



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31 January 2020

Reference: LBN/CO/IC/13/20

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**Country:** Lebanon

**Description of the assignment:** M&E and Reporting International Consultant

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

**Period of assignment/services:** 165 working days spread over 1 year

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 February 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 impact of the Syrian crisis on Lebanon is reaching a scale unprecedented in the history of complex, refugee-driven emergencies. While in April 2012, 32,800 refugees were registered or awaiting registration with UNHCR, by November 2014 this figure has jumped sharply to over 1,100,000, registered refugees an increase equal to over 25% of the total Lebanese pre-crisis population. This sudden and large influx of refugees from Syria is now placing enormous pressure on the country and its people, especially those in the poorest areas, where refugee concentrations have been greatest. The crisis is not only challenging the country's existing social and economic infrastructure, it is exacerbating significant development deficiencies such as unemployment, especially among women and youth, and profound disparities between the wealthy and the poor. In addition, the crisis brings to Lebanon a set of new tensions that threaten to undermine Lebanon's delicate social and political balance of power while

amplifying pre-existing inter Lebanese divisions and provoking increasingly negative reactions against the Syrian refugee presence

United Nations Development Program jointly with the Ministry of Social Affairs (MoSA) launched in 2013 the "Lebanon Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Refugee Crisis and its implications on the country. Ultimately, the Project seeks to help increase stability 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 cohesion in the affected areas through a community-based approach that will increase livelihood options and local level service delivery.

The project will further strengthen the capacity of national and local government and civil society actors for inclusive priority setting and conflict mitigation, dispute resolution, and participatory service delivery as well as enhancing business skills and marketing opportunities in vulnerable areas.

The project aims to achieve three main goals:

1. Increase the livelihoods and economic opportunities in affected areas
2. Strengthen the capacity of local and national actors to deliver basic services in a participatory and conflict sensitive manner.
3. Improve the local level dispute resolution and community security.

A Steering Committee (SC) under the leadership of MoSA is formed to provide overall governance for the LHSP. It includes representatives from the Prime Minister's Office, MoSA, UNDP, CDR, the Ministries of Interior and Municipalities, Health, and Education, UNDP, as well as key donors. Under the Steering Committee, a Technical Group (TG) reviews all the projects submitted for implementation. UNDP provides secretariat functions to the steering committee, including periodic reporting on projects activities and financial delivery, ensuring visibility of both Government ownership and donor support.

In order to develop an integrated response plan for the targeted localities, LHSP is conducting a conflict sensitive needs assessment adopting the "Maps of Risks and Resources" Methodology (MRR) through a participatory approach with civil society stakeholders and with the ownership and in full coordination with the local authorities.

The MRR 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.

The implementation of the MRR methodology takes place in four stages, and results in a multi sectorial action plan for each municipality:

- 1) Identification of risks and resources
- 2) Identification and prioritization of common solutions
- 3) Production of Action Plan
- 4) Implementation of identified projects

After 3 years of implementation LHSP has scaled up in terms of government (national, local) ownership, institutionalization of methodologies (MRR, Technical Group), donors' participation/contribution and number of implemented projects.

It is a priority to guarantee the quality control of LHSP in the different areas of M&E, methodology update and reporting, considering the increase volume of activities and processes involved.

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

### **I- Projects quality control, monitoring and evaluation**

- Follow up with all the areas offices of Mt. Lebanon, North, South and Bekaa and country office team
- Producing all requested analysis/maps showing LHSP progress
- Monitoring quantitative and qualitative project performance, based on established indicators, through revision of monthly reporting from the area offices
- Support in developing evaluation tools and following up on implementation of the evaluation processes (i.e. perception survey)
- Provide Quality control of projects under LHSP
- Support in verifying adherence to donor stipulations, grant agreement guidelines and deadlines;
- Monitoring of the Livelihood unit Cooperatives and MSME's support projects and in the collection and verification of collected data.
- Maintaining and updating the LHSP collective projects tracking system

### **II- Reporting**

- Responsible for the Lebanon Crisis Response Plan (LCRP) Activity Info reporting of LHSP
- Preparation of all donors quarterly and final reports and the LHSP annual report.

### **III- Coordination**

- Regular coordination with the LHSP Communication Unit and the MoSA (including following up on the Maps of Risks and Resources needs methodology implementation);
- Support coordination with other Units within UNDP.

Participate in the LCRP Social Stability Core Group meetings

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Bachelor Degree in Development Studies, International Relations, Social Studies or related fields.

#### II. Years of experience:

- At least Three years of experience of M&E. Experience in crisis support programme is a plus

#### III. Technical experience:

- Technical experience in M&E and reporting in a crisis context
- Technical experience in data analysis

#### IV. Competencies:

- Excellent writing, reading, and oral communication skills in English.

