



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 January 2020

Reference: LBN/CO/IC/3/20

Country: Lebanon

Description of the assignment: International Specialist for GEF Transport Project Development (Team Leader) for the Preparation of the GEF/UNDP Project Document and CEO Endorsement Request Package.

Project name: Lebanon Sustainable Low-Emission Transport Systems.

Period of assignment/services: 60 working days spread out over the period from Feb 2020 to October 2020.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **04 Feb 2020 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

Impacts of the current transportation system

The current Lebanese transport sector is not sustainable characterized by the absence of reliable public transport, underdeveloped and uncoordinated public works, prevalence of old and pollutive cars, and very high rate of car ownership. As a result, the transport sector is the second largest contributor of Lebanon's greenhouse gas (GHG) emissions, accounting for 23% of the total emissions and also contributing the emissions of other pollutants such as NO_x (60%), CO (99%), SO₂(5%) and particulate matter, VOC, copper, zinc and lead. As for the contribution of the different vehicle categories, passenger cars have the highest share of the emissions with 58.38% of the total transport GHG emissions while

light-duty vehicles (LDV), heavy-duty vehicles (HDV), and motorcycles account for 17.46%, 23.81%, and 0.35% respectively. It is estimated that air pollution from polluting old cars costs at least \$ 200 million of economic loss per year resulting from morbidity, adult mortality, child mortality and discomfort, which does not include the cost from health care services. A substantial additional impact is that of congestion, leading to an estimated increase of travel time, where one estimate puts the burden of congestion at 8% of GDP per annum.

Institutional structure of the transportation sector

The public institutional structure of the transport sector in Lebanon is subjected to fragmented structure. The planning and regulation of public transport is undertaken by the Ministry of Public Works and Transport (MPWT). This includes the licensing of companies to undertake public transport services, fare setting, and planning. The MPWT oversees the construction and maintenance of the national highways and road networks. The MPWT is also the guardian of the state-owned enterprise, the Railways and Public Transport Authority (RPTA), a public institution with a semi-independent legal identity with financial and administrative autonomy. However, the RPTA has not been able to effectively play its role due to the destruction of railways, tramways, and most of the buses that were once under its management. The Ministry of Interior and Municipalities (MoIM) licenses vehicles and drivers and undertakes the overall management of vehicle inspections, in addition to the responsibility for the enforcement of traffic law, including on public transport, through the Internal Security Forces (ISF). Municipalities are also assigned some public transport competences through the Municipal Law while also being responsible for planning and implementation of urban projects. The Council for Development and Reconstruction (CDR) has competencies in national planning, including transport planning, and the execution of large infrastructure projects such as road and transport through project-specific mandates by the Council of Ministers.

Barriers hindering the transformation toward sustainable transport system

The transport sector lacks technical capacity and remains institutionally weak, particularly in terms of coordinating all the activities related to transport due to the fragmented structure and the absence of leading institution. As a result, the comprehensive approach and systematic integration of sustainability are missing particularly considering the NDC commitments of the government and the potential for the introduction of alternative modes of transport, electric and hybrid vehicles in both the public and private spheres. Due to the lack of the integrated approach to financing, limited state budget for necessary infrastructure investment and incentives pose a significant challenge toward sustainable mobility transformation. Moreover, the current state revenue structure heavily depends on fuel consumption and vehicle purchase, negatively affecting the transition toward sustainable transport. Thus, the adaptation or proactive shift of the taxation structure will be required. From a technical perspective, although the national market has seen a growing appetite for electric vehicles, little is known about the electricity infrastructure needs, the technical needs for recharging stations, the capacity of the grid, the safety and maintenance needs of these types of vehicles. Weak enforcement of traffic rules results in illegal parking and reckless driving, undermining road safety and exacerbating congestion. In addition to the issues of road safety, lack of supportive infrastructure such as quality pedestrian zones and parking facilities is hindering the promotion of non-motorized transport.

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

UNDP Lebanon in partnership with the Ministry of Environment is preparing a full-project proposal to be submitted to the Global Environmental Facility (GEF) which aims to work towards sustainable low-

emission transport system. The project will consist of 3 main components: on one hand to tackle the policy issues and provide technical options for the best way forward to improve the transport sector and to introduce efficient transport technologies to the market. On the other hand, the project will consider piloting a renewable energy pilot application for charging stations or some other modality to determine the applicability of charging electric vehicles. Finally, the project will work with NGOs and universities to promote research on the topic and raise awareness on sustainable transport and modal transport change.

The proposed UNDP-GEF project will be complementary to the baseline initiatives as it addresses barriers that are specifically related to the transformation towards sustainable mobility. The main ongoing/planned initiatives includes Great Beirut Public Transport (Bus Rapid Transit, BRT) project by the World Bank, Bus Transportation Public-Private Project by the local private company (WeGo) and feasibility studies for bus network system and revival of the railway systems by European Investment Bank (EIB).

This consultancy is for the preparation of the GEF the GEF/UNDP project document and CEO endorsement request package. At the national level, a local consultant will also be recruited to support in the preparation of the project document in addition to a gender expert and the national UNDP group of experts. The team will provide the Team Leader with the necessary survey work, assessments, consultations and other data gathering needs for the preparation of the GEF documents.

Under the overall guidance of the UNDP-GEF Regional Technical Advisor and the Programme Manager of the Energy and Environment Programme in the UNDP Lebanon Country Office, the International Consultant will assume the lead responsibility for the project design and elaboration, the timely preparation of all the reports needed for the GEF including the Project Document and CEO Template and will coordinate the work of the local consultants including the national transport expert, gender specialist and social and environmental safeguards expert.

More specifically, the international consultant will carry out the following tasks:

Task 1: Baseline studies and analysis for the sustainable transport projects

Task 2: Project Design and Preparation of the full-sized project document

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

3. Expected Outputs and deliverables

The key deliverables of the International Consultant will be the final comprehensive project document in both GEF and UNDP formats and the CEO Endorsement Request package in a style accessible to senior policy makers and UNDP.

The documents should make full use of figures, diagrams and boxes to bring out key points and summarize materials used. Preparation of this key deliverables will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, business-with-GEF-analysis)

- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, sustainability and replicability)
- Institutional and Management Arrangements
- Monitoring and Evaluation Plan and Budget
- Incremental Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- Strategic Results Framework (formerly Logical Framework Analysis)
- Total Budget and First Annual Work plan
- Project Organigram
- Project timetable
- Stakeholder involvement plan with a focus on local communities
- Letters of Endorsement and co-financing
- Annexes and additional information

These sections are indicative as templates may be subject to change, the International Consultant will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

The expected deliverables for this assignment are as follows:

	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Deliverable 1: draft of situation analysis, project strategy and strategic results framework	20 working days	01 May 2020	UNDP Country Office and UNDP-GEF Regional Technical Advisor
2	Deliverable 2: First draft of full-size project document	30 working days	15 July 2020	UNDP Country Office and UNDP-GEF Regional Technical Advisor
3	Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request	10 working days	31 September 2020	UNDP Country Office and UNDP-GEF Regional Technical Advisor

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Graduate degree in transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field. PhD is an asset.

II. Years of experience:

At least 12 years of substantive professional experience in development and design of sustainable transport and transport policy related projects.

III. Technical experience:

- Proven ability to prepare project documents under sustainable transport area for either the UNDP-GEF or other agencies.
- Experience in transportation projects, implementation and/or design of transport-related policy projects;
- Experience in climate mitigation policies, particularly in the transport sector;
- Experience or knowledge in fuel efficient vehicles and e-mobility;
- Knowledge of renewable energy is an asset

IIV. Competencies:

- Proven ability to work flexibly and independently with limited supervision and deliver quality results against tight deadlines and to work from a distance;
- Ability to lead a team of experts remotely;
- Strong planning, research, and analytical skills
- Excellent communication skills, cultural sensitivity
- Fluent in 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 assignment,
- (iii) Provide a detailed methodology** on how you will approach and complete the assignment
- (iv) 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:

	Payment	Payment due date
1	30% of contract value upon approval of Deliverable 1	Submission and approval of Deliverable 1
2	30% of contract value upon approval of Deliverable 2	Submission and approval of Deliverable 2
3	30% of contract value upon approval of Deliverable 3	Submission and approval of Deliverable 3
4	10% of contract value upon approval of Deliverable 4	Final approval of entire submission package by GEF

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.

Up to 2 missions to Lebanon are foreseen (5 working days each).

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><i>Technical Competence</i></u>	70%	100
<i>Academic Qualifications</i> Master's Degree: 7 points Ph.D. Degree: 9 points Relevant trainings/certificates: additional 1 point		(10)
<i>Years of Experience</i> 12 years: 14 points 12 – 15 years: 18 points More than 15 years: 20 points		(20)
<i>Technical Experience</i> Experience in preparation of project documents under sustainable transport area for the UNDP GEF: 10 points Experience in transportation projects, implementation and/or design of transport-related policy projects: 10 points Experience in climate mitigation policies, particularly in the transport sector: 10 points Experience or knowledge in fuel efficient vehicles and e-mobility: 5 points Knowledge of renewable energy: 5 points		(40)
<i>Methodology</i> Understanding of GEF Sustainable Transport thematic area (10 points) Systematic approach to the assignment that is in line with the terms of reference (10 points) Understanding of Lebanese or developing country		(30)

context and needs in sustainable transport (10 points)		
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all international 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. Technical Proposal,
3. Annex 3 (Offerors Letter)
4. 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 an **International Specialist for GEF Transport Project Development (Team Leader) for the Preparation of the GEF/UNDP Project Document and CEO Endorsement Request Package** under **Lebanon Sustainable Low-Emission Transport Systems**.
- 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:

Assignment	Contract Type	Name of Institution/ 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 learning 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	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		60 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station		2 missions (5 working days each)	
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	Deliverable 1: draft of situation analysis, project strategy and strategic results framework	20 working days	
2	Deliverable 2: First draft of full-size project document	30 working days	
3	Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request	10 working days	

Full Name and Signature:

Date Signed:
