



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 December 2018

Reference: LBN/CO/IC/221/18

Country: Lebanon

Description of the assignment: International/National Outcome Evaluator for the Crisis Prevention and Recovery Programme.

Project name: Crisis Prevention and Recovery Programme.

Period of assignment/services: 2 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **11 January 2019 at 11:59 P.M 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.

A. Introduction

UNDP in Lebanon would like to commission an outcome evaluation to assess the results of UNDP's development assistance related to Crisis Prevention & Recovery (CPR). The proposed evaluation will primarily evaluate the country programme outcome(s) in this practice area and related outputs implemented under the Lebanon's Country Programme Document 2017-2020 (CPD).¹ The evaluation is intended to provide forward looking recommendations to the Crisis Prevention & Recovery programme in the new cycle of UNDP Lebanon Country Programme.

1

<http://www.lb.undp.org/content/dam/lebanon/docs/Operations/LegalFramework/CPD%20Lebanon%202017-2020%20EB%20Final.pdf>

B. Background Information

Within the 2017 – 2020 programme cycle, UNDP Lebanon focuses on four programme priorities:

1. ***Promoting transformative dialogue and maintenance of peace***
2. ***Strengthening national governance***
3. ***Bolstering the resilience of vulnerable communities***
4. ***Improving environmental governance***

UNDP addresses the first programme priority through a range of interventions within the CPR Programme. CPR-related interventions focus on the following strategic approaches:

- (a) Support the creation and expansion of spaces where people can engage in dialogue by developing the capacities of women and youth; documenting social innovations that arise from sub-national initiatives; supporting platforms for knowledge sharing and diffusion, and working with the media to promote the peace agenda.
- (b) Create a peaceful environment where open discourse flourish. UNDP is working with the government to consolidate local and national peace structures; encourage greater participation of women and youth; implement sensitive policing systems and strengthen MOIM security cells for improved conflict risk analysis, monitoring and response (with a focus on compliance with human rights standards and prevention agenda).

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.

UNDP in Lebanon approach to crisis prevention and recovery is aligned with the **UN Strategic Framework 2017-2020 (UNSF)** – an integrated planning document for UN organizations in Lebanon. Peace and security for all people in Lebanon is one of the pillars of the UNSF. UNSF focuses on territorial integrity, internal security, law and order, and the institutionalization of mechanisms to promote peace and prevent, mitigate and manage conflict at municipal and local levels. UNDP's CPR Programme **primarily contributes** to the achievement of UNSF Outcome 1.2 – Lebanese authorities are better equipped to maintain internal security and law and order in accordance with human rights principles and Outcome 1.3 - Lebanon has institutionalized mechanisms to promote peace and prevent, mitigate and manage conflict at municipal and local level. UNDP reports against the following outcome indicators:

- CPD indicator 1.1: No. of viable thematic recommendations formulated from the national dialogue
- CPD indicator 1.2 and UNSF Outcome indicator 1.3.2: No. of structures/mechanisms comprising Lebanese and refugee communities that play an active role in dispute resolution and conflict prevention.
- CPD indicator 1.3 and UNSF Outcome indicator 1.2.1: No. of municipalities providing

policing services in line with regulatory framework and Code of Conduct²

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

- Output 1.1. Evidence-based dialogue on key national issues institutionalized at all levels
 - o Indicator 1.1.1. Reach (% female) of theme-based dialogue processes
- Output 1.2. Systems and capacities in place to monitor tensions and maintain peace
 - o Indicator 1.2.1: No. of local peace structures operating (including, community, school and Palestinian gathering based)
 - o Indicator 1.2.2: % female representation in peace structures
 - o Indicator 1.2.3: No. of conflict risk analyses produced
 - o Indicator 1.2.4: No. of security cell reports produced
 - o Indicator 1.2.4: No. of risks detected through conflict risk analysis and security cell reports responded to.
- Output 1.3. Systems and capacities in place to govern municipal police roles
 - o Indicator 1.3.1: No. of municipal police units trained to uphold standard operating procedures and Code of Conduct under the leadership of Ministry of Interior and Municipalities supported by UNDP

UNDP CPR **also contributes** to the achievement of UNSF Outcome 2.1 - Government's ability to improve the performance of institutions and promote participation and accountability increased and Outcome 3.1 - Productive sectors strengthened to promote inclusive growth and local development especially in most disadvantaged areas. In relation to these outcomes, CPR reports against the following outcome indicators:

- Indicator 3.1.1 # of people accessing new and decent short and long-term employment through policy support and employment creation programmes within Lebanese law (disaggregated by gender and age as well as Lebanese and refugees).
- Indicator 3.1.2 # of people with improved access to local, communal infrastructure and services in the 251 most vulnerable cadastres (disaggregated by gender and age as well as Lebanese and refugees).

UNDP's CPR currently consists of 8 projects: (i) Lebanese Palestinian Dialogue Committee (LPDC); (ii) Palestinian Gatherings; (iii) Peace building in Lebanon; (iv) Employment & Peacebuilding; (v) Community Security and Access to Justice, (vi) Disaster Risk Management; (vii) Lebanese Mine Action Center, (viii) Prevention of Violent Extremism.

