

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 16 January 2013

Reference: LEB/CO IC/6/13

Country: Lebanon

Description of the assignment: Procurement of Individual Consultancy Services of an Evaluator for CEDRO II

Project name: Community energy Efficiency and Renewable energy Demonstration Project for the Recovery of Lebanon (CEDRO II)

Period of assignment/services: Twelve days upon contract signature

Proposals should be submitted to the below e-mail address no later than **Friday, 01 February 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

The UNDP Lebanon Country Office is seeking a national expert to undertake the final an evaluation of the “Community Energy Efficiency and Renewable Energy Demonstration Project for the Recovery of Lebanon” (CEDRO I) funded by the Government of Spain through the Lebanon Recovery Fund.

The CEDRO Programme consists of three phases and aims at assisting the Government of Lebanon in implementing energy efficiency and renewable energy projects to support the early recovery programme, and to reduce national energy consumption and related costs. This will ultimately result in a decrease in greenhouse gas (GHG) emissions by introducing and demonstrating new energy and cost efficient approaches in the context of the reconstruction of the war affected zones in Lebanon. The programme is also envisaged to support the overall market transformation towards energy efficiency and the use of decentralized renewable energy technologies. The proposed programme will also set the ground for future national Energy Efficiency and Renewable Energy programmes. The CEDRO programme is directly implemented by UNDP and is funded by the Government of Spain through the Lebanon Recovery Fund.

The final evaluation will assess the successes, short-comings and lessons learnt of the second phase of the CEDRO project and recommend the most appropriate next steps that can be integrated into the following phases.

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

The objective of this final evaluation is to review the achievements of the second phase of the project relative to the original and revised project activities, outputs and outcomes. It also aims to look at lesson learnt that can be used within the second phase of the projects and for future projects being implemented by the Lebanon Recovery Fund.

The scope of the evaluation should also look at the support the LRF funded project has provided to the Government and to communities in Lebanon in terms of early recovery and longer-term development impacts. The evaluator should seek the perspectives of the different project stakeholders, at the ministerial and local levels in the different areas of the country where the project has worked.

For detailed information, please Refer to Annex I – Terms of Reference.

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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Graduate university degree in energy, engineering, environment or equivalent.

II. Years of experience:

- At least 5 years of relevant experience in the energy and development sector with a good knowledge of international best practices in alternative energy;
- Prior evaluation experience of development projects in Lebanon or abroad
- Familiarity with the UNDP evaluation requirements is a plus.

III. Competencies:

- Computer skills (e.g. Microsoft including MS Project, MS-Word, PowerPoint, Excel and Access).
- Good oral and written communication in English (French 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

Contract based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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The Contract will specify a daily fee, and 100% payment will be made to the awarded Individual Consultant upon successful completion of requested tasks.

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.

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Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
• <i>Criteria A: Academic Qualifications</i>		(30)
• <i>Criteria B: Experience</i>		(30)
• <i>Criteria C: Proposed Methodology</i>		(40)
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

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.

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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

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