



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12/1/2016

Reference: LEB/CO IC/6/17

Country: Lebanon

Description of the assignment: Provision of Individual services of a Senior Advisor on Risk Management and Collective Action against Corruption.

Project name: Anti-Corruption and Integrity in the Arab Countries (ACIAC).

Period of assignment/services: starts on 1 February 2017 and end on 30 September 2017, not exceeding fifteen working days per month.

Proposals should be submitted to the below e-mail address no later than; **Thursday 26 January 2017 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

ACIAC (www.undp-aciad.org) is a leading regional initiative that is implemented by UNDP and specialized in developing capacities and promoting collective action against corruption in the Arab States. During its first phase (2011-2014), ACIAC produced specialized knowledge and supported inclusive policy dialogues towards the implementation of the UN Convention against Corruption (UNCAC), achieving concrete results in more than ten countries. Recognizing that additional efforts are needed, and responding to increasing demand for greater assistance, ACIAC embarked on a new phase (2015-2018), based on the findings of extensive consultations with stakeholders across the region, and drawing on achievements made and lessons learned. ACIAC plans to accelerate and deepen its earlier work on the implementation of the UNCAC and related international and regional standards, while significantly scaling up its work on sector-specific initiatives and multi-stakeholder participation in related efforts, with a view to enabling concrete progress towards enhanced transparency and accountability in the Arab countries.

ACIAC is cooperating with the Siemens Integrity Initiative to support key stakeholders in the Arab countries, including businesses, to inform and monitor national anti-corruption reforms, by availing to them specialized training programmes and specific tools that will allow them to (i) reduce corruption risks in the health and customs sectors and (ii) integrate concepts and practices of collective action into programmes of national anticorruption authorities. By doing so, ACIAC would facilitate the generation of actionable knowledge and the transfer of new skills that will help reform drivers in government, business and civil society to foster innovative solutions against corruption in the Arab region. In the course of project implementation, UNDP will make every effort to ensure that appropriate linkages are established with national anti-corruption strategies, whenever possible, with a view to augmenting the potential for sustainability and scalability of targeted results.

With regards to its prospective work on key vulnerable sectors, ACIAC developed a conceptual framework for managing corruption risks at the sectoral level, drawing on related international standards, comparative experiences and the findings of earlier research and consultations with international experts and key stakeholders from the region. It has also fostered the establishment of a regional expert group on collective action against corruption, which has shared experiences and expertise and provided inputs related capacity development needs in the Arab countries.

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

Under the supervision of the Chief Technical Advisor and the Regional Project Manager, the senior advisor shall be responsible for undertaking the following tasks:

1. Provide strategic advice on the design and implementation of ACIAC's activities on risk management and collective action against corruption as well as related activities organized by ACIAC's partners across the region and beyond.
2. Contribute to the development of the guide for implementing the conceptual framework on corruption risk management at the sectoral level in the health sector.

3. Conduct up to twenty hours of training on corruption risk management in the health sector.
4. Contribute to the development of the guide for implementing the conceptual framework on corruption risk management at the sectoral level in the customs sector.
5. Conduct up to twenty hours of training on corruption risk management in the customs sector.
6. Based on the inputs provided by the regional expert group, draft a guide on collective action against corruption that would be anchored in the programmes of national anti-corruption agencies in the Arab region.
7. Based on the inputs provided by the regional expert group, prepare the training materials that will be used to develop capacities to implement the aforementioned guide.
8. Conduct up to sixty hours of trainings using the aforementioned guide and related training materials as needed.
9. Undertake country missions including field visits and stakeholder meetings spanning up to thirty working days to determine related needs in relation to risk management and collective action against corruption.
10. Contribute to the fine-tuning of the conceptual framework for corruption risk assessment.
11. Carry out needed research and consultations with other international experts, country policymakers and practitioners and representatives of concerned international and regional organizations.
12. Perform directly related tasks as requested.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Graduate university degree in the field of management;
- Advanced studies on audit, control and risk management;
- Advanced studies in related to corporate governance and business integrity.

II. Years of experience:

- More than fifteen years of progressively responsible experience in related fields;
- Solid experience in training and capacity development;
- Recent experience in similar projects in Arab countries and/or comparable contexts;
- Track record working with the UN and/or other international organizations.

III. Competencies:

- Cutting edge knowledge of audit, control and risk management standards and practices.
- Demonstrable understanding of corruption risks in the private sector and in its interface with the public sector in the Arab region and beyond.
- Strong leadership, communication and inter-personal skills.
- Strong analytical and drafting skills.
- Self-motivated, creative, flexible and capable of engaging other towards joint objectives.
- Performant under high pressure and time-sensitive schedules.
- Responsive to critical feedback and differing points of view.

IV. Language requirements:

- Fluent in Arabic and English, and a working knowledge of 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) **Technical Proposal** not exceeding 3,000 words of why the individual considers him/herself as the most suitable for the assignment and how they intend to approach the assignment.
- (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:

- 1. Written inputs to the implementation guide on corruption risk management in the health sector, within one week of the receipt of the draft.**
- 2. Written inputs to the implementation guide on corruption risk management in the customs sector, within one week of the receipt of the draft.**
- 3. Two knowledge products in working format:**
 - **31/03/2017: guide on collective action against corruption**
 - **31/03/2017: training materials on collective action against corruption**
- 4. Two knowledge products in publishable format:**
 - **30/06/2017: guide on collective action against corruption**
 - **30/06/2017: training materials on collective action against corruption**

5. Brief reports on demand-driven tasks:

- **Within a week of the completion of country missions.**
- **Within three days after the completion of a training or a workshop.**

In the event of delay in submitting any of the deliverables, the senior advisor shall inform UNDP promptly so that decisions and remedial action may be taken accordingly.

Also, a monthly progress reports summarizing key results achieved and challenges encountered must be submitted during the consultancy period.

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
<ul style="list-style-type: none"> Advanced education and work experience in control, audit corruption risk management, corporate governance and business integrity. 		50
<ul style="list-style-type: none"> Solid and up-to-date understanding of corruption and how to prevent it in the public-private interface 		25
<ul style="list-style-type: none"> Clarity, coherence and applicability of the proposed approach in the technical proposal 		25
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
Total Score	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