



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 December 2017

Reference: LEB/CO/IC/216/17

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**Country:** Lebanon

**Description of the assignment:** International Consultant Expert on Media Monitoring for the Supervisory Commission for Elections in Lebanon (SCE).

**Project name:** Lebanese Elections Assistance Project (LEAP).

**Period of assignment/services:** 4 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **12 February 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](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.

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### 1. BACKGROUND

UNDP Lebanese Electoral Assistance Project (LEAP) has the main objective to strengthen the capacity of stakeholders for the conduct of transparent and inclusive elections in Lebanon. Through a multi-component approach, the project has the intended outcomes of providing technical assistance and support in the following key electoral areas: (1) management and administration of Elections (2) supervision of election campaigns (3) provision of voter education initiatives (4) resolution of electoral disputes, and (5) initiatives to improve election opportunities for women.

Relevance/purpose of the work required and how it is linked to the project context

On Friday 16 June, the Lebanese Parliament has passed a new electoral based on the proportional system, composed of 15 major districts subdivided into the administrative 26 minor districts of kada

across the country. Among the main reforms, new official unified printed ballot papers will be introduced, establishment of a permanent Supervisory Commission on Elections (SCE) will be permanent and new automated systems for candidate registration and results management will be implemented.

As part of its second component, LEAP is providing electoral assistance and advisory support to the Supervisory Commission for Elections to carry out the tasks and duties assigned by the new electoral law 44/2017. In this context, the project will provide support to the SCE to establish the media monitoring unit which shall be in charge of monitoring the media outlets as per the provisions governing electoral advertising and information in the law.

In this regard, UNDP LEAP seeks to recruit an international expert to support and advise in the development and implementation of the SCE media monitoring unit.

## 2. Purpose and objective

### Main objective of the media monitoring system

The proposed SCE media monitoring system should be able to collect data and analyze elections-related content of print, broadcast and online media, and present the results, in order to assess whether the media has been independent, transparent and professional in the context of free fair and credible elections.

### Specific objectives of the media monitoring system

The envisaged SCE media monitoring system should be able to:

- Evaluate the extent to which elections were fair in terms of freedom of expression by the media, voters and candidates;
- Review whether political parties and candidates received fair access and coverage;
- Determine whether law and/or regulations on access to the media are being respected in the allocation and timing of free airtime, advertising slots and respect for regulations on content of advertising during the period of elections;
- Identify any emerging issues related to electoral management or the conduct of the electoral campaign that the SCE may have to address.

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

### 3.1 Key responsibilities

The consultant is expected to undergo the following tasks:

- Establishment and set up of a SCE Media Monitoring Unit including identification and development of terms of references for the unit's staff;
- Development and implementation of a media monitoring system methodology and design;
- Identification of technical specifications for the required monitoring equipment (media monitoring equipment, IT equipment, and up-to-date monitoring software);

- Training of over 30 SCE staff on the media monitoring methodology;
- Carry out daily monitoring (7 days a week) for quality and quantity aspects in the election coverage during the period of 5th February -30 May 2018;
- Produce weekly monitoring briefs including monitoring of the media election coverage from 5 February to 30th May;
- Carry out a debriefing meeting at the end of May to present the final report.

### 3.2 Focus of the Media monitoring

The media monitoring unit will analyze the conduct of individual, media organizations and journalists, within the context of the media system as a whole. Specific focus will be on voters' rights to receive information; candidates' rights to impart information; the conduct of journalists and the media's right to freedom of expression.

**Voters:** To determine whether voters have been given due access to information in the course of the election campaign, the media monitoring unit will examine the following issues:

- Did the media provide voters with sufficient information on the administration of the election and on voting procedures?
- Did state/public (and private) media comply with their obligations to inform the public on relevant issues regarding the electoral process?
- Were state/public (and private) media free to play an impartial, fair and objective role in covering all candidates and political parties, or was there a selective approach to providing information on events?
- Were topics chosen for their informational value or to portray a particular party in a positive or negative light?
- Were the provisions set out in the national legal framework respected by the media and political parties?
- Was there any prejudice in reporting based on political affiliation, religious, gender, disability or social status?

