



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 August 2016

Reference: LEB/CO IC/173/16

Country: Lebanon

Description of the assignment: Provision of individual services of a Poverty Expert.

Project name: Arab Development Portal (ADP).

Period of assignment/services: 50 working days over the period spanning from mid-September 2016 until end-January 2017.

Proposals should be submitted to the below e-mail address no later than; **Tuesday 4 October 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

The Arab Development Portal (ADP) is an initiative of the Coordination Group of Arab National and Regional Development Institutions (CG) to create a knowledge platform that promotes timely and high quality knowledge on development issues in the Arab World. The primary objective of the ADP is to improve the scope, depth, reliability, availability and use of high quality information to support development progress in the Arab World. As such, the ADP faces a number of challenges in positioning itself as a demand-driven and high quality knowledge platform that addresses the needs of a wide range of end-users in a sustainable manner.

To ensure the quality of its database and reduce the cost of maintaining the timeliness of the database, ADP Phase Three will expand its current activities on three levels: using more advanced technologies for updating its database that enables SDMX sharing, strengthening the relationship with NSOs for data harmonization and data sharing, and introducing new visualization and export tools to improve the user experience. In 2016, UNDP will create a special module for data sharing using SDMX technology, the newest tool, sponsored by the major UN and international agencies, used for data and metadata sharing that overcomes the differences in database architectures adopted by various producers of data. Besides, a total of six additional thematic pages will be added by 2018 and new topics introduced under the existing themes. With the adoption of the 17 Sustainable Development Goals (SDGs), introducing changes to the ADP database and visualization tools to allow users to track SDGs is key and would give the ADP an additional competitive edge.

The United Nations Development Program (UNDP), Regional Bureau for Arab States (RBAS) has launched ADP <http://arabdevelopmentportal.com/> online on 25 April 2016.

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

The UNDP is looking to recruit a Poverty Expert to lead the development of ADP's database and content on poverty. Based on international datasets, the Poverty Expert will review and expand the poverty database for the ADP poverty thematic page, perform a data quality assurance, and revise the hierarchy of the database taxonomy. He/She will advise on the international sources of the listed indicators in addition to providing a detailed documentation of the update process and on the nationally produced indicators. The ADP database is a multi-source database, and this will also be maintained when developing the poverty thematic database. As such, the Expert will guide the development of the poverty datasets for the 22 Arab countries that build on national and official sources at the country level by reviewing and profiling the country-specific statistical tables compiled by research analysts. The Poverty Expert should also identify a pool of rich resources (publications, similar datasets produced at the international level, learning tools, etc.) in order to populate the thematic page and contribute to drafting the agenda of a regional workshop on poverty measurement.

Given that measuring and tracking poverty plays a crucial role in achieving the first goal of the Sustainable Development Goals (SDGs), namely SDG 1 which calls for "ending poverty in all its forms everywhere", the Poverty Expert, with the help of ADP research analysts, will undergo a tracking exercise assessing the data availability of poverty-related SDG indicators proposed within the framework of the 2013 Global Agenda

for Sustainable Development at the international level. This should highlight poverty data gaps and challenges that might impede the Arab countries from achieving their poverty eradication targets identified within their newly developed strategic development plans at the national level. In addition to drafting a set of 3-5 blogs on poverty, the Poverty Expert will also produce an analytical report addressing the challenges of national poverty datasets in the Arab region by including at least two case studies.

The ADP Poverty Expert will work with the ADP Research Coordinator and ADP Advisor in the development and revision of the thematic and poverty-related country pages in accordance with the database management system and data entry web tool. The Poverty Expert should also respond to comments of peer reviews and collaborate with the web editor.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum MSc degree in Economics, Development Studies, Econometrics, or any other related field, Ph.D preferable.

II. Years of experience:

- At least 10 years of relevant professional experience in research, including statistical work experience with UN organizations and government statistical agencies;
- Knowledge of surveys and assessments and data analysis;
- Knowledge of statistical packages like SPSS, STATA and R is an asset.

III. Competencies:

- Published at least 5 articles in academic journals and/or research papers with international or regional organizations.

IV. Language requirements:

- Fluency in written and spoken Arabic and English is required.

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) (Latest) University Degree

(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:

Phases	Estimated due date	Payment
Following the successful delivery of output 5	8 th week from contract signature date (first draft by 4 November and final by 11 November 2016)	50% of the total contract
Following the successful delivery of output 8	14 th week from contract signing date (first draft by 9 December 2016 and final by 16 December 2016)	The remaining 50% of the total amount

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
<u>Technical Competence</u>	70%	100
• <i>Criteria A: Academic credentials</i>		35
• <i>Criteria B: Statistical work experience with international organizations</i>		35
• <i>Criteria C: Statistical work experience with governmental statistical agencies</i>		15
• <i>Criteria D: extensive managerial and training experience</i>		15
<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**