



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 July 2018

Reference: LBN/CO/IC/133/18

Country: Lebanon

Description of the assignment: National Media Monitoring Expert.

Project name: Lebanese Elections Assistance Project (LEAP).

Period of assignment/services: 3 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **17 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

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) supervisory commission for elections (3) provision of voter education initiatives (4) resolution of electoral disputes, and (5) initiatives to improve election opportunities for women.

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

- Provide technical assistance and advisory support to the SCE in the process of drafting the final report and associated documents;
- Contribute to the research and data analysis for the development of the media monitoring report;

- Participate in planning and assessment exercises leading to the timely completion of the media monitoring requirements of the SCE;
- Cooperate and coordinate with SCE personnel involved in the drafting and development of the report;
- Help build the capacity of the SCE relevant personnel in the area of media monitoring;
- Fulfill any other reasonable request from SCE.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

MA in Information and/or Media studies

II. Years of experience:

Minimum of 10 years of relevant experience

III. Technical experience:

- Proven experience in monitoring of media's election coverage including use of software
- Proven high level experience within media organizations
- Experience in working directly with Electoral Management Bodies, with a focus on provision of technical advice and/or capacity building
- Experience in management of communications/policy units.
- Demonstrated expertise in the development and implementation of large-scale, nationally-based media programs.
- Demonstrated understanding of the media environment with in Lebanon.
- Demonstrated understanding of the ethical responsibilities of journalists and broadcasters.
- Commitment to a free media.
- Proven experience or familiarity in electoral processes
- Outstanding communication and excellent interpersonal skills and sensitivity to highly politicized environments
- Ability to collect and analyze information and data.
- Cultural awareness and sensitivity
- Excellent report writing skills.
- Computer literacy in Microsoft Software and IT packages.

IIV. Competencies:

- Familiarity with electoral best practices and international standards in elections
- Excellent organizational skills and attention to detail
- Excellent team management skills;
- Excellent written and spoken Arabic; and English language skills required
- Good computer skills; proficiency in standard computer applications (e.g. Word, Excel);

- Excellent interpersonal and communication skills;
- Ability to self-motivate and work independently, but also as part of a team;
- Experience of data collection, entry and maintenance as well as good understanding of database management is an asset

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:

Deliverables/ Outputs	Estimated Duration to Complete	Payment Schedule
<p>Deliverable 1:</p> <ul style="list-style-type: none"> - Participate and contribute in the gathering and categorizing of relevant data for the development of the media monitoring report; - Assistance to the SCE to develop work-plan and timelines for the development and drafting of the report provided; - Support to the SCE to contact relevant stakeholders and collect relevant data for the drafting of the report given. 	<p>1 month after contract signature</p>	<p>25% of the total contract amount upon completion, submission and acceptance of deliverable 1</p>

<p>Deliverable 2:</p> <ul style="list-style-type: none"> - Support the SCE in the quantitative and qualitative analysis of the available data - Assistance to the SCE in the development of the content and organization of the report based on objectives as per the SCE requirements provided; - Support in the initiation of the report and drafting of the first paper given. 	<p>2 months after contract signature</p>	<p>35% of the total contract amount upon completion, submission and acceptance of deliverable 2</p>
<p>Deliverable 3:</p> <ul style="list-style-type: none"> - Support the SCE to complete the draft report for media monitoring provided; - Participate in consultations and meetings regarding the development of the report; - Assist in the consolidation and revision of the final report. 	<p>3 months after contract signature</p>	<p>40% of the total contract amount upon completion, submission and acceptance of deliverable 3</p>

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
<u>Academic Qualifications</u> BA in communication, information, media studies or any related field = 10 Master's in communication, information, media studies or any other related filed =20 PHD in communication or any related field = 30	30% 10% 20% 30%	30
<u>Years of Experience</u> Below 10 years of relevant experience = 10 Between 10 & 15 years of relevant experience = 20 Above 15 years of relevant experience = 30	30% 10% 20% 30%	30
Experience in analyzing and interpreting media data	25%	25
Experience in democracy and electoral process in the region	15%	15
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	30
<u>Total Score</u>	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. Annex 3 (Offerors Letter) and
3. 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 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**