



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 20, 2015

Reference: LEB/CO IC/ 104/15

Country: Lebanon

Description of the assignment: Provision of Individual Services for an Establishment of Mechanisms for Social Stability in selected villages in Central and North Bekaa hosting Syrian refugees

Project name: Peace building in Lebanon, Phase 3

Period of assignment/services: Seven (7) Months from Contract Signature

Proposals should be submitted to the below e-mail address **no later than Wednesday, August 5 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:	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.

VS

LAJ RK

1. BACKGROUND

Since 2008, UNDP has been working closely with local authorities (municipal council members, *mukhtars*, etc.) from all six governorates across Lebanon to support community based peacebuilding through facilitating processes entailing capacity building programmes in peacebuilding, conflict resolution and mediation skills. Since 2011, the focus has been on longer term approaches, assisting local communities in jointly planning and establishing local level peacebuilding mechanisms and dialogue initiatives. Local actors include those sensitized to peacebuilding concepts, participants in dialogue sessions and several of the Project's networks including youth, religious leaders, NGOs, *mukhtars*, municipal council members and educators. The purpose of this work was to develop initiatives to diffuse tensions that may arise in the communities before they escalate to a higher level.

In 2013, the repercussion of Syrian refugees' influx has expanded to most of the Lebanese communities. Signs of different types of conflict between Lebanese and Syrians have become clear in many Lebanese host communities, varying based on the respective regions' social and economic context. Citizens and municipalities are left alone to deal with its implications, with no guidance or capacity to differentiate between the political and humanitarian aspect related to the impact of the Syrian crisis on host communities. The municipalities are suffering from the overload and are facing many challenges when it comes to managing the situation at the local level whether at the crisis management level, the communication level or the conflict one. UNDP and through its new "Stabilization and Recovery Programme" is addressing the new challenges caused by the impact of the Syrian crisis on Lebanese host communities through working on three sectors: basic services, livelihood and social cohesion/stability. Under the last sector and through the Peace Building in Lebanon Project, an initiative for improving social cohesion/stability in Lebanese host communities impacted by the Syrian crisis was launched.

During this phase of the project, the Peace Building in Lebanon project will continue working in four governorates: Akkar, Bekaa, South and Nabatiyeh, where a high number of Syrian refugees are living and the risk of tension is high and where UNDP is also working on livelihood and basic services. The villages / municipalities targeted are among the most vulnerable communities identified jointly by the UN and the Lebanese government.

For this particular Terms of Reference, the project will work on empowering local authorities and local actors through establishing mechanisms for social stability (MSS) in **Central and North Bekaa**, one of the most affected regions and one of the largest community hosting Syrian refugees.

Focus shall be around 8 villages including **North Bekaa (Baalbeck, Hawch Barada, Talia) and Central Bekaa (Ali Al Nahri, Kfarzabad, Makseh, Qobb Elias and Riya)** and work shall be directed towards creating a local peacebuilding body aimed at supporting Lebanese-host communities' social stability through preventing or reducing tensions and different type of conflicts between Lebanese communities themselves and between Lebanese and Syrians.

The overall objective of the assignment is to support local authorities and other local key actors in the identified areas to better manage the current crisis, and better respond to the additional challenges resulted from the impact of the Syrian crisis on them, through establishing a medium to long term locally oriented social stability/cohesion strategy. This strategy will identify the guiding principles; through which local communities can better manage their internal conflicts as well as those resulted

from the impact of the Syrian crisis.

Under the guidance and supervision of the Project Manager, the consultant is required to conduct a participatory conflict assessment and analysis with a specific identified reference group of the local community representing the villages/municipalities (mayors, deputy mayors, municipal council members, *mukhtars*, social development centers, religious figures, educators, civil society organizations, youth and other types of stakeholders identified) targeted by the process, in order to identify the main causes of the conflict, actors, dynamics, etc.

The consultant will then develop relevant responses to the main causes of conflicts that will serve as mechanisms for social stability.

Finally, the consultant will support the actors, through capacity building (on identified needs, such as, but not limited to: crisis management, peacebuilding and conflict resolution/mediation skills, communication skills, advocacy and lobbying, administrative and financial management) adopting the mechanisms and launching them.

