



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 September 2019

Reference: LBN/CO/IC/155/19

Country: Lebanon

Description of the assignment: National Local consultant to work on the reporting of the partnership between Live Lebanon and the Ministry of Foreign Affairs and Emigrants.

Project name: Lebanese Expatriate Project 2.0 – Live Lebanon.

Period of assignment/services: 240 working days over a period of 12 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **15 October 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

UNDP is one of the UN's global agencies that helps build capacities for development needs for a better life. Live Lebanon is one of UNDP Lebanon's local development projects operated under the Social and Local Development Program. Its primary objective is to bridge local development needs throughout the country with expatriate resources.

Live Lebanon has adopted various projects that have been developed through a national call for project proposals. These projects reflect pressing development needs in different parts of the country and fall under the sectors of health, environment, youth education and recreation; and income-generation. Examples of these projects include: the renovation of water reservoirs and pipelines for drinking water storage and distribution, restoration of irrigation canals for farmland irrigation, rehabilitation of school facilities and medical clinics, in addition to a number of other projects identified by local communities.

The United Nations Development Programme jointly with the Ministry of Foreign Affairs and Emigrants (sEE) launched in 2009 the "Lebanese Expatriate Project – Live Lebanon Initiative" as a platform connecting Lebanese living abroad and the private sector with local communities to support the development of the unprivileged areas of Lebanon through the implementation of fast impact development projects. Live Lebanon is currently setting up an office at MoFA with a team to support the initiative.

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

In the framework of the “Live Lebanon” initiative, the consultant should achieve the following results:

- 1- Work closely with the diaspora specialist and project manager to secure funds for development projects.
- 2- Drafting proposals for donors, concept notes, agreements related to new activities/initiatives/projects...
- 3- Monitor and follow up on documents related to coordination between UNDP, MoFA and potential donors and partners.

The following tasks are requested to fulfill the above mentioned scope of work.

- 1- Providing continued monitoring of partnership activities and ensures that communication
- 2- Undertake tasks related to the preparation, organization and follow up of meetings and relevant document preparation for Live Lebanon and Ministry of foreign affairs
- 3- Prepare all the logistics of training sessions, workshops, meetings, and other activities pertaining to the project, in coordination with the related team member.
- 4- Prepare progress and final reports on activities, difficulties met and achievements.
- 5- Facilitate cooperation and exchange of information with and between partners.
- 6- Support in task related to diaspora portfolio
- 7- Support in drafting concept notes/ project documents and project reports upon request
- 8- Support in drafting concept notes/ project documents and project reports upon request
- 9- Undertake any other reasonable tasks as per the project manager or MoFA focal point instructions.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Bachelor degree in business administration, Finance, Management, Economics, Political Science, Public Administration, law or any other related field

II. Years of experience:

- Minimum 2 years of relevant professional experience

III. Technical experience:

- Technical Expertise in drafting project proposals to potential donors
- Knowledge and understanding of Lebanese diaspora
- Sound Experience in working/communicating with donors
- Sound previous experience in similar projects related Diaspora

IIV. Other Assets:

- Proficiency in English and Arabic languages. French is an asset
- Demonstrable analytical skills and report writing skills;
- Excellent proven communication skills.
- Good organizational skills
- Ability to adapt quickly to different working environments, to establish and maintain good working relations with individuals of different backgrounds, and to work under pressure
- Basic knowledge in areas related to community development and mobilization
- Self-motivated and able to recommend options for resolution of issues; excellent inter-personal skills and ability to negotiate and built partnerships;
- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, both in Arabic and English.

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:

- *The payment will be issued based on deliverables. Each deliverable will require 1.5 months. The payments will be 8 equal payments.*

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">• Criteria A: Academic qualifications Bachelor Degree: 21 Masters Degree: 30		30
<ul style="list-style-type: none">• Criteria B: Years of relevant experience 2 years of relevant experience: 21 For each additional year: +1		30
<ul style="list-style-type: none">• Criteria C: Technical Experience Technical Expertise in drafting proposals to potential donors: 10 Knowledge and understanding of Lebanese diaspora: 10 Sound Experience in drafting progress reports (financial): 10 Sound previous experience in organizing events and conferences: 10		40
<u>Financial</u> (Lower Offer/Offer*100)	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. 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

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 xx under **[name of project]**
- 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]:*

☐

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]:*

☐

Sign an Individual Contract with UNDP;

☐

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:

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

☐

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

☐

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

☐

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.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.
Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF learning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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 in days	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		240 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Total in USD
Draft of potential individual donors	1.5 months	
Progress report related to donors and progress of the partnership	1.5 months	
Draft of potential private sector partnerships with Live Lebanon and MoFA	1.5 months	
Progress report related to status of the partnership and donors	1.5 months	
Draft two project proposals for potential donors (individuals or embassies..etc)	1.5 months	
Organize the Lebanese Diaspora Energy Conference for Live Lebanon (booth, meetings, speaking opportunity...etc)	1.5 months	
Draft a report monitoring the funds received and expenditures	1.5 months	
Drafting a final report for the progress of the project	1.5 months	

Full Name and Signature:

Date Signed:
