



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 Sep 2021

Reference: LBN/CO/IC/255/21

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**Country:** Lebanon

**Description of the assignment:** National Consultant - Procurement of the Services of a Business Expert to develop a business plan for Mechmech Agrofood Facility

**Project name:** Land Degradation Neutrality of Mountain Landscapes in Lebanon (LDN)

**Period of assignment/services:** 45 days spread over the period of 16 weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **13 Oct 2021 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](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 Land Degradation Neutrality of mountain landscapes in Lebanon (LDN) project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment (MoE) in Lebanon. The project seeks land degradation neutrality in mountain lands by rehabilitating degraded land and preventing further degradation. The project 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 agriculture sector, mountain pastures and forestry sectors, quarrying sector, and 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 the local government level. The institutional and regulatory context will be reviewed, updated, and strengthened 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.

To pilot the approach, the project will focus on the districts of Akkar and Jbeil and apply comparative remedial methodologies to restore mountain lands to their valuable ecological functions such as sustainable agricultural productivity, biodiversity habitat and ecosystem services.

In line with the above, the project identified an Agrofood facility in Mechmech- Akkar, which is built and partly equipped. This facility aims to produce dairy products, processed vegetables and fruit products and distilled syrups.

The project is seeking to procure a national business/agrofood expert to develop a business and management plan for the identified facility.

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

The purpose of the consultancy is to develop a business plan for the facility through: i) Appropriate collection methods to ensure a viable long-term supply of agri-food raw materials, (ii) Value-added processing and product improvement result in increased value of globally significant agri-food end products harvested in biodiversity-friendly manner, (iii) Supply chain framework strengthened for sustainable harvest of globally significant agri-food products and awareness promoted for conservation-friendly products and (iv) Learning, evaluation and adaptive management achieved.

The requested business plan should be developed within the context that either they will be implemented by a local agriculture cooperative or a local community-based enterprise or NGO. As such, they should be realistic, pragmatic and easily adopted by the concerned party taking into consideration their limited human and financial resource.

The consultant will carry out the following tasks:

- Assessment of the existing food processing plan
- Data gathering and assessment of market potential
- Identification and shortlisting of potential product lines
- Elaboration of Business Plans

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

### 3. Methodology

The methodology of the work will consist of an assessment of an existing agro-food processing plant, taking into consideration remaining equipment needed, building structure needs based on ISO 22000 and HACCP requirements, potential upgrade based on financial viability and potential value chains based on the assessment of agricultural produce in the region in addition to direct consultations with key local stakeholders. A land degradation neutrality and natural resource conservation approach should be integrated into all aspects of the analysis and studies.

### 4. Expected Outputs and deliverables

The required deliverables under the terms of reference are:

ID	Deliverables/ Outputs	Estimated number of working days	Estimated Duration to Complete	Target Due Dates
1	Deliverable 1: Inception report including detailed work plan and Methodology	4.5	3 weeks from Contract signature	UNDP Project Manager
2	Deliverable 2: - Assessment report of the existing plant - Assessment of market potential including all collected data, prioritized products and comparative synopsis	9	8 weeks from Contract signature	UNDP Project Manager
3	Deliverable 3: 6 Draft Business Plans	18	12 weeks from Contract signature	UNDP Project Manager

4	Deliverable 4: 6 Final Business Plans	13.5	16 weeks from Contract Signature	UNDP Project Manager
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For additional information, please refer to **ANNEX I – Terms of Reference**

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

### **I. Academic Qualifications:**

- Master degree in business management, food technology/agrofood or related field

### **II. Years of experience:**

- Minimum of 10 year of relevant experience including experience in assessment of markets and preparation of feasibility studies for agro-food and related products
- Relevant trainings/Certificates is an asset.

### **III. Technical experience:**

- Proven experience in the agri-food production in Lebanon
- Experience in working with local/rural communities at the local level
- Proven experience in the development of business plans and marketing plans
- Proven knowledge in GHP, iso 22000 management system and HACCP requirements

### **IV. Competencies:**

- Advanced writing and editing skills in English.
- Computer literacy for Microsoft Office Package or equivalent.
- Excellent communication and consultation skills.
- Proven analytical skills and capacity in producing quality reports and documents.

## **6. 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.

(iv) **Methodology and workplan**

**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	Potential Dates
10%	Inception report including detailed work plan and Methodology	3 weeks from Contract signature
20 %	Deliverable 2: - Assessment report of the existing plant - Assessment of market potential including all collected data, prioritized products and comparative synopsis	8 weeks from Contract signature
40%	Draft Business Plans	12 weeks from Contract signature
30%	Final Business Plans	16 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.

## 7. 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%]*

Criteria	Weight	Max. Point
<b><u>Technical Competence</u></b>	70%	100
<b>Criteria A: Academic qualifications</b> Bachelor's Degree: <b>Zero</b> Master's Degree: <b>14</b> PhD Degree: <b>18</b> Relevant trainings/Certificates: Additional <b>2</b> points		20
<b>Criteria B: Years of relevant experience in the filed</b> Less than 10 years: <b>0</b> 10 years: <b>12</b> 11 to 12 years: <b>15</b> More than 12 years: <b>20</b>		20

<b>Criteria C: Technical Experience</b> Proven experience in the agri-food production in Lebanon: <b>10</b> Experience in working with local/rural communities at the local level: <b>5</b> Proven experience in the development of business plans and marketing plans: <b>10</b> Proven knowledge in GHP, iso 22000 management system and HACCP requirements: <b>5</b>		30
<b><u>Methodology and workplan</u></b> Bidder's understanding of the task (well defined and corresponds to the TORs): <b>10</b> Bidder's methodology for the elaboration of the strategic management plans and their structure: <b>10</b> Bidder's comments and/or additions to the TORs: <b>5</b> Logical sequence of activities, and realistic planning promising efficient implementation: <b>5</b>		30
<b><u>Financial</u></b> (Lowest Offer/Offer*100)	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

### **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 **National Consultant for Procurement of the Services of a Business Expert to develop a business plan for Mechmech Agrofood Facility** 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]:*

☐ 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	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>		45 days	
Professional Fees			
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>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

## B. Breakdown of Cost by Deliverables

Milestone	Outputs	Estimated Duration to Complete	Payment terms	Total in USD
1	Inception report including detailed work plan and Methodology	3 weeks from Contract signature	10%	
2	Deliverable 2: - Assessment report of the existing plant - Assessment of market potential including all collected data, prioritized products and comparative synopsis	8 weeks from Contract signature	20 %	
3	Draft Business Plans	12 weeks from Contract signature	40%	
4	Final Business Plans	16 weeks from Contract Signature	30%	

Full Name and Signature:

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Date Signed:

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