

**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;

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- 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;

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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

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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

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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 :

\_\_\_\_\_

\_\_\_\_\_

**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

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## 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)			

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**ANNEX I**  
**Terms of Reference (TOR)**

**A. Project Title:** ART GOLD Bekaa

**B. Project Number:** 00080832

**C. Subject:** Local Planning Consultant

**D. Project Description**

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.

**E. Scope of 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.

**F. Expected Outputs and Deliverables**

- I- Carry out strategic assessments on tourism sector in Baalbeck municipal federation and Dier El Ahmar region.
- II- Follow up on the set up of 2 Geographic Information System programs (GIS)
- III- Analyze the sustainable tourism potentials, focusing on cultural and natural heritage attractions, existing tourist services and equipment, naturalistic trails, gastronomy, legal and institutional frameworks, environmental policies, marketing and entrepreneurial opportunities

- IV- Carry out at least 6 technical trainings for Local Institutions on demand, to be chosen among the following topics: team building, environmental and territorial planning legal framework, geography of development and territorial planning, IT tools, strategic environmental assessment and Environmental Management Systems, consultation and facilitation methodologies, marketing and communication, improvement of off-season tourist flows, network approach, the Italian good practice of Albergo Diffuso, inclusive planning (aimed at avoiding discriminations based on race, gender, nationality, language or religion), fundraising, and grants opportunities.
- V- Execute thematic paper concerning specific issues (i.e. environmental restrictions, incentives for SMEs, off-season tourism, Environmental Management Systems; environmental safeguard; public financing for Albergo Diffuso

#### **G. Institutional Arrangement**

- a) The Local Planning Consultant will work under the direct supervision of the Project Manager and close coordination with the Social and Local Development Programme.
- b) The Local Planning Consultant shall submit quarterly progress reports.

#### **H. Duration of the Work**

The duration of the assignment is for 36 months.

#### **I. Duty Station**

The Local Planning Consultant should be present at ART GOLD Bekaa office during the assignment.

#### **J. Qualifications of the Successful Individual Contractor**

##### **I- Academic Qualifications:**

- a. 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:**

- a. Proficiency in the use of computer programs such as outlook, power point and social tools.
- b. Excellent writing, editing and oral communications skills in English and French. Spoken Arabic knowledge is an asset.
- c. Excellent public speaking and presentation skills
- d. Networking and customer service oriented attitude
- e. Team player with the ability to maintain good work relations with individuals of different

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