



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 January 2019

Reference: LBN/CO/IC/9/19

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**Country:** Lebanon

**Description of the assignment:** A National **Junior Technical Assistant** for the support of targeted enterprises under the LEPAP project team in meeting World Bank safeguards requirements in view of reaching the project's milestones and overall objectives.

**Project name:** Lebanon Environmental Pollution Abatement Project (LEPAP).

**Period of assignment/services:** 252 working days spread out over a period of 12 months (Extension may be applied).

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

In order to ensure a smooth transition for Lebanon to environmental sustainability, the Government of Lebanon, through the Ministry of Environment has requested the support of the World Bank and the Italian Government to establish the Lebanon Environmental Pollution Abatement Project (LEPAP) as a national initiative to respond to the challenges for promoting the financial and environmental sustainability of the industrial sector in Lebanon.

The LEPAP project was initiated in 2014 and is implemented in close partnership with the Ministry of Environment, Ministry of Finance, Banque Du Liban (BDL), the World Bank and the Italian Cooperation in

Lebanon. LEPAP aims at reducing industrial pollution in targeted industrial enterprises and will contribute to strengthening the monitoring and enforcement capabilities of the Ministry of Environment.

LEPAP consists of two main components: (A) Technical Assistance Component funded by the Italian Cooperation, and (B) Investment Component funded by the World Bank (WB).

Under the Technical Assistance Component, the Italian Cooperation has approved the allocation of a financial contribution to the United Nations Development Program (UNDP) to provide technical assistance for the project and to support in the overall management of the project activities. This support will contribute at strengthening the capacity of the Ministry of Environment (MOE) in the management of industrial pollution, and in monitoring and enforcement of the newly introduced Environmental Compliance Decree. These ToRs relate to the technical assistance component of the project.

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

Under the direct supervision of the Project Manager, the Consultant's responsibilities are the following:

- a. Assist the project team in coordinating with industrial enterprises and
- b. conducting field visits to industrial enterprises and undertaking technical assessment of environmental impact. Field visit reports and assessments should be prepared accordingly;
- c. Assist the project team in validating environmental studies, technical offers, feasibility studies, or any other relevant documents submitted under the LEPAP project;
- d. Assist in data collection needed for the preparation of environmental studies;
- e. Support in monitoring LEPAP sub-projects in coordination with the Monitoring and Evaluation Officer;
- f. Assist in the analysis and research for the preparation of the technical reports and compile/consolidate missing information with the LEPAP team;
- g. Assist in preparing technical-related correspondence to the MoE and beneficiaries as requested by the Project Manager;
- h. Provide overall support as requested by the Project Manager.

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

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

### **1.1. Academic Qualifications:**

- Bachelor's degree in environmental science or environmental engineering or closely related fields;
- Master's degree in related fields is a plus.

### **1.2. Years of experience:**

- At least 2 year of relevant experience.

### **1.3. Technical experience:**

The consultant shall have:

- Local experience as a must,
- Experience in preparation and review of environmental studies,
- Experience in industrial sector processes and impact is preferential,
- Knowledge of national policies and plans as well as World Bank safeguard requirements is an asset.

### **1.4. Competencies:**

- High proficiency in English and Arabic (French is an asset);
- Demonstrable analytical and report writing skills;
- Excellent interpersonal and communication skills,
- Ability to meet deadlines and prioritize multiple tasks.

## **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**

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the 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
<b>Technical Competence</b>	<b>70%</b>	<b>100</b>
<u>Academic qualifications</u> - Bachelor Degree in environmental science or environmental engineering or closely related fields (35 points) - Master's degree in related field (42 points) - Relevant certification or training (additional 8 points)		50
<u>Years of Relevant Experience</u> - 2 years of relevant experience (18 points) - 2 additional points for each extra year		25
<u>Technical Experience:</u> - Local experience (5 points) - Experience in preparation and review of environmental studies (10 points) - Experience in industrial sector processes and impact is preferential (5 points) - Knowledge of national policies and plans as well as World Bank safeguard requirements (5 points)		25
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	<b>100</b>
<b>Total Score</b>	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**