

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 16 January 2013

Reference: LEB/CO IC/7/13

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**Country:** Lebanon

**Description of the assignment:** Procurement of Individual Consultancy Services of a Legal Consultant in the Health Sector in Lebanon

**Project name:** Technical Support to the Lebanese Parliament

**Period of assignment/services:** Ten (10) months

Proposals should be submitted to the below e-mail address no later than **Tuesday, 05 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:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

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 United Nations Development Programme (UNDP)'s joint project with the Lebanese Parliament supports the efforts of Parliament in achieving its developmental objectives, reinforcing its structures, processes and human resources in order to improve and strengthen its legislative, oversight and representative functions. The joint project also grants special emphasis to support national development goals mentioned in the government statement, mostly those related to the Millennium Development Goals (MDGs).

The UNDP/Lebanese Parliament project, supported and funded by the Global Thematic Programme on Anti-Corruption for Development Effectiveness (PACDE) is implementing a project that tackles corruption in the Education, Health, and Water sectors. This project aims at coping with corruption in the sectors at hand, as pilot entries, which would be replicated to other sectors affected by great levels of corruption in service delivery such as electricity, environment, agriculture, extractive industries, business, judiciary, and others.

In this framework and that of providing assistance to the Public Health, Labor and Social Affairs parliamentary committee, the general objective of this consultancy is to carry out the following tasks: 1- a comparative study on the role of Parliament and parliamentary committees in improving the health sector in Lebanon and the Arab region and recommendations for Lebanon, 2- a policy reform paper on improving the health sector to be used by the Public Health, Labor and Social Affairs parliamentary committee, 3- a legislative review on the health sector in Lebanon, and 4- an action plan for the parliamentary committee, **as per the details mentioned in Annex 1- Terms of Reference.**

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

- I. Task 1: Mapping the role of Parliament and Parliamentary Committees in Lebanon and the Arab Region and recommendations for Lebanon.
- II. Task 2: Policy Reform Paper for the Public Health, Labor and Social Affairs Parliamentary Committee.
- III. Task 3: Legislative Review on Corruption in the health sector in Lebanon.
- IV. Task 4: Action Plan for the Public Health, Labor and Social Affairs Parliamentary Committee.

**For the detailed information, please refer to Annex 1- Terms of Reference.**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- Graduate Degree (Masters or equivalent) in Law, Public Health, Biology, Social Sciences or other relevant discipline.

#### **II. Years of experience:**

- At least 5 years of relevant work experience in the area of health and social care.
- Specific experience in policy and programmes related to public health, social care, pharmaceutical companies, food safety, hygiene, insurance ...
- Specific experience in formulating development strategies and policies;
- Substantive knowledge on Public Health, food safety, hygiene demonstrated by publications or relevant work experience.
- Previous experience in consultancies with UN agencies in relevant tasks is preferable.

#### **III. Competencies:**

- Knowledge of the role of UNDP and its mission, vision and strategic goals.
- Ability to demonstrate experience, sensitivity and adaptability on cultural, gender, religion, race, nationality and adaptability.
- Familiarity with recent development in the topic of public health at the international, regions and national levels.
- Strong analytical, communication skills, including ability to produce high quality knowledge products.
- Ability to produce high quality outputs in a timely manner.
- Ability to consult widely and efficiently while understanding the stakeholders evolving needs.
- Demonstrated excellent writing and editing skills in Arabic evidenced by published work in addition to working knowledge of the English language.
- Proficiency in the use of computer (Ms Word, PowerPoint, internet search).

### **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) Proposal Submission Form**

##### **(ii) Explaining why you are the most suitable for the work**

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- (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**

(II). **Financial proposal**

**5. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, 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:

- **50% of the contract value will be paid upon completion and approval by the Public Health, Labor and Social Affairs Parliamentary Committee Parliamentary Committee and the Manager of UNDP/Lebanese Parliament Project, of the third task - Legislative Review on the health sector in Lebanon, seven (7) months from Contract signature date.**
- **50% of the contract value will be paid upon completion and approval by the Public Health, Labor and Social Affairs Parliamentary Committee Parliamentary Committee and the Manager of UNDP/Lebanese Parliament Project, of the fourth task - Action Plan for the Public Health, Labor and Social Affairs Parliamentary Committee, ten (10) months from Contract signature date.**

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.

<b><i>Criteria</i></b>	<b><i>Weight</i></b>	<b><i>Max. Point</i></b>
<b><i><u>Technical Competence</u></i></b>	<b><i>70%</i></b>	<b><i>100</i></b>
• <i>Criteria A: Education</i>		<b><i>(35)</i></b>
• <i>Criteria B: Experience</i>		<b><i>(35)</i></b>
• <i>Criteria C: methodology</i>		<b><i>(30)</i></b>
<b><i><u>Financial</u> (Lower Offer/Offer*100)</i></b>	<b><i>30%</i></b>	<b><i>100</i></b>
<b><i><u>Total Score</u></i></b>	<b><i>Technical Score * 0.7 + Financial Score * 0.3</i></b>	

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**

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