



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 March 2017

Reference: LEB/CO/IC/ 37/17

Country: Lebanon

Description of the assignment: Provision of individual services of a Wastewater Expert for the Lebanon Environmental Pollution Abatement Project (LEPAP).

Project name: Lebanon Environmental Pollution Abatement Project (LEPAP).

Period of assignment/services: Long term agreement until the end of December 2017, with a maximum of 50 working-days.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Monday 27 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

As a follow up to the Country Environment Analysis completed in June 2011, the Ministry of Environment and the World Bank have initiated the development of "Lebanon Environmental Pollution Abatement Project (LEPAP)" which aims at reducing pollution generated by point-source/industrial entities, mainly from effluent discharge and air emissions.

LEPAP will be providing technical assistance and financial incentives, through selected commercial banks, to public and private enterprises to bring their effluent discharges or their air emissions towards compliance with the Environment Protection Law 444. This program will support enterprises to meet national environmental standards in a cost effective manner, including Decree No. 8471/2012 on

“Environmental Compliance for Establishments”. The sub-projects financed under LEPAP could include pollution prevention, resource recovery, clean technology adoption, fuel substitution, waste minimization, or end of pipe environmental control where no other alternatives are available.

The Project Management Unit (PMU), which is funded under AICS grant (Italian Cooperation) that is partly managed by UNDP, will be responsible for the technical and day-to-day management of the project, in close collaboration with the Ministry of Environment and UNDP. The PMU will tap enterprises willing to comply with Decree No. 8471/2012 and will provide technical support and financial advice to enroll them in LEPAP. The PMU will ensure that the project produces the results specified in the World Bank project appraisal document, to the required standard of quality and within the specified constraints of time and cost.

To improve the pollution abatement technical capabilities of the PMU, a Wastewater Expert (referred to as “Consultant”) will be recruited to support the LEPAP project and to respond to the various technical requirements related to the cost of the industrial pollution abatement interventions.

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

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

More particularly, the Consultant will be expected to carry out tasks such as:

1. Review relevant literature related to the LEPAP project, with particular focus on the World Bank Environmental and Social Assessment of the LEPAP project, Operational Policy (OP) and Bank Procedure (BP) 4.01: Environmental Assessment, the Project Appraisal Document, wastewater related standards and any other documents as provided by the project;
2. Review relevant literature related to the potential LEPAP sub-project as needed;
3. Ensure that the proposed sub-project is in compliance with the environmental requirements related to wastewater management and treatment set out in the Environmental and Social Management Framework (ESMF);
4. Seek or review offers and/or any other available documentations in view of assessing the technical and financial feasibility of the proposed wastewater sub-project;
5. Conduct field visits to the relevant project sites as needed and perform assessment on water usage and wastewater management;
6. Submit a technical report in line with the LEPAP project’s requirements including a quantitative assessment of estimated water usage or wastewater pollution reduction;
7. Provide technical support to the LEPAP project in the evaluation and processing of relevant technical information as needed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree in engineering, environmental engineering, sustainable and cleaner production, wastewater treatment or other related fields.

II. Years of experience and professional experience

- Minimum 10 years of relevant professional experience
- Experience in cleaner production and pollution abatement in industrial sectors specifically in wastewater management and wastewater treatment technologies and sludge disposal;
- Knowledge of World Bank safeguards policies is an asset;
- Sound previous experience in similar projects.

III. Competencies:

- Demonstrable analytical skills and report-writing skills;
- Excellent, proven management and communication skills.
- Proficiency English; Knowledge of Arabic and/or French is an asset.

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
• Criteria A: Adequate Education		20
• Criteria B: Years of relevant wastewater Experience in the industrial sector		35
• Criteria D: Competencies		45
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	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 and International 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