



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 July 2018

Reference: LBN/CO/IC/137/18

Country: Lebanon

Description of the assignment: National Consultant for carrying out an in-country survey on HFCs and their alternatives in mobile air-conditioning sector (MAC).

Project name: LEB/SEV/74/TAS/35 – Survey of ODS alternatives at the national level in Lebanon.

Period of assignment/services: 20 calendar weeks.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **25 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

In the 74th Meeting of the Executive Committee, project preparation funding was approved for Lebanon to conduct inventories or surveys on the Hydrofluorocarbons (HFCs) and their alternatives in the country.

The national consultant would undertake survey planning, data collection and data analysis under the technical guidance of the Ministry of Environment and UNDP.

The details of the Terms of Reference (TOR) given below presents the scope of work, deliverables and timelines for the national consultant. This TOR will form the basis for engagement of the national consultant.

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

The purpose of the consultancy is for providing technical assistance and consultancy services at the national level, carrying out an in-country survey on HFCs and their alternatives currently used in MAC sector and forecasting the alternatives of HFCs most commonly to be used in Lebanon in this sector in the future. This study/survey and data collection will be a complementary study to the main report which was submitted to fill in data gaps in the MAC sub-sector.

Under the direct supervision of the Project Manager, the national consultant should undertake the following tasks:

- 1) Define a survey plan through:
 - Developing a questionnaire to be completed with full details on the MAC service workshops (collecting data on refrigerant types and quantities and prices);
 - Carrying out data analysis on information obtained from institutional and field sources;
 - Compiling the data;
 - Forecasting the expected growth in this sector and compiling the progress and final report.

- 2) With the prior approval of the Project Manager, undertake site visits to identify all MAC service workshops nation-wide and collect baseline information and other data as may be required by the Project Team, in accordance with the questionnaire designed for this purpose. The data shall be collected for the years from 2015-2017.

- 3) Classify the data by sector and sub-sectors
 - Consumption of refrigerants in the sector including imports and exports by origin and destination countries, respectively.
 - List of service workshops by size (small-medium-large)
 - List of users who previously received assistance under the Montreal Protocol Programme
 - List of users who did not receive assistance under the Montreal Protocol Programme

- 4) Collect and compile data, segregated by service workshop size at the national level:
 - Historical import data of refrigerants used in the MAC sector for the years 2015-2017 and segregated by originating countries
 - Data on population of cars, refrigerated trucks and transportation buses equipped with Air-conditioning systems.

- 5) Provide the Project Team with progress reports on data collected as specified in the proposed work plan and a final report incorporating the expected results as mentioned above, at the end of the contract period.

The survey consultant should work in close consultation with the Project Team and with the Ministry of Environment on the survey process for HFCs and their alternatives. The overall approach and outputs

from the survey would be guided by decisions taken in the 74th and 75th Executive Committee meeting; relevant MOP meetings and Secretariat document no. 75/77.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor degree in Mechanical/ Chemical Engineering, Environmental Science or related fields

II. Years of experience:

- Minimum of 7 Years of relevant experience

III. Technical experience:

The Consultant should possess the following experience and qualifications:

- Previous experience in carrying out similar surveys;
- Demonstrated experience in the ODSs and their alternatives' consuming sectors;
- Demonstrated experience in Montreal Protocol activities;
- Knowledge and understanding of the Montreal Protocol Programme in Lebanon and relevant policies and regulations;
- Prior experience in working with government departments and international organizations.

IV. Competencies:

- Good command of English and Arabic languages;
- Good organizational and analytical skills;
- Good communication, coordination and reporting skills.

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	Target Due Dates	Review and Approvals Required
20% Payment after submission of detailed work plan describing the activities and timelines	2 weeks after contract signature	August 14, 2018	Project Manager
25% Payment after submission of Progress report 1	8 weeks after contract signature	September 25, 2018	Project Manager
30% Payment after submission of Progress report 2	16 weeks after contract signature	November 20, 2018	Project Manager
25% Payment after submission of Final report	20 weeks after contract signature	December 18,2018	Project Manager

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
Academic qualification: Bachelor Degree: 21 points Master's Degree: 25 points Relevant trainings/Certificates: Additional 5 points		30
Years of relevant experience: 7 years: 21 points 10 years: 25 points More than 15 years: 30 points		30
Technical experience: Previous experience in carrying out similar surveys: 15 points Demonstrated experience in the ODSs and their alternatives' consuming sectors: 5 points Demonstrated experience in Montreal Protocol activities/Knowledge and understanding of the Montreal Protocol Programme in Lebanon and relevant policies and regulations: 5 points Prior experience in working with government departments and international organizations: 15 points		40

<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	100
<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 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

