



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 April 2018

Reference: LBN/CO/IC/84/18

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**Country:** Lebanon

**Description of the assignment:** National Civil Engineers for Beirut Lebanon Area (2).

**Project name:** Crisis Prevention and Recovery Programme.

**Period of assignment/services:** Long Term Agreement - 2 years. 1 additional year extension is possible.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **10 May 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 has been working in risk reduction, recovery, and peace building for many years under its Programme Crisis Prevention and Recovery (CPR) and through a range of interventions, including: Supporting spaces for peaceful dialogue at national, regional and local levels; Strengthening local peacebuilding mechanisms; Working with the media to promote the peace agenda; Enhancing the delivery of justice and security for vulnerable groups including women, youth and marginalized groups, refugees; Improving living conditions of Palestinian Refugees; Supporting the Lebanese Palestinian Dialogue Committee; Enhancing the Capacity of the Lebanon Mine Action Center; Strengthening Disaster Risk Management Capacities in Lebanon.

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

Crisis Prevention and Recovery Programme wishes to make a long-term agreement with Two (2) Civil Engineer consultants from Beirut to provide technical support for community infrastructure, roads, sewage, water networks and plants, construction, rehabilitation projects, etc. to be designed and implemented in Beirut area. The required tasks will be fulfilled under direct supervision of the Projects Managers and in closed coordination with the Programme Manager. The Civil engineers are expected to:

- (1) undertake site visits in Beirut area for identified projects;
- (2) prepare and / or review feasibility studies and formulate projects; the Civil Engineers will meet with the local authorities and projects' staff, prepare BOQs and cost estimate as well as technical specifications for the required works; prepare the drawings if required; provide pictures and the list of potential bidders (name, contact details of contractors); propose solutions and recommendations; etc.
- (3) provide technical support on bidders' queries;
- (4) participate in the evaluation of offers;
- (5) follow up technically with the local authorities and projects staff;
- (6) supervise and monitor works implemented by contractors to ensure proper implementation; provide technical guidance and make sure that works are compliant with technical specifications, drawings and timeframe of implementation; validate quantities and quality; approve receiving of goods on behalf of UNDP; communicate to UNDP any delay or amendment;
- (7) other miscellaneous tasks related to civil engineering function.

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

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

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

Bachelor Degree in Civil engineering or related field.

#### **II. Experience:**

At least five years of experience as civil engineer;

Proven track record of experience with UN agencies and NGOs.

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

Resident in Beirut area;

Excellent command of both English and Arabic;

Good communication skills;

Proven ability to work under pressure and in less comfortable situations.

#### 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:

<b>Fees of the outputs and deliverables in USD</b>	<b>Half day</b>	<b>Full day</b>
Site visit		
Technical support which can be: 1- Conduct or review a feasibility study where the Engineer will submit and/ or revise tender documents such as BOQs, technical specifications, standards, cost estimate, potential bidders, drawings, pictures, recommendations, solutions, minutes of meeting with local authorities and project staff), etc. 2- Answer to Contractors' queries generated from bidding processes 3- Evaluate received offers 4- Other tasks that require engineer's technical support		
Supervision and monitoring of works: The Engineer shall supervise and monitor the implementation of works on site till final completion and shall submit progress reports and a 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>
<b><u>Technical Competence</u></b>	70%	100
<b><i>Relevant Academic background</i></b> <i>Bachelor degree (10 points)</i> <i>Master's degree (15 points)</i> <i>PHD (20 points)</i>		(20)
<b><i>Technical experience</i></b> Minimum 5 years of experience as civil engineer; Each year of experience; (10 points), (maximum points: 70) Proven track record of experience with UN agencies and NGOS; (5 points)		(75)
<b><i>Competencies</i></b> Excellent command of both English and Arabic; (2 points) Resident in Beirut area; (3 points)		(5)
<b><u>Financial (Lower Offer/Offer*100)</u></b>	30%	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**