



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 December 2018

Reference: LBN/CO/IC/2018/213

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**Country:** Lebanon

**Description of the assignment:** International Evaluation Expert.

**Project name:** Energy and Environment Programme Outcome Evaluation.

**Period of assignment/services:** not to exceed 25 work days, including the mission to Beirut and related desk-work, over a period of 2 months. This should include a mission to Lebanon of 5 working-days during this time.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **1 January 2019 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

United Nations Development Programme (UNDP) conducts outcome evaluations to capture and demonstrate evaluative evidence of UNDP's contributions to development results at the country level as articulated in the Country Programme Document (CPD) and in the United Nations Development Strategic Framework (UNSF). These are independent evaluations carried out within the overall provisions contained in the UNDP Evaluation Policy and **aim** to undertake the following:

- Provide evidence to support accountability of programmes and for UNDP to use in its accountability requirements to its investors
- Provide evidence of the UNDP contribution to outcomes
- Guide performance improvement within the current global, regional and country programmes by identifying current areas of strengths, weaknesses and gaps, especially in regard to:

- The appropriateness of the UNDP partnership strategy
  - Impediments to the outcome being achieved
  - Mid-course adjustments (for Outcome MTRs)
  - Lessons learned for the next programming cycle
- Provide evidence and inform higher-level evaluations, such as ICPE, UNDAF evaluations and evaluations of regional and global programmes, and subsequent planning based on the evaluations.

UNDP in Lebanon approach is aligned with the new **UN Strategic Framework 2017-2020**, which focuses on internal and external security, governance and sustainable development, and places an emphasis on meeting the immediate needs arising from the Syrian crisis. Environmental protection is one of the main pillars of the UNSF and focuses on low-emission, climate resilient actions, and environmental management programmes that protect national resources and steer the country towards a green economy.

Within the **Country Programme Document (CPD)**, improving environmental governance focuses in more detail on the following strategic approaches:

- (a) Support climate change adaptation and mitigation (towards a low carbon economy) by increasing access to climate financing via Lebanon's commitments to the UNFCCC; promoting renewable energy technologies in sectors and at communal levels; collaborating with MoE, MoEW and private stakeholders to raise the public awareness on the importance of adopting renewable energy technologies; build the capacity of the private sector to cope with expected demand, and improving coordination of the response to climate change in the agriculture, water and land management sectors.
- (b) Support the integrated and sustainable management, and protection of, natural resources by focusing on biodiversity, forest and land management, and water ecosystems; reducing industrial (and other) pollutants, and improving the capacity of the government at the central and local levels to enforce legislation on environmental priorities. An example of this is the depollution of the Qaraoun Watershed and bringing the current strategy in line with the national programme.

The CPD also makes reference to the on-going Syrian refugees crisis which has impacted Lebanon on many fronts. Although the response to the crisis is covered in the Lebanon Crisis Response Plan which is a joint UN and Government approach, the UNDP CPD includes interventions specific to the responses within the UNDP's programme of action. For the environment sector in specific, areas where crisis and long-term development assistance overlap are the effective management of solid waste and wastewater, the improvement and protection of water resources, and providing beneficiaries with access to clean energy sources at the central and decentralized levels. UNDP aims to support the government to pursue a medium to long-term strategy on integrated waste management, ensuring that environmental considerations are mainstreamed into the national crisis response. Interventions—such as improving water networks—will improve living conditions in host-communities, particularly in poorer regions, and reduce household expenditures, thereby contributing to poverty reduction.

UNDP's Energy & Environment (E&E) programme currently consists of some 21 projects grouped into sub-projects by thematic area which are climate change, sustainable land management, institutional support to the Ministry of Environment, ozone office (Montreal Protocol projects), industrial depollution and extractive industries (LEPAP and SODEL), renewable energy (CEDRO and DREG), fourth national

communication to the convention on biodiversity and solid waste management. The number and types of projects have changed throughout the CPD cycle depending on time frames and donor financing, but they continued to feed into the strategic objectives of the CPD. The annual programme delivery is \$15.2, \$18.4, and \$16.7 million in 2015, 2016 and 2017 respectively. The last programme evaluation was conducted in 2012.

