



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 September 2018

Reference: LBN/CO/IC/175/18

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual services of a National consultant to produce a publication on the contribution of UNDP to social stability in Lebanon at the local level through the Mechanisms for Social Stability (MSS) model.

**Project name:** Peace Building in Lebanon Project, 88560.

**Period of assignment/services:** 3 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **24 September 2018 at 11:59 PM 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](mailto: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.

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### 1. BACKGROUND

The Lebanon Host Communities Support Project (LHSP) and Peace Building  
The Ministry of Social Affairs (MoSA) jointly with the United Nations Development Programme (UNDP) launched the "Lebanese Host Communities Support Project" (LHSP) in 2013 as a comprehensive, coordinated and durable response towards the Syrian Refugee Crisis and its implications on the country. The project was developed under the overall Lebanon response to the crisis (Lebanon Crisis Response Plan – LCRP). The aim of LHSP is to strengthen national and local institutional capacities for the response to the impact of the Syrian crisis while, and at the same time to address pre-existing tensions, which have been exacerbated by the current situation.

LHSP seeks to promote social stability, specifically in the areas affected by the Syrian crisis, through improving livelihood and service provision.

The project aims to achieve three main goals:

1. Increase livelihoods and economic opportunities mainly in affected areas.
2. Strengthen the capacity of local and national actors to assess and respond to the needs and risks through a community participatory driven and conflict sensitive approach.
3. Enhance social stability through improving local level dispute resolution and community security.

The activities under social stability are directly implemented by the UNDP Peace Building in Lebanon project which has been working since 2007 on addressing the root causes of conflicts in Lebanon and which has been focusing since 2013 on addressing the new layer as well in the national conflict scene, which is directly linked to the impact of the Syrian crisis on Lebanon.

Since 2014, UNDP in partnership with the Ministry of Social Affairs (MoSA), has been working on supporting local authorities and local actors in improving crisis management in more than 100 communities in Mount Lebanon, Bekaa, North and South Lebanon, among those hosting Syrian refugees. As part of this process, Mechanisms for Social Stability (MSS) have been developed and committees focusing on socio-cultural, conflict mitigation and dialogue issues established. Through the MSS, UNDP aims at providing a safe, common space for community groups to discuss their concerns, and to develop, in partnership with the municipalities a strategy to reduce tensions through the development of the Mechanisms. These Mechanisms work under the umbrella of the municipalities to achieve the following objectives:

1. Promote social stability by addressing social challenges facing both Lebanese communities and Syrian refugees;
2. Invigorating the role of the municipality in mitigating conflict and alleviating the crisis through capacity building; and
3. Building trust between the municipality and citizens, donors, refugees, and civil society through a medium to long-term strategy for mitigating conflict and alleviating the crisis

Several organizations, besides UNDP, work at the municipal level with supporting different types of committees or structures. UNDP's approach to develop and support MSS is based on a flexible approach, but typically involves three steps:

1. Locally lead conflict Analysis (based on the System Conflict Analysis methodology), taking into consideration not only the impact of the current Syrian crisis but also the historical background and the root causes of conflict;
2. Development of Mechanisms for Social Stability as a response to the conflict dynamics while at the same time training the members of the committees or structures on proposal writing, project management, needs assessment, communication with government, INGOs, peacebuilding, conflict resolution, and crisis management skill; and
3. Support the on-going work of the Mechanisms and its implementation of certain projects based on action plans.

The Mechanisms for Social Stability are based on the principles of interaction, participation and respect aiming at enabling the municipality to shift perceptions of threat and discrimination. This is achieved by encouraging common activities and easing relations between Lebanese among each other, and Lebanese Syrians, especially those in the Bekaa, South and Akkar.

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

There are many pieces of evidence demonstrating the results achieved by the Peace Building project. There is a need to document and summarize this experience for sharing and collective learning at the national level. Consequently, the first objective of the consultancy is to review the existing evidence on how the MSS has contributed to Social Stability in the targeted areas since 2014 until now. The second objective is to raise awareness about the MSS results through a publication on the MSS process/ initiative of Peace Building Project and its major contribution to social stability at the local level in Lebanon. The objectives are expected to be achieved through the implementation of the following tasks:

1. Collect and document information on the MSS experience of UNDP Lebanon/ experience in this field;
2. Review existing evidence supporting project's contribution to the social stability sector at the local level in the targeted areas where project is implemented;
3. Produce a publication (in Arabic and English) for further sharing with stakeholders and practitioners involved in such processes.

The documentation will target at least four different areas in Mount Lebanon, Akkar, North and South Lebanon.

Major stakeholders/ sectors to be involved in the documentation process are: Mayors and municipal council members, MoSA teams, Local actors / participants in dialogue sessions of the Project's networks including youth, religious leaders, civil society activities, NGOs, *mukhtars* ...

Below are preliminary issues/ examples to be further explored and elaborated in the methodology and tools to be used:

- Overview on the MSS itself, the methodology and the process (including the Systems Conflict Analysis lead process and the phases that followed);
- Brief Description of the project: when, where, partners (MOSA and Municipalities), donors, stakeholders, mechanisms and implementations, activities included;
- Success stories and lessons learnt;
- Challenges encountered, recommendations for other actors;
- Other initiatives taking place in the community (if any);
- Role of the municipality in the MSS / community engagement / efforts needed to support such initiatives and sustainability.

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Academic Qualifications:**

University degree in social science, sociology, political science, or any other related field.

- **Years of Experience:**

- A minimum of 10 years in documentation and report writing;
- A minimum of 7 years in conducting similar processes;
- A minimum of 7 years as an editor/ publishing manager;
- Experience working with UNDP or other UN agencies;
- Experience working with municipalities and local actors in conflict zones.

- **Competencies:**
  - Excellent reporting skills;
  - Excellent editing skills;
  - Very good analytical skills;
  - Proven impartiality and cultural and human rights sensitivity;
  - Knowledge of the context, peacebuilding and the impact of the Syrian crisis on Lebanon and host communities;
  - Fluent in written Arabic and English.

#### **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) A detailed methodology and workplan** on how they will approach and complete the assignment.

**(iv) 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.

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. POINTS
<b>Technical</b>	<b>70 %</b>	<b>100</b>
<b>Experience:</b>		<b>60</b>
A minimum of 10 years' experience in documentation and report writing 0 pt if less than 10 years 15 pts for 10 to 15 years 20 pts for +15 years		20
A minimum of 7 years of relevant experience in conducting similar initiatives/ processes 0 pt if less than 7 years 15 pts for 7 to 10 years 20 pts for +10 years		20
A minimum of 7 years as an editor/ publishing Manager 0 pt if less than 7 years 5 pts for 7 to 10 years 10 pts for +10 years		10
Experience working with municipalities and local actors in conflict zones		6
Experience with UNDP or other UN agencies		4

<b>Academic Qualifications:</b>		<b>10</b>
University degree in social science, sociology, political science, or any other related <i>Bachelor degree (5 points)</i> <i>Master's degree (7 points)</i> <i>PHD (10 points)</i>		10
<b>Methodology and workplan</b>		<b>15</b>
<i>irrelevant or poor (0 point)</i> <i>satisfactory (5 points)</i> <i>good (10 points)</i> <i>outstanding (15 points)</i>		15
<b>Competencies:</b>		<b>15</b>
Knowledge of the context, peacebuilding and the impact of the Syrian crisis on Lebanon and host communities		5
Analytical skills		2
Reporting skills		2
Editing skills		2
Command of English		2
Command of Arabic		2
<b>Financial (lower offer)</b>	<b>30%</b>	<b>100</b>
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### 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. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. 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**