



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12th of May 2016

Reference: LEB/CO IC/78/16

Country: Lebanon

Description of the assignment: Provision of Individual Services of a Legal Consultant for the Institutional Strengthening to the Ministry of Environment Project.

Project name: Institutional Strengthening to the Ministry of Environment (ISMoe)

Period of assignment/services: Long Term Agreement until the end of December 2016, with a maximum of 75 working days

Proposals should be submitted to the below e-mail address no later than **Tuesday 14 June 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 Institutional Strengthening to the Ministry of Environment (ISMoE) project was established in 2010 with the ultimate goal of setting-up an enabling environment for sustainable environmental development at the national level. The specific objectives of the Project are to:

- 1- provide the needed support to the Ministry of Environment (MoE) to identify and assess technical needs at the national level for capacity development in environmental sustainability ; and
- 2- assist in the planning and programming for sustainable environmental development.

By promoting the development of environmental action plans and strengthening technical units within key line ministries, the project outputs contributed directly to the outcome 5.1 of the UNDP Country Programme for 2010 – 2014 (and which was extended into 2015). It also contributed to achieving a portion of the UNDAF outcome 5 on improving accessibility and management of natural resources.

During the past six years since its initiation, the project has published a number of strategies, masterplans and studies diagnosing the various environmental issues and proposing way forward in the sector. The ISMoE project has also assisted the MoE in designing its work program and mobilizing resources for implementation, along with achieving a major breakthrough in the environmental legislation field.

To pursue ongoing activities, UNDP is seeking the services of a legal expert on a long-term output-based service consultancy.

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.

More particularly, the Consultant will carry out the following tasks:

1. Provide expert opinion on legal matters, including administrative law, environmental law, international law, etc.
2. International literature review on legislation covering specific environmental sectors (such as environmental fiscal reforms, environmental assessment, environmental liability, waste, etc.) with particular focus on the European Union policies
3. Conduct studies related to legal issues such as the rules and regulations covering specific sectors, jurisprudence related to specific cases, etc.
4. Review legislation prepared by the Ministry of Environment and the United Nations Development Programme and provide recommendations prior to their official submittal
5. Revise and comment on draft legislation proposed by other stakeholders such as ministries
6. Assist in drafting laws, decrees and ministerial decisions, and related background documentation
7. Support the formulation of environmental inspection and enforcement procedures, including consultation with stakeholders
8. Advise on environmental compliance and enforcement from a legal perspective, including prosecution and suggest innovative approaches to strengthen compliance

9. Participate to workshops and conferences related to environmental law issues, deliver presentations as needed and provide training or capacity building services as required to UNDP project personnel or Ministry staff on specific legal topics
10. Assist the IS MoE project and/or UNDP in any other legal issue related to the sector

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree in law

II. Years of experience:

- Minimum 15 years of relevant professional experience
- Knowledge of the Lebanese public sector
- Knowledge of UNDP is an asset
- Experience in the field of environmental policy is an asset

III. Competencies:

- Proficiency in Arabic, English and French.
- Demonstrable analytical skills and report-writing skills;
- Excellent, proven management and communication 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) Personal **CV** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Payment will be made against each deliverable - an IC Time Sheet must be submitted by the Consultant, and duly approved by the Project Manager; this shall serve as the basis for the payment of fees as follows:

Daily Fee x Number of Days Worked per Deliverable = Payment per Deliverable

The proposed daily fees shall remain in effect for a period of two years from Entry into Force of the resulting Agreement.

UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement. The agreement may be renewed, at the sole option of the UNDP, on the same terms and conditions, for Two (2) additional periods of One (1) year each, by means of a written notification of such renewal by the UNDP to the Consultant and upon an Annual Performance Appraisal of the services provided.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the 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
<ul style="list-style-type: none"> Criteria A: Education & Competencies (as defined under Qualifications Required) 		30
<ul style="list-style-type: none"> Criteria B: Relevant experience (as defined under Qualifications Required) 		70
<u>Financial (Lower Offer/Offer*100)</u>	30%	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**