



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 January 2020

Reference: LBN/CO/IC/06/20

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**Country:** Lebanon

**Description of the assignment:** Long Term Agreement for National Surveyor (3 in each Area: North, Bekaa, Mount Lebanon, South)

**Project name:** Lebanese Host Communities Support Project

**Period of assignment/services:** Two years with an option to extend for One year based on the performance of the first two years

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **29 January 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](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

The United Nations Development Programme jointly with the Ministry of Social Affairs (MoSA) launched 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 Lebanon Crisis Response Plan (LCRP) serves these collective aims for Lebanon's poor and Syria's displaced families. Led by the Government of Lebanon, it increases attention and investments for Lebanon's needs - strengthening the link between international humanitarian aid for those displaced by Syria's conflict and Lebanon's national stability.

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.

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

Under the overall guidance of the CTA and the direct supervision of the Head of the Engineering Unit, the consultant be responsible for survey works needed for LHSP projects. The projects vary from construction of buildings, public gardens, playgrounds, infrastructure works (Sewage, rain water and water supply networks) etc... The surveyor will primarily perform the following:

- Determine the limit and area around project limit
- Provide any legal paper needed for the topography
- Provide the legal paper needed for plot limits
- Provide topography survey with all related points (Coordinates and levels)
- Provide the existing utilities network.
- Provide the As built drawings from the related ministries or beneficiaries if they exist.
- Provide the existing utilities with the relevant points: Top of the manholes, bottom of the manholes, invert levels, opening levels in the manholes etc...
- Provide existing buildings, trees, walls, roads and their types, infrastructure utilities etc... In the surveyed area.
- Provide points and levels within 20 meters offset of our project limit
- Provide number of points and levels should be agreed with UNDP for each project (method of calculation and number of points).
- Provide calculation for the excavation and backfilling when requested
- Survey profiles for the existing roads
- Review the Consultant survey with Consultant equipment or Surveyor equipment
- Review the Contractor survey with Contractor equipment or Surveyor equipment
- Provide the reference points to the Consultant and Contractor when needed

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Technical degree (TS2) in topography or surveying or equivalent and **should be registered in the topography syndicate (This criterion is mandatory, the individual that does not submit the registration certificate of the syndicate will be automatically disqualified).**

#### II. Years of experience:

- 5 years of experience in surveying works as surveyor.

#### III. Technical experience:

- Able to easily manipulate AutoCAD Files and amend plans.
- Computers skills: Word, Excel, AutoCAD.
- Previous Survey experience in infrastructure projects (reference names to be provided with the list of executed projects)

#### IIV. Other Assets:

- Strong organizational, interpersonal, communication and problem-solving skills.
- Ability to plan and prioritize own workload.
- Strong monitoring and reporting skills.
- Ability to work under pressure.
- Ability to assume responsibility and to coordinate with others;
- Effective oral and written communication skills, as well as research skills;
- Attention to detail and ability to handle tasks accurately;

### 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 the below deliverables:*

<i>Deliverables</i>	<i>Milestones</i>
<i>Deliverable 1</i>	<i>Milestone 1: 70% of the total deliverable amount upon <u>submission and approval of the final report by the engineer</u></i>
	<i>Milestone 2: 30% of the total deliverable amount upon <u>completion of 50% of the implementation works of the surveyed project</u></i>
<i>Deliverable 2</i>	<i>100% of the total deliverable amount upon <u>submission and approval of the final report by the engineer.</u></i>
<i>Deliverable 3</i>	<i>100% of the total deliverable amount upon <u>submission and approval of the final report by the engineer</u></i>
<i>Deliverable 4</i>	<i>Milestone 1: 70% of the total deliverable amount upon <u>submission and approval of the final report by the engineer</u></i>
	<i>Milestone 2: 30% of the total deliverable amount upon <u>completion of 50% of the implementation works of the surveyed project</u></i>
<i>Deliverable 5</i>	<i>100% of the total deliverable amount upon <u>submission and approval of the required document</u>، ارتفاع و تخطيط</i>
<i>Deliverable 6</i>	<i>100% of the total deliverable amount upon <u>submission and approval of the required document</u> افادة عقارية</i>
<i>Deliverable 7</i>	<i>100% of the total deliverable amount upon <u>submission and approval of the required document</u> خريطة مساحة</i>

