



CONSULTANT PROCUREMENT NOTICE

Date: 5 April 2017

Reference: LEB/CO/IC/59/17

Country: Lebanon

Description of the assignment: Provision of individual services of a consultant for the Services to evaluate activities implemented in 2016.

Project name: Improving Living Conditions in Palestinian Gatherings Host Communities.

Period of assignment/services: 1.5 months starting contract signature.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Friday 21 April 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

This TOR falls under the UNDP project “Improving Living Conditions in Palestinian Gatherings Host Communities”, funded by Swiss ICD, KFW, Japan, Netherlands and the Bureau of Population, Refugees and Migration (PRM). Building on the on-going efforts of UNDP in Palestinian gatherings in Lebanon since 2012, the project seeks to strengthen the resilience of the forty-two Palestinian gatherings host communities through enhancing living conditions. To this end, it focuses on providing adequate WASH services and facilities; promoting healthier physical environments through neighborhood upgrading projects; and the socio-economic empowerment of local communities and especially youth and women.

Some 135,000 host and new Palestinian refugees living in forty-two Palestinian gatherings distributed along the regions of Lebanon suffer from dire conditions that have long existed in the gatherings. In addition to poverty caused by insufficient household income, legal restrictions imposed on Palestinian refugees in Lebanon contribute to the worsening of their socio-economic conditions. In spite of the recent limited changes in labor regulations, Palestinian refugees in Lebanon remain excluded from economic life in general due to the restrictions applied to their working in many professions in the formal sectors. In addition, Palestinian refugees are unable to own property assets in the country since 2001 and required to bequeath them to religious authorities, if they have already purchased them. Palestinian Gatherings remain excluded from wider sector development plans or local projects. The situation was worsened since the Syrian crisis that entailed some 25% population rise in these already impoverished areas. As a result, Palestinian gatherings have been witnessing unmet demand on services and infrastructure networks, unprecedented pressure on available shelters and spaces, and additional competition over resources, jobs and relief. All these factors have contributed not only to worsening the living conditions of Palestinian refugees in the gatherings, but also to the rise of tensions within the gatherings as well as with their surrounding communities.

The project aims at strengthening the resilience and stability of refugee host communities in Palestinian Gatherings through improving their living conditions; it has the following objectives:

- Improve living conditions to host and new refugees in Palestinian Gatherings;
- Promote coexistence and strengthen the stability of host Palestinian Gatherings;
- Reduce and mitigate inter and intra communal tensions within the gatherings and with surrounding communities.

In order to improve the living conditions of refugees living in the gatherings and to address tensions between neighboring communities, the UNDP project introduced in 2016 a component that addresses socio-economic empowerment of local communities (output 3) in order to enable them to be the agents of change in their communities. The project has the following key outputs:

- Key Output 1: WASH conditions improved in the Gatherings through adequate access to water, sanitation and hygiene systems and support to local service delivery mechanisms.
This output aims at facilitating sustainable and adequate WASH services in Palestinian Gatherings as well as their surroundings within the same municipal domains. Laying the foundation for longer-term development, activities focus on upgrading existing infrastructure networks, building on local structures and assets, and raising awareness. The project also aims at investing in environmentally and economically viable innovative solutions tailored to respond to the specific challenges in the areas of operation. This output does not only focus on upgrading projects but also invests in the underlying governance structures, bringing local authorities and actors together, establishing collaboration mechanisms and facilitating partnerships for improved and sustainable service delivery. It also includes the improvement of hygiene conditions through behavior changing campaigns and distribution of hygiene kits to Palestinian Refugees dislocated from Syria.
- Key Output 2: Inclusive and safer environments promoted in the Gatherings through a comprehensive spatial improvement approach.
This output aims at providing safer, sounder and more inclusive neighborhoods in Palestinian Gatherings as part of their wider contexts. In addition to carrying out upgrading initiatives, the project implements a participatory spatial approach to address the deteriorated and poor environments in the Gatherings through the formation of Neighbourhood Improvement Plans. In

addition, interventions aim at improving accessibility and mobility for women, children, youth and the elderly.

