



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 March 2017

Reference: LEB/CO/IC/46/17

Country: Lebanon

Description of the assignment: Individual Consultancy – National - Responsible Tourism and Biodiversity Specialist.

Project name: GEF PPG for the Preparation of a Project on Land Degradation Neutrality of Mountain Landscapes in Lebanon.

Period of assignment/services: 20 working days between April 2017 – December 2017.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Tuesday 28 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

Current land management practices in Lebanon are not sustainable as they continue to erode the country's natural resource base (soil, water, green cover, and landscape). While traditional practices such as terracing, controlled grazing and forest management have helped protect the land, modern practices have significantly altered the natural and social make-up of the land including perceptions of natural resources. Population growth, the continued loss of arable land and biodiversity, concerns about food security and the expanding infrastructure due to population growth and urban sprawl are major factors

impacting land resources and the natural environment. Land degradation has been flagged as a serious environmental problem in Lebanon, resulting in losses estimated at US\$132 million yearly. This is bound to be an underestimate due to the incomplete data, and damages and associated costs of environmental degradation are certainly higher and further exacerbated because of the Syrian conflict on the Lebanese environmental resources. Unsustainable growth is having a heavy toll on Lebanon's natural resources with losses in forest cover, biodiversity and natural ecosystems, degradation of rangeland and desertification.

UNDP Lebanon in partnership with the Ministry of Environment is preparing a project proposal to be submitted to the Global Environmental Facility (GEF) which aims to work towards land degradation neutrality – restoring degraded land and preventing new degradation. The project plan is to survey and identify degraded land in mountain lands and high country environments of the North Lebanon and Mount Lebanon governorates and analyze the losses associated with this degradation in terms of lost agricultural productivity, deforestation and other loss of vegetation, loss of biodiversity habitats, reduction in environmental quality for ecotourism and outdoor recreation, reduced ecosystem services and ultimately unsustainable land use and impacts on society and communities. The project will assess why the baseline scenario is not working as it should and seek technical and institutional remedies which will be applied at a pilot scale to real-life impacts and problems.

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

This consultancy is one of a number being set up by UNDP to formulate the project document and related documentation leading to project implementation. The Objective of this consultancy is to carry out the necessary survey work, assessments, consultations and other data gathering, and contribute to building the elements of the project document on responsible tourism and biodiversity.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Graduate degree in natural science, environment management, biodiversity, ecosystems science, agriculture or related field. Relevant trainings and certifications are an asset.

II. Years of experience:

- At least 7 years of relevant work experience in protected areas management, biodiversity assessments, responsible tourism or environmental research/consultancy.

III. Technical experience:

- Demonstrated adequate technical experience and know-how to undertake the necessary baseline surveys and assessment work;
- Adequate knowledge and/or experience of Lebanese responsible tourism sector and biodiversity/protected areas as well as knowledge in related national legal systems;
- Familiarity with UNDP, its rules and regulations and its operational procedures;
- Experience with GEF project design, implementation or evaluation is an asset.

IV. Competencies:

- Ability to function successfully as a member of a multi-disciplinary team, contributing from area of expertise and cooperating on common activities;
- Ability to accept responsibility for area of specialization and take initiatives without supervision; but with the judgment of knowing when to ask for advice;
- Excellent English and Arabic language writing and speaking skills;
- Access to efficient electronic communication.

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) P11 (Personal History Form) 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:

			Weight for Payment	
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Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	(Percentage of Payment)	Review and Approvals Required)
Deliverable 1: Report on tasks 1 - 3	8 working days	1.5 months from contract signature	40%	Jihan Seoud, Programme Analyst
Deliverable 2: Report on tasks 4 - 7	12 working days	3 months from contract signature	60%	Jihan Seoud, Programme Analyst

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.

Criteria	Weight	Max. Point
Technical Competence	70%	100
• Academic qualification/competencies		25
• Experience		35
• Methodology		40
Financial (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