

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: Wednesday 11 March 2015

Reference: LEB/CO IC/39/15

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of an RAC Expert

**Project name:** Preparation of HCFC Phase-out Management Plan (HPMP) for Lebanon for post 2015 targets

**Period of assignment/services:** 45 working days spread over a period of Two (2) months

Proposals should be submitted to the below e-mail address no later than **Monday 30 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:	<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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Handwritten signature/initials.

## **1. BACKGROUND**

The XIXth Meeting of the Parties to the Montreal Protocol in September 2007, through its Decision XIX/6, adopted an accelerated phase-out schedule for HCFCs. The first control is the freeze on production and consumption of HCFCs which would be from 01 January 2013, at the Baseline Level (average of 2009 and 2010 consumption levels). The second control step is the reduction of 10% from the Baseline Level on January 1, 2015. The third target is for the year 2020 and amounts to 35% reduction from the baseline. For achieving 2013 and 2015 targets, the Executive Committee of the Multilateral Fund approved funding amounting to US \$ 2.49 million for implementation of HPMP Stage-1 of Lebanon in its 64<sup>th</sup> Meeting. The current preparation activity relates to development of strategy and action plan for achieving 2020 control targets and in case necessary, post 2020 control targets.

This project will cover establishment of the national team and related institutional arrangements, review of existing regulatory and policy framework, information dissemination and industry interaction, data collection and validation on the baseline in each HCFC consuming industrial sector, data analysis, technology selection taking into account climate change impacts, prioritization of sectors for interventions, estimation of incremental costs and associated technical assistance needs including interventions needed for service sector and stakeholder consultations. The project will result in the preparation of a comprehensive HPMP (Stage-2) for Lebanon, which will incorporate the strategy and action plan for Lebanon for compliance with the post 2015 control targets, which is targeted for submission to the Executive Committee of the Multilateral Fund, at its 75<sup>th</sup> Meeting in December 2015.

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

The purpose of the consultancy is to provide technical assistance and expert services at the national level in the refrigeration and air conditioning sector for preparation of Lebanon's HCFC Phase-out Management Plan (HPMP) Stage-2.

### **General tasks**

Under the direct supervision of the National Ozone Unit (NOU) and in close coordination with the Ministry of Environment and the UNDP Country Office, the consultant should undertake the following tasks:

- 1) Review the survey findings of enterprises by sector primarily relating to consumption of HCFCs, baseline equipment data, technology choices etc.
- 2) Prepare draft national strategy and action plan for the RAC sector for achieving national 2020 HCFC control targets and beyond. This would include interventions relating to manufacturing/assembly as well as servicing in RAC sector.
- 3) Identify technology options for different end-user applications based on available technology choices in the RAC sector after assessment of technical requirements of industries for conversion from HCFCs to the available and eligible alternatives in the RAC sector.

- 4) Develop project interventions including funding levels, timelines for implementation and technical assistance / capacity building needs for achieving targets identified above. This will take into consideration Executive Committee policies relating to eligibility, project funding components etc.
- 5) Provide background information that would support the NOU in obtaining commitment from the enterprises in participating in HPMP Stage-2 project activities for conversion from HCFCs.
- 6) Develop policy and regulatory interventions for RAC sector for phasing-out HCFCs based on targets identified above.

**Expected Outcomes:**

- Draft national strategy and action plan for the RAC sector for achievement of Stage-2 compliance targets including technology conversion projects for all RAC manufacturing enterprises.
- Interim progress reports as per below workplan
- Final report

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

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**I. Academic Qualifications:**

- Bachelor degree in Chemical, Industrial or Mechanical Engineering or related sciences

**II. Years of experience:**

- Knowledge and experience in the HCFC consuming sectors/Industrial Refrigeration and Air Conditioning sector at the national and/or international level.
- Previous experience in carrying out similar reports is an asset.
- Demonstrated experience in Montreal Protocol activities.
- Experience in working with government departments and international organizations is an asset.
- Relevant experience of not less than 10 years.

**III. Competencies:**

- Ability to prepare substantive reports and strategies related to technology, policy and costs in a clear and concise manner.
- Knowledge and understanding of the Montreal Protocol Programme in Lebanon and relevant policies and regulations is an asset.

- Good command of English language; Arabic is an asset.
- Good organizational and analytical skills.
- Good communication and coordination skills.

#### 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:

	Payment	Deliverables	Potential dates
1	20% of the total lump sum	Upon Submission and UNDP Approval of the Detailed work plan describing the activities and timelines	One week after contract signature
2	30% of the total lump sum	Upon Submission and UNDP Approval of the Progress report 1	End of Month 1 after contract signature
3	50% of the total lump sum	Upon Submission and UNDP Approval of the Final report	End of Month 2 after contract signature

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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• Criteria A: Academic qualification/competencies		25
• Criteria B: Experience		35
• Criteria C: Methodology		40
<u>Financial (Lower Offer/Offer*100)</u>	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**