



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 April 2017

Reference: LEB/CO/IC/64/17

Country: Lebanon

Description of the assignment: Provision of individual services of a National consultant for Assessment of economic support programs available to Palestinian youth in the gatherings.

Project name: Improving Living Conditions in Palestinian Gatherings Host.

Period of assignment/services: Long term agreement - 2 years.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Wednesday 26 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 procurement.lb@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”. Palestinian Gatherings are informal areas located outside the boundaries of official Palestinian refugee camps and represent one of the most vulnerable and marginalized host communities in Lebanon. 135,000 host and recently displaced 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 labour 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. The situation was worsened since the Syrian crisis that entailed some 20% population rise in these already

impoverished areas with the displacement of some 25,000 refugees. As result, Palestinian gatherings have been witnessing unmet demand on services and additional competition over resources, jobs and relief.

While Palestinian refugees living in the Gatherings are registered with UNRWA and/or the Lebanese Government, their place of settlement, unlike camps, is not officially recognized. This has a number of implications on refugees' living conditions starting with their tenure security that is frequently threatened in the absence of a framework of rights and entitlement. In addition, UNRWA's mandate to provide basic urban services is defined within the borders of the 12 recognized camps only. Therefore, refugees living in the Gatherings do not benefit from UNRWA WASH services or physical upgrading initiatives. While refugees living in Palestinian Gatherings have the right to access UNRWA health and education facilities, most of these facilities are located in the camps. At the same time, Palestinian Gatherings remain excluded from national development plans, local upgrading projects and the provision of municipal urban services. The general lack of municipal engagement could be attributed to a number of factors ranging from limited municipal resources and increased burden by the Syrian crisis to political sensitivities and informality of lands. Instead, refugees rely on short-term alternative solutions to access urban services, resources and jobs, which are usually associated with informality, risks and lack of efficiency.

UNDP has been working in Palestinian gatherings to improve access to WASH services, shelter conditions and the state of the physical environment. Taken all the previously mentioned issues that pertain to Palestinian gatherings in Lebanon, the UNDP project introduced in 2016 a component that aimed at the economic empowerment of local communities and individuals, particularly youth and women, in the Gatherings. In the light of the latest waves of illegal migration, spread of risky behavior and conflicts and relapse into violence, local NGOs have been raising their voices to increase support especially for addressing at-risk Palestinian youth. In response, the UNDP project organized in December 2016 and February 2017 two workshops that brought together UN agencies and international and local NGOs in order to identify gaps and priorities for the socio-economic empowerment of youth in Palestinian Gatherings. Participating organizations are now members of a Youth Working Group that convenes bi-monthly in Beirut. The lack of a coordination framework and the concentration of youth services and facilities within the camps were identified, among other factors, as key challenges. Participants recognized key strategic areas to invest in; mainly: economic empowerment through innovative income generating initiatives; combating school dropout and supporting formal vocational training; integration of youth and children with special needs; and life skills education. For more information on participants, outcomes, provided services and identified challenges of the workshops, refer to Annex 1.

In this context, the services of an Individual Consultant (IC) are required to carry out mapping of available economic support services to youth in Palestinian gatherings and assess those to recommend measures and key strategic interventions for better response. The results will be used by the UNDP project to further develop its economic empowerment interventions in the gatherings, with the support of the IC, as well as to guide the coordinated interventions of the Youth Working Group.

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

Under the supervision of the UNDP Project Manager, the services of an Individual Consultant are required to carry out a mapping and assessment of economic support programs available to Palestinian youth in the gatherings. The purpose of the assignment will mainly be the following:

- Assess available economic support programs mainly in the two fields of education (acceleration programs for drop-outs, vocational training, higher education) and income generation (employability, loans and grants) to identify gaps, remaining needs and potential synergies;
- Disseminate information on available socio-economic support programs to Palestinian youth living in the gatherings through an information dissemination campaign led by UNDP in collaboration with members of the Youth Working Group;
- Provide guidelines for the Youth Working Group for better response and improved coordination to address the economic empowerment of youth in the gatherings;
- Develop strategic and sustainable intervention directions that aim at the economic empowerment of youth in Palestinian gatherings and assist the UNDP project in developing its economic empowerment interventions (2017 – 2018).

The IC shall take into consideration the following, which the UNDP project will assist in providing:

- The legal framework that governs access to jobs and income generation activities to Palestinian refugees in Lebanon;
- Available market studies and employment database developed by UN organizations and NGOs;
- Available and planned support programs, projects and activities provided by UN organizations and NGOs;
- Outcomes of the meetings of the Youth Working Group.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A bachelor degree in economics or relevant field.

II. Years of experience and professional:

- A minimum of 3 years of experience in relevant assignments;
- Previous experience in economic data analysis, market research, business solutions, project development and valuations;
- Demonstrated knowledge of research methods and tools;
- Demonstrated knowledge of youth conditions in Lebanon;
- Knowledge of the particular context in Palestinian gatherings or for Palestinian refugees is an asset.

III. Competencies:

- Strong communication skills;
- Strong command of Microsoft Office;
- Command of statistical programs is an asset;
- 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

- **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:

- A daily working fee must be all inclusive;
- 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
Technical Competence	70%	100
Academic: Bachelor degree in economics or relevant field		15
Experience:		65
Minimum of 3 years of experience in relevant assignments		10
Previous experience in economic data analysis, market research, business solutions, project development and valuations;		20
Demonstrated knowledge of research methods and tools;		20
Demonstrated knowledge of youth conditions in Lebanon;		10
Knowledge of the particular context in Palestinian gatherings or for Palestinian refugees is an asset		5
Competencies		20
Strong communication skills;		5
Strong command of Microsoft Office;		5
Command of statistical programs is an asset;		5
Fluency in Arabic and English.		5
Price proposal	30%	
Total score	Technical Score * 0.7 + Financial Score * 0.3	

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