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

UNDP intends to undertake an independent evaluation to assess E&E Programme at the macro level covering the period 2017-2019. The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with relevant national counterparts including ministries, governorates and related agencies. The evaluation needs to assess to what extent UNDP managed to mainstream gender and to strengthen the application of rights-based approaches in its interventions. In order to make excluded or disadvantaged groups visible, to the extent possible, data should be disaggregated by gender, age, disability, ethnicity, wealth and other relevant differences where possible. The evaluation should result in concrete and actionable recommendations for the proposed future programming.

As indicated above: UNDP's E&E Programme contributes to the achievement of Outcome 3.3 of UNSF: Lebanon has adopted measures to improve environmental governance. UNDP reports against the following outcome indicators:

- Tons of CO2 eq emissions (or equivalent) reduced in the industrial and commercial sectors.
- Number of adaptation to climate change projects developed and initiated in various sectors.
- Number of national development plans and processes integrating: biodiversity, renewable energy, energy efficiency, sustainable consumption and production, climate change, sound chemical management, sustainable consumption & production and ecosystem services values.<sup>1</sup>

The following outputs with their respective indicator falling under this outcome, as stated in UNDP Lebanon CPD 2017-2020, are to be part of this evaluation:

- Low emission climate resilient actions initiated (Indicator 4.1.1. Amount of energy saved from the implementation of decentralized and/or small-scale mitigation projects; Indicator 4.1.2. No of mitigation and adaptation awareness raising and capacity building actions taken)
- National Environmental Management Strengthened (Indicator 4.2.1. No. of environmental initiatives implemented in productive sectors; Indicator 4.2.2. No. of solid waste, water and waste water initiatives implemented; Indicator 4.2.3. volume (tons) of Ozone Depleting substances released)

The evaluation will use the OECD/DAC evaluation criteria of relevance, effectiveness, efficiency and sustainability,<sup>2</sup> as defined and explained in the UNDP Handbook on Planning, Monitoring and Evaluating

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<sup>1</sup> Further details, including outputs and output indicators, means of verification in the CPD for Lebanon 2017-2020

<sup>2</sup> UNDP considers that these criteria are the most pertinent given the purpose of the evaluation.

for Development Results.<sup>3</sup> The final report should comply with the UNEG Quality Checklist for Evaluation Reports.<sup>4</sup>

Concerning evaluation objectives, the evaluation should be able to:

- Assess the effectiveness and relevance of the UNDP's programme to meet the development priorities of the Government of Lebanon in the field of environment
- Provide concrete and actionable recommendations (strategic and operational) for the formulation of new programme and project strategies

Assess the programme implementation approach (operational procedures, structure, monitoring, control and evaluation procedures, financial and technical planning, project modality/structures) and their influence on the programme effectiveness.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- i. **Academic Qualifications:** Masters degree in environmental management or international development or closely related field.
- ii. **Years of Experience:**
  - a. The Consultant should have a minimum of 10 years of professional experience in the field of development and environmental projects;
  - b. The Consultant should have previously completed at least 2 similar evaluations (previous evaluation should be submitted with the bid); Completing a similar evaluation within the UN system is an asset;
  - c. Good knowledge of procedures governing the implementation and management of internationally funded projects and programme
  - d. Knowledge of the national or regional situation and context is an asset
- iii. **Competencies:**
  - Good communication skills in English;
  - French and Arabic are a plus;
  - Demonstrable analytical skills;
  - Proficiency in computer use.

### **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**

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<sup>3</sup> For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), p. 168.

<sup>4</sup> [UNEG Quality Checklist for Evaluation Reports](#)

(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>Deliverable number</b>	<b>Description</b>	<b># of working days</b>	<b>Expected date</b>	<b>Payment</b>
Deliverable 1	Inception report	5	End of February 2019	20%
Deliverable 2	Draft report and draft presentation	15	End of March 2019	30%
Deliverable 3	Final report and final presentation	5	Mid April 2019	50%

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
Technical Competence	70%	100
Academic Qualifications (relevant) Master's degree: (14 points) PhD: (17 points) Relevant trainings/certificates: + 3 Points		20
Years of Relevant Experience 10 Years: (28 points) Above 10 years (40 points)		40
Relevant Experience Experience in undertaking similar programme evaluations (20 points for a minimum of 2 evaluations) Evaluation within the UN system (5 points) Knowledge and experience of internationally implemented development projects; (10 points) Knowledge of regional or national context; (5 points)		40
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

### **How to apply:**

The consultancy is open for all international 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**