



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 May 2016

Reference: LEB/CO IC/119/16

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Services of an Econometrician.

**Project name:** CEDRO 4 - Community Energy Efficiency and Renewable Energy Demonstration Project for the Recovery of Lebanon.

**Period of assignment/services:** 25 working-days spread out over a period of 3 months.

Proposals should be submitted to the below e-mail address no later than **Monday 20 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.

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## **1. BACKGROUND**

The United Nations Development Programme, in partnership with the Ministry of Energy and Water, has initiated the fourth phase of the CEDRO (Community Energy Efficiency and Renewable Energy Demonstration Project for Lebanon) Programme (CEDRO 4) funded by the European Union. The CEDRO 4 project includes several sustainable energy projects that are designed to promote related renewable and energy efficiency systems and policies.

The UNDP, through support to the “Lebanon – Support to Economic Recovery, Community Security and Social Cohesion in Lebanese Communities Affected by the Syrian Crisis Program” has initiated a project of energy supply for host communities funded by the Netherlands Ministry for Foreign Trade and Development Cooperation, in partnership with the Ministry of Energy and Water.

As part of the above project, the impact of energy blackouts across the various households (of vulnerable and other income groups) in the country and how this impacts/influences these households ability and willingness to pursue more sustainable options is required in order to better align policies and programs to achieve a more sustainable energy system.

To this end, an econometric expert is required to assist the CEDRO project in evaluating the results of a two previous and two ongoing surveys on host communities and assisting in setting up a survey for general Lebanese households.

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

The tasks that are to be expected from the consultant are;

- Task 1. Review the results of the ongoing survey on rural electrification in Lebanon, and establish the proper methodological approach for regression analysis. Provide recommendations for improving the survey (additional variables, sample size, data types, etc.)
- Task 2. Review the survey on 3 existing and ongoing data sets on energy consumption habits of Lebanese households being prepared by CEDRO and align the survey approach and structure to ensure non-bias and conformity with appropriate approaches for regression analysis
- Task 3. Undertake regression analysis for both surveys (3 data sets), undertake an analysis of the results and prepare a narrative report with clear results (report on findings) as to the relevance of various independent variables with the overall outcomes of the study.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Bachelor's degree in statistics and econometrics;
- Master's degree in econometrics is desirable.

#### II. Years of experience:

- Relevant experience of not less than 7 years.

#### III. Competencies:

- Strong analytical and report-writing skills;
- Excellent interpersonal and communication skills;
- Commitment to team and cross-disciplinary work;
- Emphasis on delivery of results and reacts well to constructive criticism.

#### IV. Languages:

- Proficiency in English.

### 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

- **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:

Task	Payment	Deliverables	Potential dates
2	First Payment (40% of the contract value)	Tasks 1 and 2: Review of past and ongoing survey and setting of appropriate methodology for analysis	End month 1 after contract signature
4	Second Payment (60% of the contract value)	Task 3: Regression analysis and final report on findings	End month 3 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.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• Criteria A: Academic background		(30)
• Criteria B: Experience in similar work		(50)
• Criteria C: Statistics Software skills		(20)
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<b><u>Total Score</u></b>	<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**