



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 April 2019

Reference: LBN/CO/IC/44/19

Country: Lebanon

Description of the assignment: Research on Female Municipal Police in Lebanon – Quality Assurance and Quantitative Data.

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

Period of assignment/services: 6 months (32 working days).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **22 May 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

The Municipal Police plays a crucial role in solving every-day issues faced by the population. Municipalities in Lebanon increasingly seek to professionalise their municipal police and turn them into a force that is better equipped to engage with the population in its diversity, and respond to people's concerns. UNDP supports the professionalization of the municipal police through its Community Security and Access to Justice project.

The recruitment of women is perceived by a small, but increasing, number of municipalities as a way to better engage with the population, especially with vulnerable groups; and to turn municipal police into a new modern institution that better reflects the diversity and differentiated needs of the population.

While there are no figures available on the number of municipalities hiring women municipal police, UNDP identified a number of municipalities with a feminine representation in the municipal police. This

is the case notably of Burj Hammoud, Tripoli Mina, Zahle, Amchit, and Ain Ar. Some of those municipalities are pilots of the Community Security and Access to Justice Project.

UNDP encourages gender-sensitive police, and the promotion of women within security forces in particular. UNDP considers that gender-sensitive police reform contributes towards building police institutions that are non-discriminatory, reflective of the diversity of citizens and enhance the security of citizens at large. This is paramount for human development, human rights and social stability: when police services are not responsive to the different security needs of women and men, the threat of gender-based violence is far greater, particularly in situations of tensions, seriously undermining the rule of law.

Increasing women's representation in police services is seen as an important element of gender sensitive police reform for a number of reasons: It is expected to support more effective community relations, since a police service whose composition more adequately reflects the population it serves may result in a greater perception of legitimacy. It can potentially moderate extremes in the use of force. Above all, it can result in a police service that is more responsive to the different security needs of women and men.

For both reasons, the UNDP Community Security and Access to Justice Project is supporting efforts of municipalities hiring female municipal police personnel through an advocacy programme. The Advocacy programme includes a number of activities including a study on the female representation in security forces in Lebanon. The findings of this study shall be shared in a national conference on female municipal police recruitment.

In this context, UNDP is requesting the services of a consultant to do the quality assurance of the study until its completion.

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

The scope of work will include, but not be limited, to the following activities:

INDICATIVE DURATION OF THE WORK	
MAIN TASKS	DURATION
Prepare, coordinate meetings with the Review Committee (3 meetings by the completion of the study – data, first and final draft); gather inputs and produce minutes of the Review Committee meetings	6 working days
Survey Design and Final questionnaire (to be circulated to the Review Committee)	3 working days
Quantitative data coding, inputs and analysis	10 working days (including 5 Beirut)
Review of the qualitative data set, and consultations with the Research Team	5 working days (in Beirut)
Write up annex and generate visualizations based on quantitative data	2 working days
Review of the analysis, and consultations with the Research Team	4 working days
Review of the final draft study	2 working days
Total:	32 working days

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Academic Qualifications:**
MPH in Humanities, Social Sciences, Criminological research or any other related field.
- **Professional Experience:**
 - 2 years' experience in conducting social sciences research;
 - Publications on security, Rule of Law and gender related studies in academic and research journals;
 - Demonstrated knowledge of Lebanon;
 - Work experience with rule of law institutions;
 - Demonstrated experience in data analysis (qualitative and descriptive quantitative).
- **Competencies:**
 - Fluency in English;
 - Strong written analytical 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) **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:

Payment will proceed as following:

30 % upon reception of deliverables 1 and 2 (validated by UNDP);

30% upon reception of deliverables 3, 4 and 5 (validated by UNDP);

40% upon reception of deliverables 6 to 9 (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. POINTS
Technical Competencies	70%	100
<u>Relevant Academic Qualifications</u> Master's degree (10 points) PhD (15 points)		(15)
<u>Technical Experience</u> 2 years' experience in conducting social sciences research; (0 points for less than 2 relevant years; 20 points for 2 relevant years; 5 points for each additional year, max 30 points) - Publications on security, Rule of Law and gender related studies in academic and research journals; (2 points for each publication, maximum 10 points) - Demonstrated knowledge of Lebanon; (5 points) - Work experience with rule of law institutions; (5 points) - Demonstrated experience in data analysis (qualitative and descriptive quantitative) (5 points)		(55)
<u>Suggested Workplan and Methodology</u> - not submitted (0 points) - poor (5 points) - satisfactory (10 points) - good (15 points) - excellent (20 points)		(20)
<u>Competencies</u> - Fluency in English (5 points) - Strong written analytical skills (5 points)		(10)
<u>Financial (lower offer)</u>	30%	100
<u>Total score</u>	100%	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. 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