



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 July 2016

Reference: LEB/CO IC/162/16

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**Country:** Lebanon

**Description of the assignment:** Provision of individual services of an International Climate Change Adaptation Consultant.

**Project name:** DSS (Development Support Services).

**Period of assignment/services:** 10 man-days spread over 6 calendar weeks.

Proposals should be submitted to the below e-mail address no later than; **Monday 15 August 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
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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**

Lebanon has ratified the UNFCCC in 1994 and acceded the Kyoto Protocol in 2006. In response to its obligations towards the UNFCCC, Lebanon prepared and submitted its Initial National Communication on Climate Change in 1999 and the Second National Communication in 2011, and its first Biennial Update Reporting in 2015. Lebanon is currently preparing its Third National Communication which is planned to be submitted to the UNFCCC later this year. Lebanon has exerted efforts in responding to climate change by developing and starting implementing national strategies and policies for both climate mitigation and adaptation, with several national strategies and plans including, albeit not explicitly, adaptation components.

Lebanon's global GHG emission share hovers around 0.07%, while climate change impacts will cost Lebanon in 2040 around USD1.6 billion, or 3% of the GDP. This is in direct correlation with expected temperature increase (1-3°C) and expected precipitation decrease (-20%) in Lebanon by 2040. Lebanon implementing adaptation measures and increasing resiliency at the national and local levels are paramount for Lebanon.

The establishment of the Green Climate Fund (GCF) as a response to the urgency of combating climate change, is expected to make a significant contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

With this context, UNDP Lebanon is recruiting an international consultant to prepare a concept note that identifies the scope for GCF climate change adaptation (CCA) projects in Lebanon, enabling the country to submit to and have access to GCF funds.

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

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

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

- Review key documents (e.g., national communications, INDC, and national strategies/plans) and collect relevant data on climate change adaptation challenges and trends in the country.
- Provide guidance on key CCA challenges and opportunities in Lebanon
- Based on the assessment above and on the existing potential identified by UNDP Lebanon, develop a GCF concept note on climate change adaptation in Lebanon according to the GCF guidelines.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### I. Academic Qualifications:

- Post-graduate degree in environment, climate change, water management or related disciplines.

#### II. Years of experience:

- Minimum 7 years of experience in climate change adaptation area with strong emphasis on programme development;
- Experience with project development and result-based management an asset;
- Experience with multilateral supported climate change adaptation an asset;
- Demonstrable analytical skills and experience in areas of climate adaptation and resilience building;
- Proven experience in undertaking similar assignments.

#### III. Competencies:

- Knowledge of global climate change frameworks and GCF Project Guidelines is an asset;
- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team;
- Ability to plan and organize his/her work, efficient in meeting commitments, observing deadlines and achieving results;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities.

#### IV. Language requirements:

- Fluency in spoken and written English is a must. Additional UN languages is a plus.

### **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 work

(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:

- 50% on submitting and subsequent acceptance of the guidance note ;
- 50% on submitting and subsequent acceptance of the GCF concept note.

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
Technical Competence	70%	100
Academic qualification/competencies		30
Experience		40
Methodology/approach		30
Financial(Lower Offer/Offer*100)	30%	100
Total Score	Technical Score*0.7+Financial Score*0.3	

<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**