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
Technical Competence	70%	100
<ul style="list-style-type: none"> <li>• Criteria A: Academic Qualifications <ul style="list-style-type: none"> <li>○ Technical degree (TS2) in topography or surveying or equivalent and should be registered in the topography syndicate: 25 points</li> <li>○ Bachelor's degree or higher should be registered in the topography syndicate: 30 points</li> </ul> </li> </ul> <p><b><u>(This criteria is mandatory, the individual that does not submit the registration certificate of the syndicate will be automatically disqualified).</u></b></p>		30
<ul style="list-style-type: none"> <li>• Criteria B: Years of Experience <ul style="list-style-type: none"> <li>○ 5 years of experience= 30 points</li> <li>○ 7 years of experience or higher= 40 points</li> </ul> </li> </ul>		40
<ul style="list-style-type: none"> <li>• Criteria C: Technical Experience</li> <li>• Previous Survey experience in infrastructure projects: <ul style="list-style-type: none"> <li>Survey of 20 projects: 25 points</li> <li>Survey of 30 projects: 30 points</li> </ul> </li> </ul>		30
Financial (Lower Offer/Offer*100)	30%	100
Total Score	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, NejmeH, 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 Long-Term Agreement for National Surveyor (3 in each Area: North, Bekaa, Mount Lebanon, South)
- 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:

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- 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 leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

\_\_\_\_\_

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**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	Estimated Working days	Total Amount in USD
<b>I. Personnel Costs</b>			
Professional Fees		53 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

## B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:

Deliverables	Time frame to complete the deliverables	Payment terms	Amount to be paid to the individual in USD using Surveyor transportation	Amount to be paid to the individual in USD using UNDP transportation car from UNDP offices (North: Tripoli; Bekaa: Chtoura; South: Tyre; Mount Lebanon: Hazmiyeh)
Site visit to verify the designer consultant Works using designer equipment (Deliverable 1)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		
Site visit to verify the designer consultant Works using surveyor equipment (Deliverable 1)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		
Site visit to verify or inspect the Contractor works using designer equipment (Deliverable 2)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		
Site visit to verify or inspect the designer consultant works using Surveyor equipment (Deliverable 2)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		

Site visit to the project using surveyor equipment (Deliverable 3)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		
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Price schedule for deliverable 4 per km:

Deliverables	Time frame to complete the deliverables	Payment terms	Amount per km to be paid to the individual in USD using Surveyor transportation	Amount per km to be paid to the individual in USD using UNDP transportation car from UNDP offices (North: Tripoli; Bekaa: Chtoura; South: Tyre; Mount Lebanon: Hazmiyeh)
Site visit to the project related to agriculture roads projects with quantity below or equal 6km ( in 1 village or several ones)  (Deliverable 4)	10 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		
Site visit to the project related to agriculture roads projects with quantity above 6km and below 25 km (in 1 village or several ones)  (Deliverable 4)	30 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		

Site visit to the project related to utilities (water, electrical, telecom, sewage, channels, irrigation) and infrastructure  (Deliverable 4)	30 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		
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Price schedule for deliverable 4 per sqm:

Deliverables	Time frame to complete the deliverables	Payment terms	Amount per sqm to be paid to the individual in USD using Surveyor transportation	Amount per sqm to be paid to the individual in USD using UNDP transportation car from UNDP offices (North: Tripoli; Bekaa: Chtoura; South: Tyre; Mount Lebanon: Hazmiyeh)
Site visit to the any project such as but not limited to land, building,  (Deliverable 4)	10 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms" as per TOR		

Price schedule for legal papers

Deliverables	Time frame to complete the deliverables	Amount per one legal paper for one lot
Deliverable 5: ،ارتفاق وتخطيط، for one lot	7 days from UNDP confirmation/Po issuance date	
Deliverable 6:	7 days from UNDP confirmation/Po issuance date	

عقارية for one lot		
<b>Deliverable 7</b> خرائطة مساحة for one lot	<b>7 days from UNDP confirmation/Po issuance date</b>	

Full Name and Signature:

Date Signed:

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