



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 August 2019

Reference: LBN/CO/IC/137/19

Country: Lebanon

Description of the assignment: National consultant to provide Qualitative Analysis to the Maps of Stability & Resilience – MSR.

Project name: Lebanese Host Communities Support Programme – LHSP.

Period of assignment/services: 30 Working Days spread over 2.5 Months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **18 September 2019 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail Procurement.lb@undp.org 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 United Nations Development Programme launched in 2013 the "Lebanese Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Crisis and its implications on the country. The project is developed under a number of guiding principles which drive the activities of UNDP to support Lebanon and the host communities, as well to support national and local institutions through capacity building to respond to the impact of the Syrian crisis in Lebanon and the pre-existing problems before the Syrian crisis and exacerbated by the current situation. These include: efficient utilization of funds by targeting the national and local mechanisms that can impact positively the response to the challenges, and have a multiplier effect across sections; and by targeting most vulnerable host communities; ensuring stakeholder participation in the affected areas in the identification,

implementation and monitoring of interventions in a transparent manner; treating social stability as both a targeted activity as well as a cross cutting theme; and, developing local capacities to operate and maintain the interventions after completion to ensure sustainability.

The Project seeks to help increase stability, specifically in the areas affected by the Syrian crisis, through improving livelihood and service provision in a conflict sensitive manner. It aims at contributing to improved community security, economic recovery and social stability in the affected areas through a community-based approach which will increase livelihood options and local level service delivery.

Lebanese Municipalities, being as the forefront of the Syrian crisis impact on Lebanon, are considered as the most relevant entry point for building stability and resilience in vulnerable communities, hosting Syrian refugees. After eight years into the crisis, the response requires a territorial approach where all local actors, including municipalities' members and local stakeholders, are all together engaged in the process of stabilization of local communities, aiming to reduce the impact of tensions related to the relationship between Lebanese population and Syria refugees, as well as other internal causes of tension.

For this matter, the UNDP LHSP has introduced a participatory and conflict sensitive approach at territorial (Municipal) level, oriented to analyze and identify risks and problems taking into consideration Lebanese and Syrian refugees needs, and based on a consolidated local instance composed by the Municipality and the local actors, that is called Maps of Stability and Resilience (MSR) also known as Municipal Plans.

The Municipal Plans produced by the local groups allows the identification and implementation of Investment Projects, according to the priorities identified along the MSR process and taking into consideration gender equality, youth engagement, and accessibility for the disabled to projects. The groups continue to be the referent for the community to integrate complementary actions, related to a comprehensive approach of stability, including support to the creation of a culture of tolerance, human rights respect and peace.

The MSR involves the communities in the production of a multi-sectorial action plan. The methodology fosters the broadest participation of local authorities, civil society organizations and public-sector representatives organized in a working group to identify risks and propose solutions, which are translated into local impact projects. The methodology gives the community a leading role in finding the solutions to its problems, in collaboration with all institutions mobilized at municipal level based on ownership and commitment for sustainability. *(Please find attached Annex A – MSR Plan Outlines.)*

It is worth mentioning that the MSRs are a second-generation developed joint Mechanism of the previously conducted methodology assessments which were called MRR (or Maps of Risks and

Resources) that focused on the direct needs of the communities and the MSS (or Mechanisms for Social Stability) that focused on the root of tension and lack of stability in communities.

112 Communities of the most vulnerable has an updated MSR by 2019, and all the 251 most vulnerable communities within the LCRP have an MRR that have been updated in 2017 and were initially conducted between 2014-2016, available to the public and posted online. *(Please find attached Annex B – MRR Plan Outlines.)*

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

The Consultant is expected to provide Analysis to the MSRs on 2 Levels:

(1) Provides a Qualitative Analysis to the 112 MSRs; and 251 MRRs:

for this, the consultant is required to take into consideration the following set of selected groupings:

- a. Sectors Priorities; (using the LCRP Sectors Terminology)
- b. Root Causes of the problems including:
 - a. Local Community Problems;
 - b. Crisis Related Problems;
 - c. Instability and conflict aggravating factors;
- c. Problems incidence inside each sector;
- d. Problems affecting Women and Youth;
- e. Impact factors on Social Stability;
- f. Proposed Solutions/Interventions and their Priorities

To do so, the Consultant is required to Classify the problems and needs/solutions following a set of terminologies and criteria to be agreed upon with the UNDP team.

Additionally, all the above Analysis should have **National, Governorate and District Levels analysis.**

(2) Compare the evolution of the problems and needs at the different above levels from the beginning of the crisis until it became a protracted crisis in 2018/2019. (MRR results Vs. MSR results) using the same methodologies as above – this will require as well applying the same methodology used above (Point 1).

The Task should result a simple, yet comprehensive, analytical output using a friendly-user platform with visual presentation. (Pies, Graphs, bars...etc.) along with the data source used on open source platform and to provide Narrative Report including all the classifications.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's Degree in Economics, Statistics, Social Studies, Development Studies or related fields

II. Years of experience:

Relevant experience of 10 years in Development sector including relevant experience in Qualitative Research and Reports generation

III. Technical experience:

- Previous work Experience in Data Analysis and Research; at least 3 previous proven studies/analysis conducted;
- Previous work Experience in Social and Economic Development;
- Knowledge in Peace Building and/or conflict prevention activities;

Other assets:

- Fluency in written and spoken English and Arabic.
- Excellent oral and written communication and presentation skills.
- Ability to assume responsibility and to coordinate with others.
- Strong reporting skills.
- Attention to details and ability to handle tasks accurately.
- Produce Quality Outputs on timely manners.
- Advanced Computer skills: Word, Excel, Power point.

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) P11 (Personal History Form) 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:

Deliverables	Time frame	Payments
Tasks 1 – 3	6 Weeks from IC contract signature	50% of the total contract amount
Task 4	10 Weeks form IC contract signature	50% of the total contract amount

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.

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> • <i>Criteria A:</i> Master's Degree in Economics, Statistics, Social Studies, Development Studies or related fields = 15 points <i>Phd = 20 points</i> 		20
<ul style="list-style-type: none"> • <i>Criteria B:</i> Relevant experience of 10 years in Development sector including relevant experience in Qualitative Research and Reports generation = 15 points <i>More than 10 years = 20 points</i> 		20
<ul style="list-style-type: none"> • <i>Criteria C:</i> <ul style="list-style-type: none"> - Previous work Experience in Data Analysis and Research; at least 3 previous proven studies/analysis conducted = 15 points; - Previous work Experience in Social and Economic Development = 10 points ; - Knowledge in Peace Building and/or conflict prevention activities = 5 points; 		30
<ul style="list-style-type: none"> • <i>Criteria D: Methodology</i> 		30
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

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