



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 June 2017

Reference: LEB/CO/IC/97/17

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**Country:** Lebanon

**Description of the assignment:** National Liaison and Coordination Consultant.

**Project name:** Support to Civil Service Reform and Management capacity of Public Administration, Phase II.

**Period of assignment/services:** 8 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Thursday 15 June 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 UNDP project at the Office of the Minister of State for Administrative Reform (OMSAR) supports civil service reform initiatives that are undertaken by OMSAR to modernize public sector organizations by providing them with the latest management and ICT tools to further improve their service delivery and facilitate the fulfilment of their missions. Moreover, the project also backs up the activities that are funded by international donors to boost the technical and managerial capacity of municipalities and non-government organizations.

Furthermore, the Office of the Minister of State for Administrative Reform (OMSAR) stands as a change catalyst in the public sector of Lebanon with cumulative reform experiences and a long-record of assistance by the UNDP and international donors contribute to the momentum of reform in the country.

Hence, the major outputs of the project are:

1. Governance, accountability and transparency enhanced in the public sector.
2. Capacity of Public administration developed through the adoption of modern techniques and tools.
3. Human resources management modernized and developed.
4. Public services efficiency enhanced and the administration/citizens relationship improved
5. The use of ICT tools enhanced and E-Government portal established
6. Technical and Administrative support provided to ensure the proper execution of awarded contract with the scope of the following specialized projects: Solid Waste, AFKAR and LOGO.
7. OMSAR's institutional reinforcement supported and change management processes established

In this context, UNDP is requiring the services of a Liaison and Coordination Consultant to support the Office of the Minister of State for Administrative Reform in following up on all related issues.

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

Under the overall guidance of the Minister of State for Administrative Reform and OMSAR Project Manager, the Liaison and Coordination Consultant will provide technical support to OMSAR and will perform the following tasks:

- Follow-up and report on the necessary procedures for the processing of documents between the minister's office and the Presidency of the Council of Ministers including ministerial correspondences, official information, Act requests, parliamentary questions and reports.
- Implementing mechanisms for follow-up, monitoring and reporting of status and delivery of projects and data as required by the minister.
- Follow-up, advise and report on a notification system for relevant stakeholders of the Minister's approvals and directions to ensure full implementation and compliance.
- Examine and review memos, correspondences and communications documents presented to the minister and submit recommendations.
- Liaise with different parties to submit documents, files and data as requested by the Minister
- Perform other tasks as may be request by the Minister and/or the Project Manager.

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

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

#### I. Academic Qualifications:

- University degree (Bachelor or equivalent) in Public Relations, Business Administration or related field. A Graduate degree (Masters or equivalent) in the same fields is preferred.

#### II. Years of experience:

- Minimum five years of relevant experience in management and/or communication. Experience in the Lebanese Public Administration is highly desirable; managing the office of a high level public official with extensive coordination requirements with other public institutions and international organizations is highly preferred.

#### III. Technical experience:

- Experience in performing audit related duties;
- Knowledge in Public Finance;
- Interdepartmental communication in relation to top managerial reporting.

#### III. Competencies:

- Full fluency in Arabic and English. Knowledge of French is a plus;
- Ability to work under pressure and manage competing deadline;
- Good knowledge of and managerial experience with the Lebanese Public Administration or a well-established para public institution;
- In-depth practical knowledge of inter-disciplinary development issues ;
- Knowledge of accounting, data and administrative management practices and procedures;
- Knowledge of business and management principles;
- Computer skills and knowledge of office software packages;
- Promotes ethics and integrity, creating organizational precedents;
- Knowledge of communication and media and practical media experience.

#### **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**

- **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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical Competence</u></b>	<b><u>70%</u></b>	<b>100</b>
<b><u>Criteria A: Academic Qualifications:</u></b> <ul style="list-style-type: none"><li>• Bachelor Degree: 10 points</li><li>• Master's Degree: 15 points</li><li>• PHD Degree: 20 points</li></ul>	20%	20
<b><u>Criteria B: Years of overall general experience</u></b> <ul style="list-style-type: none"><li>• 5 years of experience: 5 points</li><li>• Between 5 years and 7 years: 10 points</li><li>• More than 7 years of experience: 20 points</li></ul>	20%	20
<b><u>Criteria C: Years of performing audit related duties</u></b> <ul style="list-style-type: none"><li>• 5 years of experience: 5 points</li></ul>	20%	20

<ul style="list-style-type: none"> <li>• <i>Between 5 years and 7 years: 10 points</i></li> <li>• <i>More than 7 years of experience: 20 points</i></li> </ul>		
<u>Criteria D: Knowledge in Public Finance</u>	20%	20
<u>Criteria E: Interdepartmental communication in relation to top managerial reporting</u>	20%	20
<b><u>Financial</u></b> (Lower Offer/Offer*100)	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### 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**