



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02 July 2019

Reference: LBN/CO/IC/80/19

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**Country:** Lebanon

**Description of the assignment:** National Occupational Therapist.

**Project name:** Enhancing the Capacity of the Lebanon Mine Action Center.

**Period of assignment/services:** 4 Months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **Friday 05 July 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

The Lebanon Mine Action Center of the Lebanese Army and UNDP are interested in providing socio-economical support to mine survivors and their families who have been identified to be in need of such services. UNDP project will be providing extensive Job Seekers training for affected mine victims, and assisting them in finding jobs/employment opportunities, as well as following up with them in their workplace, home as well as their daily life activities.

Objectives include providing social intervention, evaluating their needs and capacities, capacity building, training, employment opportunities, and follow up so that they are equipped with:

- Better living conditions
- Understanding of personal needs

- Enhanced capacities
- Enhanced social skills
- Confidence to apply for a job and execute a job interview
- Adapted environment and living space
- Better understanding from their families and live in partners
- Relevant Job opportunities
- Determination to excel in what they do and aim to do

In this context, UNDP is requiring the services of an Occupational Therapist to provide capacity building sessions to 25 mine survivors and their families in order to be employed and included in work fields.

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

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

- Conduct meetings with 25 identified beneficiaries (mines survivors and their families) to brief them about the intervention;
- Conduct individual interviews with all beneficiaries (mines survivors and their families) to assess (1) their physical and health situations, (2) their technical, educational and qualifications capacities, and (3) identify their capacity needs to be enrolled in the workplace environment;
- Develop the needs assessment report and the capacity building plan including objectives, tools, topics, activities and sessions' schedule; the capacity building sessions should be 2 full days' sessions per week and for 4 consecutive weeks; the sessions should also include parental communication, reorganizing relationship, stabilize emotional environment, etc.
- Implement the capacity building sessions as per the approved plan; the sessions will be provided in Mount Lebanon area. (The location of the sessions will be provided by UNDP on a later stage. The consultant will be responsible for delivering the sessions only and all costs related to the implementation other than the venue costs and transportation of beneficiaries participating in these sessions.). The consultant shall ensure the engagement of persons with physical and functional limitations and their families in the identification and analysis of barriers to Inclusion;
- Develop a Training module and provide 2 full days training for selected companies' personnel after completion of the direct intervention with beneficiaries. The objectives of these trainings are to engage these companies to employ the beneficiaries and train them for a smoother inclusion;
- Monitor and evaluate the employment of beneficiaries with selected companies and the outcome of the intervention;

Produce a final report including full process, challenges faced, lessons learned, suggestions and recommendations for future direction.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Advanced University degree in Occupational Therapy.

#### II. Years of experience:

- 5 years of proven experience in the field of occupational therapy in general, disability and inclusion specifically.
- Cross-cultural working experience and direct contact, working one on one sessions with individuals with disabilities.
- Demonstrated expertise in conducting capacity building trainings.
- Proven experience in direct intervention with companies regarding adaptation and accessibility.
- Previous experience in conducting inclusion training for public and private sector.

#### III. Competencies

- Excellent written communication skills.
- Command of Arabic and English languages.

### 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) Provide a brief **methodology** on how you will approach and conduct the work

(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:

- 25% of the total lumpsum upon submission of the needs assessment report and initiative plan, validated by UNDP;
- 50% of the total lumpsum upon submission of all capacity building and training sessions, validated by UNDP;
- 25% of the total lumpsum upon submission of the final report, 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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competencies</u>	70%	100
<b><u>Academic Background</u></b>		<b>20</b>
Advanced University degree in Occupational Therapy <i>Bachelor (15 points)</i> <i>Masters and above (20 points)</i>		20
<b><u>Experience</u></b>		<b>50</b>
5 years of proven experience in the field of occupational therapy in general, disability and inclusion specifically: <ul style="list-style-type: none"> <li>• <i>Having 5 years' relevant experience in the field of occupational therapy in general, the candidate obtains 20 points.</i></li> <li>• <i>For each additional relevant year, above 5 years, the candidate obtains 1 additional point and up to 5 points.</i></li> <li>• <i>If having proven experience for disability and inclusion, the candidate obtains 5 points.</i></li> </ul>		30
Cross-cultural working experience and direct contact, working one on one sessions with individuals with disabilities (5 points)		5
Demonstrated expertise in conducting capacity building trainings (5 points)		5
Proven experience in direct intervention with companies regarding adaptation and accessibility (5 points)		5
Previous experience in conducting inclusion training for public and private sector (5 points)		5
<b><u>Competencies</u></b>		<b>10</b>
Excellent written communication skills (5 points)		5
Command of English and Arabic (2.5 points for each)		5
<b><u>Methodology and workplan</u></b>		<b>20</b>
Not submitted (0 points) Poor (10 points) Satisfactory (15 points) Good (20 points)		20
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<b><u>Total Score</u></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**

ANNEX III

OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date \_\_\_\_\_

Celine Moyroud  
Resident Representative  
United Nations Development Programme  
Arab African International Bank Building  
Riad El Solh Street, Nejme, Beirut 2011 5211  
P.O. Box 11-3216 Beirut, Lebanon

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **National Occupational Therapist** under **Enhancing the Capacity of the Lebanon Mine Action Center**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

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A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

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Sign an Individual Contract with UNDP;

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Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- k) I hereby confirm that *[check all that applies]:*

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At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

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I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount



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I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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**Annexes** *[pls. check all that applies]:*

- ☐ Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		60 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables**

<b>Deliverables</b>	<b>Estimated Duration to Complete</b>	<b>Total in USD</b>
Conduct meetings and interviews with selected beneficiaries (mines survivors and their families) and assess their capacities and situations	20 days	
Develop the capacity building plan based on the needs assessment (social life, psycho-education, workplace requirements, etc.)	5 days	
Deliver 2 full days' capacity building sessions per week for a one month period to beneficiaries (mines survivors and their families) as per the approved plan (in total 8 days over one month)	8 days training sessions (2 full days per week for 1 month)	
Develop a training module to train companies on the inclusion of beneficiaries/families and their employment	5 days	
Deliver 2 full days' training session to selected companies to ensure their engagement in employing the beneficiaries	2 days	
Follow-up on the employment of the beneficiaries and evaluate the outcomes	15 days	
Submit a final report that includes all steps of this intervention, challenges faced, outcomes, lessons learned, suggestions and recommendations for future direction.	5 days	
<b>Total in USD</b>		

Full Name and Signature:

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Date Signed:

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