



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2 November 2018

Reference: LBN/CO/IC/201/18

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**Country:** Lebanon

**Description of the assignment:** National Office Coordinator.

**Project name:** Fiscal Policy Advisory and Reform.

**Period of assignment/services:** 5 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **16 November 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 UNDP Project at the Ministry of Finance in Lebanon advises on economic policymaking, fiscal reform and management, and technical assistance through a highly qualified team of professionals. The project consists of four main work streams: economic and legal advisory, tax reforms, customs reforms, and real estate registry reform.

Under the direction guidance of the Minister of Finance and the Project Manager, the Office Coordinator should coordinate with multiple departments inside and outside the Ministry of Finance in order to manage the work flow in the Minister's office while contributing to the capacity building of the staff at the office of the Minister.

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

Task 1: Maps the strategic partners of the MOF. Develops accordingly, a partnership analysis with guidelines to develop and maintain relationships.

Task 2: Develops Standard Operating Procedures for liaison and coordination with other Ministries, public institutions, international counterparts, and stakeholders in general.

Task 3: Establishes operational policies and procedures for the Office of the Minister, and in accordance with international practices to ensure quality, productivity and performance.

Task 4: Establishes and monitors procedures for record keeping and ensures security, integrity and confidentiality of data.

Task 5: Prepares operational reports and schedules to ensure efficiency.

Task 6: Develops a communication strategy for the MOF, mapping media outlets and contacts and suggesting efficient working relationships.

Task 7: Provides advice for main topics to be highlighted in the media and identifies target audiences in coordination with the media experts in the Office of the Minister of Finance.

Task 8: Participates, if relevant to the achievement of the deliverables, in international, regional, and national meetings and seminars, as requested by the Ministry.

**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) in Business, Communication, Journalism, Public Relations, Business Administration or related field. A Graduate degree (Masters or equivalent) in the same fields is preferred.

### II. Years of experience:

Minimum five years of relevant experience at the national or international level. Extensive experience in management and/or communication. Experience in the usage of computers and office software packages. Experience with the Lebanese Public Administration and with UN agencies is a plus.

### III. Competencies:

- Strong knowledge and managerial experience with the Lebanese Public Administration
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to lead strategic planning, results-based management and reporting
- Focuses on impact and result and responds positively to critical feedback
- Leads teams effectively and shows conflict resolution skills
- Shares knowledge and experience and actively works towards continuing personal learning and development
- Capacity to coordinate between different units and stakeholders
- Promotes ethics and integrity, creating organizational precedents
- Knowledge of communication and media and practical media experience.

#### **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:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Payment Schedule</b>
Deliverable 1: Partnership analysis and guidelines	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"> <li>• Standard Operating Procedures developed and submitted</li> <li>• Operational policies and procedures in accordance with international practices established</li> </ul>	3 months after contract signature	30% of the total contract amount upon completion, submission and acceptance of deliverable 2
Deliverable 3: Operational reports and schedules prepared and maintained	4 months after contract signature	20% of the total contract amount upon completion, submission and acceptance of deliverable 3
Deliverable 4: Communication Strategy for the MOF developed, and media outlets and contacts mapped	5 months after contract signature	20% of the total contract amount upon completion, submission and acceptance of deliverable 4

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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"><li>Criteria A: Academic Qualifications</li></ul> <p><i>BA in Business, Communication, Journalism, Public Relations, Public Administration or any other related field</i></p> <p><i>MA in, Business, communication, Journalism, Public Relations, Public Administration or any other related field</i></p> <p><i>PHD in Communication, Business or any other related field</i></p>	40%	25 30 40
<ul style="list-style-type: none"><li>Criteria B: Years of relevant Work Experience</li></ul>		

Between 5 and 7 Years of experience in management within the Lebanese Public Administration and International Organization. As well as experience in Media and Communication	40%	25
Between 7 and 10 Years of experience in management within the Lebanese Public Administration and International Organization. As well as experience in Media and Communication		30
Above 10 Years of experience in management within the Lebanese Public Administration and International Organization. As well as experience in Media and Communication		40
<ul style="list-style-type: none"> <li>Criteria C: Competencies</li> </ul> Fluency in English and Arabic (French is an asset)  Previous Experience with UN Agencies	20%	20
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<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. 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**