



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 May 2015

Reference: LEB/CO IC/72/15

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of an Information and Communication Technology Expert

**Project name:** The Arab Knowledge Report

**Period of assignment/services:** Six (6) Months from Contract Signature

Proposals should be submitted to the below e-mail address no later than **Monday, 8<sup>th</sup> June, 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
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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**

UNDP/RBAS and MBRF have partnered since 2007 in the development of a series of Arab Knowledge Reports (AKR) which independently analyzed and monitored trends and issues affecting knowledge in the Arab region. Along the same lines and vision, the Arab Knowledge Index which builds on the three Arab Knowledge Reports (2009, 2010/2011, and 2014), is planned to be produced and launched by the end of the year 2015. The Index will be built using a multi-disciplinary and participatory methodology, and will be launched with the production of a publication that includes an assessment (detailed country profiles), as well as a thorough presentation of the methodology that was followed.

The Arab Knowledge Index will provide an evaluation of Knowledge in the Arab region, using country-based assessment. To this end the Index will be built following seven main thematic areas that were identified as the focal fields for understanding the situation of knowledge, based on the findings of the previous Arab Knowledge Reports. These areas are: Pre-University Education and Literacy, Higher Education, Vocational Education and Training, Research and Innovation and Development, Economy, Knowledge for Development, and Information and Communication Technology.

Two main features are intended in the process, the first being a focus on multidisciplinary which stems from the nature of the topic at hand. The second feature is the policy angle which requires a concrete approach to the analysis of challenges of opportunities within the research framework.

As aforementioned, one of the main areas of research identified for the Arab Knowledge Index is Information and Communication Technology (ICT) as the infrastructure for the various knowledge inputs and outputs in the economy as well as the society as a whole. In fact, ICT is also an increasingly important input in the various fields of sustainable human development, such as in the fields of health services, or humanitarian relief. ICT is also a sector that crosses a number of debates in terms of its impact on the social and economic levels. Needless to say, any examination of the situation of knowledge should include an assessment of the ICT including available systems, policies and networks, in addition to the investment of ICT in the various fields of production and doing business in general, and most importantly in education and research for knowledge production.

As such, the AKR project is looking to contracting a number experts and a team leader to form the Arab Knowledge Index Core Team which will work with the AKR Technical Team and report to the Regional Programme Coordinator, and be responsible for the required research, consultations, and drafting of the final publication, as well as all associated processes as per the following sections.

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

While stressing the collective responsibility of the Core Team for the production of the Index, the corresponding Arab countries' assessment, as well as the production of the final publication, however and for organizational purposes the work load will be distributed among Core Team members. The Core Team member, expert on ICT is primarily responsible for this thematic area in terms of generating knowledge, setting and implementing the adequate consultative process in full coordination with the AKR technical team. Along with that, and working under the direct supervision of the Team Leader, and reporting to the Regional Programme Coordinator, the expert on ICT shall be responsible of:

- Contributing to the drafting and finalization the research methodology and conceptual framework, as well as the required action plans through both the production of the components that are related to ICT, as well as participating in the consolidation of all the other components as advised by the Core Team leader;
- Producing a synopsis of relevant indices in relation to Information and Communication Technology that are already available, with a focus on the features and shortcomings of each;
- Collecting and soliciting knowledge products and data to produce the Index and build the indicators that are related to Information and Communication Technology;
- Drafting / co-authoring in Arabic the final publication report covering the methodology (including the selection process of the indicators), and results of the Arab Knowledge Index.

**The Index Production and Publication Drafting process shall involve:**

- Participation in 4 to 6 Core Team meetings at which substantive matters will be discussed;
- Planning, preparing and implementing 7-10 consultative meetings with experts and stakeholders from at least four different Arab countries as part of a first round of consultations around measuring knowledge and the adequate indicators related to Information and Communication Technology;
- Planning, preparing and implementing 3-5 consultative meetings with experts and stakeholders from at least two different non-Arab countries as part of a first round of consultations around measuring knowledge and the adequate indicators related to Information and Communication Technology;
- Contributing to the planning, preparation and participation in at least 1 thematic workshop discussing the measurement of the elements of ICT in the Arab region as part of a second round of consultations which will be based on the first round, but will focus on consolidating results through sessions of group consultations instead of individual ones;
- Coordination of data sources and data with the Technical Team in order to ensure consistency;
- Substantive management and integration of background papers in accordance to the criteria and process as agreed upon with the Core Team leader and Technical Team;
- Delivery of drafts by the timeline and deadlines agreed upon;
- Participating in relevant review meetings and events (Advisory Board meeting or Readers Group meeting);
- Assisting in the identification of reviewers or Advisory Board members when needed;
- Reviewing and proofreading the printer ready version of the final publication.

