



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 December 2019

Reference: LBN/CO/IC/178/19

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**Country:** Lebanon

**Description of the assignment:** Energy expert – Short-term consultancy for the revision, update and operationalization of the Management and Information System for Climate Action (MISCA)

**Project name:** Lebanon's Third Biennial Update Report and Fourth National Communication

**Period of assignment/services:** 10 work-days spread over 8 weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **11 December 2019 at 11:59 P.M 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 project aims to enable Lebanon to prepare, produce and disseminate its Third Biennial Update Report (BUR) and Fourth National Communication to the UN Framework Convention on Climate Change (UNFCCC) in order to fulfill Lebanon's commitments as a Non-Annex 1 Party to the Convention. The reports present the country's GHG inventory, implemented sectoral mitigation actions that are contributing in reducing GHG emissions, vulnerability and adaptation to climate change, in addition to the main barriers for fulfilling Lebanon's reporting requirements.

In 2015, the Management Information System on Climate Action (MISCA) was developed to facilitate the sharing of energy activity data and progress of mitigation actions. The System adopted the 1996 IPCC Guidelines methodology in calculating energy-related emissions and estimating avoided emissions.

Under the BUR3 the GHG emissions inventory was calculated using 2006 IPCC guidelines, which included changes in some emission factors and parameters. The purpose of this consultancy is to review and

update the online MISCA platform taking into consideration the methodological changes of the IPCC guidelines. It also aims at operationalizing the system based on the existing and planned institutional arrangements.

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

### **General tasks**

The tasks mentioned below shall be performed in close cooperation with the UNDP/Climate change team and the Ministry of Environment. The UNDP climate change team will provide the consultant with the supporting documents needed to perform the below-mentioned tasks. The tasks involved will cover the following items:

**Task 1:** (5 days) Test the MISCA platform adopting the 2015 GHG inventory and mitigation actions and document the below elements

**Task 2:** (5 days) Develop training material for stakeholders involved in the use of MISCA in the form of detailed power point presentations.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **1.1. Academic Qualifications:**

- University degree (at the Masters level) in environment or electrical/ mechanical/ industrial/ chemical sciences/engineering or closely related fields.

### **1.2. Years of experience:**

- Local relevant experience of not less than 10 years.

### **1.3. Technical experience:**

- Extensive knowledge of and experience in energy and national policies
- Previous experience in preparation of studies, reviews, sectoral recommendations
- Knowledge of IPCC GHG calculation model and guidelines, Good Practice Guidelines (GPG) in National GHG Inventories is a plus.

### **1.4. Competencies:**

- High proficiency in Arabic and English languages;
- Demonstrable analytical skills, such as an extensive list of publications, etc.;
- Excellent interpersonal and communication skills as well as ability to establish and maintain good relationship with stakeholders;
- Excellent analytical, and facilitation skills; and

- Ability to meet deadlines and prioritize multiple tasks.

#### 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:

Deliverables / outputs	Target Due Dates	Payment terms
<b>Review report on MISCA and training material</b>	Two weeks from contract signature	50 percent
<b>Updated mitigation actions and training material</b>	Eight (8) weeks from contract signature	50 percent

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 Competence</u>	70%	100
<b>Academic qualifications:</b> Masters degree in Energy or closely related fields= 7 points Relevant Ph. D.=3 points		10
<b>Years of relevant experience:</b> Less than 10 years = 0 points 10-15 years = 28 points Above 15 years = 40 points		40
<b>Technical experience:</b> <ul style="list-style-type: none"> <li>- Extensive knowledge of and experience in energy and national policies (15 points)</li> <li>- Previous experience in preparation of studies, reviews, sectoral recommendations (20 points)</li> <li>- Knowledge of IPCC GHG calculation model and guidelines, Good Practice Guidelines (GPG) in National GHG Inventories (15 points)</li> </ul>		50
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100

<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>
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### **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 an **Energy expert – Short-term consultancy for the revision, update and operationalization of the Management and Information System for Climate Action (MISCA)** under Lebanon's Third Biennial Update Report and Fourth National Communication 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:

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- 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:

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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 In Days	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		10 work- days spread over 8 weeks	
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. Breakdown of Cost by Deliverables**

Deliverables	Duration	Total in USD
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Review report of MISCA and training material	Two weeks from contract signature	
Deliverable 2: Updated mitigation actions and training material	8 weeks from contract signature	
<b>Total in USD</b>		

Full Name and Signature:

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Date Signed:

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