Since 2015 (the baseline year for UNDP CPD), key achievements within the CPR are:

- 118 community dialogue mechanisms established
- The capacity of MoSA in conflict prevention strengthened by training more than 100 Social Development Center employees
- Standard Operating Procedures and Code of Conduct for the Municipal Police endorsed.
- The implementation of the Census in Palestinian Camps and Gatherings
- Several Palestinian gatherings are included in the municipal service plans. Neighborhood

² Further details, including outputs and output indicators, means of verification in the CPD for Lebanon 2017-2020

Improvement Plans are developed for the gatherings in Shabriha, Old Saida and Daouk.

- Governorate leaders empowered to adopt DRM on their Agenda
- Adoption of the new National Mine Action Standards in line with international ones

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 US\$ 10,887,000, US\$11,532,000, US\$7,684,000 in 2016, 2017 and 2018 respectively. Further details about CPR Programme are provided in Annex 1.³

Principal partners of UNDP in relation to the CPR programme are: Prime Minister's Office (PMO), Ministry of Social Affairs (MoSA), Ministry of Interior and Municipalities (MoIM), Lebanese Armed Forces/Lebanon Mine Action center (LAF/LMAC), Internal Security Forces (ISF), Ministry of Education and Higher Education (MEHE), ILO, UNICEF, UNHCR, UNRWA. In the implementation of projects related to the CPR programme, UNDP acts both as a direct implementer (projects ii, iii, iv, v and viii mentioned above) and as support to a national implementing partner (projects i, vi and vii mentioned above).

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

UNDP intends to undertake an independent evaluation to assess the CPR 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.⁴ The evaluation should result in concrete and actionable recommendations for the proposed future programming.

The evaluation **will primarily focus** on assessing UNDP's contribution to the achievement of Outcome 1.2 and 1.3 of UNSF. The evaluation **will also assess** UNDP's contribution to the achievement of UNSF Outcome 2.1 and 3.1, with the scope limited to UNDP's interventions concerning Palestinian gatherings, Lebanese Mine Action Center and Lebanese-Palestinian Dialogue Committee.

The evaluation will use the OECD/DAC evaluation criteria of relevance, effectiveness, efficiency and sustainability,⁵ as defined and explained in the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results and Outcome-level evaluation: a companion guide to the handbook on planning monitoring and evaluating for development results for programme units

³ Annex 1: Presentation of CPR Programme.

⁴ For additional information, see UNEG Guidance Document, Integrating Human Rights and Gender Equality in Evaluations here: <http://www.uneval.org/document/detail/980>

⁵ UNDP considers that these criteria are the most pertinent given the purpose of the evaluation.

and evaluators.⁶ The final report should comply with the UNEG Quality Checklist for Evaluation Reports.⁷

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 crisis prevention and recovery. The evaluation should provide information, which will feed in the UNDP country programme evaluation.
- Provide concrete and actionable recommendations (strategic and operational) for the formulation of new programme and project strategies. The recommendations should be primarily of **forward looking nature** to inform the new cycle of UNDP Lebanon Country Programme.
- 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. The evaluation should identify current areas of strengths, weaknesses and gaps.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

i. Academic Qualifications:

Advanced University degree in political science, development studies or closely related field.

ii. Years of Experience:

- a. The Consultant should have a minimum of 10 years of professional experience in Projects M&E, preferable in CPR-related projects and programmes;
- b. The Consultant should have previously completed at least 3 similar evaluations;
- 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;
- Outstanding writing skills demonstrated through previous publications;
- Ability to collect and analyze information from a variety of sources;
- Proficiency in computer use.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

⁶ For additional information on methods, see the [Handbook on Planning, Monitoring and Evaluating for Development Results](#), p. 168. The companion guide is available [here](#).

⁷ [UNEG Quality Checklist for Evaluation Reports](#)

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) At least three (3) professional references
- (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 as follows:

- **20 % of the total lumpsum upon submission of deliverable 1, validated by UNDP;**
- **30 % of the total lumpsum upon submission of deliverable 2, validated by UNDP.**
- **50 % of the total lumpsum upon submission of deliverables 3,4,5, validated by UNDP.**

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
<i>Criteria A: Education and Background</i> Academic Qualifications (relevant) Master's degree: (10 points) PhD: (12 points) Relevant trainings/certificates: + 3 Points		15
<i>Criteria B: Experience</i> 15 points being assigned to candidates with 10 - 12 years of relevant experience 20 points being assigned to candidates with more than 12 years relevant experience 5 additional points being assigned to candidates with solid understanding of Lebanese context, including political developments, public administration, organizational structure		25
<i>Criteria C: Evaluations Conducted</i> 25 points being assigned to candidates with some experience in conducting CPR-related evaluations (3-5 evaluation reports referred to);		40

30 points being assigned to candidates with significant experience in conducting CPR-related evaluations (more than 5 evaluation reports referred to);		
10 points being assigned to candidates having experience in conducting at least two outcome-level evaluations for UN/international organization		
<i>Criteria D: Interview</i> 15 points being assigned to candidates who demonstrate fair skills and knowledge 20 points being assigned to candidates who demonstrate good skills and knowledge		20
Financial (Lower Offer/Offer100)	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. At least three (3) professional references,
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