

PROCUREMENT NOTICE



Date: 27 July 2017

Reference: LEB/CO/IC/134/17

Country: Lebanon

Description of the assignment: International Monitoring & Evaluation (M&E) and Reporting Assistant.

Project name: Lebanese Host Communities Support Project (LHSP).

Period of assignment/services: Twelve (12) months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Friday 4 August 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

The impact of the Syrian crisis on Lebanon is reaching a scale unprecedented in the history of complex, refugee-driven emergencies. While in April 2012, 32,800 refugees were registered or awaiting registration with UNHCR, by November 2014 this figure has jumped sharply to over 1,100,000, registered refugees an increase equal to over 25% of the total Lebanese pre-crisis population. This sudden and large influx of refugees from Syria is now placing enormous pressure on the country and its people, especially those in the poorest areas, where refugee concentrations have been greatest. The crisis is not only challenging the country's existing social and economic infrastructure, it is exacerbating significant development deficiencies such as unemployment, especially among women and youth, and profound disparities

between the wealthy and the poor. In addition, the crisis brings to Lebanon a set of new tensions that threaten to undermine Lebanon's delicate social and political balance of power while amplifying pre-existing inter Lebanese divisions and provoking increasingly negative reactions against the Syrian refugee presence

United Nations Development Program jointly with the Ministry of Social Affairs (MoSA) launched in 2013 the "Lebanon Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Refugee Crisis and its implications on the country. Ultimately, the Project seeks to help increase stability in the areas affected by the Syrian crisis through improving livelihood and service provision in a conflict sensitive manner. It aims at contributing to improved community security, economic recovery and social cohesion in the affected areas through a community based approach that will increase livelihood options and local level service delivery.

The project will further strengthen the capacity of national and local government and civil society actors for inclusive priority setting and conflict mitigation, dispute resolution, and participatory service delivery as well as enhancing business skills and marketing opportunities in vulnerable areas.

The project aims to achieve three main goals:

1. Increase the livelihoods and economic opportunities in affected areas
2. Strengthen the capacity of local and national actors to deliver basic services in a participatory and conflict sensitive manner.
3. Improve the local level dispute resolution and community security.

A Steering Committee (SC) under the leadership of MoSA is formed to provide overall governance for the LHSP. It includes representatives from the Prime Minister's Office, MoSA, UNDP, CDR, the Ministries of Interior and Municipalities, Health, and Education, UNDP, as well as key donors. Under the Steering Committee, a Technical Group (TG) reviews all the projects submitted for implementation. UNDP provides secretariat functions to the steering committee, including periodic reporting on projects activities and financial delivery, ensuring visibility of both Government ownership and donor support.

In order to develop an integrated response plan for the targeted localities, LHSP is conducting a conflict sensitive needs assessment adopting the "Maps of Risks and Resources" Methodology (MRR) through a participatory approach with civil society stakeholders and with the ownership and in full coordination with the local authorities.

The MRR involves the communities in the production of a multi-sectorial action plan. The methodology fosters the broadest participation of local authorities, civil society organizations and public sector representatives organized in a working group to identify risks and propose solutions, which are translated into local impact projects. The methodology gives the community a leading role in finding the solutions to

its problems, in collaboration with all institutions mobilized at municipal level based on ownership and commitment for sustainability.

The implementation of the MRR methodology takes place in four stages, and results in a multi sectorial action plan for each municipality:

- 1) Identification of risks and resources
- 2) Identification and prioritization of common solutions
- 3) Production of Action Plan
- 4) Implementation of identified projects

After 3 years of implementation LHSP has scaled up in terms of government (national, local) ownership, institutionalization of methodologies (MRR, Technical Group), donors participation/contribution and number of implemented projects.

It is a priority to guarantee the quality control of LHSP in the different areas of M&E, methodology update and reporting, considering the increase volume of activities and processes involved.

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

I- Projects quality control, monitoring and evaluation

Support the M&E Analyst in the follow up with all the areas office of Mt. Lebanon, North, South and Bekaa and MoSA LHSP Team of the following activities:

- Projects quality control according to the LHSP standard agreed with the Technical Group (coherence with national policies)
- Monitoring quantitative and qualitative projects performance, based on the established indicators, through the revision of monthly reporting from the area offices;
- Support the M&E Analyst in developing new tools and guidelines for data collection in the area offices;
- Producing all requested analysis/maps showing LHSP progress

II- Reporting

- Lead the Lebanon Crisis Response Plan (LCRP) Activity Info reporting of LHSP;
- Support the M&E Analyst in the preparation of all donors quarterly and final reports and the LHSP annual report.

III- Coordination

- Lead the regular coordination with the LHSP Communication Unit and the MoSA (including follow up on the Maps of Risks and Resources needs methodology implementation);
- Support coordination with other Units within UNDP.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in Development, International Relations, or related fields.

II. Years of experience:

- At least one year of relevant experience, Experience in crisis support programme is a plus.

III. Technical experience:

- Technical experience in M&E in a crisis context.
- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.
- Experience in formulating projects.
- Experience in designing perception surveys.
- Knowledge in database management.
- Proficiency in the use of MS Office: Word, Excel, Outlook, PowerPoint.

IIV. Competencies:

- Excellent public speaking and presentation skills.
- Excellent writing, reading, and oral communication skills in English.
- Ability to work under pressure and meet strict deadlines and prioritize multiple tasks.
- Demonstrated willingness to work as part of a team in a multicultural environment.

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:

- 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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Master's degree in Development, International Relations, or related fields. (20 points for Master's degree and above) 	10%	20
<ul style="list-style-type: none"> Criteria B: At least one year of relevant experience, Experience in crisis support programme is a plus. (15 points for one year of experience, 20 points if more than one year of experience and 10 additional points if experience in crisis support programme) 	20%	30
<ul style="list-style-type: none"> Criteria C: Technical experience in M&E in a crisis context. Experience in formulating projects and designing perception surveys. Knowledge in database management. (10 points for each of the following: Experience in M&E in a crisis context, formulating projects, designing perception surveys and data base management) 	30%	40
<ul style="list-style-type: none"> Criteria D: Communication skills in English. 	10%	10
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all 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**