



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21/10/2016

Reference: LEB/CO/ IC 219/16

Country: Lebanon

Description of the assignment: Provision of individual services of a Sound Engineer based on a retainer basis (3 Candidates will be selected).

Project name: Social and Local Development Programme.

Period of assignment/services: Two (2) years based on satisfactory performance of services.

Proposals should be submitted to the below e-mail address no later than; **Monday 7 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

UNDP Social and Local Development Programme focuses on eradicating poverty, strengthening local capacities and supporting government policies for development. The Programme targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted-regions (South Lebanon, North Lebanon, Bekaa region and Mount Lebanon).

UNDP's support in the area of poverty reduction focuses on policy and operational support. At the upstream level, UNDP provides policy advice for the development of national policies for social development and poverty reduction, in addition to building the country statistical database for poverty measurement and monitoring. At the downstream level, UNDP supports the implementation of local development/ local governance initiatives in four areas of the country.

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

UNDP Social and Local Development Programme wishes to make a long-term agreement with Three Sound Engineers. The Sound Engineer should record audio in high quality the projects and activities of the UNDP Social and Local Development Programme. He/She should own the basic equipment needed to complete the required tasks, and should be able to secure any additional resources when needed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University graduate in audiovisual studies or any related field is preferred.

II. Years of experience:

- At least 4 years of experience as Sound Engineer.

III. Competencies:

To complete the required tasks, the Sound Engineer should own or have access to:

- a. Should own the following equipment:
 1. Shotgun microphone with windshield
 2. Wireless Neck microphones (At least 2)
 3. Multi-channel audio recorder
 4. Wireless reference audio sent to camera
- b. Should be able to provide (if not own):
 1. Additional microphones as needed by project
- c. Positive and professional attitude during recording

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) Provide a brief **methodology** proving the **ownership** and/or **availability** of the equipment specified in section 3 – (Competencies) of the TOR (Terms of reference).

(iv) 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 Sound Engineer shall be paid upon completion of each project and the handover of the media recorded.

- The audio recording fee must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and any additional assistants needed for audio recording purposes.**
- The Sound Engineer must take into consideration his transportation fees to any location within the Lebanese territory.**

The Contract will specify a daily fee, for half day and for full day, based on the above, and payment for each project will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per project = Payment per project

In this respect, the consultant shall take into consideration an IC time sheet must be submitted by the consultant for each project.

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
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<u>Technical Competence</u>	70%	100
• <i>Criteria A: Academic Qualifications</i>		20
• <i>Criteria B: Years of Experience</i>		40
• <i>Criteria C: Competencies</i>		40
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	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