



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 January 2013

Reference: LEB/CO IC/105/12

Country: Lebanon

Description of the assignment: Procurement of Individual Consultancy Services of a Fundraising and Partnerships Consultant / Re-posted.

Project name: Live Lebanon

Period of assignment/services: Twelve (12) Months

Proposals should be submitted to the below e-mail address no later than **Monday, 21 January 2013, 3:00 p.m., Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. 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

Live Lebanon is UNDP's initiative to engage Lebanese living worldwide and private sector in supporting development efforts in some of Lebanon's most deprived areas, and thereby contributing to the elimination of regional disparities. The initiative builds upon the long tradition of support from the Lebanese Diaspora through strengthening the connection between local communities in Lebanon and Lebanese expatriate institutions and individuals worldwide.

The initiative currently engages expatriates through both online and offline mechanisms. Indeed, www.livelebanon.org currently serves as the main gateway to the initiative's work. There, visitors can find more information about implemented projects and those needing support. The website also offers the functionality of donating through an online payment system. At the same time, UNDP Lebanon has appointed several Goodwill Ambassadors who promote and advocate for the initiative in their countries and/or regions of appointment.

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

One of the main components of Live Lebanon is the establishment of partnerships, fundraising and the creation of appropriate marketing tools to secure the needed funds for Live Lebanon projects. Since Live Lebanon's funds come directly from private donors (companies and individuals), Live Lebanon must ensure the proper communication of its achievements through sound marketing tools. Accountability to our donors and the establishment of good relationships with the partners is a key for the project's sustainability.

The Fundraising and Partnership Consultant will be responsible for ensuring proper networking and partnerships as well as managing contacts and relationships with national committees, Goodwill Ambassadors, NGOs as well as private sector to share various aspects of aiming at improving implementations of documentations to inform partners and create its interest to Live Lebanon projects.

For detailed information, please refer to Annex I- Terms of Reference.

I. Academic Qualifications:

- Graduate degree in International Relations, Political Science, business administration or related field.

II. Years of experience:

- Relevant experience of not less than 4 years in the framework of development field of similar projects for at least 4 years.
- Proven experience in the fields of partnership development, event organization and/or fundraising

III. Competencies:

- Proficiency in the use of computer programs such as outlook, power point and social tools.
- Excellent writing, editing and oral communications skills in English and French. Spoken Arabic knowledge is an asset.
- Excellent public speaking and presentation skills
- Networking and customer service oriented attitude
- Team player with the ability to maintain good work relations with individuals of different backgrounds, and to work under pressure.

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** they are the most suitable for the work
- (iii) Provide a brief **methodology** on how they will approach and conduct the work
- (iv) Personal **CV** including past experience in **similar projects** and at least **3 references**

5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items.

Payments are made to the Individual Consultant upon submission of an IC Time Sheet, duly approved by the Social and Local Development Programme Manager, which shall serve as the basis for the payment of fees.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Annex 2.

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
• <i>Criteria A: Academic Qualifications</i>		(20)
• <i>Criteria B: Years of Experience</i>		(40)
• <i>Criteria C: Competencies</i>		(40)
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

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