



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 April 2016

Reference: LEB/CO IC/93/16

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of a consultant for Design and Facilitation of Youth innovation and SDGs programme.

**Project name:** Youth Leadership Programme II

**Period of assignment/services:** 40 working days for a period of five months from contract signature.

Proposals should be submitted to the below e-mail address no later than **Friday, 27 May 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:	<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**

In September 2015, world leaders unanimously adopted a universal, bold and ambitious agenda: “Transforming our World: the 2030 Agenda for Sustainable Development”. This 2030 Agenda applies to all countries and forges a comprehensive plan of action articulated around 17 Sustainable Development Goals (SDGs) and 169 targets. It breaks new ground by aiming at “leaving no one behind” and by establishing peaceful, just and inclusive societies. Effective, accountable and inclusive institutions are a fundamental precondition for sustainable development. It offers an opportunity for every country in the world to address discrimination, exclusion, growing inequalities, natural disasters, unemployment and lack of decent work among other important factors.

The progress and change we will achieve over the next 15 years will have a direct impact on the youngest generations and on those to come. If we do not work *with* young people to improve the situation *for* young people, we will not accomplish the progress needed to achieve sustainable development. Young people are essential to the success of the agenda as a whole. The 2030 Agenda was developed in an inclusive manner with young people playing a key role in forging its priorities, alongside national governments, civil society organizations, academia, research institutions, the private sector and multilateral and regional bodies.

Recognizing the important role that youth are playing in the achievement of development goals, UNDP Arab States launched a Youth Leadership Programme (YLP I) in 2015. YLP I brought together 40 inspiring young men and women from 18 Arab Countries to nurture their creativity and offer support for the realization of their innovative ideas representing their beliefs, dreams and determination to improve their communities. YLP I aimed at building a cadre of well-informed young men and women with the potential to become effective leaders in their communities. The interaction among young women and men created space for learning concepts of tolerance, co-existence, respect, teamwork and analytical thinking to launch new and innovative discourse on gender equality and women’s empowerment among the younger generation. The network of youth worked on developing initiatives to help women, men and children in their local communities especially women living in conflict contexts.

### **Project Description:**

UNDP is looking to build on the success of YLP I with a second round of the programme, YLP II, to be launched in 2016. YLP II will focus on the development of youth’s capacity for analytical thinking and social innovation in the pursuit of achievement of the SDGs, specifically in promoting social cohesion, good governance, gender equality, and economic empowerment. YLP II aims to support youth to become stronger agents for change. Specifically, YLP II will support youth leaders in developing and implementing social interventions, encourage partnerships between youth initiatives, and strengthen networking, knowledge sharing and coalition building of youth across Arab Countries.

The participants of YLP II will be selected in a transparent and fair process targeting youth aged 19 to 30. Youth will have the opportunity to express their interest in participating in YLP II by submitting ideas, activities or prototypes in any of the four main thematic pillars of how they are planning to promote SDGs in their communities using an innovative and realistic approach.

Selected participants will be engaged in interactive training workshops, where they will be provided with knowledge and tools to pursue social interventions focusing on strengthening their innovation skills and ability to forge partnerships to implement and scale up their ideas.

Objectives of YLP II:

- Promotion, raising awareness, and providing skill development in various social innovation approaches towards achieving the SDGs, particularly in the following four thematic pillars:
  - Social cohesion;
  - Good governance;
  - Gender equality;
  - Economic empowerment;
- Support for young leaders in the design, development and implementation of innovative ideas to address challenges in these four thematic areas.

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

UNDP is looking to recruit a home-based consultant to assist in the design, conduct and reporting for YLP II.

The consultant will support the design and facilitation of interactive hands-on learning workshops, at national and regional levels, in which participants will learn about the SDGs, build their skills to advocate for change, and develop skills in various social innovation approaches and methodologies, including design thinking. The consultant will also support UNDP Country Office teams in supporting participants with guidance and mentorship as they develop, refine and implement their ideas.

Expected deliverables of the consultancy:

- Coordinate with UNDP Country Office focal points in designing and implementing national events for shortlisted applicants; it is expected that these events will vary by country.
- Coordinate with the Technical Team in providing necessary support to the UNDP Country Office focal points to ensure adequate mentorship and guidance is provided to the selected participants.
- Design and manage the selection process, including definition of criteria and evaluation of participants, to narrow the pool to approximately 80 participants.
- Support the design, development, and delivery of materials for a regional hands-on learning event for selected youth from participating countries.
- Support the design, development and delivery of the change maker's event.
- Coordinate with the Technical Committee of YLP II project management team.
- Provide periodical progress reports and prepare the final report.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

i. Academic Qualifications

- Bachelor's degree in international development, sociology, social policy or any related field.

ii. Years of experience

- At least five (5) years of proven experience in social innovation, civil society, volunteer and community work, youth training or related fields.

iii. Competencies:

- Demonstrated ability in conducting creative-thinking and innovation learning events.
- Solid experience in facilitation is required.
- Excellent command of common office software (MS Office etc.).
- Background knowledge about the SDGs, United Nations and UNDP is highly desirable.
- Fluent in English and Arabic.

### 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 and P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- iii. **(Latest) University Degree**
- iv. Provide a brief **methodology** on how you will approach and conduct the work.

## 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:

The fixed lump sum amount will be divided over two payments, the first payment (60%) after the successful completion of output (4), and the second payment (40%) after submission and acceptance of the final report.

Deliverables / Outputs	Target Due Dates	Percentage of Total Price	Review and Approvals Required
<p>Output 1:</p> <p>Support and design in coordination with the UNDP CO Focal Points the implementation of the several national events for shortlisted applicants (shared with and approved by the Technical Team).</p> <p>Develop a coordination plan to harmonize between youth focal points in Country Offices and project management.</p>	Within 15 days after contract signature.	15%	Kawtar Zerouali and/or Shatha Mahmoud
<p>Output 2:</p> <p>Design a mentorship and support plan in coordination with the YLP II technical team to ensure adequate guidance for youth to support their ideas shared and approved.</p>	Within 5 days after successful delivery of output 1.	15%	Kawtar Zerouali and/or Shatha Mahmoud
<p>Output 3:</p> <p>Design and manage the selection process based on the chosen principles including definition of criteria and evaluation to narrow the pool of applicants and move them to the regional round.</p>	Within 25 days after successful delivery of output 2.	15%	Kawtar Zerouali and/or Shatha Mahmoud

Output 4:  Support the design, development and delivery of materials for the Regional Hands-on learning event.	Within 25 days after successful delivery of output 2.	15%	Kawtar Zerouali and/or Shatha Mahmoud
Output 5:  Support in the design of the change maker's event.	Within 15 days after successful delivery of output 4.	15%	Kawtar Zerouali and/or Shatha Mahmoud
Output 6:  Ongoing briefing and progress reports provided.  Share briefing with UNDP team and the Technical Committee of YLP II throughout the programme.	Once every two weeks throughout the contract period.	0%	Kawtar Zerouali and/or Shatha Mahmoud
Final report delivered.	Within 30 days after successful delivery of output 5.	25%	Kawtar Zerouali and/or Shatha Mahmoud
<b>Total</b>		100%	

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
<u>Criteria A:</u> Academic Credentials		25
<u>Criteria B:</u> Years of relevant work experience		25
<u>Criteria C:</u> Previous Experience with United Nations Organizations		20
<u>Criteria D:</u> Extensive Experience with facilitation and learning events		30
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

<b><i>Weight per Technical Competence</i></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**