

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Procurement for the services of a GIS Specialist for the Integrated Solid Waste Management Project (ISWM).

Project Title: Integrated Solid Waste Management (ISWM) The Netherlands.

Period of assignment/services: 9 months (but no later than 31 March 2020) with a maximum of 135 working-days.

1. Background

The Energy and Environment Programme of UNDP in Lebanon works on different types of environmental and renewable energy projects with national counterparts and local communities. Work is also underway in support of host communities as a result of the Syrian displaced. Of particular relevance to this TORs are the projects on solid waste management (funded by various donors), construction of irrigation projects, implementation of decentralized renewable energy projects and others.

UNDP also provides support to the Ministry of Environment (MoE) in coordinating the work on solid waste under the social stability component of the Lebanon Crisis Response Plan (LCRP) for 2017-2020. This includes updating of information on projects under implementation in the Solid Waste sector, and coordinating amongst the various NGOs, national and international agencies, and the national partners working in the sector.

UNDP is seeking to procure the services of a GIS Specialist to work under the guidance and supervision of the Project Manager (PM) on a long-term agreement basis for specific deliverables. The Specialist would provide support in the compilation and analysis of GIS data for the various needs of the projects.

2. Scope of work, responsibilities and description of the proposed analytical work

2.1. Compiling data and database set-up

- Undertaking analysis of data and geographic information as needed to show progress of Energy and Environment projects in various sectors;
- Provide recommendations to the Project Team on GIS database(s) needs;
- Creation of information databases (in excel or other existing software) as per the requirements of the project;
- Cross check data collected in the field and developing dynamic links between Database(s) and GIS data and ensuring regular updates and solving eventual discrepancies;
- Provide recommendations as to the type, number and needs of each GIS-related activity depending on the type of project.

2.2. Production of maps

- Ensuring that the produced reports/maps meet the requirements of the Project;
- Identifying map information needs and accessing map information sources;
- Preparation, conception and production of maps, including the supervision and monitoring of mapping-related data collection undertaken by the experts/Consultants;

3. Expected Outputs and deliverables

Periodic reports (including main completed tasks) & time sheets shall be submitted. Where applicable, the reports shall include:

- Analytical reports or reviews;
- Prepared maps or compiled spatial data sets;
- Activities undertaken during the reporting period.

4. Institutional arrangements

The consultant will work under the direct guidance of the ISWM Project Manager and UNDP Programme Team.

5. Duration of work

- The contract will be valid on an LTA basis until the end of March 2020, with a maximum of 135 man-days.
- The workload might be distributed unequally over time with more and less intense periods of work.
- 48hrs to 72hrs for urgent opinions; provision period of other required services will be defined upon the Project's demand.

6. Duty station

The assignment requires deskwork, research, meetings, as well as coordination between the different related entities. The consultant is requested to perform his duties mainly from home but may need to attend meetings at the Ministry of Environment in Beirut or the UNDP Country Office in Beirut.

7. Requirements for experience and qualifications

The consultant must present the following qualifications:

I. Academic Qualifications:

Bachelor's degree, preferably in, GIS, Management Information Sciences, topography, geography or related field;

II. Years of experience:

4 years of relevant work experience, preferably in environment, development or related fields;

III. Technical experience:

- Experience in cartography, spatial analysis;
- Experience in setting and operating Collector for ArcGIS;
- Experience with UN or international donor project(s) is an asset;
- Experience in projects implemented in Lebanon;
- Experience in environmental, social, development, agriculture or related projects.

IIV. Competencies:

- Language skills: Proficiency in English and Arabic languages. French is an asset;
- Good proven command of Database and GIS software (especially ArcGIS, QGIS, GPS, Remote Sensing, Databases and Spreadsheets).

8. Scope of Price Proposal and Schedule of Payments

Payment will be made against each requested and completed task and upon submission of certificate of payment or invoice based on man-days, IC time sheets, submissions (tasks/deliverable, timesheet, and payment request) shall be approved by the Project Manager.

9. Criteria for selection of the best offers

The award of the contract should be made to the individual Consultant whose offer has received the highest score out of the following criteria:

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
Academic Qualifications (relevant) Bachelor: 21 Points Masters: 25 Points Relevant trainings/certificates: Additional 5 Points		30
Years of Relevant Experience		40

4 Years: 28 Points 6 Years: 35 Points More than 6 years: 40 points		
Technical Experience Experience in cartography, spatial analysis: 10 points Experience in setting and operating Collector for ArcGIS: 5 points Experience with UN or international donor project(s): 5 points Experience in environmental, social, development, agriculture or related projects: 10 points		30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	