



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 September 2019

Reference: LBN/CO/IC/154/19

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**Country:** Lebanon

**Description of the assignment:** National Local development and Diaspora specialist.

**Project name:** Lebanese Expatriate Project 2.0 – Live Lebanon.

**Period of assignment/services:** 240 working days over a period of 12 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 October 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](mailto: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.

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### 1. BACKGROUND

UNDP is one of the UN's global agencies that helps build capacities for development needs for a better life. Live Lebanon is one of UNDP Lebanon's local development projects operated under the Social and Local Development Program. Its primary objective is to bridge local development needs throughout the country with expatriate resources.

Live Lebanon has adopted various projects that have been developed through a national call for project proposals. These projects reflect pressing development needs in different parts of the country and fall under the sectors of health, environment, youth education and recreation; and income-generation. Examples of these projects include: the renovation of water reservoirs and pipelines for drinking water

storage and distribution, restoration of irrigation canals for farmland irrigation, rehabilitation of school facilities and medical clinics, in addition to a number of other projects identified by local communities.

The United Nations Development Programme jointly with the Ministry of Foreign Affairs and Emigrants (MoFA) launched in 2009 the "Lebanese Expatriate Project – Live Lebanon Initiative" as a platform connecting Lebanese living abroad and the private sector with local communities to support the development of the unprivileged areas of Lebanon through the implementation of fast impact development projects. Live Lebanon is currently setting up an office at MoFA with a team to support the initiative.

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

In the framework of the “Live Lebanon” initiative, the expert should achieve the following results:

- 1- Work closely with the project manager for securing funds for development projects.
- 2- Drafting proposals for donors, concept notes, agreements related to new activities/initiatives/projects...
- 3- Coordination between UNDP, MoFA and potential donors and partners.

The following tasks are requested to fulfill the above mentioned scope of work.

1. Undertake tasks related to the preparation, organization and follow up of meetings and relevant document preparation for Live Lebanon activities:
2. Work closely with Live Lebanon team on the implementation of the project activities and trainings; particularly coordination work, implementation and follow up related to the engagement with the Lebanese Diaspora.
3. Facilitate cooperation and exchange of information with and between partners.
4. Work closely with project manager on cooperation with stakeholders (NGOs, private and public sectors partners, Diaspora clubs ....
5. Draft progress and final reports on activities, difficulties met and achievements.
6. Work closely with the project Manager in the resource mobilization plans.

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

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

### I. Academic Qualifications:

- A Bachelor degree in political sciences, social sciences, international affairs, economics, finance or any other social-related field

### II. Years of experience:

- Minimum 4 years of relevant professional experience

### III. Technical experience:

- Technical Expertise in drafting project proposals to potential donors
- Knowledge and understanding of Lebanese diaspora
- Sound Experience in working/communicating with donors
- Sound previous experience in similar projects related Diaspora

### IV. Other Assets:

- Proficiency in English and Arabic languages. French is an asset
- Demonstrable analytical skills and report writing skills;
- Excellent proven management and communication skills.
- Good organizational skills
- Ability to adapt quickly to different working environments, to establish and maintain good working relations with individuals of different backgrounds, and to work under pressure
- Basic knowledge in areas related to community development and mobilization
- Self-motivated and able to recommend options for resolution of issues; excellent inter-personal skills and ability to negotiate and built partnerships;
- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, both in 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) 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:

- *The payment will be issued based on deliverables. Each deliverable will require 1.5 months. The payments will be 8 equal payments.*

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 |
|---|---|------------|
| <b><u>Technical Competence</u></b>  | 70%   | 100        |
| <ul style="list-style-type: none"> <li><b>Criteria A: Academic qualifications</b></li> </ul> Bachelor Degree: <b>21</b><br>Masters Degree: <b>30</b>  |   | 30         |
| <ul style="list-style-type: none"> <li><b>Criteria B: Years of relevant experience</b></li> </ul> 4 years of relevant experience: <b>21</b><br>For each additional year: <b>+1</b>  |   | 30         |
| <ul style="list-style-type: none"> <li><b>Criteria C: Technical Experience</b></li> </ul> Technical Expertise in drafting proposals to potential donors: <b>10</b><br>Knowledge and understanding of Lebanese diaspora: <b>10</b><br>Sound Experience in working with donors: <b>10</b><br>Sound previous experience in development projects related to Diaspora: <b>10</b> |   | 40         |
| <b><u>Financial</u></b> (Lower Offer/Offer*100)   | 30%   | 100        |
| <b><u>Total Score</u></b>   | 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**