



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 June 2018

Reference: LBN/CO/IC/128/18

Country: Lebanon

Description of the assignment: National Consultant to conduct a Research on Female Municipal Police in Lebanon from an Anthropological/Sociological Dimension.

Project name: Enhancing Community Security and Access to justice in Lebanon Host Communities.

Period of assignment/services: 4 months (23 July 2018 – 30 November 2018) (68 days).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **13 July 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 Municipal Police plays a crucial role in solving every-day issues faced by the population. Municipalities in Lebanon increasingly seek to professionalise their municipal police and turn them into a force that is better equipped to engage with the population in its diversity, and respond to people's concerns. UNDP supports the professionalization of the municipal police through its Community Security and Access to Justice project.

The recruitment of women is perceived by a small, but increasing, number of municipalities as a way to better engage with the population, especially with vulnerable groups; and to turn municipal police into a new modern institution that better reflects the diversity and differentiated needs of the population.

While there are no figures available on the number of municipalities hiring women municipal police, UNDP identified a number of municipalities with feminine representation in the municipal police. This is the case

notably of Burj Hammoud, Tripoli Mina, Zahle, Amchit, and Ain Ar. Burj Hammoud and Zahle are pilots of the Community Security and Access to Justice Project.

UNDP encourages gender-sensitive police, and the promotion of women within security forces in particular. UNDP considers that gender-sensitive police reform contributes towards building police institutions that are non-discriminatory, reflective of the diversity of citizens and enhance the security of citizens at large. This is paramount for human development, human rights and social stability: when police services are not responsive to the different security needs of women and men, the threat of gender-based violence is far greater, particularly in situations of tensions, seriously undermining the rule of law.

Increasing women's representation in police services is seen as an important element of gender sensitive police reform for a number of reasons: It is expected to support more effective community relations, since a police service whose composition more adequately reflects the population it serves may result in a greater perception of legitimacy. It can potentially moderate extremes in the use of force. Above all, it can result in a police service that is more responsive to the different security needs of women and men, and the community as a whole.

For both reasons, the UNDP Community Security and Access to Justice Project is conducting a study aimed at highlighting the vision and efforts of municipalities hiring women municipal police, notably: highlighting the effects and benefits of hiring women in municipal police, promoting the image of women municipal police, and increasing the number of women recruits. This is within a broader agenda of institutionalizing, professionalizing and sensitizing the municipal police.

In this context, UNDP is requesting the services of a national consultant to conduct the research as Anthropologist/Sociologist Team Leader. The consultant will work with a second researcher (Team Member) that has knowledge on human rights-based approaches, as well as with a consultant that has knowledge of municipal police.

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

The Researcher will complete the following activities in addition to data collection and analysis, but not be limited to:

- Desk-review & Production of the methodology and outlines:

Production of a desk review of existing literature, data and documents on the research issues (female participation in municipal police, and security institutions at large in Lebanon); review of documents provided by UNDP; briefing with UNDP Project Team as well as with the members of the Research Review Committee (Committee); meeting and working sessions with the research team leader.

Produce the methodology and the outlines of the study, in consultation with the team member. The methodology must be based on a Concept Note (cf. Annex 1), Research Design and Research questions to be provided by UNDP. UNDP will also provide the consultant with a desk review on similar studies conducted in Lebanon and worldwide. The methodology must (i) explain how the research team will respond to the research questions within the research design provided by UNDP, as well as the elements enumerated in the below paragraph ("Production of the

Research”); (ii) provide a workplan, including the meetings necessary to conduct the research¹. The methodology should also include ethics.

The desk-review methodology and outlines must be informed by the consultant’s background and expertise in anthropology and sociology, notably: expertise in conducting medium-scale qualitative and quantitative research; experience in interviewing disadvantaged individuals and groups; and experience in conducting a team of researchers.

- Production of the research:

Briefing with UNDP, work sessions with the team leader; meetings/interviews with the institutions/individuals identified in the interview list; field visits data collection form municipalities and any other relevant institution. The field visits will include at least 15 municipalities that have/not have female municipal police personnel². The research shall provide a factual description as well as analysis of the following:

- Factual information on existing municipalities with female municipal police personnel: number of municipalities with female municipal police personnel; number of female municipal police personnel per municipalities; type of tasks assigned to female municipal police personnel; etc;
- Legal, policy and regulatory framework at national and municipal level that can be/is used by municipalities to recruit female municipal police candidates;
- Rationale for municipalities (not) to hire female municipal police personnel; Challenges faced by municipalities in the recruitment of such personnel; Measures taken by municipalities to address the challenges;
- Impact of female municipal police recruitment in the police station and within the municipality; lessons learned;
- Experience of female municipal police personnel; socio-economic profile; rationale for female candidates to apply to municipal police positions; challenges faced to apply and work within a police municipal force, and strategies put in place to address those challenges;
- Recommendations to increase the number of female recruits within municipal police.

