



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14/10/2016

Reference: LEB/CO IC/216/16

Country: Lebanon

Description of the assignment: Provision of Individual services of a National Project Coordinator.

Project name: Support the Implementation of the Lebanese Palestinian Dialogue Committee' (LPDC) strategic plan, Phase 1.

Period of assignment/services: Twelve (12) months starting from contract signature.

Proposals should be submitted to the below e-mail address no later than; **Monday 31 October 2016 at 11:59 P.M. Beirut Local time.**

Contact Person:	Procurement Unit
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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

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon.

This project aims to strengthen the capacity of the LPDC to implement its strategic Plan (2015-2020) that enables the GoL to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

LPDC Project's components include the following outputs:

Output 1: Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;

Output 2: Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;

Output 3: Capacity of line ministries mandated with Palestine refugees strengthened;

Output 4: Capacity of LPDC to act as the focal point for national and international partners, on issues regarding Palestinian refugees in camps and surrounding communities strengthened;

Output 5: Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus-building enhanced.

In September 2016, the Council of Ministers decided to implement a National Census of Palestinian refugees based on the proposed framework submitted by the LPDC.

The Census of Palestinians in Lebanon will be carried out jointly by the Central Administration of Statistics (CAS) and the Palestinian Central Bureau of Statistics (PCBS).

While the technical tasks will be carried out by the two institutions, the overall management of the project will be carried out by a Census Unit set for this purpose and who will be independent of the two institutions.

The primary objective of this consultancy is to support the project to undertake all the ground work in terms of the day to day work of the census unit in coordination with CAS and PCBS multidisciplinary teams in order to complete the census within the set timelines.

Guided by the framework laid out in the Council of Ministers decision pertaining to conducting the census and its corresponding MOU signed with the Government of Palestine and building on the preparatory work already conducted to date pertaining to the census, the consultant will carry out working level meetings with relevant stakeholders, development partners, and other UN agencies. The UNDP through the LPDC support project team will facilitate the assignment of the consultant to coordinate the census for Palestinian Refugees in Lebanon. The consultant will also support in preparing for regular steering committee meetings and draft the relevant committee reports.

The consultant will report directly to the UNDP Project Manager, and will work closely with the respective

CAS and PCBS teams as well as the Chairperson of the LPDC.

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

- The Project Coordinator will support the UNDP Project Manager and the implementing partners (CAS and PCBS) in the implementation of the project work plan by providing coordination support to project activities. He/she will be working closely with a project team composed of CAS and PCBS experts, and will be liaising with multiple actors: community based organizations, non-governmental organizations, and national/local government officials. The Project Coordinator will be responsible for daily basis follow up with all key actors on the census implementation, providing needed support to the Census Unit team and to the UNDP Project Manager to effectively carry out the activities in the agreed work plan.
- The consultant will undertake the following tasks and activities:
 - Provide overall managerial support to the Census Unit staff;
 - Mobilize personnel, goods and services and training to initiate activities, including drafting terms of reference, work specifications and overseeing all contractors' work;
 - Work with CAS and PCBS technical advisors and UNDP on the implementation of a comprehensive procurement plan to facilitate timely acquisition of the required equipment and materials for the census;
 - Ensure that technical support and guidance in all aspects of census operations are available to the implementing partners (CAS and PCBS);
 - Support CAS, PCBS and LPDC in mobilizing funds for the census project;
 - Work with CAS and PCBS teams on the implementation of the census plan, including the quality control plan;
 - Engage with local communities and other actors to ensure the smooth and secure conduct of the census;
 - Support CAS and PCBS in planning, organization, execution and management of training of census field staff;
 - Monitor the project implementation and assist in the preparation of quarterly and annual implementation reports, both narrative and financial;
 - Monitor events as determined in the project monitoring schedule plan, and update the plan as required;
 - Work with CAS and PCBS on publication and dissemination of census results;
 - Monitor the project risks initially identified and progressively provide management updates and submit new risks if any to the Project Manager for consideration and decision on possible actions if required. Update the status of these risks by maintaining the project risks log at the Census Unit;
 - Prepare the annual review report, and submit the report to the Project Manager;
 - Report daily to the UNDP Project Manager on the progress of the census.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- **Master Degree is a must;**
- Academic background in Statistics, Political Science, Economics, Project Management or related fields.

II. Years of experience:

- **Minimum 10 years of working experience;**
- **Previous experience in working with public institutions is a must;**
- Extensive professional experience in research project implementation and management;
- Previous managerial experience in carrying out complex research projects that require the collection of data in large sums and in what would be characterized as a sensitive setting (***i.e:** projects having outcomes that may have moderate or strong implications on political dynamics in the country, requiring coordination with a multitude of governmental and civil society organization where each stakeholder has a specific role to fulfill without which project outcome cannot be achieved, having a potential security dimension and being characterized by high programmatic risks...*)

III. Competencies:

- Good management and coordination skills;
- Proven experience in coordinating and monitoring projects;
- Negotiating, diplomacy and lobbying skills;
- Commitment and drive to achieve challenging goals, and problem solving attitude;
- A team player with strong inter-personal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify partners' needs and deliver them promptly and accurately;
- Knowledge in use of computer software packages for word-processing, excel, power point, databases and spreadsheets, and the internet;
- Excellent communication and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail and ability to work under tight timelines.
- Previous experience in leading researches/surveys in Palestinian refugees' context in Lebanon.

IV. Language requirements:

- **Fluent in English and Arabic is a must**, French 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) Personal CV indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. The CV should also contain extensive details on projects the consultant has participated in implementing including context of implementation, reason behind complexity and sensitivity of the project itself or the setting/environment surrounding it.

5. FINANCIAL PROPOSAL

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 meeting the minimum required qualifications will be shortlisted and 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. POINTS
<u>Technical Competence</u>	70 %	100
Experience:		60
Extensive professional experience in research project implementation and management;		30
Previous managerial experience in carrying out complex research projects that require the collection of data in large sums and in what would be characterized as a sensitive setting		30
Academic Qualifications:		25
Academic background in Statistics, Political Science, Economics, Project Management or related fields		25
Competencies:		15
Previous experience in leading researches/surveys in Palestinian refugees' context in Lebanon		15
<i><u>Financial (Lower Offer/Offer*100)</u></i>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

<i>Weight per Technical Competence</i>	
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