



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 September 2019

Reference: LBN/CO/IC/156/19

Country: Lebanon

Description of the assignment: National Site engineer.

Project name: Sabra Al Jazzar street upgrade.

Period of assignment/services: 4.5 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 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

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

UN-Habitat's Programme focuses on the following areas: emergency shelter and housing, water, sanitation and hygiene (WASH), solid waste management, and urban crisis response, including urban crisis analysis such as City Profiles and Neighbourhood Profiles. UN-Habitat works closely with UN agencies, INGO and local NGO partners as well as national and local authorities to implement its programmes at national, governorate and municipal levels.

As such, UN-Habitat Lebanon has launched its neighbourhood profiling exercise, out of which primary data are collected in vulnerable neighbourhoods to help identify risks, challenges, and potential

interventions. This tool is a multi-sectoral, multi-cohort exercise, that serves a spatial approach thinking and also as a coordination platform amongst UN agencies, INGOs, NGOs, and local actors.

Aiming to improve the quality of life and support stability in the most vulnerable neighbourhoods of Beirut, UN-Habitat is aiming to upgrade the sub-neighbourhood of Al Jazzar, by renovating buildings' facades, protecting residents from all external weathering factors; manage and upgrade connections to services at buildings level; also rehabilitate mobility, storm water, electricity and lighting issues on the street level.

This assignment is to hire a Site Engineer. The duration of the assignment will be for a total of 4.5 months, upon contract signature.

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

Under the direct supervision of the Senior Planning & Infrastructure Engineer (SPIE), the candidate will be responsible for carrying out the following functions and tasks in Al Jazzar Street:

- 1- Be present on site on daily basis;
- 2- Provide guidance to the contractor on conducting testing pits for the street upgrading;
- 3- Filling daily progress reports, in addition to monitoring daily workers' attendance, material submitted to site, and applied works;
- 4- Ensure that the quality of applied works is according to the specifications;
- 5- Ensure proper coordination on site between UN-Habitat team, contractor, local authorities, service providers, etc.;
- 6- Report to UN-Habitat team on accidents that may occur on site, providing relevant proofs and facilitate problem solving on the field;
- 7- Conduct weekly meetings with all relevant stakeholders of the project;
- 8- Plan tasks ahead of time and communicate them with the SPIE;
- 9- Prepare progress reports and project's completion percentages;
- 10- Take relevant pictures and document work progress.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Civil/ Mechanical Engineering, Public Works or any equivalent degree.

II. Years of experience:

- Minimum 5 years experience working as an Infrastructure Engineer.

III. Competencies:

- Professionalism; Communication; Coordination; Teamwork;
- Initiative in suggesting innovative research and to advance knowledge development;

- Excellent analytical and communication capacity;
- Ability to work under pressure to meet tight deadlines;
- Solicit input and willing to learn from others;
- Excellent command of English and Arabic.

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
<u>Technical Competence</u>	70%	100
Academic Qualifications (relevant) University degree in Civil Engineering: 24.5 points Specialty in Public Works : 10.5 points		35
Years of Relevant Experience 5 years: 24.5 points 1 additional point for each extra year		35
Technical Experience		30

Experience in projects related to Water, Sanitation, Electricity, and Roads : 20 points Experience in designing infrastructure services: 5 points Experience in construction supervision: 5 points		
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<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