



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 February 2020

Reference: LBN/CO/IC/17/20

Country: Lebanon

Description of the assignment: National consultant - Gender Analyst and Trainer

Project name: Improving Living Conditions in Palestinian Gatherings Host Communities

Period of assignment/services: 15 working days spread over 2.5 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **20 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 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

Palestinian Gatherings were first identified by Fafo (2003) as informal areas that constitute relatively homogenous refugees' communities of a minimum of 25 households exhibiting humanitarian needs. In 2017, the Lebanese-Palestinian Dialogue Committee (LPDC) survey identified a total of 154 gatherings, while dropping the number of minimum households to 15. According to this study, 55% of Palestinian refugees live outside camps, in informal gatherings.

While Palestinian refugees in Gatherings are registered with UNRWA and/or the Lebanese Government, their place of settlement, unlike camps, is not officially recognized. This has reflected on refugees' living conditions, marked by run-down physical environments, limited access to income-generating activities, and weak tenure security and access to basic urban services, mainly WASH. While municipalities generally retract from extending development plans or providing services in these informal gatherings, UNRWA's mandate to provide basic urban services is restricted to the borders of the 12 recognized

camps. To access urban services, resources and jobs, refugees in Gatherings rely on short-term alternative solutions, which are usually associated with informality, risks and lack of efficiency. This situation has been leading to increased tensions and conflicts within the gatherings and with surrounding communities, undermining stability and promoting risky behaviors, particularly among youth.

In an effort to advance gender transformative programming, UNDP is applying the “Gender Equality Seal” - a certification process aiming to evaluate the level of gender responsiveness of different UNDP Country Offices. The UNDP Country Office in Lebanon is committed to effectively take part in this process, through the active engagement of all its key projects.

In this context, the UNDP project in Palestinian Gatherings seeks to recruit a Gender Analyst and Trainer to (1) conduct a comprehensive gender analysis of the project that will support gender mainstreaming in all the project’s aspects and to (2) contribute to the capacity building of project team members and partners through tailored trainings on gender and development.

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

Under the supervision of the Project Manager, the Individual Consultant will be responsible for the following tasks:

1. **Gender Analysis**: The consultant, together with the project team, will conduct a comprehensive gender analysis of the project and will present it through a written analytical report and PowerPoint presentation. The presented gender analysis is expected to:
 - Provide strategic and technical recommendations for the advancement of gender equity through the effective planning and execution of the project outputs and activities. This should include in-depth analysis of the social and gender dynamics of the project’s context and recommendations for tailored approaches to identify and support women’s needs and identified gender equality priorities;
 - Highlight roots of gender inequality or challenges to gender equality in the design and implementation of project activities;
 - Highlight opportunities to support inclusive engagement of men and women in various activities of projects;
 - Suggest effective and feasible tools and methodologies to support gender equality mainstreaming at all stages of the project, including project proposals, annual work planning, data collection, monitoring, reporting and evaluation, including SMART indicators to assess project’s progress at this level;
 - Highlight best practices to support the communication of gender equality and women’s empowerment results to the project’s various stakeholders;
 - Translate recommendations into a project action plan summarizing specific actions, responsible parties and timeline.
2. **Training Project Staff**: Based on the findings of the gender analysis, the consultant will design and facilitate a six-hour training to sensitize the project team members on

gender concepts and the basics of gender transformative programming, with particular focus on applied tools to actively engage women and men in project activities, report sex desegregated data, capture gender transformative impact, among other gender mainstreaming practices.

3. **Training Project Partners**: The consultant will design and facilitate a six-hour training to sensitize the project partner members on gender concepts and the basics of gender transformative programming, with particular focus on applied tools to include gender in project planning and proposals, actively engage women and men in project activities, report sex desegregated data, capture gender transformative impact, among other gender mainstreaming practices. This training shall also include gender-related core values, approaches and practices favored by UNDP.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in gender, women's studies, social sciences, international development, or other development-related field

II. Years of experience:

- Previous experience in development with special focus on programming and technical assistance related to gender equality, women's empowerment and women's rights issues;
- Previous experience in designing and implementing gender mainstreaming agendas across a variety of sectors within development projects;
- Proven similar experience in designing and conducting trainings on gender and development;

III. Technical experience:

- Experience in development with special focus on programming and technical assistance related to gender equality, women's empowerment and women's rights issues with international organization and / or UN agencies;
- Experience in designing and implementing gender mainstreaming agendas across a variety of sectors within development projects in vulnerable communities in Lebanon;
- Experience in designing and conducting trainings on gender and development

IV. Competencies:

- Demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis reports and presentations;
- Fluency in written and spoken Arabic and English.

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 Explaining why** you are the most suitable for the work
- (ii) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- (iii) P11 (Personal History Form) including past experience in **similar projects** and at least **2 references**, mentioning the references' e-mails addresses.
- (iv) Preliminary methodology.

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:*

Deliverables	Estimated Working days	Time frame to complete the deliverables	Payment terms
1- Gender Analysis Report and Presentation	9 working days	1 month from contract signature date	50% of contract value, upon delivery and acceptance of the final report, including results of all deliverables.
Training Project Staff	2 working days	1.5 months from contract signature date	
Training Project Partners	2 working days	2 months from contract signature date	
Final Report	2 working days	2.5 months from contract signature date	
TOTAL	15	2.5 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.

Criteria	Weight	Max. Point
<i>Technical Competence</i>	70%	100
Academic Qualifications:		10
Educational background: Degree in gender, women’s studies, social sciences, international development, or other development-related field <i>Bachelor’s degree: 7 points</i> <i>Master’s degree: 9 points</i>		10

<i>PhD: 10 points</i>		
Experience:		55
<i>Technical experience 1: Experience in development with special focus on programming and technical assistance related to gender equality, women's empowerment and women's rights issues with international organization and / or UN agencies</i> <i>No experience = 0 points</i> <i>Less than 3 years = 5 points</i> <i>Between 3 and 6 years = 10.5 points</i> <i>6 years and above= 15 points</i>		15
<i>Technical experience 2: Experience in designing and implementing gender mainstreaming agendas across a variety of sectors within development projects in vulnerable communities in Lebanon</i> <i>No experience = 0 points</i> <i>1 year = 7 points</i> <i>2 years = 14 points</i> <i>3 years or more = 20 points</i>		20
<i>Technical experience 3: Similar experiences in designing and conducting trainings on gender and development</i> <i>No experience = 0 points</i> <i>1 experience = 7 points</i> <i>2 experiences = 15 points</i> <i>3 experiences or more = 20 points</i>		20
Methodology		15
<i>Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services (15 points)</i> <i>Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services (10.5 points)</i> <i>Proposed methodology reflects poor understanding of the required services and reflects little experience in the provision of similar services (5 points)</i> <i>Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services (0 points)</i>		15
Competencies:		20
<i>Demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis reports and presentations</i> <i>No evidence = 0 points</i> <i>At least proof of one document including gender analysis section = 7 points</i> <i>2 or more documents including gender analysis section = 10 points</i>		10
<i>Command of written and spoken English and Arabic</i> <i>No command of English or Arabic = 0 points</i> <i>Poor written and spoken Arabic and English= 3 points</i>		10

<i>Good written and spoken Arabic and English= 7 points</i> <i>Excellent written and spoken Arabic and English= 10 points</i>		
<u>Financial</u> <i>(Lower Offer/Offer*100)</i>	<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
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 Gender Analyst and Trainer.
- 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 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
I. Personnel Costs			
Professional Fees		15 working days	
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

Please fill the below schedule of payment:

Deliverables/ Outputs	Estimated Duration to Complete	Total in USD
Gender Analysis Report and Presentation	9 working days	
Training Project Staff	2 working days	
Training Project Partners	2 working days	
Final Report	2 working days	
Total in USD		

Full Name and Signature:

Date Signed:
