



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 January 2016

Reference: LEB/CO IC/13/16

Country: Lebanon

Description of the assignment: Provision of Individual Services of an International Technical Consultant for Earthing and Lightning Protection of PV systems: Technical seminar and development of design and installation guidelines for Lebanese PV designers and installers on earthing and lightning protection.

Project name: Small Decentralized Renewable Energy Power Generation (DREG)

Period of assignment/services: One and a half months (1.5) from contract signature.

Proposals should be submitted to the below e-mail address no later than **Tuesday, 09 February 2016 at 11:59 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.

1. BACKGROUND

The Small Decentralized Renewable Energy Power Generation Project, also known as DREG or the DREG Project, is funded by the Global Environment Facility (GEF) and implemented by the United Nations Development Programme (UNDP). The project is nationally executed by the Ministry of Energy and Water (MoEW) with the Lebanese Center for Energy Conservation (LCEC).

The project's objective is to reduce greenhouse gas emissions by the removal of barriers to widespread application of decentralized renewable energy (RE) power generation, and to catalyse the development of the small, decentralized, grid-connected renewable energy power generation market in Lebanon.

In the absence of a Lebanese electrical safety code with compulsory regulations to adhere by, earthing and lightning protection are not subjects that are well-addressed and embraced in Lebanon, especially for PV systems, hence the importance of shedding light on these subjects so that PV designers and installers incorporate these electrical safety measures in their projects according to international standards and best practices.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

The objective of the required work is the technical training of Lebanese photovoltaic (PV) system designers and installers in the area of earthing and lightning protection.

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

TASK 1. Prepare and present a technical workshop on earthing and lightning protection for PV systems

- 1.1. Gather basic background knowledge on the PV industry in Lebanon and the general status of the electrical grid (DREG's technical staff can help in knowledge gathering by sharing their practical experience with the Lebanese grid and its characteristics).
- 1.2. Prepare a technical presentation that includes, but is not limited to, the following topics according to international standards and common best practices:
 - General overview and basic concepts of earthing (i.e. reasons behind and purpose of earthing systems, difference between TT, TN-S, TN-C...) and lightning protection (i.e. classes of LPS, air termination systems, calculation methods...) and their main components
 - Earthing of PV systems (risks and solutions, main components...)
 - Lightning protection of PV systems (risks and solutions, main components...)
 - Residual and leakage currents protection for PV systems (types of RCDs, proper installation and selection, ...)
 - Surge and overvoltage protection for PV systems (types of surge protection devices, proper installation and selection, ...)
 - International best practice and case studies to represent best practices
- 1.3. The most important aspect of the presentation should be dedicated to the application of the above to the Lebanese case, taking into consideration that PV designers and installers are implementing

many PV projects for (older) existing facilities that often do not have any earthing or lightning protection systems in place.

- 1.4. Prepare for and hold a workshop/training in Lebanon to present the above information. The training should include real case studies and an interactive Q&A session.

TASK 2. Develop the Document titled “Technical Guidelines and Recommended Best Practices for Earthing & Lightning Protection of PV Systems in Lebanon”

- 2.1 Based on the Consultant’s experience, the workshop’s content, and in light of the Q&A and conclusions drawn from the workshop, a document titled “Technical Guidelines and Recommended Best Practices for Earthing & Lightning Protection for PV Systems in Lebanon” is to be developed by the Consultant.
- 2.2 The document should include internationally recognized design and installation best practices and their application to the Lebanese case.
- 2.3 Diagrams, illustrations, case studies, and examples are to be included in the document as well.
- 2.4 A “Frequently Asked Questions” section based on the workshop’s Q&A and other recurrent queries should also be included at the end of the document.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree (Master or above) in electrical engineering or related field. Major or specialization in power grids, renewable energy, electrical safety or related fields is required.

II. Years of experience:

- Relevant experience of not less than 10 years including experience in working and collaborating with various government agencies or interdisciplinary teams
- Previous experience in the fields of lightning and earthing protection for PV systems is an asset
- Previous trainings and workshops in this field are highly desirable
- Electrical and construction experience in developing countries with grid-related issues similar to Lebanon is highly desired and will be considered as an asset

III. Competencies:

- Advanced level of communication skills including proficiency in the English language
- Strong analytical and report-writing skills
- Excellent interpersonal and communication skills
- 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 required work along with a list of the standards, best practices, and case studies they will reference and use for the workshop and the guidelines

(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:

Deliverables	Weight for Payment (Percentage of Total Amount)	Potential dates
Satisfactory delivery of content outline and approach/methodology	10%	One week after contract signature
Satisfactory delivery of technical workshop	50%	Four weeks after contract signature
Satisfactory delivery of final guidelines document	40%	Six weeks 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
• <i>Criteria A: academic qualifications and years of experience</i>		30
• <i>Criteria B: relevant experience and competencies</i>		35
• <i>Criteria C: methodology</i>		35
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

<i>Weight per Technical Competence</i>	
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 **an International Technical Consultant for Earthing and Lightning Protection of PV systems: Technical seminar and development of design and installation guidelines for Lebanese PV designers and installers on earthing and lightning protection under "Small Decentralized Renewable Energy Power Generation" project.**
- 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:

- 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;

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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

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

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract 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:

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

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CV or Duly signed P11 Form, in addition to at least 3 References' e-mails addresses

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Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

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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

Deliverables	Weight for Payment (Percentage of Total Amount)	Potential dates	Amount in USD
Satisfactory delivery of content outline and approach/methodology	10%	One week after contract signature	
Satisfactory delivery of technical workshop	50%	Four weeks after contract signature	
Satisfactory delivery of final guidelines document	40%	Six weeks after contract signature	
Total Amount in USD	100%		

Full Name and Signature:

Date Signed:
