



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17/10/2016

Reference: LEB/CO IC/217/16

Country: Lebanon

Description of the assignment: Provision of the services of a National Communication and Logistics Expert.

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; **Tuesday 1 November 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 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.

Phase I of this project seeks 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 Communication and Logistics Expert will report to the UNDP Project Manager as a member of the Census Unit team and work closely with the Project Coordinator (also a member of the census unit).

In this context, UNDP is requiring the services of a national individual consultant as a Communication and Logistics Expert.

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

- Under the overall guidance of the LPDC Chairperson and the supervision of the UNDP "Support the Implementation of LPDC's strategic plan, Phase 1" Project Manager, the Communication and Logistics Expert will perform the following tasks:
- Prepare and oversee the implementation of the Palestinian Census communication and logistical strategy and workplan;
- Implement communication activities to promote and share project objectives and activities;
- Produce communication materials including reports, newsletters, press releases, success stories and support the Census Unit in planning, advertising and carrying out project events;
- Produce all training, workshops and conferences communication materials including talking points/speeches, press releases, press clippings and others;
- Manage and update project communication tools: website, social media tools (Facebook page, twitter) and other;
- Develop the logistical implementation of the census field activities in coordination with the Project coordinator of the Census unit;

- Liaise with LPDC Media coordinator, UNDP Communication department and communication and advertising agencies to ensure proper implementation of the census communication strategy and plan;
- Maintain good contact with all stakeholders involved in the project: media institutions, political factions, UN agencies and governmental institutions, and organize appearances on radio and TV shows to highlight LPDC's and Census activities;
- Promote activities that raise awareness among the Palestinian refugees' community about the census project;
- Organize meetings with media institutions and prepare related materials for raising awareness on the importance of the Census.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- **Bachelor degree is a must;** Master's degree is a plus.
- Academic background in communication, law, journalism, marketing or similar.

II. Years of experience:

- **A minimum of 6 years of experience is required;**
- Extensive communication or public information professional experience is required;
- Demonstrated experience in writing articles and/or professional publications (examples to be submitted along with the CV).

III. Competencies:

- Previous experience in working with public institutions;
- Proven inter-personal written and oral communication skills Arabic, English;
- Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously.
- Ability to produce accurate and well-documented reports conforming to the required standards;
- Excellent writing and analytical skills;
- Good command of office software and internet;
- Knowledge of Palestinian refugee camps.

IV. Language requirements:

- **Fluent in Arabic and English,** 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 (name, title, email and telephone number).

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:		55
Extensive communication or public information professional experience is required;		35
Demonstrated experience in writing articles and/or professional publications		20
Academic Qualifications:		25
Academic background in communication, law, journalism, marketing or similar;		25
Competencies:		20
Previous experience in working with public institutions;		10
Knowledge of Palestinian refugee camps.		10
<u>Financial (lower offer)</u>	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