



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February, 24th 2015

Reference: LEB/CO IC/26/15

Country: Lebanon

Description of the assignment: Provision of Individual Services for Information Developer

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

Period of assignment/services: Six (6) months

Proposals should be submitted to the below e-mail address no later than **Wednesday March 11th 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:	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.

Handwritten signature and initials.

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 at contributing 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.

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

In the framework of the initiative “Support to Local Services Providers to Cope with Communities’ Needs”, the Ministry of Public Health (MoPH) requested to upgrade partially the existing Health Information System in order to monitor the “*package of services*” provided by the MoPH to the Primary Health Care Centers (PHCC).

The “*package of services*” of the universal coverage are for the essential healthcare pathways within the Primary health Care Centers. Each healthcare pathway is composed of services that will be introduced in a structured and homogeneous manner within the Primary Health Care Centers.

For additional information, please refer to Annex I – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

H. Qualifications of the Successful Individual Contractor

1. Academic qualifications:

- a. B.S. in Computer Science, Computer Engineering, or relevant field.

2. Years of experience:

- a. At least 5 years of relevant experience in developing web applications.

3. Competencies:

- a. Ability to work in .NET development environment
- b. Ability to solve the issues of upgrading also from remote access through WEB
- c. Ability to write technical documentation (Standard Operation Procedures).

4. Skills

- a. Development environment: ASP. NET - MVC4 - framework 4.0 +, VB.net, framework 4.0 +, HTML5, javascript
- b. DBMS: SQL Server,

5. Language Requirements:

Arabic, 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

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all-inclusive (professional fees, travel costs, living allowances, communication, consumables);
- ii. Monthly payments are applicable after submitting a report highlighting the achievements made by the Consultant, approved by IT Unit Head of MoPH and the UNDP Project Manager. In

addition, an IC Time Sheet must be submitted by the consultant, duly approved by the IT Unit Head of MoPH and the UNDP Project Manager. These two documents shall serve as the basis for the payment of fees. Payment will be done based on the number of completed working days.

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 Qualifications</i>		20
• <i>Criteria B: Years of Experience</i>		25
• <i>Criteria C: Competencies, Skills and Language Requirements</i>		25
• <i>Criteria D: Methodology</i>		30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	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