



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 November 2017

Reference: LEB/CO/IC/203/17

---

**Country:** Lebanon

**Description of the assignment:** International Gender Specialist.

**Project name:** Land degradation neutrality of mountain landscapes in Lebanon – 00102643.

**Period of assignment/services:** 6 working days spread over the month of December 2017 (home-based).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **6 December 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](mailto: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

Current land management practices in Lebanon are not sustainable as they continue to erode the country's natural resource base (soil, water, green cover, and landscape). While traditional practices such as terracing, controlled grazing and forest management have helped protect the land, modern practices have significantly altered the natural and social make-up of the land including perceptions of natural resources. Population growth, the continued loss of arable land and biodiversity, concerns about food security and the expanding infrastructure due to population growth and urban sprawl are major factors impacting land resources and the natural environment. Land degradation has been flagged as a serious environmental problem in Lebanon, resulting in losses estimated at US\$132 million yearly. This is bound to be an underestimate due to the incomplete data, and damages and associated costs of environmental degradation are certainly higher. Unsustainable growth is having a heavy toll on Lebanon's natural

resources with losses in forest cover, biodiversity and natural ecosystems, degradation of rangeland and desertification.

UNDP Lebanon in partnership with the Ministry of Environment is preparing a project proposal to be submitted to the Global Environmental Facility (GEF) which aims to work towards land degradation neutrality – restoring degraded land and preventing new degradation. The project plan is to survey and identify degraded land in mountain lands and high country environments of the North Lebanon and Mount Lebanon governorates and analyse the losses associated with this degradation in terms of lost agricultural productivity, deforestation and other loss of vegetation, loss of biodiversity habitats, reduction in environmental quality for ecotourism and outdoor recreation, reduced ecosystem services and ultimately unsustainable land use and impacts on society and communities. The project will assess why the baseline scenario is not working as it should and seek technical and institutional remedies which will be applied at a pilot scale to real-life impacts and problems.

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

This consultancy is one of a number being set up by UNDP to formulate the project document and related documentation leading to project implementation. The Objective of this consultancy is to review the project document including indicators, activities and approaches to ensure gender considerations are mainstreamed as needed and to draft the project's Gender Mainstreaming Plan.

Under the leadership of the Team Leader and the overall guidance of the Head of the Energy and Environment Portfolio in the UNDP Lebanon Country Office, and in collaboration with other members of the Project Preparation Team and the UNDP Gender Focal Point, the Gender Specialist will advise on mainstreaming gender considerations into the project document

More specifically, the Gender Specialist will carry out the following tasks:

**TASK 1.** Review the gender indicators and activities that can be undertaken within the proposed structure of the project (as in the Draft Project Document) and advise on possible additional indicators. Comment on the first draft of Section 3.4: Mainstreaming gender and assist with finalising it.

**TASK 2.** Draft the project's Gender Mainstreaming Plan (ProDoc Annex 13)

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

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

### I. Academic Qualifications:

- Advanced university degree (Master or above) in social science, social policy, gender studies, or closely related field is required.

### II. Years of Experience:

- Relevant experience of not less than 5 years in Adequate knowledge and/or experience of regional and local gender issues.

- Experience in gender mainstreaming and analysis.

### III. Technical Experience:

- Familiarity with UNDP, its rules and regulations and its operational procedures.
- Experience with GEF project design, implementation or evaluation.

### IIV. Competencies:

- Ability to function successfully as a member of a multi-disciplinary team, contributing from area of expertise and cooperating on common activities.
- Ability to accept responsibility for area of specialization and take initiatives without supervision, but with the judgment of knowing when to ask for advice.
- Excellent English and Arabic language writing and speaking skills.
- Access to efficient electronic communication.

## **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, Payments are based upon output (upon delivery of the services specified in the TOR as follows):

Task	Payment	Deliverables	Potential Dates	Duration
------	---------	--------------	-----------------	----------

1	100%	Satisfactory Gender Analysis and Gender Mainstreaming Plan.	One month after contract signature	6 working days
---	------	---	------------------------------------	----------------

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall be presented as a lumpsum. The evaluation team will divide the lumpsum to 6 daily rates in order to assess value for money.** The financial proposal shall be presented using the enclosed format of Appendix a - Annex III. This is a home based consultancy where no travel is required.

## 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
<b>Technical Competence</b>	<b>70%</b>	<b>100</b>
Academic qualification/competencies		25
Experience		35
Methodology		40
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	<b>100</b>
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**