#### V. Other Assets:

- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.
- Experience in formulating projects.
- Experience in designing perception surveys.
- Knowledge in database management.
- Proficiency in the use of MS Office: Word, Excel, Outlook, PowerPoint.

**The consultant should submit a Methodology explaining how, on which basis/context the work will be submitted as per the above-mentioned deliverables.**

### 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:*

<b>Deliverables</b>	<b>Estimated Working days</b>	<b>Time frame to complete the deliverables</b>	<b>Payment terms</b>
<b>Deliverable 1:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 1 LCRP report activity info Submission of the final MSR data analysis report	15	1 month from contract signature date	10% of the total contract amount
<b>Deliverable 2:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 1 LCRP Activity info report Submission of 4 LCRP Social Stability reports	25	2.5 months from contract signature date	10% of the total contract amount
<b>Deliverable 3:</b> Submission of 4 Donors report and on LHSP annual report Submission and approval of 1 LCRP Activity info report	15	3.5 months from contract signature	5% of the total contract amount
<b>Deliverable 4:</b> Submission of 4 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of the first draft of the perception study report Submission and approval of 3 LCRP Activity info report Submission of 4 LCRP Social Stability reports	25	5.5 months from contract signature	20% of the total contract amount
<b>Deliverable 5:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 1 LCRP Social Stability report Submission of 3 Donors report	20	7 months from contract signature date	15% of the total contract amount
<b>Deliverable 6:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report	30	9 months from contract signature	upon completion of 90% of work related to supporting the achievements of all outputs

<b>Deliverable 7:</b> Submission of 1 project proposal review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of 1 Donors report	10	10 months from contract signature	
<b>Deliverable 8:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report Submission of 4 LCRP Social Stability reports Submission of the final of the perception study report	25	12 months from contract signature	upon completion of 100% of work related to supporting the achievements of all outputs
<b>TOTAL</b>	165	12 months	

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.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <li>Criteria A: Bachelor degree in Development studies, International Relations, Social studies or related fields. = 15 points  Master's degree or above = 20 points</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>Criteria B: -At least Three years of experience of M&amp;E = 15 points More than 3 years = 20 points</li> </ul>	20%	20
<ul style="list-style-type: none"> <li>Criteria C:  <ul style="list-style-type: none"> <li>Technical experience in M&amp;E and reporting in a crisis context = 10 points</li> <li>Technical experience in data analysis = 10 points</li> </ul> </li> </ul>	20%	20
<ul style="list-style-type: none"> <li>Criteria D: Communication skills in English. = 10 points (5 points for Very good English Communication skills and 10 points for Excellent English Communication skills)</li> </ul>	10%	10
<ul style="list-style-type: none"> <li>Criteria E: Methodology: Weak methodology: 5 points Good methodology: 20 points Strong methodology: 30 points</li> </ul>	30%	30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

### 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
4. Methodology

**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 M&E and Reporting Consultant.
- 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:

\_\_\_\_\_

\_\_\_\_\_

**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		165 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/ Outputs	Estimated Duration to Complete	Total in USD
<p><b>Deliverable 1:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&amp;E ensured through collection and validation of data. Submission and approval of 1 LCRP report activity info Submission of the final MSR data analysis report</p>	15 working days	
<p><b>Deliverable 2:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&amp;E ensured through collection and validation of data. Submission and approval of 1 LCRP Activity info report Submission of 4 LCRP Social Stability reports</p>	25 working days	
<p><b>Deliverable 3:</b> Submission of 4 Donors report and on LHSP annual report Submission and approval of 1 LCRP Activity info report</p>	15 working days	
<p><b>Deliverable 4:</b> Submission of 4 projects proposals review under criteria determined by the indicators, and respective M&amp;E ensured through collection and validation of data. Submission of the first draft of the perception study report Submission and approval of 3 LCRP Activity info report Submission of 4 LCRP Social Stability reports</p>	25 working days	
<p><b>Deliverable 5:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&amp;E ensured through collection and validation of data.</p>	20 working days	

Submission and approval of 2 LCRP Activity info report Submission of 1 LCRP Social Stability report Submission of 3 Donors report		
<b>Deliverable 6:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report	30 working days	
<b>Deliverable 7:</b> Submission of 1 project proposal review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission of 1 Donors report	10 working days	
<b>Deliverable 8:</b> Submission of 2 projects proposals review under criteria determined by the indicators, and respective M&E ensured through collection and validation of data. Submission and approval of 2 LCRP Activity info report Submission of 3 Donors report Submission of 4 LCRP Social Stability reports Submission of the final of the perception study report	25 working days	
<b>Total in USD</b>		

Full Name and Signature:

Date Signed:

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