



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 23 2014

Reference: LEB/CO IC/29/14

---

**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of International Consultant for the development of the project's final report

**Project name:** Safeguarding and Restoring Lebanon's Woodland Resources Project (SRLWR)

**Period of assignment/services:** 30 Working days with 3 Day mission to Lebanon.

Proposals should be submitted to the below e-mail address no later than **Thursday 15<sup>th</sup>, May 2014 3:00 p.m. Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, Nejme, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

Any request for clarification must be sent in writing to the e-mail indicated above. 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.

---

18

Handwritten signature and initials.

## **1. BACKGROUND**

The long-term goal of the Safeguarding and Restoring Lebanon's Woodland Resources Project (SRLWR) is to complement the on-the ground investments undertaken through the National Reforestation Program through the creation of an enabling environment and by building capacity for sustainable land management as a contribution to greater ecosystem stability, enhanced food security and improved rural livelihoods. The rationale is to remove the institutional, economic, technical barriers to Sustainable Land Management in this sector in order to enable the National Reforestation Plan to meet its targets and up-scale forestry Sustainable Land Management models and approaches over 20 years at the national scale. The immediate objective is to develop a strategy for safeguarding and restoring Lebanon's woodland resources and assist its implementation through capacity building and execution of appropriate SLM policies and practices.

The project has implemented 3 sets of trials in 7 pilot sites on different innovative technologies of reforestation, including different irrigation techniques, use of seedlings of different ages and direct sowing of seeds, having as purpose to decrease reforestation costs in Lebanon, which are currently very high.

Data has been gathered, analyzed and interpreted by the project management in coordination with a national expert in forestry. These interpretations have been written up in different sections that would form part of a larger project report. The assistance of an international consultant is needed for the revision of the drafted sections, support in structuring the report and in drafting additional sections as needed including the conclusion and recommendations. In addition, an executive summary or summary for policy makers is required.

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

The consultant will write the final report of the SRLWR project, covering the period extending from 2009 till 2014, in line with UNDP standards and requirements.

The report will be written in English language, highlighting the achievements of the project, with special focus on the trials implemented, analysis of the results and recommendations on the best practices to adopt. In addition, an executive summary or summary for policy makers is requested.

Under the supervision of the project management, the consultant will edit, synthesize and finalize the final report into a coherent narrative, by bringing forward its arguments and messages with a scientific approach, in a clear, consistent and well-structured context.

For this purpose, review of the drafted sections, literature review and consolidation of different sections will be needed, as well as preparation of the graphs and charts needed and their integration into the report, along with pictures and text boxes.

The consultant will verify the report for any possible errors, style, punctuation, spelling and grammar prior to the submission of the first draft to the project management.

In addition to the table of contents and the literature review, the final report will be composed of the sections outlined below:

1) Introduction

2) The SRLWR project

3) The trials

4) Recommendations

5) Conclusion

### **Methodology of work**

- Collection and study of relevant documents: project document, project work plans and reports (2009-2014) and the drafted sections of the final report.
- Literature review for the development of the section related to the “International progress made in reforestation technology & costs” section.
- Meeting with the project management and local forestry expert in Beirut, Lebanon (3 days).
- Submission of the first draft.
- Submission of the final version of the report.

**For detailed information, please Refer to Annex I – Terms of Reference**

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

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

- Advanced university degree (Master’s degree or equivalent) in development studies, environmental sciences, forestry or related field.

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

- A minimum of 10 years of relevant experience as a consultant or university professor, with experience in the preparation of scientific documents/articles/reports/project documents written in English

### III. Competencies:

- Native English speaker.
- Proven experience in editing, proof reading and writing.
- Excellent writing skills in the compilation of high level quality documents in English language.
- Experience in presenting complex technical information in an easily comprehensible way for non-specialist readers and the general public.
- Experience in drafting of different publications, articles and different types of creative text related to forests, scientific research.
- Previous experience in conducting research, data analysis, reporting and interpretation in the field of forestry.
- Experience in the preparation of statistical tables, graphs, charts and concepts.
- Demonstrable analytical skills.
- Proficiency in the use of the computer.

### **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) Provide a brief **methodology** on how you will approach and conduct the work, and samples of previous work written
- (iv) Personal **CV** including past experience in **similar projects** /assignments and concrete outputs obtained, 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:

- 30% of total contract amount upon successful Submission of deliverable **A**: Pre-final version of the report - first draft five weeks from contract signature.
- 70% of total contract amount upon successful Submission of deliverable **B**: Final version of the report eight 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.

## **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
• <i>Criteria A:</i> Academic qualification		30
• <i>Criteria B:</i> Experience		40
• <i>Criteria C:</i> Methodology & previous work		30
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

## **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**