



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 April 2019

Reference: LBN/CO/IC/38/19

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**Country:** Lebanon

**Description of the assignment:** National Consultant to Draft Job description for Baalbek municipal police.

**Project name:** Enhancing Community Security and Access to justice in Lebanon Host Communities.

**Period of assignment/services:** 2 months (13 working days).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **24 April 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

Since 2016, the Ministry of Interior and Municipalities (MoIM) established a committee to reconfigure and redesign the role and institutional framework within which municipal police in Lebanon operate, with UNDP support. The Committee includes representatives of the MoIM, Internal Security Forces (ISF) Academy, UNDP and UNHCR, and is chaired by the Head of the ISF Academy.

Those efforts led to the design and development of a set of institutional measures of legal, policy and operational nature: (a) The Standard Operating Procedures (SOP) that were communicated to all municipalities in Lebanon by the Ministry of Interior and Municipalities in February 2018, b) the unified Code of Conduct, c) the training curriculum on community-policing approach (provided by the ISF Academy), d) a harmonized uniform (approved by the Ministry of Interior) ; and (e) a policy to increase the recruitment of female Personnel.

UNDP deployed an International consultant to assess the work of the municipal police and produce a capacity development plan in the 9 pilot municipalities which includes Baalbek. The main objective is to coach and mentor the municipal police of Baalbek Municipality to efficiently work within the new framework of the Municipal Police. The absence of Job description for municipal police personnel was a common finding between municipalities in Lebanon and in particularly municipalities that undertake the coaching.

As part of the process of strengthening the municipal police in Lebanon, a series of documents has been prepared to define the municipal police regulatory framework (standard operating procedures and code of conduct). Trainings to develop social skills, such as conflict resolution and mediation techniques, have been developed. However, to strengthen the institutionalization and professionalization of the municipal police, regulations for each city, in particular for Baalbek, should be developed.

Specifically, in Baalbek, it will be necessary to redefine the tasks, roles and powers of the municipal authorities and the police, create new structures adding new functions to the municipal police, deploy instruments to integrate the guards into the municipal police, improve the recruitment and working conditions and build the capacities to provide a 24-hour service.

While the SoP (articles 4 and 5) specify the general rights and duties of municipal police in Lebanon, municipalities do not have specific job descriptions to clarify roles, responsibilities and necessary qualifications of municipal police personnel. The Job descriptions will be made available to any interested municipality.

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

The tasks of the consultant will include, but not be limited to the following:

- Background Information: read and review
  - Existing background information on the pilot municipality, notably: coaching report, reports on the community dialogue platform.
  - Information on elements describing the mission, role and tasks of the municipal police: SOPs (including annexes); Code of Conduct; curriculum training; workshop report on head of municipal police training; etc.
  - Regulations and documents of the municipality of Baalbak in relation to human resources management.
  - Information and regulations related to job descriptions in municipalities.
- Conduct meetings with national institutions, the Ministry of Interior and Municipalities, ISF Academy and UNDP.
- Development of methodology:  
Develop Methodology to guide the discussion around and master different methods of decision taking. Developed a selection of useful questions regarding the topic to be able to animate the discussion.

- Briefings and Meetings at Municipal Level: Have briefings and meetings with the pilot municipality: Mayor, members of the council, Head of municipal police, Municipal agents, municipality lawyer, head of the municipal administration, and human resources department to identify the tasks and qualifications required.
- Development of Tools: Preparation of the inputs needed – a general presentation focused on the need of drafting job description (topic, goals, objectives, expected results, timeframe, etc.). The tools will be produced through a participatory approach, as described in the methodology (cf. above).
- Job Description: Produce 3 job descriptions for Municipal police as follows:
  - Head of Municipal police
  - Deputy-Head of Municipal police
  - Municipal police agent
- Final Report: Produce a final report on results achieved, action points and challenges faced and include recommendations, as well as all documents produced during the consultancy.

All deliverables need to be validated by UNDP. The deliverables need to be produced in English and Arabic (cf. detail below). The consultancy will require a total of 13 working days.

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

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

#### I. Academic Qualifications:

- A Master's degree in Human Resources Management, Labor Law, Business Administration, Psychology or related fields;

#### II. Years of experience:

- 7 years of work experience in Human Resources Management and/or Development (including a minimum of 3 years in a managerial position);
- Strong analytical skills, including legal analysis;
- Experience in working with municipalities.

#### III. Competencies:

- Excellent command of written Arabic and English.

### **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) **A detailed methodology and workplan** on how they will approach and complete the assignment

(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:

100% upon completion of all deliverables and UNDP acceptance.

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. POINTS
<b>Technical Competencies</b>	<b>70%</b>	<b>100</b>
<b><u>Academic Qualifications</u></b> Master's degree in related field (15 points) Higher degree (20 points)		<b>(20)</b>
<b><u>Technical Experience</u></b> - 7 years of work experience in Human Resources Management and/or Development (30 points for 7 years, 2 points for each additional year, up to 40 points) - 3 years in a managerial position (5 points) - Experience in working with municipalities (5 points)		<b>(50)</b>
<b><u>Workplan and methodology</u></b> Methodology, workplan are not submitted (0 point) Suggested methodology and work plan are poor (5 points) Suggested methodology and work plan are satisfactory (10 points) Suggested methodology and work plan are good (15 points) Suggested methodology, work plan are very good (20 points)		<b>(15)</b>
<b><u>Competencies</u></b> Strong analytical skills, including legal analysis (5 points) Fluency in English (written) (5 points) Fluency in Arabic (written) (5 points)		<b>(15)</b>
<b><u>Financial (lower offer)</u></b>	<b>30%</b>	<b>100</b>
<b><u>Total score</u></b>	<b>100%</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. Technical Proposal,
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**