



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 July 2018

Reference: LBN/CO/IC/140/18

Country: Lebanon

Description of the assignment: National Evaluator.

Project name: Technical Support to the Lebanese Parliament.

Period of assignment/services: 7 weeks.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **26 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 Lebanese Parliament has three main functions: legislative, oversight and representation. However, given the concept of separation of powers, these roles are not necessarily decisive. Government is accountable to Parliament, as the system resembles a parliamentary democracy. Hence, Parliament is one of the main pillars representing the country's long history of multi-party democracy, and the institution in which Lebanon's legislative power is vested.

The most recent parliamentary elections in Lebanon were held on 6 May 2018, after Parliament adopted, on June 2017, a new proportional electoral law for the first time in the history of the country. Although originally scheduled for 2013, the election was postponed three times in 2013, 2014 and 2017 under various pretexts, including the security situation, the failure of the Parliament to elect a new President, and the technical requirements of holding an election.

Over the years, many factors have led to the weakening role of Parliament in Lebanon, evident in the lack of legislative initiatives, lack of awareness about human rights and gender mainstreaming in legislation and a very limited parliamentary oversight role over the executive authority.

Technical support to the Lebanese Parliament Project

In 1999, the Lebanese Parliament and the United Nations Development Programme (UNDP), jointly initiated a three-year project to respond to the needs of the Parliament and parliamentarians, in the framework of a cooperation agreement signed by UNDP and the Speaker of Parliament. The project has been modified and renewed every 3 years, ever since, (2002, 2005, 2007, 2010, 2013, 2017) and extended in 2018, in order to respond to the changing needs but also to keep abreast with requirements as a result of the political situation in the country (presidency vacuum until October 2016, extension of Parliament's mandate) until the parliamentary elections took place in May 2018. During this period, the Parliament has been paralyzed and the project has been functioning at minimal capacity in terms of resources. In 2018, a substantive revision was conducted to the Project Document to add the 2018 strategy and annual work plan and modify the budget accordingly.

The project mainly aims at strengthening the legislative, oversight, and representative capacities of the Lebanese Parliament, by working with parliamentary committees and the parliament's administration. It also aims at strengthening the relationship between the Parliament and civil society and social groups. Currently, its activities focus on implementing the 2030 SDG agenda, promoting gender equality, empowering women legislation, ensuring environmental sustainability, and extending the partnership to consequently achieve Human Rights protection.

The project, located at the premises of the Lebanese Parliament, builds up on the strategic partnership already established with Parliament for over 18 years and utilizes its vast network with civil society organizations (CSOs) allowing for their greater participation and increased dialogue between them and parliamentary committees. UNDP also uses its presence in most ministries and public institutions and in the various regions of Lebanon to effectively link them with the Parliament through periodic sessions of review of progress and dialogue. Work developed by the project with Parliament, over the years, has built trust between both institutions and has strategically positioned the project to continue in its mandate of supporting Parliament, building on past investments and achievements and moving forward.

Throughout the different phases of implementation, the project has had different donors, and partners, including the Belgian Ministry of Development, the government of the French Republic, and UN/UNDP sources. Currently, it is being co-funded by UNDP and Parliament. The project's budget varied at the different stages, and depending on the specific implemented activities, with a yearly average budget of more than 250,000.00 USD.

Project Results:

To date the following main project achievements can be reported among others:

- Capacity Development for parliamentarians, parliamentary committees, and staff members.
- Support of Parliamentary committees to present draft law proposals in various subjects.
- Preparation of a National Human Rights Action Plan in close cooperation with the Human Rights Parliamentary Committee and UN-OHCHR.
- Publishing and distributing parliamentary periodic publications and several sectoral studies on Education, Health, Transport and other subjects.
- Conducting research and organizing workshops in support of relevant draft laws.
- Organizing regional development hearings with Members of Parliament (MPs), municipal leaders and Public agencies and issuing relevant oversight reports.
- Providing training and supporting the administration in languages, logistics and IT skills.
- Strengthening Parliamentary cooperation by organizing work visits for exchange of expertise with foreign Parliaments.
- Establishing the Lebanese Parliamentary Internship Programme for Lebanese Youth.
- Implementing Information, Communication and Technology strategies for Parliament with regards to website restructuring and launching an animated movie explaining legislative process for youth.

