



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: January 13 2015

Reference: LEB/CO IC/6/15

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**Country:** Lebanon

**Description of the assignment:** Provision of facilitation services for the process support for a group of ex-combatants

**Project name:** Peace Building in Lebanon, Phase 3

**Period of assignment/services:** Eleven (11) months

Proposals should be submitted to the below e-mail address no later than **Wednesday, 28 January 2015, 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

Since the end of the civil war (1975- 1990) Lebanon has been witnessing a series of continuous tensions and conflicts. These tensions and conflicts are putting the country's security and stability at risk, and the potential for the eruption of a new cycle of violence is quite high. Although the Lebanese civil war has officially come to an end more than two decades ago, the political leadership of the country partially consists of former warlords. The country remains deeply divided between different religious and political groups, seeking private profits and gain over national unity and policy reforms.

Even though the country has widely been reconstructed and the political institutions are functioning, one can say that Lebanon has never fully healed from the wounds of the civil war. A true reconciliation process hasn't taken place, and all efforts that aim at dealing with Lebanon's war history are being blocked. In Lebanon's post-civil war-history, the common mechanisms of transitional justice – ranging from prosecution, lustration and reform of state institutions to truth commissions and reparation programs – have not been applied. A culture of impunity exists and is coupled with divided memories; which are part of group identities, reinforcing social segregation.

The experience of ex fighters, who were active during the civil war, and who decided to turn the page and contribute to civil peace in Lebanon is crucial. Among other players, Fighters For Peace, a Lebanese non-profit organization, is launching its initiative "From Civil War to Civil Peace", which aims at building the skills of ex-fighters; 1) supporting the healing process of the group of ex-fighters through personal development and psychological support exercises; 2) enhancing the group's communication skills, in order for them to better communicate their messages to different and various types of audiences; 3) Promoting the concept of transitional justice amongst ex-fighters and equip them with the essential knowledge and stories from other countries where the process was successfully undertaken and implemented. The group will also be offered the opportunity to build connections with other foreign ex-combatants among those who were able to get reintegrated in their societies. The capacity building sessions are meant to enable fighters to cope with their fears, inner thoughts and with the challenges they are facing in their daily lives and their relation with their entourage.

The group and other contributors will be able to put together the guidelines for the development of an online museum.

The facilitator will play the role of an advisor that will be following up with the group on the overall process. He will be guiding the group through facilitating several sessions in order to shape and transform the group's view and ideas into clear and comprehensive action plan. Throughout the facilitated sessions, the group and other contributors will be able to put together the guidelines for the development of a portal that will serve as a Virtual Museum of the Civil war (through the stories of the different fighters), as well as identify the major fields of training which are to be visited, for them to be able to guarantee sustainability and effective peace-promotion work as a lifetime process in a post-war country.

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

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

Under supervision of the Project Manager, the consultant/facilitator will undertake the following tasks and activities: (Suggested total number of days: 34)

### **A- Methodology and work plan: (estimated number of working days: 8)**

Design a methodology for the process support and the work plan with the timetable. This methodology should be based on a desk review and take into consideration lessons learned from similar experiences implemented outside Lebanon whether regarding the portal or the whole process of supporting a group of ex-fighters (what worked, what didn't work, how similar websites were developed, structured and what was the impact...)

### **B- Develop a roadmap for the NGO online museum: (estimated number of working days: 17)**

- Suggest a list of potential contributors (to the online museum), such as designers, artists, photographers, journalists, to be invited to participate in the discussion sessions.
- Facilitate discussion sessions and identify the topics of the discussion groups around the development of the online museum of war-memories collected through the participation of ex-fighters, photographers, and journalists.
- Based on the desk review conducted as part of the methodology and on the results of the discussion sessions, develop a comprehensive roadmap of the online museum including clear objectives, strategy, tools to be used, topics and content in addition to its role in the re-integration process of ex-fighters into the society

### **C- Capacity Building (suggested number of working days: 9)**

- Throughout the hall discussion sessions, build the skills of ex-fighters on topics such as communication, lobbying, storytelling, and NGO management, and identify more technical needs required by the NGO members and suggest accordingly topics for capacity building sessions to be implemented by the correspondent experts;
- Report the progress of the work done throughout the process. (3 days)
- Produce a final report including the results of the process support, challenges, lessons learned and recommendations.( 5 days)

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- University degree in social sciences, communication arts, media, or any other related field. MA is a plus.

#### II. Years of experience:

- A minimum of 8 years of experience in facilitating similar processes.
- A minimum of 5 years of experience in working in peace building related issues.
- A minimum of 5 years providing trainings in NGOs management, Communication and Advocacy.

#### III. Competencies:

- Excellent facilitation skills.
- Ability to coordinate with different stakeholders adopting a participatory approach.
- Experience with engaging with a wide range of stakeholders with different backgrounds.
- Perfect communication skills included proficiency in Arabic and English Languages.
- Knowledge of the Lebanese civil society and the history of the Lebanese civil war.
- Interest in the topic and commitment towards reconciliation.

### 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:

- 1<sup>st</sup> payment: 20 % of the lump sum upon submission and UNDP acceptance of the first report.
- 2<sup>nd</sup> payment: 40% of the lump sum paid upon submission and UNDP acceptance of the second report.
- 3<sup>rd</sup> payment: 40% of the lump sum paid upon submission and UNDP acceptance of the final report.

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
<ul style="list-style-type: none"> <li>Criteria A: Experience in facilitating similar processes</li> </ul>		30%
<ul style="list-style-type: none"> <li>Criteria B: Experience in working in peace building related issues</li> </ul>		20%
<ul style="list-style-type: none"> <li>Criteria C: Providing trainings in NGOs management, Communication and Advocacy.</li> </ul>		25%
<ul style="list-style-type: none"> <li>Criteria D: Knowledge of the history of Lebanese Civil War and reconciliation and interest in the topic</li> </ul>		25%
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

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**