**Stressing the collective responsibility of each of the Core Team members of the full production of the Arab Knowledge Index and the final publication, each Core Team Member shall also:**

- Assuming responsibility along with the other members of the Core Team for ensuring that the deadline of each phase of the process is met- based on the agreed upon work plan and set timelines;
- Maintaining close consultation and coordination with the Core Team leader and the Regional Programme Coordinator on a regular basis to report progress toward deliverables as well as substantive opportunities and challenges;

- Consulting with and advise other Core Team members, and the AKR Technical Team on the research methodology to be used; and coordinate with the AKR Technical Team to ensure reliability and consistency of data and data sources;
- Reviewing the work presented by other Core Team members, as well as the work produced collectively (Indicators, Index, Methodology, Conceptual Framework, Publication...) and provide feedback, comments and suggestions;
- Participating with the AKR Technical Team in organizing and preparing substantively any event or meeting to be conducted in connection with the Arab Knowledge Index.

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

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

#### I. Academic Qualifications:

- A PhD degree in a field that is relevant to Information and Communication Technology (Computer Science, ICT Management or other relevant fields)

#### II. Years of experience:

- 10 years minimum experience in the thematic area to be addressed including relevant experience in ICT policies in the Arab region, as well as relevant experience in designing and implementing research consultations
- Extensive experience in the thematic area to be covered, including the following:
  - ICT for sustainable human development (ICT in health, in humanitarian relief...)
  - ICT in the Arab region: Policies, infrastructure and networks
  - ICT and innovation in the Arab region
  - ICT in education
  - ICT and doing business in the region

#### III. Competencies:

- Extensive knowledge of the region and its knowledge-related challenges and priorities;
- Excellent drafting skills with a sound publishing record (both in Arabic and in English);
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills

#### IV. Languages Requirement:

- Fluency in both written and spoken English and Arabic is required.

#### 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. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- ii. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- iii. **Research proposal** on the measurement of knowledge through the specific area of focus, with a detailed research action plan for suggested consultations with regional and international experts on the issue. The research proposal should also include a proposal for suggested background papers as well.
- iv. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### 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>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Estimated Payment Due Date</b>	<b>Percentage of Total Price (Weight for Payment)</b>	<b>Review and Approvals Required</b>
<b>Output 1:</b> Preparation and satisfactory submission of the detailed action plan for the first round of consultations on the adequate ICT indicators.	5 calendar days from signing the contract			Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator

<b>Output 2:</b> Implementation and satisfactory completion of the first round of consultations involving individual experts on ICT indicators.	45 calendar days from satisfactory delivery of output 1	60 Days from Contract Signature	20% of the total amount	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
<b>Output 3:</b> Preparation and satisfactory submission of the first consultations report (results consolidation).	10 calendar days from satisfactory delivery of output 2			Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
<b>Output 4:</b> Preparation and satisfactory submission of the detailed action plan for the second round of consultations based on the findings on the first round and involving a group of experts on measuring ICT elements.	10 calendar days from satisfactory delivery of output 2	30 days from delivery of output 2	20% of the total amount	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
<b>Output 5:</b> Implementation and satisfactory completion of the second round of consultations.	20 calendar days from satisfactory delivery of output 4			Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
<b>Output 6:</b> Satisfactory completion of the final conceptual framework with the suggested indicators from the various disciplines.	30 calendar days from satisfactory delivery of output 5	80 days from the delivery of output 5	30% of the total amount	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator

<b>Output 7:</b> Finalization and satisfactory production of the Index, the final results and the publication.	50 calendar days from satisfactory delivery of output 6			Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator
<b>Output 8:</b> Revision and final approval of the printer ready draft of the AKR- Arab Knowledge Index publication.	15 calendar days from satisfactory delivery of output 7	15 days from the delivery of output 7	30% of the total amount	Reviewed by the Core Team Leader and the AKR Technical Team and Approved by the Regional Programme Coordinator

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><b>Technical Competence</b></u>	<b>70%</b>	<b>100</b>
• Criteria A: Relevant publishing record		10
• Criteria B: Proven relevant research experience on Knowledge in the Arab region		20
• Criteria C: Quality research proposal for the consultation phase		40
• Criteria D: Proven relevant experience in quantitative and qualitative research		30
<u><b>Financial (Lower Offer/Offer*100)</b></u>	<b>30%</b>	<b>100</b>
<u><b>Total Score</b></u>	<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**