



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 February 2020

Reference: LBN/CO/IC/18/20

Country: Lebanon

Description of the assignment: National consultant – Facilitator and Trainer

Project name: UNDP Peace Building in Lebanon

Period of assignment/services: 47 working days spread over 12 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **21 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

Lebanon has since the end of the Civil War (1975-1990) witnessed a series of destabilizing events and conflicts that have fuelled more tensions on the already complex multi-confessional and socio-economic characteristics of the Lebanese society. The 15-years long civil war (1975 – 1990); the 2005 assassination of the former Prime Minister Rafic Hariri and in turn the withdrawal of Syrian troops; the Israeli 2006 war on Lebanon; and the continuing deterioration of the Syrian crisis and its repercussions on Lebanon – The reoccurrence of these tensions and conflicts are putting the country's security and stability at risk, and the probability for the eruption of a new cycle of violence is increasingly high. One of the major reasons is due to the fact that the violent past of the Lebanese has gone undealt. Therefore, the challenge remains to enable the Lebanese society to come to terms with its violent past and achieve necessary change and ensure non-recurrence.

UNDP Peace Building Project and Dealing with the Past Project

Throughout 2019, UNDP technically assisted and facilitated meetings and gatherings between 10 national NGOs that focused on addressing the subject of dealing with the past. As a result of a series of events characterized by insecurity, instability, and vulnerability, which further fueled sectarian tensions and armed clashes throughout Lebanon - this group of 10 national NGOs decided to create a forum named "Forum for Memory and Future (FMF)". One of the most notable successes of this forum was the organizing of its launch ceremony on the 17th of October 2019. The NGOs forum has ever since advanced its work on issues related to reconciliation and dealing with the past in Lebanon and is expected to include new members during the coming period. As a result, by the end of 2019 UNDP together with UNWomen and OHCHR, applied for and were granted eligibility for an IRF-funding by the UN Peace Building Fund for the "Dealing with the Past: Memory for the Future" project. The project aims to support civil society, individual families, and national institutions in their efforts to seek the truth, foster collective remembrance and, ultimately, move towards reconciliation around the legacy of the civil war, including brutality perpetrated against women, men, and children. In light of the continuous rise of inter-sectarian tensions in Lebanon which partially bear their source from the civil war, this project will support the full establishment of the National Commission investigating the fate of missing and forcibly disappeared persons (under Law 105), provide support to the families of the disappeared and to national and civil actors in Lebanon in their advocacy efforts to deal with the past. In the broader context, supporting efforts of truth seeking and reconciliation will be a timely and effective contribution to consolidating peace and preventing a relapse into conflict. As part of supporting national actors in their efforts to deal with the past, UNDP is determined to support the platform "Forum for Memory and Future" to achieve its goal in finalizing the Strategy for Dealing with the Past and its Action Plan, and in organizing sessions for the Forum on strategic thinking, communication, planning, conflict sensitivity and dealing with the past.

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

Under the supervision of the Project Manager/Peace Building Advisor, the consultant will undertake the following tasks:

- Conduct necessary preparations in order to lay the basis for the facilitation and training sessions workplan;
- Facilitate the Forum's meetings and sessions and support them in developing the Dealing with the Past (DwP) Strategy and Action Plan;
- Conduct training sessions for the members of the Forum on topics relevant to their needs such as (but not only limited to) strategic thinking, communication, planning, conflict sensitivity and dealing with the past.

The assignment is divided into four (4) main interrelated phases:

- Formulation of the work plan including methodology and schedule;
- Organizing and facilitating meetings for the Forum on finalizing the Strategy on DwP;
- Conducting training sessions;
- Delivering a final report.

Therefore, the consultant is required to undertake the following activities:

1- Preparatory phase including workplan and methodology (expected number of working days: 5)

Conduct preparatory meetings with NGO members of the Forum for Memory and Future in order to compile a concrete workplan, methodology, and schedule on the facilitation process of the meetings of the Forum, and on the training sessions. The workplan, methodology and schedule shall include information about all the activities along with a chart showing detailed list of tasks, duration and schedule per task and allocated resources. Once approved by UNDP, the work plan and methodology shall be adopted and shall form the basis for project supervision and monitoring.

These shall be presented to the Project Manager as a report and be no longer than 5 pages. The report shall be submitted within two weeks from contract signature.

2- Facilitation of meetings for the Forum (expected number of working days: 24 including preparation and reporting days)

Organize and facilitate 12 meetings for the national NGO forum “Forum for Memory and Future” which and support them in developing the Strategy on Dealing with the Past and its Action Plan as well as to the setup of the internal structure for the Forum. The consultant is expected to present to UNDP the final strategy and Action Plan and structure of the Forum. The Forum members are today around 10 NGOs (up to 2 representatives maximum per NGO) but are expected to increase and include more members from NGOs and individuals (up to 10 additional as core group). All members (including existing and new ones) will be involved in these sessions.

A detailed report (no longer than 10 pages) will be submitted to the Project Manager upon the completion of the organized and facilitated meetings. The report shall include among others the developed strategy, its action plan and the structure of the forum.

3- Training sessions for the Forum (expected number of working days: 14)

Organize and conduct 7 training sessions for the national NGO forum “Forum for Memory and Future” on the topics identified by the Forum members as needs including but not limited to strategic thinking, communication, planning, conflict sensitivity, and dealing with the past. A detailed report (no longer than 10 pages) will be submitted to the Project Manager upon the completion of the trainings.

