

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 08 January 2013

Reference: LEB/CO IC/3/13

Country: Lebanon

Description of the assignment: Procurement of Individual Consultancy Services of an International Final Evaluator.

Project name: Mainstreaming Biodiversity Management into Medicinal and Aromatic Plants Production Processes.

Period of assignment/services: 25 working days including a 7-day mission to Beirut.

Proposals should be submitted to the below e-mail address no later than **Wednesday, 30 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.

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1. BACKGROUND

Lebanon lies within an important centre of flowering plant biodiversity, with approximately 2,600 species and an endemism rate of 12%. Around 365 medicinal and aromatic plants (MAPs) are found and utilized in Lebanon. The MAP and herb domestic markets are worth approximately US\$35 million per year and wild stocks supply approximately 98% of the MAP markets. The collection of wild stocks now threatens the conservation of globally significant MAP biodiversity. The project idea is that non-destructive harvests, together with income generated by MAP business opportunities for local people, will maintain the wild stocks of a globally significant MAP species that are commercially traded and/or threatened by current harvesting practices. The project will create incentives for local communities to sustainably manage the wild stocks by ensuring the increased financial returns flow to the guardians of wild MAP stocks and are directly linked to sustainable harvest and management practices. The project will introduce a sustainable management regime for target species. For this purpose, the project will support the establishment of community-based MAP-SEs to be focused on value-added production systems made from sustainably harvested MAPs.

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

The Final Evaluation should be conducted according to the guidance, rules and procedures established by UNDP and Global Environment Facility (GEF) as reflected in the UNDP Evaluation Guidance for GEF Financed Projects

The **objectives** of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

As a part of this, the IC is expected to accomplish the following **tasks**:

1. Review the status of the project activities, outputs and outcomes verses the stated targets of the original project document and its agreed amendments;
2. Review the effectiveness of project implementation in terms of timeliness, quality and the use of its financial resources, including adaptive management applied for the revision of the project implementation mechanisms and other actions to overcome the obstacles identified during the implementation of the project;
3. Evaluate the major achievements of the project in relation to its stated objectives and intended results;
4. Evaluate the adequacy and relevance of the project activities and achievements by taking into account the specific project environment in Lebanon as well the international experiences, lessons learnt and best practices;
5. Evaluate to what extent is the project contributed to long-term positive effect on biodiversity and people;
6. Evaluate the impact of the project on policies and regulations;
7. Evaluate the prospects of the sustainability of the project outcomes and benefits;
8. Identify and provide recommendations on any follow-up activities and on key strategic options for future projects,
9. Identify any exceptional experiences that should be highlighted e.g. case-studies, stories, best practice

For detailed information on the expected outputs and deliverables, please refer to Annex I- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Graduate degree in agriculture, environmental science, ecosystem management, botany or other closely related field.

II. Years of experience:

- Minimum 7 years of relevant professional experience.

III. Competencies:

- Prior evaluation experience of similar projects in GEF programme countries or other donor funded projects and familiarity with the specific GEF monitoring and evaluation requirements;
- Technical knowledge in medicinal and aromatics plants sector is a plus.

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

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:

- **40% of the contract value will be paid upon successful completion and acceptance of the draft evaluation report.**
- **60% of the contract value will be paid upon successful completion and acceptance of the final evaluation report and presentation.**

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 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
• Criteria A: Qualifications		(20)
• Criteria B: Experience in biodiversity		(10)

<i>projects</i>		
• <i>Criteria C: Experience in project evaluations</i>		(10)
• <i>Criteria D: Proposed methodology</i>		(60)
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	100
Total Score	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