Most importantly, the project has been conducting regular consultations, closely following-up with Parliamentarians to measure the progress of the project, depict improvement, and identify and assess the changing needs.

Project Outcome and Output:

The project's 2017-2020 United Nations Strategic Framework (UNSF) outcome is "Effective and accountable governance of state institutions and public administrations is improved" and it is expected to contribute to the Country Programme Document (CPD) output 2.2: "Inclusive and participatory policies and decision making processes enhanced".

As for the project's output, the 2018 results and resources framework includes one: "Technical support provided to enhance inclusive participation in public policy and the legislative process with effective support to achieve the SDGs".

In this framework, the project still aims at developing the capacity of parliamentarians, parliamentary committees, and the Parliament's administration in order to provide them with adequate and qualified support to enhance the functions of Parliament, and looks for ways to create a clear systematic mechanism to enhance the use of expertise from civil society organizations (CSOs) and think tanks, especially youth and women, in public policy legislation as well as improve and increase Information Technology and public access to information at Parliament.

Evaluation Purpose

In accordance with applicable policies, UNDP should carry out project evaluations so that critical information is available before higher level analysis takes place (for example, outcome level

evaluations). Moreover, the evaluation is necessary considering the changes in the country context, notably the recent parliamentary elections, as well as the changes in the UN/UNDP programing cycle approach and the approval of the new United Nations Strategic Framework (UNSF 2017-2020) and Country Programme Document (CPD 2017-2020) and the UNDP Strategic Plan, 2018-2021, that describes how to support countries to achieve the 2030 SDG Agenda. Consequently, the purpose of this evaluation is to inform UNDP as well as key stakeholders on the improved project design to support the newly elected parliament for the upcoming period.

The evaluation is expected assess the level of progress made towards achieving project outputs since 2011. The evaluation should result in concrete and actionable recommendations for improvements, and adjustments to the implementation approach, and alternatives as required in the context of an improved project design and implementation framework. The recommendations will be reflected subsequently by UNDP in a new Project Document for the future phase post 2018 elections, based on an agreement of the Project Board in a meeting held on May 14, 2018. The project evaluation should enable UNDP's management and national counterparts to benefit from the project's competitive advantage, and to decide on a more specialized, sustainable and efficient future course of action for the period beyond 2019 to support the newly elected parliament.

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

UNDP intends to undertake an independent evaluation to assess the UNDP-Parliament project at the macro level covering the period 2011-2018. The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with government counterparts. The evaluator need to ensure that women and disadvantaged groups are adequately represented. In order to make excluded or disadvantaged groups visible, to the extent possible, data should be disaggregated by gender, age, disability, ethnicity, wealth and other relevant differences where possible.

The final report should comply with the UNEG Quality Checklist for Evaluation Reports. The evaluation will use the OECD/DAC evaluation criteria of relevance, effectiveness, efficiency, impact and sustainability, as defined and explained in the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results.

Relevance: The evaluator will assess the degree to which the project considers the local context and problems and the extent to which the objectives of the project are consistent with beneficiary requirements and needs (including connections to SDGs, government strategies and activities of other organizations). The evaluator will also review the extent to which the project design requires an update, and it will assess the link between activities and expected results, and between results and objectives to be achieved. Under this evaluation criterion the evaluator should, inter alia:

- Assess the relevance of the project in the context of Lebanon's parliamentary system;
- Assess the ability of the project to identify and address Parliament's needs and priorities.
- Assess mechanisms of coordination with other donors and actors working with Parliament;

