



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 July 2020

Reference: LBN/CO/IC/107/20

Country: Lebanon

Description of the assignment: LTA – National GIS Specialist for the Land Degradation Neutrality of Mountain landscapes in Lebanon (LDN) project

Project name: Land Degradation Neutrality of mountain landscapes in Lebanon (LDN)

Period of assignment/services: 150 workdays spread over three years

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **17 Aug 2020 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 project seeks land degradation neutrality (LDN) in mountain lands by rehabilitating degraded land and preventing further degradation. It will do this initially at the pilot scale to gain the necessary skills and know-how as well as confidence, before it can be up-scaled and replicated post-project comprehensively. The pilot areas will be the mountain ranges in the Cazas of Jbeil and Akkar. The project duration is five years.

Rehabilitation practices will be tested for technical effectiveness, cost-effectiveness and benefits in the agriculture, mountain pastures and forestry sectors, the quarrying sector, and the eco-tourism and outdoor recreation sectors. Prevention will be achieved through comprehensive land use planning and the monitoring for compliance with set conditions and their enforcement.

There will be clarification of roles and enhancement of capacities particularly at local government level. The institutional and regulatory context will be reviewed, updated and strengthened so as to prevent new

degradation of forests, rangelands and agricultural lands. The project will aim for a robust, comprehensive and appropriate legal framework which will assess biodiversity and key ecosystem goods and services to inform permitting decisions.

Ultimately, the key to achieving LDN is in making the most effective land use planning decisions and in implementing and upscaling these together with appropriate restoration measures – which is reflected in the three Outcomes of the project which are:

Outcome 1: Degraded mountain land in selected mountain districts of northern Lebanon identified, rehabilitated and restored

Outcome 2: Mountain lands managed sustainably to prevent degradation

Outcome 3: Project monitoring and evaluation, communication, knowledge management and financial mechanisms for the dissemination and replication of the results of the project with the aim of achieving land degradation neutrality

UNDP is seeking to procure the services of a GIS Specialist to work under the guidance and supervision of the Project Manager (PM) on a long-term agreement basis for specific deliverables. The GIS Specialist would provide support in the compilation and analysis of GIS data for the various needs of the project.

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

The Consultant will have but will not be limited to the following responsibilities:

- 1.1 Compiling data and database set-up
- 1.2 Production of maps

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Bachelor's degree, preferably in, GIS in addition to a background in agriculture, forestry, land use planning or related field;

II. Years of experience:

7 years of relevant work experience, preferably in environment, development or related fields;

III. Technical experience:

- Experience in cartography, spatial analysis;
- Experience in setting and operating Collector for ArcGIS;
- Experience with UN or international donor project(s) is an asset;
- Experience in monitoring of forest and rangeland management;

- Experience in environmental, agriculture forest and rangeland or similar projects.

IV. Competencies:

- Language skills: Proficiency in English and Arabic languages. French is an asset;
- Good proven command of Database and GIS software (especially ArcGIS, QGIS, GPS, Remote Sensing, Databases and Spreadsheets).

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
<ul style="list-style-type: none"> Criteria A: Academic qualifications Bachelor: 21 Points Masters: 25 Points Relevant trainings/certificates: Additional 5 Points		30
<ul style="list-style-type: none"> Criteria B: Years of relevant experience in the field Below 7 Years: 0 Points 7 to 8 Years: 28 Points		40

More than 8 years: 40 points		
• Criteria C: Technical Experience Experience in cartography, spatial analysis: 10 points Experience in setting and operating Collector for ArcGIS: 5 points Experience with UN or international donor project(s): 5 points Experience in monitoring of forest and rangeland management: 3 points Experience in environmental, social, development, agriculture or related projects: 7 points		30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	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. 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 **Procurement for the services of a GIS Specialist for the Land Degradation Neutrality of Mountain landscapes in Lebanon (LDN) project** under **Land Degradation Neutrality of mountain landscapes in Lebanon (LDN)**
- 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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An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

- 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 leaning 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		150 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)			

Full Name and Signature:

Date Signed:
