



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 June 2016

Reference: LEB/CO/IC 121/16

Country: Lebanon

Description of the assignment: Provision of individual services of an International Consultant for Evaluation of UNDP's role in the Leadership of the Coordination of the Lebanon Crisis Response Plan (LCRP).

Project name: Lebanon Crisis Response Plan (LCRP).

Period of assignment/services: 30 days.

Proposals should be submitted to the below e-mail address no later than; **Friday, 24 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
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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

More than one million Syrians and Palestinians have crossed the border with Lebanon over the past three years, fleeing from the suffering brought to them by the war. They live within Lebanese communities across the country, but are concentrated in deprived areas of the North and the Bekaa Valley. Refugees now constitute over a quarter of the pre-crisis population, making Lebanon the country with the highest per-capita concentration of refugees worldwide. The burden on host communities is enormous, and is felt in Lebanon more than in any other country. Impact assessments, such as the one conducted jointly by the UN and the World Bank, point to increased strain on basic services, such as education, health, water and sanitation, and waste collection, as well as growing competition for jobs and sources of income. Tensions and frustration are increasing among host communities, who feel neglected in the face of international support perceived to be exclusively earmarked for refugees.

Initially for the first three years of the response it was led by UNHCR with there being five Refugee Response Plans (RRP). However as of the beginning of 2015 a new response methodology was developed. In collaboration with the Lebanese authorities, UN Agencies, NGOs and international donors, a comprehensive region-wide Syria Crisis Response process was initiated commonly referred to as the 3RP (Refugee and Resilience Response Programme). In Lebanon the country plan that was developed, as part of this process, is known as the **Lebanon Crisis Response Plan (LCRP)**. The overall leadership is provided by the Resident Coordinators Office, with UNDP and UNHCR providing leadership on Resilience and Refugees respectively. Below this there is a structure of eight sectors which are developing the analysis and plans from a technical perspective. The current version of the LCRP will run until the end of this year and discussions are now beginning with regards the next iteration of plan that will cover a period from 2017 – 2020.

Given UNDP's leadership role in the LCRP and added to this the fact the next version of the LCRP is about to be developed the leadership felt that it would be timely and useful to carry out an evaluation of UNDP's leadership with regards the Coordination aspects of the response. This evaluation will examine all facets of UNDP's role in the Coordination of the response at both central and field level.

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

The **Lebanon Crisis Response Plan (LCRP)** 2015-16 sets out in stark terms the risks to Lebanon's stability arising from the Syria crisis: Lebanon, as a nation, faces a critical test of its resilience, and a historic challenge to its hard-fought stability. And to effectively address these challenges, the LCRP faces numerous difficulties, among which some of the key ones are:

- *Multiple partners.* The LCRP represents inputs from government ministries and 95 national and international organizations. This multiplicity of stakeholders generates major challenge for coordination and coherence;
- *Social variation.* Lebanon's poor and the majority of Syrian nationals registered as refugees by UNHCR live in areas with specific economic and political characteristics which influence the state-society relationship and determine the most appropriate mechanisms for aid delivery to support stability objectives. A centrally planned, one-size-fits-all approach is unlikely to deliver optimum results;
- *A wide variety of delivery mechanisms.* Whilst major donors increasingly channel their resources through the MoSA/UN-led coordination modality, many partners choose to apply their resources directly through a multitude of NGOs, bypassing the Government. Despite the establishment of the ActivityInfo Reporting Database, there remain many parallel projects which either duplicate, or fail to leverage clearly available synergies;
- *Multiple frameworks for evaluating impact.* Each international donor, whether working through the UN, through NGOs or directly, tends to undertake its own evaluation of the outputs of the projects it funds, but with few, verifiable and common definitions of success at the outcome or impact level.
- *Integrated humanitarian – stabilisation response.* While this is one of the strengths of the LCRP, it also poses challenges, whether in terms of defining scope, structure and the optimal way of supporting government engagement. The government, with the Ministry of Social Affairs in the lead, is taking on a greater role in coordinating the response, however at times without the required capacities to fulfil this function effectively.

The LCRP is committed to supporting the Government in better aligning international contributions with its priorities and on-going actions, improving coordination, and strengthening the role of sub-national delivery mechanisms. An urgent and immediate need exists, in particular, to generate a platform for harmonization of project interventions through agreement on a **common, verifiable set of outcome and impact indicators**, and through fostering a coordinated approach to Monitoring and Evaluation in line with a **unified definition of success**.

Given the above, UNDP is seeking to **contract technical advisory expertise to evaluate the role that it has played as one of the lead Agencies in regards to the Coordination dimension of the LCRP. The specific roles that should be researched and evaluated are as follows**

1. UNDP's overall lead with regards the Stabilization aspect of the plan
2. UNDPs role with regards the Inter sector response mechanism
3. UNDPs role as lead of the Social Stability and Livelihoods sectors
4. UNDP's role in strengthening monitoring & evaluation

To achieve this objective, the consultant will need to consult with the following constituencies. **Support will be provided by a local consultant but the international consultant will be the team leader and hold responsibility for completing the task.**

1. The team that make up the UNDP Coordination Unit.
2. UNDP and UNHCR leadership
3. Government representatives from MoSA and the relevant actors/representatives from the Coordination structures at the central level
4. Local Government representatives
4. Representatives from the Donor Community
5. Representatives from other UN agencies at both the central and local level in Lebanon at the very least this should include the following UNHCR, UNICEF, WFP, ILO, FAO and UNIDO, including both coordination and IM experts
6. The UNDP Sub Regional Facility and UNHCR 3RP lead in Amman Jordan
7. INGO representatives in Lebanon
8. Local NGO representatives in Lebanon
9. Representatives of the UNDP projects that are implementing programmes under the umbrella of the LCRP

The Tasks are likely to involve but not be limited to the following

1. Review of reports and relevant background reading.
2. Individual meetings with stakeholders.
3. Some focus group discussion with key stakeholders
4. On line surveys and feedback making use of tools such as Survey Monkey.

Key Deliverables

The technical advisory will produce the following:

- a. A work plan outlining exactly how the activities will be implemented;
- b. A draft report based upon the findings and including recommendations for the future;
- c. A presentation of the initial findings;
- d. A final report incorporating comments and feedback.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master level qualification in social sciences or equivalent subject.

II. Years of experience:

- Experienced evaluator;

- Experience of working in protracted crisis and knowledge of different coordination mechanisms;
- Middle East experience ideally from Lebanon.

III. Competencies:

- Excellent writing skills.

IV. Language requirements:

- Fluent in English with Arabic language skills being an advantage.

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

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items.

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

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.

Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

1. 30% upon submission of the detailed work plan
2. 40% upon submission of the draft report
3. 30% upon completion of the contract.

The financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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 1: Master level qualification in social sciences or equivalent subject 		10
<ul style="list-style-type: none"> Criteria 2: Experienced evaluator 		30
<ul style="list-style-type: none"> Criteria 3: Experience of working in protracted crisis and knowledge of different coordination mechanisms. 		20
<ul style="list-style-type: none"> Criteria 4: Middle East experience ideally from Lebanon 		20
<ul style="list-style-type: none"> Criteria 5: Excellent writing skills 		10
<ul style="list-style-type: none"> Criteria 6: Fluent in English with Arabic language skills being an advantage 		10
<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

ANNEX III

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Philippe Lazzarini
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 **International Consultant for Evaluation of UNDP's role in the Leadership of the Coordination of the Lebanon Crisis Response Plan (LCRP)** under
- 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 : *[pls. check the box corresponding to the preferred option]:*

☐

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

☐ 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;

☐ 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

☐

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]:*

- ☐ CV or Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		30 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Deliverables	Percent of Payment (Weight for Payment)	Amount in USD
Upon submission of the detailed work plan	30%	
Upon submission of the draft report	40%	
Upon completion of the contract.	30%	
Total Amount in USD		

Full Name and Signature:

Date Signed:
