



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: Wednesday 18th March 2015

Reference: LEB/CO IC/43/15

Country: Lebanon

Description of the assignment: Provision of Individual Services of a Coordinating Expert: Coordination with the technical, legal and administrative parties for the establishment of a renewable energy grid interconnection code for Lebanon

Project name: UNDP – CEDRO 4

Period of assignment/services: Thirty (30) working days spread over a period of Eight (8) months

Proposals should be submitted to the below e-mail address no later than **Thursday 2nd April 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, Nejmeh, 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.

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1. BACKGROUND

The United Nations Development Programme, in partnership with the Ministry of Energy and Water, has initiated the fourth phase of the CEDRO (Community Energy Efficiency and Renewable Energy Demonstration Project for Lebanon) Programme (CEDRO 4) funded by the European Union. The CEDRO 4 project includes several sustainable energy projects that are designed to promote related renewable and energy efficiency systems.

In parallel, another nationally executed project has been initiated in this field with the Ministry of Energy and Water (MoEW) in coordination with the Lebanese Center for Energy Conservation (LCEC): the Small Decentralized Renewable Energy Power Generation Project, or DREG, is funded by the Global Environment Facility (GEF).

Both projects are collaborating with MoEW and LCEC to undertake the needed assessments of renewable energy sources in order to support the Government of Lebanon's pledge to reach 12% renewable energy targets by 2020. The LCEC supports the Government of Lebanon to develop and implement national strategies that promote the development of efficient and rational uses of energy and the use of renewable energy at the consumer level.

This work is the first step in assessing the baseline existing conditions of the Lebanese network and its ability to reliably absorb RE sources in the areas they are expected to be installed, and recommendations on the necessary next steps with respect to actions and reinforcement of the national grid are to be detailed.

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

The tasks mentioned below shall be performed in close cooperation with the Ministry of Energy and Water, Électricité du Liban, the LCEC, and UNDP DREG and CEDRO project teams. It is understood that the Coordinating Expert shall perform all the services/work as necessary to fulfill the objectives of the Contract, joining forces with the Technical Consultant.

The interconnection of renewable energy power generation plants with the grid, especially those of large capacity, is not regulated in Lebanon, neither technically nor legally. The objective of the required work is to elaborate binding guidelines and requirements, i.e. an RE code to connecting renewable energy power generation plants (≥ 1 MW) to the grid, knowing that the code should be elaborated such that it can be tailored to the Lebanese case and enable the safe RE penetration on a project basis. The legal and administrative issues should also be assessed in order to reach an acceptable final result by removing any barriers.

As such, the selected individual will be responsible for providing the services outlined below:

- TASK 1: Gather data related to the current situation of grid
- TASK 2: Report on the current situation of existing large RE plants connected to the grid
- TASK 3: Report on situation of future potential large RE projects to be connected to the grid

- TASK 4: Assist in the development of RE grid interconnection code
- TASK 5: Conclusions and recommendation

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (Bachelor or above) in electrical engineering or related field. Major or specialization in power grids, renewable energy, policy or related field is an asset.

II. Years of experience:

- Relevant experience of not less than 10 years including experience in working and collaborating with various government agencies or interdisciplinary team
- Experience in the Lebanese grid is highly desired and will be considered as an asset

III. Competencies:

- Advanced level of communication skills including proficiency in the Arabic and English Languages.
- Excellent knowledge of the Lebanese energy sector
- Strong analytical and report-writing skills
- Excellent interpersonal and communication skills
- Commitment to team and cross-disciplinary work
- Emphasis on delivery of results and reacts well to constructive criticism

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:

Task	Payment	Deliverables	Potential dates
1	40%	Satisfactory delivery of outline and methodology	End month 1 after contract signature
2	60%	Satisfactory delivery of collected data	End month 6 after contract signature
3		Satisfactory assistance to the Technical Consultant and delivery of finalized RE grid interconnection code	End month 8 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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: academic qualifications and years of experience 		50
<ul style="list-style-type: none"> Criteria B: relevant experience and competencies 		50
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	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