- Key Output 3: Youth risky behavior reduced in the Gatherings through socio-economic empowerment.

This output aims at empowering youth living in Palestinian Gatherings to combat risky behaviors. This is mainly done through building the skill base and capacities of youth and women and through support to individual income-generating activities and to socio-economic community interventions.

In this context, UNDP is requiring the services of an individual consultant to carry out the evaluation of activities implemented in 2016.

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

Under the supervision of the Project Manager, the Individual Consultant will undertake an Assessment to evaluate the project's activities implemented in 2016 and assess the overall project contribution to improving living conditions in Palestinian Gatherings; responding to the needs escalated by the crisis; and to enhancing coordination between local communities and the concerned municipalities and other actors. Of utmost importance is assessing the sustainability of interventions and the project attempt to bridge relief to longer-term development in the gatherings, especially those that aim at the socio-economic empowerment of local communities (output 3).

The objectives of the exercise are as follows:

- Determine the overall status of the project and the achievement of its intended objectives;
- Review and evaluate the approaches and processes set in place by the project;
- Identify lessons learned at the national and local levels;
- Provide recommendations to consolidate and sustain results especially for output 3.

Findings of the project shall be mainly grouped along the following lines:

- 1) **Achievement of Project**– The extent to which the overall Project objectives and results were achieved and the impact realized through the various project activities;
- 2) **Project Design and Management** – The management processes used in the implementation of the Project;
- 3) **Stakeholder Participation and Ownership**– Networks and partnerships in support of the implementation of the Project and the degree of national and/or local ownership developed;
- 4) **Sustainability**–Key actions that were put in place to ensure sustainability of project outcomes;
- 5) **Lessons Learned**– The main managerial and institutional lessons that were learned and which can be applied in other projects.

The evaluation will also include a set of recommendations to be taken into consideration in the project's future interventions, especially those related to socio-economic empowerment of local communities (output 3).

Tasks and Activities:

The individual consultant will carry out the following tasks and activities:

- Conduct a desk review and meetings with project team in order to gain knowledge of the projects' approach, activities, outputs and achievements;
- Carry out interviews and focus groups with project partners, stakeholders and beneficiaries to document the process and approach put in place by the project to identify and implement activities and reach out and engage actors;
- Assess the influence of this process on the project effectiveness and measure to what extent the process and various interventions have responded to the stakeholders' needs and in which way they impacted the direct and indirect beneficiaries;
- Measure to what extent the project achievements are so far in line with its stated objectives, outcomes, and outputs; explain why/why not and what kind of corrective measures are needed to take place;
- Develop lessons learned and good practices in order to maximize the experiences gained and provide recommendations on how to best utilize them for the next period;
- Provide recommendations for more sustainable results and future interventions;
- Present findings to UNDP project and management.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced degree in Political sciences, International Relations, or any social sciences or relevant field.

II. Years of experience and professional experience:

- A minimum of 5 years of experience in similar evaluation assignments;
- Knowledge in quantitative and qualitative research and approaches;
- Deep knowledge of Lebanon and the socio-political dynamics at the community level.

III. Competencies:

- Fluency in Arabic and English.

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

- **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:

- 25% of the total contract amount upon submission of the inception report and UNDP acceptance;
- 75% of the total contract amount upon presenting the findings to UNDP Project team and Management and submission of the final evaluation report approved by UNDP.

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. POINTS
Technical Competence	70 %	100
Experience:		75
Knowledge in quantitative and qualitative research and approaches		20
Deep knowledge of Lebanon and the socio-political dynamics at the community level		20
A minimum of 5 years of experience in similar evaluation assignments		35
Academic Qualifications:		15
Advanced degree in Political sciences, International Relations, or any social sciences or relevant field.		15
Competencies:		10
Fluency in Arabic and English		10
Financial (lower offer)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

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**