



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 17<sup>th</sup> 2014

Reference: LEB/CO IC/105/14

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of a Consultant on Trade Facilitation in the Arab region from Perspectives of Businesses and Industries.

**Project name:** Aid for Trade Initiative for Arab States.

**Period of assignment/services:** 4 months from contract's signature date.

Proposals should be submitted to the below e-mail address no later than **Tuesday, November 18<sup>th</sup> 2014, at 3:00 pm 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, Nejmeh, 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.

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## **1. BACKGROUND**

The Aid for Trade initiative for the Arab States (AFTIAS) aims to achieve inclusive economic growth with increased

Employment opportunities and greater competitiveness through trade policy reform in Arab countries as an integral part of the regional trade and economic integration agenda.

The project focuses on helping countries and the main sub-regional and regional integration entities to accelerate the pace of trade reform and regional economic integration, to strengthen the employment effects of those reforms with particular focus on women and youth. Economic integration through increased trade and foreign direct investment (FDI) are considered as means available in the short to medium term to policy makers to engage countries on a higher path of sustainable economic growth.

As the implementing partner, responsible for the overall management and implementation of the project, UNDP works in close partnership with the League of Arab States (LAS), the International Islamic Trade Finance Corporation (ITFC) and UN agencies from the CEB Trade and Productive Capacity Cluster (ILO, ITC, UNCTAD, UNDP, and UNIDO) responsible for leading work in specific result areas in coordination with partners in the region.

Building upon UN agencies' expertise, ongoing technical assistance and capacity development interventions in the region, the initiative particularly supports the LAS to promote regional trade integration, as per the GAFTA commitments and the resolutions adopted by the 3rd Arab Economic and Social Development Summit.

The partnership and cooperation with the LAS is seen as such critical to advance and promote the regional trade integration agenda as re-affirmed in the Riyadh Declaration, renewing the commitment of the Arab leaders to "remove all barriers that stand in the way of inter-Arab trade".

To this end, the initiative also supports initiatives aiming at improving performance of cross border operations at selected border posts in the Arab countries, along specific trade/transport corridors to facilitate flow and movement of goods, means of transport and people.

Combination of policy instruments (in terms of policy measures, regulatory framework) with good, future-oriented practices would create a "virtual loop" contributing to the achievement of the project objective. This evidence-based policy approach would support the implementation of quality development solutions that best serve the needs of the Arab region and its member states.

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

As part of the Private Sector Development Forum planned in the context of the 4th Arab Economic and Social Development Summit 2015, a session would be dedicated to the role of businesses and industries in supporting Trade Facilitation.

The session would aim at promoting active engagement of investors, transport operators and service suppliers in deepening economic linkages between Arab economies towards the establishment of the Arab Customs Union.

As part of this session, there would be discussions on the activities and efforts that the private sector are pursuing to contribute to Arab economic integration with respect to design of public policies and measures as well as promotion of good governance and institutional development.

From the findings of empirical exercises by the private sector, UNDP will present key policy recommendations on how businesses and industries are well placed to contribute to facilitate trade, transport and movement of goods, people while fulfilling requirements of security in the region. Such contribution can also be realized through production of operational experiences of the conduct of business in Arab countries to trade and economic policy makers with concrete suggestions to make it as part of a more comprehensive program of realizing GAFTA and of modernization of productive capacity. As consequence, businesses and industries will become engaged partners to economic policy makers of Arab countries in driving the process forward.

Areas of key interest comprise:

- (i) Improvement of business processing toward more simplification and harmonization.
- (ii) Design of business and customer friendly operational models in leveraging on new development of technology and management techniques.
- (iii) Lessening unnecessary burden on business and industries, particularly on SMEs in certain operational areas such as tied up cash flows.
- (iv) Upgrading existent practices of logistics services to the international standards (Efficiency in Cost – Reliability in delivery – Timeliness).
- (v) Promotion of competition and institutional development.

The session would be conducted with a holistic presentation of key findings from practical experiences that result from a detailed and comprehensive study. The latter would include an assessment of potential benefits, challenges and opportunities that active engagement by the private sector might bring about, particularly their contribution of information, data, technical suggestions to public officials in trade facilitation (TF). To that end, it is essential to document facts and operational information in a structured manner with evidence-based analysis to substantiate policy recommendations and suggestions of holistic directions.

A particular focus would be on the benefits that Public and Private Partnerships (PPP) in TF offers for: i) the implementation and improvement of TF-related reforms in infrastructures, ICT, border management, corridors; ii) coordination, harmonization and standardization of processes in international trade and iii) simplification and modernization of administrative and operational procedures. Expected reduction in costs, time and other improvement would result direct or indirectly through decrease of processes of administrative procedures, reduction of clearance time, increase in regulatory visibility, transparency and restrained corruption, and generation of more revenue in function of accelerating economic development.

In achieving the objectives of the assignment, the Contractor will be required to establish a clear work method that enables a fact-based study and evidence-supported analysis. In this pursuance, a conduct of a survey or the like may be necessary and shall be agreed in advance to its effective implementation. As overall, the study targets operations of logistics services in any Arab country while priorities would be given to practices taking place in countries like Sudan, Egypt, Jordan, Kingdom of Saudi Arabia and modes of border crossing, primarily lands and sea ports.

Moreover, attention should also be given to the assessment of the effectiveness, relevance and efficiency those PPPs initiatives on trade facilitation. The assessment should include an analysis of the funding model and to which extend those initiatives are sustainable.

Finally, the study will identify key issues, risks and opportunities in promoting and advocating for further involvement of the private sector in the region with focus on Sudan, Egypt, Jordan, Kingdom of Saudi Arabia, as appropriate, in support of achieving key objectives of promotion of Arab economic integration and connectivity. Consequently, it may compile lessons learned from initiatives by the private sector, either independently or under any partnership program with the public sector, and from other projects dealing with trade/transport corridors. The study will look into empirical practices and experiences from the private sector in dealing with challenges and mismatch between operational needs and existent regulatory framework for fact-based recommendations and addressing measures.

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

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

#### I. Academic Qualifications:

- Preferred PhD's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences, Development Studies or related field;

#### II. Years of experience:

- 15 years of relevant experience in the areas of trade facilitation, international trade, economic development preferably in the Arab region;
- Convincing experience in designing and managing projects focusing on trade facilitation, economic development through provision of evidence-based policy advice;
- Excellent knowledge and experience in applying results-based management and strategic planning methodologies and tools.
- Substantive knowledge of UNDP programming and application of UNDP's operational policies & practices.
- Ability to meet deadlines and prioritize multiple tasks

#### III. Competencies:

- Excellent writing, editing, and oral communication skills in 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) Provide a brief **methodology** on how you will approach and conduct the work

(iv) Personal **CV** 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:

Payment will be made in four installments, upon satisfactory completion of deliverables in accordance with the work schedule, as per below table:

<b>Deliverables/Outputs</b>	<b>Target Due Dates</b>
Deliverable 1: Submission of the study outline, methodology (including questionnaire) and work plan	2 weeks from the start of the contract
Deliverable 2: Submission of 1st consolidated draft study	8 weeks from the acceptance and approval of the 1st deliverable
Deliverable 3: Submission of the final draft of the complete study	4 weeks after submission of the inputs, comments and corrections from the reviews process.
Deliverable 4: Submission of a presentation of the study findings and recommendations	1 week after the submission and acceptance of the final and complete draft study

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
<ul style="list-style-type: none"> <li><i>Criteria A: <u>CV review and relevance of education and experience.</u> Prior experience in similar projects, preferably in UN context and experience in working with multiple UN agencies at the same time will be considered an asset.</i></li> </ul>		57
<ul style="list-style-type: none"> <li><i>Criteria B: <u>Quality of the</u></i></li> </ul>		43

<p><u>methodology/approach as explained in the offer.</u> This will include the quality of approach in differentiating different country needs; understanding of and reflection on ways of approaching adaptation to climate change and disaster risk reduction in the regional context; The evaluators will pay attention to the flow and consistency in the ideas and approaches presented in the offer.</p>		
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	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**