



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 March 2017

Reference: LEB/CO/IC/54/17

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**Country:** Lebanon

**Description of the assignment:** National evaluator for improving border management capacities in Lebanon.

**Period of assignment/services:** UN-ODC.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **Wednesday 19 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](mailto: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.

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### 1. BACKGROUND

The overall objective of the project is to strengthen the border management capacity of the General Directorate of the General Security (DGSG), Ministry of Interior. Building on UNODCs long-standing relationship with the Lebanese authorities, the project entails a comprehensive and holistic approach on border control and management. The project has given due consideration to on-going efforts to strengthen Lebanon's border management capacities and focused on 1) developing of a more effective cross border management, 2) establishing two investigation and profiling of persons facilities at two selected land borders, and 3) improving the capacity and expertise on border management and related security issues. In addition, a supplementary phase was added to the original activities to be able to: 4) allow the Central Investigation Unit at the DGSG to reach full operational capacity, 5) support the Central

Investigation Unit so that it is able to conduct effective investigations in relation to border control and organized crime.

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

The national evaluator (team member) should demonstrate extensive expertise in evaluation as well as the necessary knowledge of judicial and social aspects relating to criminal justice reform. The team member's responsibility is to assist the team leader in all tasks and support the development of the deliverables.

The role of the team member:

- Assist the Team Leader in all stages of the evaluation process, as per the respective TOR;
- Participate in selected field missions;
- Support the data collection as well analysis processes during the evaluation;
- Provide quality assurance throughout the evaluation process;
- Review and comment on all deliverables of the evaluation team;
- Draft the executive summary of the evaluation report in Arabic.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Advanced university degree preferably in the area of criminal justice and/or relevant professional experience in the field;.

### II. Years of experience and Professional experience:

- Technical competence in the area of evaluation; preferably 5 years of experience;
- Knowledge of, and experience in applying, evaluation methods;
- Knowledge of the UN environment. Knowledge of UNODC would be an asset;
- Proven experience in gender analysis and gender evaluation methodologies;
- Field experience related to criminal justice.

### III. Competencies:

- Language skills: English proficiency with proven drafting skills in English and knowledge of French might be 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) 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:

- The first payment upon clearance of the Inception Report (in line with UNODC evaluation norms, standards, guidelines and templates) by IEU;
- The second payment upon clearance of the Draft Evaluation Report (in line with UNODC norms, standards, evaluation guidelines and templates) by IEU;
- The third and final payment (i.e. the remainder of the fee) only after completion of the respective tasks, receipt of the final report (in line with UNODC evaluation norms, standards, guidelines and templates) and clearance by IEU, as well as presentation of final evaluation findings and recommendations.

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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"><li>Criteria A: academic qualifications and years of experience</li></ul>		(30)
<ul style="list-style-type: none"><li>Criteria B: relevant experience and competencies</li></ul>		(40)
<ul style="list-style-type: none"><li>Criteria C: methodology</li></ul>		(30)
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

<b><i>Weight per Technical Competence</i></b>	
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**