



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March, 11<sup>th</sup> 2015

Reference: LEB/CO IC/38/15

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**Country:** Lebanon

**Description of the assignment:** Foam Expert – Short term consultancy for providing technical assistance and expert services at the national level in the Foam (Rigid) sector for preparation of Lebanon's HCFC phase-out Management Plan (HPMP) Stage-2.

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

**Period of assignment/services:** Forty Five (45) working days spread over the period of Two (2) Months, upon contract Signature.

Proposals should be submitted to the below e-mail address no later than **Thursday, April 14<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.

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## **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**

### **Scope of Work**

The purpose of the consultancy is to provide technical assistance and expert services at the national level in the Foam (Rigid) 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 foam sector for achieving national 2020 HCFC control targets and beyond.

- 3) Identify technology options for different end-user applications based on available technology choices in foam sector after assessment of technical requirements of industries for conversion from HCFCs to the available and eligible alternatives in the foam 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 foam sector for phasing-out HCFCs based on targets identified above.

**Expected Outcomes:**

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

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The consultant should possess the following 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 foam 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; 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:

	<b>Payment</b>	<b>Deliverables</b>	<b>Potential dates</b>
1	20% of Contract Value	Upon Submission and UNDP Approval of the Detailed work plan describing the activities and timelines	One week after contract signature
2	30% of Contract Value	Upon Submission and UNDP Approval of the Progress report 1	End Month 1 after contract signature
3	50% of Contract Value	Upon Submission and UNDP Approval of the Final report	End 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
<ul style="list-style-type: none"> <li>Criteria A: Academic qualification/competencies</li> </ul>		25
<ul style="list-style-type: none"> <li>Criteria B: Experience</li> </ul>		35
<ul style="list-style-type: none"> <li>Criteria C: Methodology</li> </ul>		40
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	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**

**ANNEX III**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

**Ross Mountain  
Resident Representative  
United Nations Development Programme  
Arab African International Bank Building  
Riad El Solh Street, Nejme, Beirut 2011 5211  
P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a foam expert under the project Preparation of HCFC Phase-out Management Plan (HPMP) for Lebanon;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate :  
☐ A total lump sum of \_\_\_\_\_  
*[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;



- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

☐

Sign an Individual Contract with UNDP;

☐

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

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- k) I hereby confirm that *[check all that applies]:*

☐

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

		Name of Institution/	Contract	Contract

Assignment	Contract Type	Company	Duration	Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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**Annexes [pls. check all that applies]:**

- ☐ CV or Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**Breakdown of Cost by Deliverables**

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)*</b>	<b>Potential dates</b>	<b>Amount in USD</b>
Deliverable 1: Detailed work plan describing the activities and timelines	20%	One week after contract signature	
Deliverable 2: Progress report 1	30%	End of Month 1 after contract signature	
Deliverable 3: Final report	50%	End of Month 2 after contract signature	
<b>Total Amount in USD</b>	<b>100%</b>		

*\*Basis for payment tranches*

Full Name and Signature:

Date Signed:

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