



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 May 2019

Reference: LBN/CO/IC/68/19

Country: Lebanon

Description of the assignment: LTA - National GIS Specialist for the Integrated Solid Waste Management Project (ISWM).

Project name: 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.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **5 June 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 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

1.1. 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.

1.2. 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND 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).

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
Academic Qualifications (relevant) Bachelor: 21 Points Masters: 25 Points Relevant trainings/certificates: Additional 5 Points		30
Years of Relevant Experience 4 Years: 28 Points		40

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	

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