4- Writing a final report (Expected number of working days: 4)

Produce a final report (no longer than 20 pages) on the entire facilitation and training support process. The report should also include documentation of results on the facilitated meetings, formulation of the strategy on DwP and the Action Plan, the internal structure of the Forum, results from the training sessions, challenges, lessons learned, best practices and recommendations. The report shall be delivered to UNDP no later than 12 months after contract signature.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Mandatory Criteria:**

The candidate must have an excellent command of Arabic language and good command of English language (Shall be indicated in the attached P11 form under point number 18), otherwise the candidate will be automatically disqualified.

I. Academic Qualifications:

Bachelor's degree in social science, sociology, political science, public administration, international affairs, or any other related field.

II. Previous experience:

- Previous experience in organizing and facilitating of meetings;
- Previous experience in providing training sessions on peace building related skills, strategic thinking, communication, planning, conflict sensitivity, and dealing with the past;
- *Previous experience working with National NGOs;*
- *Previous Experience working on issues related to Reconciliation processes in Lebanon;*
- Previous experience or knowledge in similar processes outside Lebanon is a plus.

III. Competencies:

- Excellent analytical, negotiation and communication skills;
- Excellent reporting and writing skills in English and Arabic;
- Proven impartiality and cultural and human rights sensitivity;
- Ability to build strong relationships with local actors using inter-personal skills;
- Ability to network effectively;
- Ability to work under pressure and meet deadlines and handle multiple tasks simultaneously;
- Ability to adapt quickly to new working environments, to establish and maintain good working relations with individuals of diverse backgrounds and cultures;
- **Excellent command of Arabic language and good command of English. French is a plus;**
- Excellent knowledge of peacebuilding, Lebanese history, and the issues of Reconciliation and Dealing with the Past in Lebanon.

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 Duration to Complete	Target Due Dates	Payment terms
Deliverable 1: Report (5 pages) including final work plan, final methodology of work, detailed schedule of facilitation and training sessions	5 working days	2 weeks after signature of the contract	10% of the total contract amount upon submission and UNDP acceptance
Deliverable 2: Report (of maximum 10 pages) upon completion of the organized and facilitated meetings for the national NGO Forum for Memory and Future. The report shall include among others, the developed strategy, its action plan and the structure of the forum	24 working days	6 months after the signature of the contract	50 % of the total contract amount upon submission and UNDP acceptance
Deliverable 3: Submit a detailed report (of maximum 10 pages) upon the completion of the training sessions for the NGOs members of the Forum for Memory and Future	14 working days	9 months after the signature of the contract	30% of the total contract amount upon submission

			and UNDP acceptance
Deliverable 4: Submit a final report (of maximum 20 pages) including documentation of results on the facilitated meetings, formulation of the strategy on DwP and the Action Plan, the internal structure of the Forum, results from the training sessions, challenges, lessons learned, best practices and recommendations	4 working days	12 months after the signature of the contract	10% of the total contract amount upon submission and UNDP acceptance

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.

Mandatory Criteria:

The candidate must have an excellent command of Arabic language and good command of English language (Shall be indicated in the attached P11 form under point number 18), otherwise the candidate will be automatically disqualified.

Criteria	Weight	Max. Point
Technical Competence	70%	100
Criteria A: Educational background: University degree in social science, sociology, political science, public administration, international affairs, or any other related field. <ul style="list-style-type: none"> • Bachelor's degree: 8 points • Master's Degree: 10 points 		10
Criteria B: Previous Experience		75
<i>Previous experience in organizing and facilitating meetings and similar processes</i> <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 19 points • 3 years or more: 25 points 		25
<i>Previous experience in providing training sessions on peace building related skills, strategic thinking, communication, planning, conflict sensitivity, and dealing with the past</i> <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 7 points • 3 to 4 years of experience: 14 points • 5 years or more: 20 points 		20
<i>Previous experience working with National NGOs</i> <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 6 points • 3 to 4 years of experience: 11 points • 5 years or more: 15 points 		15
<i>Previous Experience working on issues related to Reconciliation processes in Lebanon</i> <ul style="list-style-type: none"> • Less than 1 year: 0 points • 1 to 2 years of experience: 11 points • 3 years or more: 15 points 		15
Criteria C: Preliminary methodology <ul style="list-style-type: none"> • Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services: 0 points • Proposed methodology reflects poor understanding of the 		15

<p><i>required services and reflects little experience in the provision of similar services: 6 points</i></p> <ul style="list-style-type: none"> • <i>Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services: 11 points</i> • <i>Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services: 15 points</i> 		
<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
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 Facilitator 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		47 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
Deliverable 1: Report (5 pages) including final work plan, final methodology of work, detailed schedule of facilitation and training sessions	5 working days	
Deliverable 2: Report (of maximum 10 pages) upon completion of the organized and facilitated meetings for the national NGO Forum for Memory and Future. The report shall include among others, the developed strategy, its action plan and the structure of the forum	24 working days	
Deliverable 3: Submit a detailed report (of maximum 10 pages) upon the completion of the training sessions for the NGOs members of the Forum for Memory and Future	14 working days	
Deliverable 4: Submit a final report (of maximum 20 pages) including documentation of results on the facilitated meetings, formulation of the strategy on DwP and the Action Plan, the internal structure of the Forum, results from the training sessions, challenges, lessons learned, best practices and recommendations	4 working days	
Total in USD		

Full Name and Signature:

Date Signed:
