



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March, 6th 2015

Reference: LEB/CO IC/32/15

Country: Lebanon

Description of the assignment: Provision of Individual Services of a Programme Support Unit Assistant

Project name: Programme Support Unit

Period of assignment/services: Six (6) months

Proposals should be submitted to the below e-mail address no later than **Monday 23rd March 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:	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.

42

1. BACKGROUND

The Programme Support Unit based in Beirut, Lebanon provides support to all regional programmes and/or projects with duty station Beirut and Cairo.

Under the general guidance and the direct supervision of the Programme Support Unit Coordinator, the PSU is responsible for undertaking financial, administrative and programme support tasks.

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

The PSU Assistant will be responsible for the tasks listed here under:

- Verify certification of payments and invoices for payment from travel agents, event organizers, hotels and their suppliers against terms of contracts and actual services rendered; then process payment through UNDP
- Assist in preparing and organizing national and regional meetings and workshops
- Assist in the preparation and follow up on the lists related to the activity (Participants list, rooming list, travel list)
- Assist in the preparation of the information needed to create Van Breda insurance for the participants
- Request for and follow up on the security clearance of the participants
- Communicate all the logistical information to the participants
- Assist in the booking and purchase of tickets for all travel
- Assist in administrative matters relating to official travel of the participants and prepare the travel authorizations
- Liaise with airline representatives, travel agents and airport authorities as required
- Check the meeting room of the hotel and arrange for the coffee breaks and lunches
- Prepare requests for visas and follow up on its issuance and delivery
- Arrange for the transportation and check outs upon departure
- Responsible for administrative matters related to the hotel and the accommodation of the participants
- Request for issuance of contracts for experts and consultants through UNDP and ensure that all necessary documents are in place
- Assist in the management of administrative matters relating to the transportation, sound system, needed material and supplies during the meetings

- Request for and follow up on the issuance of contracts for event organizers, hotels and travel agent
- Contact the airport in order to make sure that the flights are arriving on time and communicate the information to the transportation coordinator
- Wait for the participants at the airport or at the hotel in order to facilitate their accommodation upon arrival
- Perform any other requested tasks as may be required by the PSU Coordinator, Project Managers

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor of business administration, management, or any related field.

II. Years of experience:

- 2 years of relevant experience
- Previous experience with NGO's, International or Regional Organizations is required. Previous UN experience is preferable.

III. Languages:

- Fluency in English and Arabic languages are required; knowledge of another UN language is an asset.

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

(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 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
<ul style="list-style-type: none"> Criteria A: Bachelor of business administration, management, or any related field. 		30
<ul style="list-style-type: none"> Criteria B: 2 years of relevant experience 		40
<ul style="list-style-type: none"> Criteria C: Previous experience with NGOs', International or Regional Organizations is required. Previous UN experience is preferable 		30
<u>Financial (Lower Offer/Offer*100)</u>	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