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

The assignment is divided into three main interrelated phases taking into account that the capacity building sessions shall be mainstreamed throughout the different steps based on needs identified:

- Participatory conflict analysis
- Development of social cohesion mechanisms
- Launching and implementation of mechanisms

Under supervision of the Project Manager, the consultant is required to undertake the following tasks/activities:

I. Revised Workplan and methodology (suggested working days: 2)

To provide a final project work plan and methodology covering all the activities along with a chart showing detailed list of tasks, duration and schedule per task and allocated resources (relevant identified type of resources per task shall be included in the proposal). In other words, the bid shall include the consultant's resources as well as other dependencies which affect the project duration. Once approved by UNDP, the work plan and methodology shall be adopted and shall form the basis for project supervision and monitoring.

II. Participatory conflict analysis (Suggested number of working days: 8)

To conduct a conflict assessment and analysis with local actors and authorities from the different villages, at the village level (through individual and focus groups meetings) and at the cluster level (through joint retreats/meetings) in order to better understand causes (immediate, intermediate and root causes), actors, dynamics and conflicts' trends linked to the impact of the Syrian crisis on these communities in addition to those which existed prior to the Syrian Crisis.

III. Development of mechanism for social stability (Suggested number of working days:9)

- To come up in a participatory approach with a suggested mechanism for social stability at the cluster of villages level and identify capacity building needs linked to the mechanism and the conflict analysis
- To validate the mechanism with the target group through facilitated sessions
- In addition to the capacity building sessions delivered during the conflict analysis part of the project, identify needs of deliver capacity building sessions to be included in next phase

IV. Launching and implementation of the Mechanism for Social Stability (Suggested number of working days:16)

- Facilitate meetings, workshops and coaching sessions to prepare for launching of mechanisms
- Facilitate meetings, workshops and sessions in order to plan for the implementation of the mechanisms
- Support local actors in implementing the mechanisms

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in social science, sociology, political science, public administration, international affairs, or any other related field. MA is a plus.

II. Years of experience:

- A minimum of 5 years' of experience in conducting conflict analysis;
- A minimum of 7 years of relevant experience in providing training sessions on peace building related skills, crisis management, project cycle management and other topics related to the empowerment of local actors;
- A minimum of 5 years in facilitating similar conflict prevention mechanisms;
- Experience working with municipalities and local actors in conflict zones;
- Experience working on peacebuilding through socio cultural and socio economic sectors;

III. Competencies:

- Good and proven knowledge of Bekaa Region
- Excellent analytical, negotiation and communication skills;
- Excellent training and facilitation skills;
- Proven impartiality and cultural and human rights sensitivity;

- Ability to build strong relationships with local actors using inter-personal skills;
- Ability to network effectively
- Ability to work under pressure and meet deadlines and handle multiple tasks simultaneously;
- Ability to adapt quickly to new working environments, to establish and maintain good working relations with individuals of diverse backgrounds and cultures;
- Good knowledge of the impact of the Syrian crisis on Lebanese Host Communities;
- Socio economic , socio cultural socio security context

IV. Languages:

- Excellent reporting and writing skills in English;
- Excellent command of Arabic language and good command of English, French is a plus.

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:

- 1st payment: 40% of the lump sum amount paid upon submission and UNDP acceptance of the conflict assessment and analysis report
- 2nd payment: 40% of the lump sum amount paid upon submission and UNDP acceptance of the detailed report on the development of the mechanism for social stability, the identified needs and the capacity building sessions
- 3rd payment: 20% of the lump sum amount paid upon completion of all tasks and deliverables and submission and UNDP acceptance of the final report including details and documentation of

the process, results and the sessions of the coaching process, the results, the recommendations, the best practices and the lessons learned

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

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
• Criteria A: Methodology and wokplan suggested		15
• Criteria B: Experience in conducting similar peace building processes		25
• Criteria C: Experience working at the local level with municipalities and local actors		20
• Criteria D: Knowledge of the context and the impact of the Syrian crisis on Lebanon and its host communities and of the targeted region		15
• Criteria E: Experience conducting participatory conflict analysis		25
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	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