **Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

Deliverables	Description	Percentage of Total Price (Weight for payment)	Price USD (Lump Sum, All Inclusive)
Deliverable 1:	Inception report incl. revised methodology and workplan		
Deliverable 2:	Progress Report: Meetings with the municipality, the NGOs and relevant stakeholders of the Coordination unit.		
Deliverable 3:	Draft and validate the questionnaire		
Deliverable 4:	Recruit, prepare and validate the team of data collectors		
Deliverable 5:	Data collection		
Deliverable 6:	Analyze and report the findings and results		
Deliverable 7:	Final report and presentation to coordination unit		
Proposal Sub-Grand Total Value (USD), excluding VAT			
VAT (10%) USD (if applicable)			
Proposed Grand Total Value (USD), including VAT			

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or

at any time is developed by the Recipient completely independently of any disclosures hereunder.

- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Terms of Reference

Project Name: Peace Building in Lebanon

Reference Number: LEB/CO RFP/33/17

1. Background

UNDP has been working with local authorities since 2008 to build their capacities in peacebuilding, conflict resolution and mediation skills. Since 2011, focus has been on longer term approaches, assisting local communities in establishing local level conflict mitigation mechanisms. Local actors including those sensitized to peacebuilding concepts, participants in dialogue session and several of the Project's networks including youth and religious leaders, civil society activities, NGOs, mukhtars, municipal council members and educators were involved in jointly planning local level peacebuilding and dialogue initiatives. The purpose of this work was to develop initiatives to diffuse tensions that may arise in the communities before they escalate to a higher level.

In 2013, the repercussion of Syrian refugees' influx has expanded to most of Lebanese. Signs of conflict between the Lebanese and the Syrian communities have become clear in many regions, varying based on the respective regions' social and economic context.

Citizens and municipalities are left alone to deal with its implications, with no guidance or capacity to differentiate between the political and humanitarian aspect.

The municipalities are thus suffering from the overload and are facing many challenges when it comes to managing the situation on the local level whether at the managerial level, the communication level or the conflict one.

UNDP and through its "Stabilization and Recovery Programme" is addressing the new challenges caused by the impact of the Syrian crisis on Lebanon through working on three sectors: basic services, livelihood and social cohesion.

Under the last sector and through the Peace Building Project an initiative for improving social cohesion in Lebanese host communities impacted by the Syrian crisis was launched.

In 2015, UNDP started working with local associations and NGOs in order to serve the residents of the area of Old Saida more effectively and decrease tensions and conflict.

In 2016, a coordination unit representing all the local network of NGOs, local MOSA Officials, and relevant stakeholders was established under the supervision of the Municipality of Saida to study the social-economic situation of the residents in Old Saida, their daily needs and social challenges.

With the support of UNDP, a data collection survey will be launched in Old Saida area to assess the socio-economic situation and living conditions of 3000 to 4000 households.

In this context, UNDP is requiring the services of a company to conduct the data collection survey and report its findings, recommendations and lessons learned.

2. Objectives

The aim of the study is to explore the composition and socio-economic situation and living conditions of 3000 to 4000 households in Old Saida including but not limited to the social challenges they face, the well-being of the family members, the financial situation, the basic needs, etc.

The findings of the survey will help the local authorities and civil society actors in the area to better understand the needs of the residents of Old Saida coordinate their efforts towards the benefit of the targeted population.

3. Scope of Work

Under supervision of the UNDP Peace Building Project Manager, the Contractor will maintain close communication over operational issues as well as strategic opportunities arising from the survey's implementation and will undertake the following tasks and activities:

- Prepare and conduct several meetings with the coordination unit composed of municipality of Saida (Mayor and members), organizations members of the Old Saida network of NGOs, local MOSA Officials, and relevant stakeholders to discuss the different aspects of the survey and identify key information needed;
- Draft the questionnaire of the survey that will be used as main tool to collect the required key information and present it to the different stakeholders for review and commenting;
- Finalize and validate the questionnaire;
- Identify and gather a team of data collectors and train them on how to run door to door visits and interviews, and how to collect the key information needed as per the validated questionnaire; the list of data collectors must be approved by UNDP;
- Run the data collection through door to door visits to Old Saida neighborhoods and conducting interviews with the residents of 3000 to 4000 households;
- Produce a narrative, quantitative and qualitative survey report and present it to the stakeholders for review and commenting;
- The report shall highlight the survey method used and all the findings related to each key information;
- The report shall include a summary of overall results;
- It shall be clear, easy to read, and easy to understand;
- Review and finalize the survey report;
- Present the survey key results to UNDP, Municipality of Saida, NGOs and relevant stakeholders.

4. Activities

4.1 Methodology and Work plan

In his proposal, the Contractor is requested to provide a preliminary work plan for the assignment covering all the activities described in Section 4.2 (a chart showing detailed list of tasks, duration and schedule per task and allotted resources per task shall be included in the bid). It shall also include the Contractor's resources as well as other dependencies which affect the project duration.

Upon contract award, the Contractor shall provide UNDP with a revised project work plan. Once agreed upon, the new plan shall be adopted and shall form the basis for project supervision and monitoring.

4.2 Activity Requirements

The following section details the expected activities to be completed by the Contractor for this assignment. They are intended as guidelines. The Contractor is expected to provide input based on its own knowledge and experience.

It should be noted that UNDP has full ownership of the activity and of its final product. Thus, any public speaking about the activity (whether with the direct target groups or indirect) should state clearly that ownership.

In addition, any public appearance about the activity should be coordinated with UNDP.

The main activities required are as follows:

- Submit a revised methodology and workplan after meeting with UNDP Project Manager
(Suggested working days: 1)
- Meet with the municipality of Saida, NGOs and relevant stakeholders of the coordination unit to draft the questionnaire of the survey.
(Suggested working days: 8)
- Create the questionnaire of the survey, discuss it and validate it with the coordination unit.
(Suggested working days: 4)
- Identify, gather and train the data collectors on the method to use for data collection.
- The list of data collectors must be validated by UNDP.
(Suggested working days: 12)
- Run the door-to-door data collection task.
(Suggested working days: 30)
- Analyze the data collected and report the findings and results of the survey.
(Suggested working days: 5)
- Finalize and present the report.
(Suggested working days: 3)

5. Deliverables

5.1 Deliverables

All deliverables shall be delivered in one original hard copy, two hard copies and one electronic soft copy, preferably in Microsoft Word format, where applicable.

Deliverables for the assignment are:

Outputs	Deliverables	Estimated Duration to Complete	Suggested working days	Review and Approvals Required
Inception Report	Revised methodology and workplan	1 week after contract signature	1	Project Manager
Progress Report	Meetings with the municipality, the NGOs and relevant stakeholders of the Coordination unit.	5 weeks after contract signature	8	Project Manager

	Draft and validate the questionnaire		4	Project Manager
	Recruit, prepare and validate the team of data collectors	9 weeks after contract signature	12	Project Manager
	Data collection	17 weeks after contract signature	30	Project Manager
	Analyze and report the findings and results	19 weeks after contract signature	5	Project Manager
Final Report	Final report and presentation to coordination unit	20 weeks after contract signature	3	Project Manager

5.2 Reports validation modalities

Provisional approval of submitted deliverables shall take place at each of the defined milestones shown in the delivery schedule in below section 5.3. It is expected that such approval shall not exceed seven days from the notification of the completion of a specific milestone.

On submittal of the final report, UNDP shall respond within ten working days and its decision may either be:

- a) Approval,
- b) Approval with reservations upon which the Contractor shall reply within five working days under penalty of rejection,
- c) Rejection with clear justifications.

5.3 Delivery Schedule

The Contractor is expected to complete and submit the deliverables specified in the above sections 4.2 and 5.1 within the expected overall duration of the project of 20 weeks.

6. Qualifications

6.1 Contractor Qualifications

Contractor(s) wishing to be considered for this assignment described herein should have the following qualifications:

1. Professional capacity:
 - a. Proven track record in conducting similar assignments such as researches and socio-economic studies.
 - b. Previous work experience with Municipalities.
 - c. Knowledge of the region of Old Saida area, South Lebanon.
2. Technical capacity:
 - a. Submission of a detailed and relevant methodology.
 - b. Submission of accurate timetable, work plan and quality assurance.
 - c. Availability of data collectors to complete the data collection of 3000 to 4000 households within the timeframe specified in section 5.1.
 - d. Commitment to complete the assignment within 20 weeks.

The Contractor shall include in its offer proofs and supporting documents for the above-mentioned requirements.

6.2 Profile of requested staff

The Contractor shall include in its offer a proposal regarding the team composition and structure with recent CVs.

- **A Team Leader:**
 - University degree holder in social sciences, sociology, political science or any other related field;
 - Minimum 7 years of experience in leading quantitative and qualitative research tasks;
 - Experience working with public entities such as municipalities.
- **A senior staff:**
 - University degree holder in social sciences, sociology, political science, law or any other related field;
 - Minimum 5 years of relevant experience in conducting similar studies and surveys in related topics.
- **A Support Staff**
- **Data collectors**

The team needs to possess:

- Excellent knowledge of Saida region;
- Excellent analytical skills;
- Excellent reporting skills;
- Fluency in Arabic and English.

7. Project management & reporting modalities

A joint Project Committee shall be formed between UNDP and the Contractor to supervise the various stages of the project.

The roles of each party are identified in the sub-sections below.

7.1 UNDP

UNDP shall appoint a Focal Point for the implementation of the project.

The main responsibilities of the Focal Point can be summarized as follows:

- Ensure that all stakeholders concerned are constantly informed of the project progress to secure their involvement and ownership during and after implementation.
- Arrange and facilitate meetings prior and during project implementation.
- Approve the list of data collectors before that the contractor training them.
- Follow-up the project throughout its cycle.
- Monitor and evaluate the project implementation and progress.
- In case of problems which may hinder or delay the progress of the project, suggest solutions and report suggestions for improvement.
- Document project conclusions.
- Receive project deliverables and prepare for any discussion, presentation or meeting required for the approval of deliverables.
- Assist the Contractor in executing the project in the best way.

7.2 Contractor

The Contractor, in addition to fulfilling the requirements specified in this document, is required to:

- Appoint a Team Leader who shall act as a primary counterpart with UNDP in all aspects of the project. He/She shall provide objective high-level supervision of the mission on behalf of the Contractor. He/She shall be responsible for project planning, follow-up and contingency planning. He/She will be responsible of preparing the narrative, quantitative and qualitative report.
- Maintain an updated work schedule with adequate staffing. Manage the team to perform stated tasks.
- Notify UNDP in writing, upon the successful completion of each milestone and provide all supporting documentation.
- Document minutes of meetings throughout the project lifecycle. This shall cover all meetings including those where major decisions are taken.
- Be responsible of all the logistics related to the meetings, discussion sessions, trainings and sessions, such as communication, amenities, food and beverage, transportation, accommodation, venue, IT equipment, etc. Therefore, the Contractor's financial offer shall be all-inclusive⁵.

8. LANGUAGE REQUIREMENTS

All discussion sessions, meetings, trainings and coaching sessions shall be presented in Arabic.
All requested deliverables and reports shall be written in English.

9. Duration

The duration of the assignment shall not exceed 20 weeks from contract signature.

10. Payment Terms:

All proposals must be expressed in Lump Sum Amount, taking the following into consideration:

- i) the lump sum amount must be "all-inclusive⁶";
- ii) the contract price is fixed regardless of changes in the cost components.

Payment will proceed as following:

- 20% of the total contract amount upon submission of the validate questionnaire of the survey, 5 weeks after contract signature and UNDP acceptance;
- 20% of the total contract amount upon delivering the training to the data collectors, 9 weeks after contract signature and UNDP acceptance;

⁵ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, food and beverages, venues and IT equipment rental, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

⁶ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, food and beverages, venues and IT equipment rental, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

- 20% of the total contract amount upon submission of the draft narrative report of the survey, 19 weeks after contract signature and UNDP acceptance;
- 40% of the total contract amount upon submission of the final survey report validated by stakeholders and presentation of the key results to stakeholders, 20 weeks after contract signature and UNDP acceptance.