



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2 October 2018

Reference: LBN/CO/IC/183/18

Country: Lebanon

Description of the assignment: National Gender specialist.

Project name: Technical Support to the Office of the Minister of State for Women Affairs (OMSWA).

Period of assignment/services: 4.5 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **16 October 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. 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.

1. BACKGROUND

The United Nations Development Programme (UNDP) has partnered with the Office of the Minister of Women Affairs (OMSWA) to provide technical support to the latter and the Lebanese government in addressing priorities pertaining to women affairs.

As such, the following two specific objectives will be focused on:

Output 1: A consolidated all-inclusive action plan for the OMSWA to mainstream gender equality at the national level developed; and

Output 2: Support to the OMSWA to coordinate and implement quick-win projects provided.

UNDP is supporting the OMSWA and the Lebanese Government through the subsequent phases of preparation, implementation and monitoring of the action plan and follow-up on specific project development and implementation, based on the inputs of technical experts.

The Gender Specialist will be operating under the framework of output 2. S/he will support the project in consolidating the development and establishment of quick wins, and the steps required to ensure the availability of adequate resources for scaling up.

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

As such, the **Gender Specialist** is required to:

Task 1: Provide advice and technical support to OMSWA to ensure the development of projects related to gender-responsiveness and inclusivity in local governance. Also enhancing the concept of gender within the Lebanese educational systems.

Task 2: Coordinate and collaborate with relevant stakeholders to create public awareness and to develop tools that target women and raise their incentives to be actively integrated in local councils, and enhance the capacity of the school personnel (teachers, administrators, principles) on issues concerning gender equality and creating gender sensitive environment within schools.

Task 3: Support OMSWA in developing action plans and implementation strategies for the current projects concerning municipalities/local development and education.

Task 4: Evaluate the outputs resulted from the activities in local governance and the education systems, and report on progress made and present it to the Project's Board, most importantly the National Focal Point, i.e. H.E. the Minister of State for Women Affairs, and UNDP's Governance portfolio.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

University Degree (Bachelor or equivalent) or Graduate Degree (MA or equivalent) in Gender Studies, Political Science, Public Administration, Law, International Affairs or related fields.

II. Years of experience:

Minimum seven years of relevant experience in the field of education, including social development, local governance and gender mainstreaming. UN or public administration experience is an advantage.

III. Competencies:

- Excellent communication, interpersonal and liaison skills;
- Proven ability to negotiate and to troubleshoot relationships with variety of stakeholders;
- Ability to promote knowledge sharing and networking;
- Strong ability to draft, edit, and produce results-focused reports meeting international standards;
- Knowledge of government process and procedures; and
- Full fluency in Arabic and English. Knowledge of 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) 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 as follows:

Deliverables/ Outputs	Estimated Duration to Complete	Payment Schedule
Deliverable 1: Technical support on gender issues submitted.	1 month after contract signature	30% of the total contract amount upon completion, submission and acceptance of deliverable 1
Deliverable 2: <ul style="list-style-type: none"> Public awareness created through collaboration with stakeholders Contributed in enhancing the capacity of school personnel 	1.5 months after contract signature	30% of the total contract amount upon completion, submission and acceptance of deliverable 2
Deliverable 3: <ul style="list-style-type: none"> Report on the evaluation of the action plans' outputs on local governance and education projects submitted Final report on lessons learnt and recommendations submitted 	2 months after contract signature	40% of the total contract amount upon completion, submission and acceptance of deliverable 3

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. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Academic Qualifications <i>BA in Gender Studies, Political Science or any other related field</i> <i>MA in Gender Studies, Political Science or any other related field</i> <i>PHD in Gender Studies or any other related field</i>	40 %	25 30 40
<ul style="list-style-type: none"> Criteria B: Years of relevant Work Experience <i>Between 7 and 10 Years of experience in gender mainstreaming in education and local governance</i>	40%	25

<i>Between 10 and 15 Years of experience in gender mainstreaming in education and local governance</i> <i>Above 15 Years of experience in in gender mainstreaming in education and local governance</i>		30 40
<ul style="list-style-type: none"> Criteria C: Competencies <i>Fluency in English and Arabic (French is an asset)</i> <i>Previous Experience with UN Agencies</i>	20%	
<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

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. Annex 3 (Offerors Letter) and
3. 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