



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31 May 2019

Reference: LBN/CO/IC/71/19

Country: Lebanon

Description of the assignment: National Environment Policy Expert (Long Term Agreement).

Project name: Institutional Support to the Ministry of Environment Project.

Period of assignment/services: 200 working days (over a period of 28 months).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 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 Ministry of Environment (MoE) is the national authority in Lebanon whose prerogative is to protect the environment as stipulated in Law 216 of 1993 (amended by Law 690 of 2005) establishing the MoE, and the Environment Protection Law No. 444 of 2002. Despite important strides since it was established in 1993, it is still critical for the MoE to carry on the process of asserting its full prerogatives.

The UNDP management of the Institutional Strengthening of the MoE project aims at building the enabling environment for sustainable environmental development at the national policy-level as Lebanon faces increased environmental and natural resources pressure challenges since the influx of about 1.5 million Syrian displaced and workers since 2011. The specific objectives of the project are to:

- 1- provide the needed support to the Ministry of Environment (MoE) to identify and assess technical needs at the national level for capacity development in environmental sustainability and
- 2- assist in the planning and programming for sustainable environmental development.

To pursue ongoing activities, UNDP is seeking the services of an environmental policy expert on a long-term, output-based consultancy service.

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.

The Consultant is expected to complete the following tasks:

- Provide expert opinion on global and local environmental policy matters, including environmental conventions, protocols and treaties
- Review international and regional literature on new trends in environmental policy, with particular focus on the European Union policies, including but not limited to circular and low-carbon economy, ecosystem services, and other pertinent topics in the field
- Conduct studies related to environmental issues, including environmental compensation claims and accordingly provide recommendations
- Review selected studies prepared by the Ministry of Environment and the United Nations Development Programme and provide recommendations prior to their publication
- Undertake research and provide suggestions for environmental proposals and concept notes to be developed with the Ministry of Environment and assist in drafting these documents
- Support in the formulation of the National Sustainable Development Strategy and/or other national strategies as needed, including consultation with stakeholders
- Advise on environmental compliance from a financial perspective, including fiscal instruments
- Review the Environmental Performance Index methodology and propose suggestions to improve the methodology, if feasible, and propose concrete actions to improve Lebanon's score
- Moderate workshops and conferences related to environmental topics and/or deliver presentations
- Assist the IS MoE project and or UNDP in any other environmental policy related issue.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree in public policy, environmental management or science, environmental economics.

Years of experience:

At least 15 years of relevant professional experience.

Technical experience:

The consultant shall have:

- Knowledge of the Lebanese public sector
- Technical knowledge in the field of environmental policy and sustainable development
- Knowledge of UNDP is an asset.

Competencies:

- High proficiency in English and Arabic (French is an asset);
- Excellent analytical and report writing skills;
- Good interpersonal 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:

- A daily working fee must be all inclusive;
- 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
Technical Competence	70%	100
<u>Academic qualifications</u> - Master's degree in public policy, environmental management or science, environmental economics (21 points) - Advanced degree(s) (additional 5 points) - Relevant certifications (additional 4 points)		30

<u>Years of Relevant Experience</u> - 15 years of relevant experience (25 points) - 1 additional point for each extra year		35
<u>Technical Experience:</u> - Experience with the Lebanese public sector (5 points) - Experience in preparation and review of analytical environmental studies (13 points) - Experience in environmental economic analysis (12 points) - Experience with UNDP (5 points)		35
Financial (Lower Offer/Offer*100)	30%	100
Total Score	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