



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 August 2016

Reference: LEB/CO IC/ 188/16

Country: Lebanon

Description of the assignment: Provision of individual services of a Project Management Consultant.

Project name: Arab Climate Resilience Initiative.

Period of assignment/services: 45 working days spread over a period of 5 months from contract signature date.

Proposals should be submitted to the below e-mail address no later than; **Wednesday 14 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
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 UNDP-RBAS Regional Programme Division is pursuing two projects under the Environment and Energy portfolio during 2016, in line with the 2014-2017 Regional Programme Document, namely Outputs 1.2, 1.3, and 1.4.

One of these will be a second, and thus new, phase of the Water Governance Programme for Arab States, the first phase of which ran from 2008-2013. This new project cycle will include follow up on the recent (Nov 2013) launch of a regional report on water governance and focus around a range of regional themes, potentially including but not limited to: 1) capacity building for countries on transboundary and shared water resources issues; 2) capacity building around human rights approaches to water; 3) water sector planning in conflict/post- conflict areas; and 4) piloting and scaling up various applications of non-conventional water systems. The first half of 2014 will consist of preparatory work for this second phase and may include resource mobilization, national and regional consultations, and other project formulation activities.

The second project in the portfolio, the Arab Climate Resilience Initiative (ACRI), was launched by UNDP-RBAS in 2012. This four-year programme, now entering its second year, has the overall objective of providing a regional platform to support countries in the region in low-carbon, climate resilient development pathways. The programme aims to assist countries to: i) build knowledge related to identified climate change priorities (namely drought & water security and sustainable energy); ii) strengthen their capacities to implement strategic programmes and policies in these identified priority areas, as well as establish their position at international negotiations; iii) and establish cross-country and multi-sectoral partnerships to facilitate knowledge and best-practice sharing; and iv) build capacity to access, absorb and manage climate finance opportunities.

In 2013, in addition to building up project networks and exploring resource mobilization options, activities initiated under ACRI included capacity building around international climate change negotiations and approaches to climate finance, as well as national pilot projects in energy efficiency, including national energy strategy development.

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

- Prepare and update quarterly and annual progress reports, risks and issue logs, and other briefings on the project
- In relation to the overall AWP, prepare and follow up on a management work plan that would include consultancies, procurement and operational support services necessary to deliver the key activities of the project, including:
- Support the preparatory work for all activities, including the delivery of the trainings envisaged in the annual work plans.

- Work for the formation of and foster partnerships for a business forum and research network (ToRs, membership, logistics, etc)
- Develop communication and knowledge materials as necessary and update, and potentially revise, the website for the project
- Maintain general project relations through liaising with individuals and institutions including BPPS, government officials, UN agencies, international organizations, civil society, media, the private sector, and private foundations.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Post graduate degree in political sciences, or other related field.

II. Years of experience:

- Minimum of two years of research and coordination experience at an international level.

III. Language requirements:

- Fluency in written and spoken English is required. Knowledge of other UN language is an asset.

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
• <i>Criteria A: Years of relevant working experience</i>		30
• <i>Criteria B: Post graduate degree in political sciences, or other related field.</i>		30
• <i>Criteria C: Previous experience in project management. Previous UN experience is preferred.</i>		40
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	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