



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: November 13<sup>th</sup> 2014

Reference: LEB/CO IC/123/14

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of a Consultant for the Publication of MoE-UNDP Partnership Achievements (2010-2014)

**Project name:** Institutional Strengthening of the Ministry of Environment

**Period of assignment/services:** 25 Working days spread over 3 Months

Proposals should be submitted to the below e-mail address no later than **Friday 28<sup>th</sup> November 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, 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.

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## 1. BACKGROUND

UNDP has been, since the initiation of the Ministry of Environment (MoE) in 1993, implementing projects, mobilizing donor funding and supporting the ministry throughout the years and through numerous projects. These projects contribute to the development and improvement of the legislation, regulation and planning at the MoE. Projects also provide on-the-ground implementation of activities at the local level and contribute to environmental research and development. The projects complement the work of the various Services and Departments at the Ministry of Environment.

The Institutional Strengthening of the Ministry of Environment project was established early 2010 with the objective of supporting the MoE in planning and programming for sustainable development, and environmental capacity development. Within the project activities planned for 2014 – 2015, this project will publish a report highlighting the partnership between MoE and UNDP and its achievements.

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

The assigned consultant will, based on documentation provided by UNDP, prepare a document that consolidates the work achieved within the MoE-UNDP partnership for the past 5-years (or slightly more), analyses the added value of the partnership and determines its impact in the sector. The document will cover at a minimum the following headings (should the consultant consider additional or alternative headings, these could be considered during the drafting of the report)

- Policy Support
- Research & Development
- Environmental Mainstreaming
- Resource Mobilization for Implementation: Financial, Human, Technical
- Key Environmental Guidance and Awareness
- Communication & Partnership
- On the Ground Interventions
- Annex: Fact Sheets about the Projects (One page fact sheet per project)

The scope of work will include the following:

- 1- Review of the documentation provided by UNDP (fact sheets about the projects)
- 2- Draft the publication (in English) as per the outline above
- 3- Review the draft based on comments from UNDP
- 4- Edit the document
- 5- Format (including photographs), layout and design a basic cover for the report
- 6- Prepare short power point presentation summarizing results.

The report targets the general public and is meant to show-case the work undertaken in the field of environment and sustainable development.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Masters in Environmental Policy Planning or Political Science or other related fields

#### II. Years of experience:

- Relevant experience of at least 10 years.
- Proven professional experience in public policy
- Experience in report writing, journalism and/or communication is an asset
- Previous experience with the public sector and environmental governance in Lebanon
- Previous experience with UNDP is an asset

#### III. Competencies:

- Excellence in writing skills.
- Knowledge and practical experience in publishing
- Strong analytical skills
- Ability to adapt quickly to new work environments, to establish and maintain good work relations with individuals of differing backgrounds, and to work under pressure.
- Language Requirements: 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:

- First Payment of 40% of total contract value upon submission and acceptance of First Draft Report
- Second Payment of 60% of total contract value upon submission and acceptance of Final Draft report and Presentation

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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
• Criteria A: Academic qualification/competencies		40
• Criteria B: Experience		60
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</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**