



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 February 2018

Reference: LBN/CO/IC/44/18

---

**Country:** Lebanon

**Description of the assignment:** National Research Assistant (**2 candidates will be selected**).

**Project name:** Arab Development Portal.

**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 March 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.

---

### 1. BACKGROUND

The Arab Development Portal (ADP) is an initiative of the Coordination Group of Arab, National and Regional Development Institutions (CG) to create a knowledge platform, which promotes timely and high quality knowledge sharing and cooperation, to generate opportunities for development and stimulate informed discussion on development issues among stakeholders, practitioners and citizens. By having access to and effectively using knowledge resources, individuals, firms and communities can improve their individual and collective well-being, thereby contributing to overall economic development.

However, data and resources on development issues in the Arab World can be out of date, of irregular reliability, and are often fragmented across multiple international, regional and local sources. In addition, there are significant opportunities for enhancing the transfer of global and regional knowledge to and within the Arab World on development issues, including best practices. To address these gaps, the Heads of Institutions of the Coordination Group launched the Arab Development Portal (ADP) initiative to

improve the scope, depth, reliability, availability and use of high quality development information to support development progress in the Arab World. The primary target audiences for the ADP include decision-makers in the public sector, private sector, academia, media and civil society with an active interest in development efforts in the Arab World.

The ADP aims to (1) provide access to credible data produced by international and regional organizations as well as national statistical offices, (2) serve as a research and knowledge repository for knowledge producers and users, and (3) act as an interactive platform for communities and interest groups. Besides data, users have access to a large library of publications by different publishers and blogs written by experts on different topics.

The United Nations Development Program (UNDP), Regional Bureau for Arab States (RBAS) has launched the ADP <http://arabdevelopmentportal.com/> online on 25 April 2016.

Within the scope of this project, UNDP-RBAS is seeking to engage the services of a qualified research assistant to contribute to the background research and the regular process of updating the ADP database.

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

The Research Assistant will report directly to the Project Manager and is required to exhibit his or her full-time commitment to the ADP Project:

- Contribute to the background research and writing of brief thematic and country reports in English and Arabic
- Edit required research documentation in both English and Arabic
- Prepare tables, graphs, fact sheets, and written reports summarizing research results
- Update ADP national and international datasets
- Verify and contribute to the well-functioning of the backend of the data portal
- Perform descriptive statistical analyses of data
- Review translated material (En-Ar and Ar-En)
- Assist in organizing thematic focus groups, workshops and trainings
- Develop new social media content and check content for accuracy, ensuring that it complies with copyright and privacy regulations
- Perform any other substantive task that might be requested by the Project manager.

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

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

### I. Academic Qualifications:

- A minimum of 6 months of relevant work experience.

### II. Years of experience:

- Experience in analytical work related to socio-economic development of Arab countries;
- Excellent analytical and writing skills;
- Experience with statistical analysis and development indicator.

### III. Competencies:

- Proven ability to multi-task and to deliver qualitative input under high pressure;
- Proven ability to work effectively in a team;
- Computer skills, including internet navigation, and various office applications;
- Ability to work under tight deadlines and 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**

- **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:

- **Monthly payments.**

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a detailed 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>	70%	100
<ul style="list-style-type: none"> <li>Criteria A: University Degree (Bachelor or equivalent) in economics or related fields</li> </ul>	25	(XX)
<ul style="list-style-type: none"> <li>Criteria B: Experience in working with databases</li> </ul>	30	(XX)
<ul style="list-style-type: none"> <li>Criteria C: Experience with statistical analysis and development indicators related to Arab Countries</li> </ul>	30	(XX)
<ul style="list-style-type: none"> <li>Criteria D: UN experience</li> </ul>	15	(XX)

<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### **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**