- Provide recommendations for the post 2019 phase, in line with the priorities of the newly elected parliament, and with UNDP's new strategic plan. for 2018-2021
- Assess the extent to which the project has addressed the issues of gender inclusion, women's equality and empowerment, and the extent to which gender perspectives have been mainstreamed into the design and implementation of the project;
- Assess how well the results being achieved are addressing the interests and rights of marginalized and vulnerable groups in the society.
- Review the project's efforts to ensure the application of UNDP's people centered/human rights based approach;

Effectiveness: The evaluator will assess the extent to which project's objectives have been achieved and consider if the planned activities are coherent with the overall objectives and project purpose. Under this evaluation criterion the evaluator should, inter alia:

- Validate results achieved against Project Document (and subsequent revisions) as well as the related standard framework for M&E;
- Review the main challenges faced by the project, including the ways in which the project has sought to overcome them.

Efficiency: The evaluator will assess how economically inputs, such as expertise and time, are converted to results. Under this evaluation criterion the evaluator should, inter alia:

- Assess the existing governance structure of the UNDP project and analyze areas of strength and weakness as well as provide concrete recommendations on possible new models and approaches for future phase post 2018 elections.
- Assess the value added of the partnership between UNDP and the Lebanese Parliament (incl. parliamentary administration, committees, and Members of Parliament) in the framework of the project's implementation;
- Assess relevance and utilization of M&E processes;
- Undertake a comprehensive risk assessment for the future phase post 2018 elections;
- Assess the multiple stakeholders approach, engaging with different partnership levels with public institutions, Civil Society Organizations, the international community, UN agencies, and experts/academia.

Impact: The evaluator will provide credible observations regarding the impact achieved by the project with regards to the beneficiaries.

- Assess benefits to beneficiaries that can be directly attributed to the project
- What are the direct or indirect, intended or unintended changes that can be attributed to the project's assistance?

Sustainability: The evaluator will assess the project capacity to produce and reproduce benefits over time by considering to what extent intervention benefits will continue even after the project is concluded.

- Review the efforts of the project to ensure the national ownership and the measures that serve to enhance national capacity enough to guarantee the sustainability of results.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education: Graduate Degree (Masters or equivalent) in Public Administration, Political Science, Management or related Social Science fields.

Experience:

- At least seven (7) years of professional experience in Projects' M&E, preferably in governance related projects.
- Previous experience in evaluating projects of similar nature for Lebanese and/or International Organizations.
- Knowledge of the Lebanese public administration framework is an advantage.
- Ability to collect and analyze information from a variety of sources; advanced knowledge of the Lebanese public administration; Familiarity with organizational structures.

Competencies:

- Proficiency in Arabic and English. Knowledge of French is a plus.
- Outstanding written skills demonstrated through previous publications.
- Previous experience in developing work plans and strategies.

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:

- Payment 1: 50% to be disbursed of the total fee upon completion of Deliverable 1 and 2
- Payment 2: 50% to be disbursed of the total fee upon completion of Deliverable 3

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
<ul style="list-style-type: none"> <i>Criteria A: Education and Background</i> 20 points being assigned to candidates with Graduate Degree (Masters or equivalent) 25 points being assigned to candidates with PHD 	25%	(25)
<ul style="list-style-type: none"> <i>Criteria B: Experience</i> 25 points being assigned to candidates with 7 years of relevant experience; 30 points being assigned to candidates with 9 to 10 years of relevant experience; and 35 points being assigned to candidates with more than 10 years of relevant experience. 	35%	(35)
<ul style="list-style-type: none"> <i>Criteria C: Evaluations Conducted</i> 20 points being assigned to candidates with some experience in conducting evaluations (2-5 evaluation reports referred to); 25 points being assigned to candidates significant experience in conducting evaluations (more than 5 reports referred to); and 30 points being assigned to candidates with solid experience in conducting evaluations (more than 5 reports referred to) and having specific experience in evaluating projects implemented with the Lebanese Public Sector. 	30%	(30)
<ul style="list-style-type: none"> <i>Criteria D: Competencies</i> 	10 %	(10)
<u>Financial (Lower Offer/Offer*100)</u>	<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