



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 July 2012

Reference: LEB/CO IC/69/12

Country: Lebanon

Description of the assignment: Procurement of Individual Consultancy Services of a Political Party Gender Consultant

Project name: Technical Support to the Lebanese Parliament

Period of assignment/services: Five (5) months

Proposal should be submitted to the below e-mail address no later than **09 August 2012, 3:00 p.m. Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. 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 United Nations Development Programme (UNDP)'s joint project with the Lebanese Parliament supports the efforts of Parliament in achieving its developmental objectives, reinforcing its structures, processes and human resources in order to improve and strengthen its legislative, oversight and representative functions. The joint project also grants special emphasis to support national development goals mentioned in the government statement, mostly those related to the Millennium Development Goals (MDGs), by promoting gender equality, empowering women legislation, ensuring environmental sustainability, and extending the partnership to consequently achieving Human Rights protection.

The UNDP/Lebanese Parliament project, supported by BCPR and DGG and funded by the Belgium Ministry of Development is implementing a project entitled "Inclusive and Participative Political Institution in Select Arab States". This project aims to provide technical support to support democratic transitions in Lebanon by means of capacity support to the parliament and political parties, with a dedicated focus on youth and women's empowerment within these institutions.

In this framework and that of providing assistance to the Woman and Child Parliamentary Committee, the general objective of this consultancy is to carry out a study and come up with recommendations on the role of Parliament and Parliamentary committees in "promoting women in party structures and elections", as per:

- The Convention on the Elimination of all forms of Discrimination Against Women (CEDAW)'s article 3 stating taking in all fields "in particular in the political, social, economic and cultural fields, all appropriate measures, including legislation, to ensure the full development and advancement of women, for the purpose of guaranteeing them the exercise and enjoyment of human rights and fundamental freedoms on a basis of equality with men" and,
- CEDAW's article 7 (a) stating ensuring, on equal terms with men, "the right to vote in all elections and public referenda and to be eligible for election to all publicly elected bodies" and,
- CEDAW's article 7 (c) asserting the participation of women, on equal terms with men, "in non-governmental organizations and associations concerned with the public and political life of the country".

Based on the recommendations of the study, the consultant will draft an implementation strategy for the committee.

The consultancy's specific objectives are to provide recommendations on how to improve the status of Lebanese women in party structures and elections, articulate future visions for the status of women in Lebanese politics and identify and discuss the range of changes needed and the responsibilities of different actor, with a focus on the Lebanese Parliament in implementing these changes.

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

I- Task 1: Study and Recommendations drafted on the role of Parliament and Parliamentary Committees in “promoting women in party structures and elections.

II- Task 2: Implementation Strategy drafted and submitted to the woman and child parliamentary committee.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Graduate Degree (Masters or equivalent) in Political Sciences, Social Sciences, Gender Studies or other relevant discipline.

II. Years of experience:

- At least 10 years of relevant work experience preferable in the area of gender studies, gender mainstreaming, political empowerment of women.
- Experience in policy and programmes related to gender, women rights, human rights etc...
- Experience in formulating development strategies and policies;
- Substantive knowledge on Gender equality and Women Rights demonstrated by publications or relevant work experience;
- Previous experience in consultancies with UN agencies in relevant tasks is preferable.

III. Competencies:

- Good understanding of UNDP mission, vision and strategic goals
- Cultural, Gender, religion, race, nationality and age sensitivity and adaptability
- Familiarity with recent development in the topic of gender equality at the international, regions and national levels
- Strong analytical, communication skills, including ability to produce high quality knowledge products
- Ability to produce high quality outputs in a timely manner
- Ability to consult widely and efficiently while understanding the stakeholders evolving needs.
- Excellent writing, editing skills in Arabic with working knowledge of the English language
- Proficiency in the use of computer (Ms Word, PowerPoint, internet search).

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) **Proposal Submission Form**

(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 (if applicable)

(iv) Personal **CV** including past experience in **similar projects** and at least **3 references**

(II). **Financial proposal**

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 (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

- **100% of the contract value will be paid upon submission and approval by the Woman and Child Parliamentary Committee and the Manager of UNDP/Lebanese Parliament Project of all the deliverables at the end of the assignment.**

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 Annex 4.

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.

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u><i>Technical Competence</i></u>	<i>70%</i>	<i>100</i>
• <i>Criteria A: Education</i>		<i>(30)</i>
• <i>Criteria B: Experience and Publication</i>		<i>(55)</i>
• <i>Criteria C: Computer Skills</i>		<i>(15)</i>
<u><i>Financial (Lower Offer/Offer*100)</i></u>	<u><i>30%</i></u>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

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<i>Weight per Technical Competence</i>	
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.

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- PROPOSAL SUBMISSION FORM

ANNEX 4- FINANCIAL PROPOSAL

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