**Candidate:** The media monitoring unit will focus on the following issues to determine whether candidates had the necessary opportunity to communicate their information to voters:

- Were election contestants and political parties given equal opportunity to present their campaigns and platforms to the electorate through the media?
- Did election contestants and political parties have equal or equitable access on a nondiscriminatory basis to media?
- Did election contestants have unimpeded access to the media? Were there legal or administrative obstacles?
- Were election contestants and political parties treated fairly by media outlets including the state-controlled or public media?
- Were election contestants and political parties subject to the same conditions (rates, time, etc.) for paid advertising?
- Were the different kinds of relevant television programmes, such as news programmes and debates, unbiased?

**Conduct of Journalism:** The media monitoring unit will focus on the following questions to determine whether the journalist respected provisions of the law regulating the act of journalism:

- Were journalists responsible for any clearly biased information or coverage, instances of defamation, partisan declarations or untruthful news?
- Were any contestants or political parties benefitting from an excessive advantage due to extensive coverage of their official functions?

- What topics and stories are being covered by the main television news programmes? Is the public broadcaster covering stories favoring a specific party? Are private broadcasters setting an agenda favorable to a specific party?
- Was any relevant piece of news omitted by the media outlet observed?
- What contents is circulating through the social media, websites, e-mail list servers, text messages to mobile telephones, etc.
- Have any of the provisions regulating media during the electoral period violated?
- Are the activities of the election commission being covered? Are sensitive issues related to the administration of the election being covered? Is the coverage promoting confidence in the institutions and the electoral process, or is it undermining their legitimacy?
- Is there any specific voter-education campaign? If so, does it provide voters with correct and clear information on their right to vote and voting procedures?

**Media freedom:** The media monitoring unit will focus on the following questions to determine whether media's freedom of expression has been respected:

- Did the media face any kind of censorship or obstruction by the authorities, political parties or media association?
- Did journalists engage in self-censorship?
- Did media outlets face any kind of interference in their editorial policies from the authorities, political parties, or media owners?
- Did journalists adopt a certain point of view in return for financial or other benefit?

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

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

#### **I. Academic Qualifications:**

- The consultant should hold a Master's degree (or equivalent) in communication, journalism, media, law, literature, public relations, development studies, international development, or any other relevant university degree.

#### **II. Years of experience:**

- 5 years of proven experience in monitoring of media's election coverage including of use of software;
- Experience in democracy and electoral processes in the region;
- 5 years of proven experience in analyzing and interpreting media monitoring data using relevant software;

#### **III. Competencies:**

- Excellent written and verbal communication skills in English. Fluency in spoken Arabic and/or French will be of added advantage.

#### 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** detailing the kind of software and equipment they will be used and on which will be the approach to complete the assignment;

(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:

- 30% after adoption of the monitoring system and methodology and work-plan;
- 30% after the completion of the workshop with stakeholders;
- 40% after the approval of the final report.

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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>		
The consultant should have at least a master's degree in communication, media, law, literature, public relations, development studies, international development, or any other relevant university degree.	10%	10
	<i>Relevant Masters Degree</i>	5
	<i>Double Masters (relevant)</i>	7
	<i>Post-Masters Studies (irrelevant)</i>	7
	<i>Post-Masters Studies (relevant)</i>	8
	<i>PhD (relevant)</i>	10

5 year of proven experience in monitoring of media election coverage	25%	25
	<i>At least 5 years of relevant experience</i>	10
	<i>Between 5 and 10 years</i>	15
	<i>Between 10 and 15 years</i>	20
	<i>More than 15 years</i>	25
Overall Methodology	40%	40
	<i>Incomplete but relevant methodology</i>	20
	<i>Partially Completed relevant methodology</i>	30
	<i>Complete and relevant methodology</i>	40
Experience in democracy and electoral processes in the region	5%	5
	No	0
	Yes	5
5 years of proven experience in analyzing and interpreting media monitoring data	15%	15
	<i>At least 5 years of relevant analysis experience</i>	5
	Between 5 and 10 years	10
	More than 15 years	15
Fluency in spoken Arabic and/or French	5%	5
	No	0
	Yes	5
<b><u>Total</u></b>	100%	

**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**