



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 January 2017

Reference: LEB/CO IC/ 7/17

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**Country:** Lebanon

**Description of the assignment:** Provision of individual services of a Consultant to conduct a gap analysis between the skills needed for the Tripoli Special Economic Zone and the vocational trainings and university courses in Tripoli.

**Project name:** Together Towards Sustainable Development (T2SD).

**Period of assignment/services:** 50 days, starting on the date of signature of the contract.

Proposals should be submitted to the below e-mail address no later than; **Monday 6 February 2017 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:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

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.

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## **1. BACKGROUND**

In line with UNDP Lebanon's Private Sector Strategy, 'Together Towards Sustainable Development' (T2SD) engages the private sector in the achievement of the Sustainable Development Goals (SDGs). UNDP capitalized on the sector as the pillar of the Lebanese economy that plays a vital role in the development of society. Particularly, an annual gap analysis will be conducted, priorities identified, and through the private sector a project focusing on a specific SDG implemented. In turn, the private sector will be utilized as a lobby force to advocate directly and through media outlets, the Lebanese public institutions to push forward the SDGs on the national agenda. Finally, the annual priority will be shared with the private sector at large, which will be provided with the appropriate knowledge and skills to integrate SDGs in Corporate Social Responsibility activities.

For 2017, the Board of T2SD agreed to adopt and address Goal 4 of the SDGs: Quality Education, and more specifically target 4.4: "By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship".

The Board decided to focus on the needs of the Tripoli Special Economic Zone (TSEZ). The project developed will identify the needs and the potential job opportunities for the TSEZ and introduce vocational trainings for youth in the Northern Governorate, more particularly in the Caza of Tripoli, to respond to the gaps in the market. This project will enhance the capacities of youth and allow them to access the jobs' market, therefore reducing the risk of resorting to extremism and violence due to the lack of opportunities.

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

**Task 1:** Conduct a market analysis of the jobs and associated skills needed for the Tripoli Special Economic Zone.

- Identify the jobs and associated skills required that can be fulfilled by locals, particularly youth, in Tripoli and the surrounding areas. Provide a quick assessment of potential growth sectors in Tripoli, including key challenges and difficulties that affect growth.

**Task 2:** Map the vocational programs and courses and provided in Tripoli and surrounding areas.

- Identify the trainings given by universities, vocational schools, NGOs, International Organizations, and other trainings centers. Provide an overview of other service providers in the area of business development.

**Task 3:** Conduct a gap analysis between the jobs/skills needed and the trainings programs provided.

- Identify the missing skills and recommend trainings or courses that would fill this gap.
- Develop a potential management modality and operational plan, highlighting potential partners, operational and overheads costs, and related implementation plan.
- Identify the needed teacher skills requirements

Identify the required equipment and facilities and provide a high level cost estimate

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### I. Academic Qualifications:

- University Degree (Bachelor or equivalent) in Engineering, Institutional Development, Industrial Psychology/HR, Education, Business Administration, Economics or related fields;
- Masters Degree preferable.

#### II. Years of experience:

- Relevant experience of no less than 10 years in similar capacity.

#### III. Competencies:

- Experience in similar research related issues;
- Knowledge of the geographic area is preferable; Consultant should have track record working in Tripoli;
- Knowledge of the related institutional set up and functions;
- High analytical and conceptual skills and ability;
- Good knowledge of computer applications;
- Ability to work on the field.

#### IV. Language requirements:

- Fluent in verbal and written Arabic and English.

### **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** 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:

Task	Timetable	Payment Terms
Task 1	20 days	30% upon delivery of task 1
Task 2	20 days	
Task 3	10 days	70% upon delivery of the complete report

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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
• <i>Criteria A: Academic Qualifications</i>		15
• <i>Criteria B: Experience</i>		40
• <i>Criteria C: Competencies</i>		45
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</b>	
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**