



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 February 2013

Reference: LEB/CO IC/17/13

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**Country:** Lebanon

**Description of the assignment:** Provision of professional services by a Local Planning Consultant - Reposted

**Project name:** ART GOLD Bekaa

**Period of assignment/services:** 36 months from contract signature date

Proposals should be submitted to the below e-mail address no later than **Monday, 11 March 2013 at 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

ART GOLD Lebanon is an integrated component of the UNDP “Social and Local Development Programme”, which, among other objectives, focuses on eradicating poverty, strengthening local capacities and supporting government policies for development. ART GOLD Lebanon aims to achieve balanced and sustainable development through three main pillars, (i) the participatory approach ensured by the working groups, (ii) the local economic development, and (iii) the support of the Decentralized Cooperation. ART GOLD Lebanon targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted-regions (South Lebanon, North Lebanon, Bekaa region and Beirut Southern Suburbs).

ART GOLD Bekaa / ENPI CBCMED Live Your Tour aims to promote sustainable tourism by adopting coordinated actions aimed at achieving a better seasonal and geographical spread of tourism arrivals, as well as improving territorial cohesion, through product diversification (sport, rural and cultural tourism, etc.) and by addressing accessibility and connectivity issues in the Mediterranean Sea Basin.

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

The project aims to improve the situation of the target groups at different and several levels. The project will improve the capability of Local Authorities and know how about strategic planning in the field of sustainable tourism. They will be provided with technical expertise through training courses, permanent assistance and exchange of experiences through the establishment of a strong Mediterranean cross-border network. Lebanese Local Authorities will take advantages from the experiences and good territorial planning practices carried out in Apulia and Andalusia in the tourism field; in particular, they will improve their capacity to collaborate with the private sector.

**For detailed information on requested outputs and deliverables, please refer to Annex I – Terms of Reference (TOR)**

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Graduate degree in Business Administration, Tourism, or related field.

### II. Years of experience:

- a. Relevant experience of not less than 5 years in the framework of development field of similar projects.
- b. Proven experience in the fields of Tourism.

### III. Competencies:

- Proficiency in the use of computer programs such as outlook, power point and social tools.

- Excellent writing, editing and oral communications skills in English and French. Spoken Arabic knowledge is an asset.
- Excellent public speaking and presentation skills
- Networking and customer service oriented attitude
- Team player with the ability to maintain good work relations with individuals of different backgrounds, and to work under pressure.

#### **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**

- **Contracts 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.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

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

### 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>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• Criteria A: Academic Qualifications		(20)
• Criteria B: Years of Experience		(40)
• Criteria C: Competencies		(40)
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</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**

**ANNEX III**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

**Robert Watkins**  
**Resident Representative**  
**United Nations Development Programme**  
**Arab African International Bank Building**  
**Riad El Solh Street, Nejme, Beirut 2011 5211**  
**P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Local Planning Consultant under the ART GOLD Bekaa project;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate :

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An all-inclusive daily fee of US\$ *[state amount in words and in numbers indicating currency]*

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

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Sign an Individual Contract with UNDP;

☐

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- k) I hereby confirm that *[check all that applies]:*

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At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

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I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

		Name of Institution/	Contract	Contract



Assignment	Contract Type	Company	Duration	Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

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**Annexes [pls. check all that applies]:**

- ☐ CV or Duly signed P11 Form and at least 3 references
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work

## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

### Breakdown of Cost by Components:

Cost Components	Unit Cost US\$	Quantity	Total Rate for the Contract Duration US\$
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			