



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: December 8th 2014

Reference: LEB/CO IC/139/14

Country: Lebanon

Description of the assignment: Provision of Individual Services of Biomedical Engineers (Two Engineers will be selected for this procurement notice)

Project name: Support to the Lebanese Host Communities Affected by the Syrian Crisis Project

Period of assignment/services: Three (3) years based on satisfactory performance of services

Proposals should be submitted to the below e-mail address no later than **Tuesday, January 6th 2015, 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:	procurement.lb@undp.org

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.

1. BACKGROUND

Following the recent significant deterioration of the situation in Syria, Lebanon is witnessing a sharply rising influx of refugees along the northern and eastern borders. A rapid socio-economic assessment carried out by UNDP in these areas indicates that refugees represent a major and increasing burden on host communities, competing for already limited social services, employment and other economic opportunities. Recent reports point towards mounting frustration among host communities who feel neglected in the face of support exclusively targeting refugees. The project has the ultimate aim of increasing and sustaining stability in the areas affected by Syrian crisis through improving livelihoods and service provision in a conflict sensitive manner. The project aims to contribute to the efforts to improve economic recovery, community security and social cohesion in the affected Lebanese communities through an inclusive community based approach, which will increase livelihoods options and local level service delivery. The Project aims to support the development of integrated health territorial plans and services in order to increase access to high-quality primary health care services for the targeted communities. It also seeks to increase awareness about health in public schools.

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

The biomedical Engineer is expected to review medical equipment technical specifications, evaluate medical procurement activities, as well as supervise the installation of Medical equipment in the designated areas.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Graduate degree in Electronic Engineering emphasis on biomedical or relevant field.

II. Years of experience:

- Relevant experience of not less than 4 years in operational experience.
- Experience in community based assistance and participatory community actions are an asset.
- Previous experience with UN agencies is an asset.

III. Competencies:

- Proficiency in the use of computer programs such as outlook, power point and social tools.
- Excellent writing, editing and oral communications skills in English and Arabic. Spoken French knowledge is an asset.
- Excellent public speaking and presentation skills
- Networking and customer service oriented attitude

- Team player with the ability to maintain good work relations with individuals of different backgrounds, and to work under pressure.

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

The consultant shall be paid upon completion of each initiative and submission of the related final report. In this respect, the consultant shall take into consideration the following:

- i) The Site Visit fee must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and
- ii) For each initiative, a report after each site visit duly approved by the CTA, and a related final report which shall serve as the basis for the payment of fees.

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
• <i>Criteria A: Academic Qualification</i>		20
• <i>Criteria B: Years of Experience</i>		40
• <i>Criteria C: Competencies</i>		40
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence	
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