



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31 August 2019

Reference: LBN/CO/IC/115/19

Country: Lebanon

Description of the assignment: National Solar Water Heaters Design Engineer.

Project name: Sustainable Energy for Security.

Period of assignment/services: 25 Working days

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **21 August 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 [2003 European Security Strategy](#) and the 2005 European Consensus on Development acknowledge that "there cannot be sustainable development without peace and security, and that without development and poverty eradication there will be no sustainable peace". Furthermore, the Lisbon Treaty indicated that its objective is "to preserve peace, prevent conflicts and strengthen international security, in accordance with the purposes and principles of the United Nations Charter". The [Council of the European Union conclusions of 2007 on security and development](#) state that "conflict prevention should be pursued as a priority goal in particular by fostering and strengthening development cooperation".

The European Neighborhood Policy EU – Lebanon Action plan sets out the cooperation guidelines between the EU member states and Lebanon on various levels, of which is "the field of Justice, Freedom

and Security”. The latter expands the sub-activities for co-operation, mainly “border management”. In addition, the program aims at making multilateral institutions and conventions more effective, so as to reinforce global governance; strengthen coordination in combating security threats and address related development issues.

The European Union funded, UNDP implemented, ‘Renewable Energy for the Lebanese Armed Forces’ project focuses on strengthening the security and well-being of the Lebanese Armed Forces (LAF), specifically the LAF stationed in the North-Eastern border region of Lebanon. The aim of the project is the provision of sustainable energy solutions that, first and foremost, increase the LAF’s energy autonomy in the region and enhance the general energy services that achieve a higher ability to observe and carry out the respective security-based operations. These actions build, secondly, on the Lebanese Armed Forces Sustainable Energy Strategy of 2017 (EU-UNDP CEDRO 4, 2017), endorsed by the Ministry of Defense and the LAF.

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

The objective of this call for a national consultant is to provide a general design for standard 700 L, 1,200 L and 15,000L Solar Water Heater (SWH) systems. These systems will be installed as follows:

- Sixteen (16) 700 liter SWH systems (each) installed in 16 typical platoon outposts;
- Six (6) 1,200 liter SWH systems (each) installed in 6 company commands
- One (1) 15,000 liter SHW system installed in 1 regiment base

Annex 1 provides a brief description of these facilities located across the Lebanese North – Eastern border.

The consultancy will include the following tasks:

Task 1: Data collection of the existing systems in the army facilities and parameters for the preliminary design

The consultant will develop a survey document with the required information per facility for the data collection process pertaining to the water plumbing system and the existing / foreseen water heating arrangements.

The consultant will conduct a 2-day site visit with teams from the UNDP and the LAF during which data will be collected along with the teams from at least 1 facility per type (1 platoon outpost, 1 company command and the single base). The LAF team will be in charge of collecting data from all 23 facilities based on the detailed walkthrough conducted with the consultant on the sample of each site type. A detailed description of the facilities in question are provided in Annex 1.

Task 2: General design complete with technical specifications, sizing calculation and drawings

Based on the data collected in Task 1, the consultant will be completing the SWH system design complete with technical drawings for:

- The standard 700L SWH system to be installed in 16 typical platoon outposts featuring the same architectural, electrical and water / space heating networks’ designs;

- The standards 1,200L SWH system to be installed in 6 typical company command featuring the same architectural, electrical and water / space heating networks' designs;
- The 15,000L SWH system to be installed in the 2nd Infantry Guards Border Regiment base in Ras Baalback.

Furthermore, the consultant will assist the Project Management Unit (UNDP) and LAF in drafting the complete systems' components technical specifications in addition to the specifications of an adequate data collection and monitoring system.

3. Expected Outputs and deliverables

The deliverables are to be submitted in stages of draft and final. Each deliverable is to be submitted in the form of a soft copy to the Project Manager Unit. The time needed by the Project Management Unit for the review of each submitted deliverable is 5 working days. All other deliverables are to be submitted in the English Language. The Required deliverables under the terms of reference are:

	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Questionnaire / data collection sheet & site visit	5 working days	3 weeks after contract signature	Project Management Unit (PMU)
2	Complete technical specifications with system description, sizing calculation and drawing (700L)	7 working days	5 weeks from contract signature	Project Management Unit (PMU)
3	Complete technical specifications with system description, sizing calculation and drawing (1,200L)	5 working days	7 weeks from contract signature	Project Management Unit (PMU)
4	Complete technical specifications with system description, sizing calculation and drawing (15,000L)	5 working days	9 weeks from contract signature	Project Management Unit (PMU)
5	1-day technical training workshop on data collection and design of SHW systems	3 working days	12 weeks from contract signature	Project Management Unit (PMU)

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's degree in mechanical or electrical engineering, or equivalent.

II. Years of experience:

Minimum of 10 years' expertise in end-use energy efficiency or renewable energy applications.

III. Technical experience:

Number of projects in the design and implementation of Solar Water Heaters in Lebanon, experience in the Bekaa area is an asset.

IIIV. Competencies:

- Knowledge of SWH sizing tools and design software such as T*SOL (Thermal Simulation Software), Valentin or other.
- Knowledge of AutoCAD for detailed drawings
- Team work
- Good communication skills
- Good presentation 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

- **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	Deliverables	Payment due date
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1	80% of contract value upon approval of Deliverables 1, 2, 3 and 4	Deliverables 1 to 4: - Questionnaire / data collection sheet & site visit - Complete technical specifications with system description, sizing calculation and drawing (700L) - Complete technical specifications with system description, sizing calculation and drawing (1,200L) - Complete technical specifications with system description, sizing calculation and drawing (15,000L)	9 weeks from contract signature
2	20% of contract value upon approval of deliverable 5	Deliverable 5: 1-day technical training workshop on data collection and design of SHW systems	12 weeks from contract signature

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. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none">• Educational background: Masters: 7 points Relevant certificates or trainings (additional 3 points)		(10)
<ul style="list-style-type: none">• Years of relevant experience: Less than 5 years: 0 points 5-10 years: 10 points 10-15 years: 18 points Above 15 years: 25 points		(25)
<ul style="list-style-type: none">• Technical experience: Number of projects previously implemented in SHW. 1 -3: 15 points 4- 6: 35 points above 7: 50 points		(50)
<ul style="list-style-type: none">• Competencies: SHW Design Software knowledge: 8 Points Knowledge of AutoCAD: 7 Points		(15)
<u>Financial (Lower Offer/Offer*100)</u>	30%	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. Provide colored copies of personal documents (such as valid passport copies or IDs),
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