



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 January 2018

Reference: LBN/CO/IC/5/18

Country: Lebanon

Description of the assignment: Provision of consultancy services for the development of National Forest Management Guidelines.

Project name: Sustainable Land Management in the Qaraoun Catchment (SLMQ).

Period of assignment/services: 60 working-days over a period of 6 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **29 January 2018 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

The Sustainable Land Management in the Qaraoun Catchment Project aims at achieving wise land use on a sustainable long-term basis for the Qaraoun Catchment. The implementation of the proposed project will have an immediate environmental benefit through the increased efficiency in the management of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and several rehabilitation measures on forests, rangelands and agricultural fields. Ultimately, this will lead to the restoration of natural productivity of the lands and to the conservation of the habitats (plants and animal species) as well as to the protection of valuable ecosystems.

Project Objective

Alleviate land degradation through sustainable land and natural resource management, through maintaining ecosystem services, and improving livelihoods in the Qaraoun Catchment.

Project outcomes

1. Sustainable Land Management measures avoid and reduce land degradation, delivering ecosystem and development benefits in the Qaraoun Catchment;
2. Pressures on natural resources from competing land uses in the Qaraoun Catchment are reduced;
3. Institutional strengthening and capacity enhancement for promoting sustainable forest and land management in the Qaraoun Catchment area provided through an Integrated Natural Resources Management approach across the landscape.

The project is seeking to procure the services of a forest management expert to work under the guidance and supervision of the Project Manager (PM) to support the Project Team in the development of National Forest Management Guidelines.

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

The tasks mentioned below shall be performed in close cooperation with the UNDP/SLMQ team ensuring linkages with both the Ministries of Agriculture and Environment and other concerned stakeholders and will be adopted by the Ministry of Agriculture, in charge of their implementation. It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract. The requested National Forest management Guidelines should be developed taking into account the local context and the national regulations/policies in this sector, i.e. types of forest ecosystems, land management rights, available forest resources, the prevailing Lebanese socio-economic situation and reliance on forest resources for livelihoods, climate conditions, vulnerabilities most importantly land degradation, forest pest diseases and forest fires, as well as the conservation status of forest areas and other relevant local aspects.

The Tasks involved will cover the followings:

Task 1: Desk review of existing forest management guidelines and tools

The Consultant shall conduct a literature review of best international forest management guidelines and tools, including but not limited to the relevant technical modules and guidelines developed by the Food and Agriculture Organization of the United Nations (FAO). Furthermore, the desk review shall cover locally developed guidelines to build upon existing documentation and experience. The review shall cover at least the following:

- Structure and purpose of the generally adopted guidelines,
- General guidelines on best practices,
- Activity specific guidelines (grazing, forest roads, timber and non-timber product harvesting, reforestation, fire and disease protection, etc.),
- Implementation arrangements

Based on the above synthesis, and taking into account the Lebanese context, the desk review report shall include a suggested scope (Table of Content) for the National Forest Management Guidelines. Furthermore, the report shall include a set of technical and regulatory recommendations consistent with

the existing legal framework or policies of the Ministry of Agriculture or other. On the other hand, an additional set of recommendations should be provided to ensure that best-practices identified can also be incorporated into the planned draft Forest Law, upon its application.

Task 2: Development of National Forest Management Guidelines

The development of the National Forest Management Guidelines shall be inspired from internationally recognized guidelines based on of the principles of Sustainable Forest Management, yet tailored to the Lebanese context. It should also be divided into three spatiotemporal levels as follow:

- Strategic Forest Management Guidelines: a long-term strategic document (25 years), setting the guidelines for forest activities for the duration of the forest management plan;
- 5-years Forest Management Guidelines: a medium-term tactical document (5 years), setting the guidelines for the management provisions for each forest compartment/area within the forest;
- Annual Operational Plan Guideline: a short-term operational document (1 year), setting the guidelines for the annual program and monitoring procedure of the management plan on each annual coupe.

Where possible, the guidelines shall include provisions for participatory planning to allow for the engagement of local communities without gender bias in the planning process and their adherence to the developed plans.

The guidelines shall also include a list of needed annexes and useful form sheets for the development of a forest management plan and its monitoring (e.g. Legal Documents and Regulations relevant to Forest Management Plan, Sampling form, Example of decision chains for identification of suitable activities for Forest Management Planning, etc.)

The guidelines shall be developed in English and Arabic to be validated by the Project Team, Ministries of Agriculture and Environment.

Task 3: Development of training material and execution of targeted trainings

The Consultant shall prepare a Training Plan. A minimum of four training sessions for targeted stakeholders (concerned Ministries, local authorities and other relevant stakeholders) shall be organized and implemented to guarantee a full understanding of the developed National guidelines. The thematic areas of the trainings should be adapted to each type of stakeholders, where relevant.

Furthermore, the necessary training material (reports and presentations) in both English and Arabic should be developed as necessary. Trainings however should be delivered in Arabic and supplemented by English where needed.

Based on the trainings executed, the Consultant shall develop a training report including an account of activities, recommendations for future trainings and target groups.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	Post graduate degree (MSc and/or PhD) in forestry, biodiversity, ecology, or related field;
Experience:	<ul style="list-style-type: none"> ▪ At least 10 years of working experience in forest resources management, forest inventory, monitoring and assessment; ▪ Experience of working with central and/or local agencies/NGOs/Private Sector/ Civil Society on forestry-related assignments; ▪ Proven knowledge of the existing related policies, legal and regulatory frameworks; ▪ Experience in forest management planning at the local level; ▪ International experience in forest management is an asset; ▪ Experience with UN or international donor project(s) is an asset; ▪ Proven analytical skills and capacity of producing quality reports and documents;
Language Requirements:	Proficiency in English and Arabic languages. French is an asset.

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, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Task	Payment	Deliverables	Payment due date
1	15% upon approval of the inception report	Inception report including: <ul style="list-style-type: none"> - Methodology and work plan, - Desk review report, and - Training plan 	2 weeks from contract
2	50% Upon approval of the First Draft National Forest management Guidelines	<ul style="list-style-type: none"> - First Draft National Forest management Guidelines (English) - Draft training material (English) 	3 months from contract signature
3	35% upon approval of the Final National Forest management Guidelines and training outputs	<ul style="list-style-type: none"> - Final National Forest management Guidelines (English and Arabic review) - Final training material (English and Arabic) - Training report 	6 months from contract signature

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 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
<i>Technical Competence</i>	<i>70%</i>	<i>100</i>
Academic Qualifications (relevant) Masters: 7 points PhD: 12 points Relevant trainings/certificates: + 3 Points		<i>15</i>
Years of Relevant Experience 10 Years: 10 Points 15 Years and above: 20 Points		<i>20</i>
Technical Experience Experience on forest resources management, forest inventory, monitoring and assessment: 10 points Experience in forest management planning: 10 points Proven knowledge of the existing related policies, legal and regulatory frameworks: 5 points		<i>35</i>

International experience in forest management is an asset: 5 points; Experience with UN or international donor project(s) is an asset: 5 points;		
Methodology		30
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	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

