



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: January 22<sup>nd</sup> 2015

Reference: LEB/CO IC/9/15

---

**Country:** Lebanon

**Description of the assignment:** Services of a National Individual Consultant for Water & Sanitation

**Project name:** Improving Living Conditions in Palestinian Gatherings Host Communities

**Period of assignment/services:** From Contract Signature till end of December 2015

Proposals should be submitted to the below e-mail address no later than **Monday, February 9<sup>th</sup> 2015 at 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.

---

## **1. BACKGROUND**

This TOR falls under the UNDP project “Improving Living Conditions in Palestinian Gatherings Host Communities”, which aims at enhancing access to Basic Urban Services BUS (water, sewerage, solid waste management, electricity, roads) and shelter conditions. In addition to the 12 official Palestinian Refugee Camps in Lebanon, a total of 42 Palestinian Gatherings are distributed along the regions of Lebanon, housing Palestinian refugees in the South (Tyr and Saida), North, Beirut and Beqaa (refer to the map at the end of the document). Palestinian Gatherings are informal settlements ‘constituting relatively homogenous refugee communities, such as smaller villages or households living in the same multi-story residential buildings” (fafo, 2003).

Being informal areas, Palestinian gatherings remain excluded from national strategies or local development plans, thus increasing poverty and marginalization of the local refugee communities and the deterioration of the living environment. The forty-two gatherings fall under the municipal domain of twenty-five municipalities; however, municipalities in general do not intervene to provide basic urban services or improve the physical environment in these areas. The lack of municipal intervention is attributed to a number of reasons mainly: lack of financial resources; the security situation in the gatherings mainly adjacent to camps; and most importantly misconceptions that the gatherings are served by UNRWA. In fact, as per UNRWA’s mandate, the Agency’s services targeting refugees living in the gatherings are restricted to education and health coverage. UNRWA’s interventions in terms of basic urban services, including WASH, and shelter self-help programmes are restricted to the boundaries of the 12 official camps. Due to the lack of service providers, refugees living in the gatherings resort to a number of informal self-help initiatives to access and maintain basic urban services. While these informal practices that are affordable to dwellers ensure their access to some services, the services themselves are inadequate, insufficient and characterized by huge gaps and shortfalls. In addition, they are ultimately connected in an ad-hoc manner to the surrounding municipal networks or to the camps’ networks in the case of gatherings that are adjacent to camps; however no coordination mechanisms exist between the actors.

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

### **Tasks and Activities:**

The individual consultant will achieve the following tasks/activities:

- **Task 1:** Technically assess the situation and needs in water and sanitation in the selected gatherings, in consultation with local communities and actors (local committees, municipalities, UNRWA, etc.).

These shall include, but not limited to, water source development, water distribution, storage, and treatment; and sewage networks and disposal and treatment facilities and methods.

- **Task 2:** Investigate and recommend the most efficient solutions to implement Water and Sewage systems in selected areas to ensure sustainability and economic viability. These could include new technologies or more traditional methods that are environmentally friendly.
- **Task 3:** Assess the feasibility and components of WATSAN projects to be implemented, in consultation with local actors.
- **Task 4:** Produce engineering studies (BOQs, illustrations, maps, etc.) and bidding documents in line with UNDP procurement guidelines and TORs when applicable for WATSAN projects. All technical designs should be in line with national regulations and projects. The consultant should advise UNDP accordingly (e.g. need for EIAs, designs in line with other projects being implemented by CDR in surrounding municipalities, etc)
- **Task 5:** Assess proposals submitted by contractors and make sure they correspond to the standards mentioned in the engineering studies and bidding documents.
- **Task 6:** Review and approve the Schedule of Works submitted by the contractor.
- **Task 7:** Acknowledge, on behalf of the project, receipt of materials that will be delivered by suppliers (if any); and make sure that the final count of the materials (received by contractors) is adequate to the bill of quantities and Standards and Specifications.
- **Task 8:** Supervise the implementation of works on the ground and make sure works are compliant with the Standards and Specifications; provide technical guidance to the contractor and approve any changes in the work plan or BOQ along the course of implementation.
- **Task 9:** Prepare weekly progress reports to the Project Manager and check and approve payments for contractors according to finished works.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Degree in Civil Engineering with specialization in water and sanitation, hydraulic engineering or relevant degree.

#### II. Years of experience:

- Minimum of 8 years of relevant local experience.

#### III. Competencies:

- Detailed knowledge of the Lebanese context and market
- Familiarity with relevant technical standards, norms, and current best practices and technologies.
- Proficiency in Arabic and English

### 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

Payments shall be made upon satisfactory completion of deliverables and submission of an IC Time sheet, duly approved by the UNDP Project Manager, which will serve as the basis for the payment of fees and as follows:

- First payment upon completion of feasibility studies and engineering studies (deliverables 1 and 2)
- Second payment upon completion of 50% of works (applicable to each project)

- Final payment upon completion of all infrastructure works and submission of final report (applicable to each project).

In this respect, the consultant shall take into consideration the below points for the completion of the financial proposal:

- All inclusive daily fees for deliverable 1: **Quick assessment / feasibility studies**
- All inclusive daily fees for deliverable 2: **Engineering studies**
- All inclusive daily fees for deliverable 3: **Site supervision**

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.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• Criteria A: Academic qualification		30
• Criteria B: Local experience in similar projects		40
• Criteria C: knowledge of the Lebanese context and market, preferably in refugee areas		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**