



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 April 2018

Reference: LBN/CO/IC/68/18

Country: Lebanon

Description of the assignment: International consultant/coordinator for the Lebanese-Palestinian Expert Group at the Common Space Initiative.

Project name: Support Office for Consensus Building, Civil Peace, and Constitutional Strengthening.

Period of assignment/services: 12 Months.

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

This project supports consensus building, sustainable civil peace, constitutional strengthening and stakeholder dialogues in Lebanon. The support is provided through technical assistance, technical information and shared knowledge resources, collective and action research, facilitation of permanent dialogue forums, common meeting spaces for stakeholders, expertise and other essential resources.

The Lebanese-Palestinian Dialogue Expert Group is an inclusive, permanent dialogue forum. It provides shared knowledge resources to all relevant stakeholders to strengthen relations at national and local levels and jointly generate policy options on key issues related to Lebanese and Palestinian communities.

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

1. Advise on design of the field research and providing assessment and comments on the Lebanese-Palestinian research
2. Support the preparation, implementation and monitoring of the dialogues meetings.
3. Provide ongoing needs assessment and relevant service provision areas as per the needs of the concerned.
4. Maintain communications and manage networking with members of Expert Group, representatives of the political parties, other relevant structures and civil society groups as agreed to the requirement of the project.
5. Work as part of the Common Space Initiative support team to provide process, knowledge sharing, deadlock-breaking and dialogue support to the group.
6. Advise on strategic development of key issues in terms of process, ripeness and facilitation.
7. Assess Experts Groups collective and individual members' concerns and advise Common Space Initiative and members on addressing these in the common interest of all.
8. Support in the editing of all issues of the Policy Dialogue Series – Lebanese-Palestinian Relations.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

University Degree (a master degree or equivalent) in Social Sciences, Political Science, Law, Refugee studies, Peace studies or related fields.

II. Years of experience:

The consultant/coordinator is required to have a minimum of 20 years of relevant experience.

III. Technical experience:

The consultant/coordinator is required to prove strong, solid and long experience in the fields of Lebanon refugee camps and the Lebanese-Palestinian relations.

IV. Competencies:

- Proficiency in the use of computer (Microsoft Office)
- Advanced communication skills included proficiency in written and spoken Arabic and English Languages. Knowledge of French is a plus.
- Strong analytical Skills
- Experience with working in large teams and dealing with different stakeholders
- Ability to meet deadlines and prioritize multiple tasks.

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:

- **1st payment: 20% of the total contract amount upon completion and submission of deliverable 1**
- **2nd payment: 20% of the total contract amount upon completion and submission of deliverable 2**
- **3rd payment: 20% of the total contract amount upon completion and submission of deliverable 3**
- **4th payment: 20% of the total contract amount upon completion and submission of deliverable 4**
- **5th payment: 10% of the total contract amount upon completion and submission of deliverable 5**
- **6th payment: 10% of the total contract amount upon completion and submission of deliverable 6.**

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
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: A minimum of 20 years of relevant experience <ol style="list-style-type: none"> 20 years of relevant experience 20<years of experience<25 Above 25 years of experience 	40% 25% 30% 40%	(40) (30) (35) (40)
<ul style="list-style-type: none"> Criteria B: Academic Qualifications <ol style="list-style-type: none"> BA Master Degree PHD 	40% 20 30 40	(40) (20) (30) (40)
<ul style="list-style-type: none"> Criteria C: Competencies (communication, skills, analytical skills, etc.) 	20%	(20)
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	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