



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 January 2019

Reference: LBN/CO/IC/10/19

Country: Lebanon

Description of the assignment: Long Term Agreement - National Air Emissions Expert for the Lebanon Environmental Pollution Abatement Project.

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

Period of assignment/services: 60 working days spread out over a period of 18 months (Extension may be applied).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **12 February 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 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

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

More particularly, the Consultant will be expected to carry out tasks such as:

1. Review relevant literature related to the LEPAP project, with particular focus on the World Bank Environmental and Social Assessment of the LEPAP project, Operational Policy (OP) and Bank Procedure (BP) 4.01: Environmental Assessment, the Project Appraisal Document, air emission national standards, and any other documents as provided by the project;
2. Review relevant literature related to the potential LEPAP sub-project as needed;
3. Ensure that the proposed sub-project follows the environmental requirements related to air emissions set out in the Environmental and Social Management Framework (ESMF);
4. Seek or review offers and/or any other available documentations in view of assessing the technical and financial feasibility of the proposed air emission pollution abatement sub-project;
5. Conduct field visits to the relevant project sites as needed and conduct necessary assessment to the air emissions within the facility;
6. Submit a technical report in line with the LEPAP project's requirements including a quantitative assessment of estimated pollution reduction for specific or all air pollutants as required/discussed with the project team;
7. Support the LEPAP team in monitoring the implementation of air emission pollution abatement interventions and in submitting related reporting requirements;
8. Provide technical support to the LEPAP project in the evaluation and processing of air emission related technical information as needed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree in environmental engineering, environmental sciences, chemistry, air pollution assessment and dispersion modeling or other related fields;
- PH.D. in environmental engineering, environmental sciences, chemistry, air pollution assessment and dispersion modeling or other related fields.

II. Years of experience:

- Minimum 10 years of relevant professional experience;

III. Technical experience:

- Technical expertise in air pollution reduction in the industrial sector;
- Knowledge of World Bank safeguards policies is an asset;
- Proven experience in air pollution compliance related matters including monitoring and legal requirements;
- Sound previous experience in similar projects related to air emission pollution reduction.

IV. Competencies:

- Proficiency in English and Arabic languages. French is an asset
- Demonstrable analytical skills and report writing skills;
- Excellent proven management and communication skills.

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 |
|--|---|-------------------|
| <u>Technical Competence</u> | 70% | 100 |
| <ul style="list-style-type: none"> • Criteria A: Academic qualifications Masters Degree: 21 Ph.D. Degree: 25 Relevant trainings/Certificates: Additional 5 points | | 30 |
| <ul style="list-style-type: none"> • Criteria B: Years of relevant experience 10 years of relevant experience: 28 15 years of relevant experience: 35 More than 15 years: 40 | | 40 |
| <ul style="list-style-type: none"> • Criteria C: Technical Experience Technical expertise in air pollution reduction in the industrial sector: 10 Knowledge of World Bank safeguards policies: 5 Proven experience in air pollution compliance related matters including monitoring and legal requirements: 5 Sound previous experience in similar projects related to air emission pollution reduction: 10 | | 30 |
| <u>Financial</u> (Lower Offer/Offer*100) | 30% | 100 |
| <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**