



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 August 2016

Reference: LEB/ CO IC/ 179/16

Country: Lebanon

Description of the assignment: Provision of individual services of an Expert in Public Health for the provision of training services and development of guidelines for the preparation of the Integrated Social and Health Plans at the local level.

Project name: Capacity building in the framework of the project “Setting Integrated Plans and Services for Welfare and Health”.

Period of assignment/services: 113 days distributed over a period of 8 months.

Proposals should be submitted to the below e-mail address no later than; **Thursday 1 September 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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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

On the 15th of September 2014, the “Support to Integrated Service Provision at the local Level” Initiative was signed between UNDP and the Ministry of Public Health (MoPH), the Ministry of Social Affairs (MoSA), Ministry of Education and Higher Education (MEHE) and Ministry of Interior and Municipalities (MoIM).

The Initiative falls within the Lebanon Stabilization and Recovery Program of UNDP and focuses on Local Governance and Territorial Development by using a resilience-based approach to tackle problems in the Health, Social and Education sectors.

The project aims to support the development of Integrated Health and Social Plans at local level in order to systematize and to optimize the social and health services offered by the stakeholders and to increase access to high-quality primary health care and social services for the targeted communities. It also seeks to improve the public schools environment and to increase awareness about health in public schools.

The strategy of the mentioned initiative is based on developing coordination between service providers for integrated care between health and social services and public school services, between preventive and curative services, between multi-professional teams.

The selected communities are densely populated and are hosting an important number of displaced Syrians.

The targeted municipalities are 15 namely Bourj Hammoud, Haret Hreik, Chiah, Jbeil, Baakline, Baalbak, Zahleh, Bar Elias, Tripoli/Kobbeh, Halba, Racheen, Meryata, Bint Jbeil, Chebaa, Bisaryeh.

Consequently, the targeted SDCs are 14, namely Bourj Hammoud SDC, Jbeil SDC, Baakline SDC, Baalbak SDC, Kobbeh SDC, Bint Jbeil SDC, Halba SDC, Chiah SDC, Ain El Remaneh SDC, Houch El Oumara SDC, Racheen SDC, Meryata SDC, Chebaa SDC, Bisaryeh SDC; the targeted PHCCs are 4 namely Haret Hreik PHCC, Chiah PHCC, Karagueuzian PHCC, Armenian Relief Red Cross (ARCR) PHCC, Bar Elias, Labweh PHCC; and the Municipal offices of Bourj Hammoud, Haret Hreik and Chiah municipalities are also targeted.

Therefore, the consultant will be working with the representatives of the above mentioned municipalities, PHCCs and SDCs in order to improve their skills in planning for integrated and qualified health and social services through capacity building and follow up. As a result of the capacity building, the representatives of the municipalities and the directors of the health centers will produce in each municipality the “Integrated Health and Social Plans” (IHSP) with the support of the consultant.

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

In the framework of the “Support to Integrated Services Provision at the local Level” initiative, the senior expert in public health should achieve the following results:

- 1- Development of Skills and knowledge in the planning of the personnel of the Social Development Centers of MoSA and the personnel of Primary Health Care Center of the MoPH network improved;
- 2- Development of Skills of family medicine, public health, sociology experts' in community oriented approach in terms of guidance, standardization and systematization strengthened;
- 3- Preliminary Integrated Social and Health plans by each Working Group at local level developed;
- 4- Guidelines for the preparation of the Integrated Social and Health Plans at local level developed.

The following tasks are requested to fulfill the above mentioned scope of work.

- a- Trainings on the concept of primary care, the objectives, the concept of planning for Integrated Health and Social Services, the role of each stakeholder, the Project Cycle Management (needs assessment, objectives, results, activities), prioritization tool, etc. for the stakeholders;
- b- Follow up on the planning exercise for each SDC and PHCC;
- c- Follow up on the planning exercise for the municipalities;
- d- Follow up on the planning exercise for each working group in each of the above 15 mentioned municipalities;
 - i. Supervising and reporting on the progress of the working groups throughout the process
 - ii. Supporting and facilitating the standardization and the guidelines in planning integrated health and social services.
- e- Preparing the handouts for the planning exercise and the trainings ;
 - i. Finalizing the Manual on the preparation of the Integrated Social and Health plans. Writing the methodology of the development of Integrated Social and Health Services and the guidance
 - ii. Coordinating with decentralized cooperation partners
 - iii. Supervising the final document in English and in Arabic

The trainings will be undertaken in Beirut. The follow up sessions for the planning exercise will be in the governorates mentioned by the project.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced degree in Public Health or Health Management.

II. Years of experience:

- At least 15 years of relevant experience;
- Relevant Experience in providing training on planning, project cycle management, local development: at least 10 years;

- Relevant experience in conducting and facilitating working groups on Global Health: at least 10 years;
- Experience in working with National and local authorities in the Social and health sector: at least 5 years.

III. Competencies:

- Established knowledge about local development and governance;
- Established experience in strategic planning and results based management;
- Established experience in operational planning;
- Extensive experience in capacity building and continuing education;
- Proven organizational and communication skills;
- Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously and accurately;
- Produces quality outputs in a timely manner when assigned a given task;
- Listen actively, acknowledging and responding constructively to other points of view;
- Full commitment to UNDP rules and regulations.

IV. Language Requirements:

- Good written and spoken Arabic and 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

- **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.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

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.

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: Educational Background - Advanced degree in Public Health or Health Management 		20
<ul style="list-style-type: none"> Criteria B: Relevant Experience in providing training on planning, project cycle management, local development 		30
<ul style="list-style-type: none"> Criteria C: Relevant experience in conducting and facilitating working groups on Global Health 		30
<ul style="list-style-type: none"> Criteria D: Experience in working with National and local authorities in the Social and health sector 		20
<u>Financial</u> (Lower Offer/Offer*100)	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**