The research must be informed by the consultant’s background and expertise in anthropology and sociology, notably: knowledge of institutional patterns and practices in relation to representation and promotion of disadvantaged groups in the workspace, notably in state institutions; access of disadvantaged groups to state institutions and services, including security institutions/services.

- Exchanges with the Committee:

Submission of the methodology, data set and analysis to the Committee for review and discussion. Provide any additional information requested by the Committee; and include any recommendation made by the Committee.

- Presentation at the national event:

¹ Those will include at minimum: Ministry of Interior and Municipalities, Ministry of Women’s Affairs, mayors; heads of municipal police; members of municipal council; municipal police personnel (female and male); female municipal police personnel that have quit/retired; ISF representatives, UNDP, UNWOMEN, UNFPA; as well as national and local NGOs working on gender equality.

² Those will include the following UNDP pilot municipalities: Halba; Zgharta; Batroun; Baalbek; Majdel Anjar; Saida; and the Federation of Iklim Al Qaroub.

After completing the research, the consultant will present the findings of the research at an event to take place in November 2018.

The consultancy will require a total of 68 working days over a 5 months' period starting from contract signature.

INDICATIVE DURATION OF THE WORK	
MAIN TASKS	DURATION
Reading of documents provided by UNDP (research design and desk review); meeting with the research team member; and completion of the methodology (including review of team member inputs)	4 working days
Briefing with UNDP and the Review Committee; Technical exchanges with the Review Committee along the production of the study.	6 working days
Data Collection	30 working days
Data Analysis (including review of team member inputs)	14 working days
Production of the draft analytical report	7 working days
Final report. The report will include a list of recommendations for additional studies	4 working days
Presentation of the study to an event organized by UNDP: production of the written presentation and PowerPoint, as well as summary of the study to be distributed to the participants. Debriefing with UNDP on the event.	3 working days
Total:	68 working days

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Academic Qualifications:**
University degree in Humanities, Social Sciences, Gender studies, or any other related field.
- **Professional Experience:**
 - 10 years of experience in social sciences research in Lebanon;
 - Regular publication of articles in scientific journals over the past 5 years; scientific publications on issues related to gender related issues is an asset;
 - Demonstrated experience in basic data analysis (qualitative and descriptive quantitative).
- **Competencies:**
 - Fluency in Arabic and English;
 - Strong oral and written communication skills;
 - Strong analytical skills;
 - Substantive and interpersonal skills;
 - Flexibility and reflexivity;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
 - Ability to communicate clearly and concisely for external and internal audiences;

- Responds positively to feedback;
- Ability to handle a large volume of work in an effective and timely manner.

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) A detailed methodology and workplan on how they will approach and 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:

10 % of the total lumpsum upon submission of deliverable 1, validated by UNDP;

20% of the total lumpsum upon submission of deliverable 2, validated by UNDP.

60% of the total lumpsum upon submission of deliverables 3 and 4, validated by UNDP.

10% of the total lumpsum upon submission of deliverable 5, validated by UNDP.

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. POINTS
Technical Competencies	70%	100
<u>Relevant Academic Qualifications</u> Bachelor degree (5 points) Master's degree (10 points) PhD (15 points)		(15)
<u>Technical Experience</u> - 10 years of experience in social sciences research in Lebanon (0 points for less than 10 relevant years; 10 points for 10 relevant years; 5 points for each additional 2 years, max 20 points) - Regular publication of articles in scientific journals the past 5 years (10 points) - Scientific publications on issues related to gender related issues (10 points) - Demonstrated experience in basic data analysis – qualitative and descriptive quantitative (10 points)		(50)
<u>Suggested Workplan and Methodology</u> - not submitted (0 points)		(30)

- poor (5 points) - satisfactory (10 points) - good (25 points) - excellent (30 points)		
Competencies - Fluency in Arabic (oral and written) (2.5 points) - Fluency in English (oral and written) (2.5 points)		(5)
Financial (lower offer)	30%	100
Total score	100%	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 only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

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.