



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 November 2019

Reference: LBN/CO/IC/170/19

Country: Lebanon

Description of the assignment: Project Coordinator

Project name: Promoting Sustainable Peace through National Youth Policies in the Framework of 2030 Agenda.

Period of assignment/services: 6 Months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **22 November 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 Division for Inclusive Social Development at the Department of Economic and Social Affairs (DESA/DISD), in collaboration with the United Nations Development Programme and UN Country Team is implementing a Project entitled "Promoting Sustainable Peace through National Youth Policies in the Framework of 2030 Agenda".

The 2030 Agenda for Sustainable Development recognizes the role of young people as critical agents of change and the importance of addressing key social development issues such as education, health, social protection and job opportunities, active engagement and participation. Addressing and solving these key development issues can help prevent illegal immigration, as well as vulnerability to

radicalization and involvement in violent conflict while allowing young people to be positive agent of peace and development in their societies. Such aspects of development are essential to the establishment of peaceful and inclusive societies in which young people are not driven to seek those opportunities elsewhere.

The UN Security Council adopted Resolution 2250 on youth, peace and security on 9 December 2015. The Resolution recognizes young people as fundamental drivers and critical partners in conflict prevention and peacebuilding and urges Member States to consider innovative ways to increase representation of youth on issues concerning peace and security. Furthermore, the UN General Assembly adopted the Secretary General's Plan of Action to Prevent Violent Extremism (PVE) on 9 February 2016.

Building on the previous one, the UN Security Council adopted on 6 September 2019 Resolution 2419, which noted the Independent Progress Study on Youth, Peace and Security which urged to take into account the views of youth in relevant discussions pertinent the maintenance of peace and security, peacebuilding and sustaining peace, and to facilitate the equal and full participation of youth at decision-making levels and to strengthen partnerships based on trust with diverse civil society partners working on peace and security.

This project, which includes a series of policy dialogues between the government, civil society groups, especially youth-led organizations, the private sector and other relevant stakeholders, highlights aspects of Resolutions 2250 and 2419 and the SG's Plan of Action on PVE most closely related to social policy and socially inclusive development, as well as linkages between the Resolutions and the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs).

The substantive focus of the project lies in capacity development for analysis, review and reformulation of relevant social policies through participatory processes involving young people and other relevant stakeholders. These processes will lead to the production, roll out and dissemination of a Training Module for Promoting Sustainable Peace through National Youth Policies. They will also support partnership building and coalition development on issues regarding youth, peace and security and the 2030 Agenda for Sustainable Development in the target countries.

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

The national expert will be tasked with: (i) preparation of a review of recent and existing measures, activities and mechanisms related to youth, peace and security that identifies existing gaps and opportunities for youth and broader social policies; (ii) coordination of the project activities by liaising with relevant partners with the UN System, the government, youth-led civil society organizations and other stakeholders; (iii) the substantive and logistic preparations for the national workshops and consultations for youth-led civil society organizations, and contribute to them as a facilitator; (iv) identify critical youth civil society partners to be involved in various project activities; (v) supporting the organization of two national consultations among key stakeholders; (vi) coordinating project activities;

(vii) supporting and facilitating the work of the international expert undertaking the formulation of the Training Module; and (viii) organizing the preparations for the national multi-stakeholder event series and act as facilitator.

Specifically, the national expert will:

- Draft a review document that identifies recent and existing activities that are specifically related to youth policies, peace and security and the implementation of Resolution 2250 in Lebanon.
- Identify key partners among organizations focusing on youth and youth-led civil society organizations to be involved in relevant project activities.
- Establish links and effective collaborations with the various institutions involved in the project - in the United Nations system, the Government, youth and civil society organizations and other relevant stakeholders.
- Undertake the logistical and substantive preparations and facilitate the following workshops by coordinating and collaborating with the UN System and the Government and other relevant national partners.
 - One national inception workshop to identify specific issues in youth policies related to peacebuilding and sustaining peace
 - At least two one day meetings to review recommendations coming out of national inception workshop
 - One national workshop to discuss and validate first draft of Training Module
- Contribute to the facilitation of the consultations alongside UNDESA, UNDP and PBSO staff and other relevant UN partners.
- Organizing and facilitate the consultations between government, organizations focusing on youth and youth-led civil society organizations.
- Provide support and facilitate the work of the international expert undertaking the formulation of the Training Module, including through a review of the first national workshops.
- Undertake the logistical and substantive preparations and facilitate a second round of national workshops to validate the Training Module by coordinating and collaborating with the Ministry of Youth, the UN System and other relevant national partners.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

At least Bachelor's degree in social sciences, law, humanities, public policy, public administration, project management

II. Years of experience:

At least 3 years of professional experience in program management and coordination.

III. Technical experience:

Special skills/experience and other qualifications which will prove to be advantageous and vital to the success of the Strong knowledge of the field of youth peace and security issues, in particular of the social policy and social development dimensions

IV. Competencies:

Strong knowledge of the field of youth peace and security issues;
Work experience in youth social movements.

V. Other Assets:

Experience of work with the United Nations system is an asset.
Experience with organizing and running workshop involving Governmental officials and youth is desirable;
Excellent knowledge of English and fluent in Arabic;
Work experience in youth social movements and prevention of youth radicalization and violent extremism are an asset.

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. The payments will be as per below table:*

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
1. <u>Review phase:</u> <ul style="list-style-type: none"> - List of critical partners among youth-led civil society organizations be involved in the project. - Review document prepared and First Interim Report of activities. - Report of inception workshop 	4 months from contract signature date	March 2020
2. <u>Implementation Phase:</u> <ul style="list-style-type: none"> - Second Interim Report of activities. - Report of the National Consultations. - Report on second round of national workshops (validation workshops) 	5 months from contract signature date	April 2020
3. <u>Finalization Phase:</u> Submission of final Report	6 months from contract signature date	May 2020

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">• <i>Educational background:</i> <i>Bachelor degree = 15 points</i> <i>Masters Degree or above: 20 points</i>		20
<ul style="list-style-type: none">• <i>Technical experience:</i> <i>Years of experience</i> <i>3 = 20 points</i> <i>5 = 25 points</i> <i>7 and above = 30 points</i>		30
<ul style="list-style-type: none">• <i>Technical experience:</i> <i>Extensive experience in program management and coordination.</i> <i>3= 20 points</i> <i>5=25 points</i> <i>7=30 points</i>		30
<ul style="list-style-type: none">• <i>Criteria D: Competencies</i> <i>Strong knowledge of the field of youth peace and security issues = 10 points</i> <i>Work experience in youth social movements = 10 points</i>		20
<u>Financial (Lower Offer/Offer*100)</u>	<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**

ANNEX III

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

Celine Moyroud
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, Nejme, Beirut 2011 5211
P.O. Box 11-3216 Beirut, Lebanon

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **National Consultant, Project Coordinator** under **Promoting Sustainable Peace through National Youth Policies in the Framework of 2030 Agenda**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

☐

A total lump sum of _____ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

☐

Sign an Individual Contract with UNDP;

☐

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that *[check all that applies]:*

☐

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

		Name of Institution/		
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Assignment	Contract Type	Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority. Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity in days	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Total in USD
1. <u>Review phase:</u> - List of critical partners among youth-led civil society organizations be involved in the project. - Review document prepared and First Interim Report of activities. Report of inception workshop	4 months	
1 <u>Implementation Phase:</u> - Second Interim Report of activities. - Report of the National Consultations. Report on second round of national workshops (validation workshops)	1 month	
2 <u>Finalization Phase:</u> Submission of final Report	1 month	
Total in USD		

Full Name and Signature:

Date Signed:
