



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 February 2020
Reference: LBN/CO/IC/24/20

Country: Lebanon

Description of the assignment: Long Term Agreement for Three National Architects Engineer

Project name: Enhancing community Security and Access to Justice in the Lebanese Host communities

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; **28 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

The Enhancing Community Security and Access to Justice in Lebanese Host Communities Project works on promoting the culture of community policing in Lebanon in partnership with the Ministry of Interior and Municipalities (MoIM) and the Interior Security Forces (ISF).

The Project supports 19 pilot municipalities and multiple ISF units and stations to implement the new municipal police strategic framework and ISF five-year strategy on delivering community security services to the population. The project uses a comprehensive approach to provide the ISF and municipalities with technical support as well as physical rehabilitation.

The Enhancing Community Security and Access to Justice project wishes to make a long-term agreement with 3 Architect Engineers to provide technical support through undertaking site visits, following up technically with local authorities, preparing proper design and tender documents as well as following-up on the implementation of infrastructure rehabilitation projects. The required tasks will be fulfilled under direct supervision of the Chief Technical Advisor (CTA)/Project Manager or the projects' officer and in close coordination with the ISF personnel and municipalities.

The 3 selected Architects may also work with other UNDP projects, if and when required, based on the demand of those projects.

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

The Architect Engineer may be asked to undertake the following tasks or activities:

A. Conduct site visits to UNDP projects implemented by third parties;

B. Provide technical support to UNDP teams related to engineering projects; and Follow-up technically on the implementation of identified projects by assisting projects in the review of contractor submittals if deemed necessary;

C. Prepare required tender documents, including but not limited to:

- Tender drawings for Architectural trades;
- Required specification related to all Architectural divisions including furniture and equipment (if necessary) (from division 1 to division 16) including any required detail;
- Ensure the general/specific condition of contract is in line with UNDP rules and regulations;
- Coordinate with all required authorities (national or local) along with UNDP in order to prepare all required documents for issuing the required permits;
- Prepare all Architectural BOQs related to the project including general requirements;
- Submit calculation notes needed to any design requirement related to Architectural trades;
- Specify which design code shall be followed;
- Draft any specific report needed to complete the design drawings;
- Submit the Health, Safety & Environment HSE manual requirement & penalties.
- Assist the UNDP team during the design phase to choose the type and quality of materials to be used in the project.
- Coordinate with any specialist appointed by UNDP in order to complete the tender documents.
- Provide all necessary documents that UNDP requests in order to have complete set of tender documents.

All deliverables shall be submitted in Word, Excel or PDF formats and in English noting that the Architect must submit 2 hard copies (1 A1 and 1 A3 for drawings and the remaining 2 A4) and 1 edible soft copy.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Architecture, master's degree is a plus Years of experience:

II. Previous Experience:

- Previous relevant professional experience in architecture including in development of tender documents, technical specifications, drawings, calculation notes, general and specific contract conditions;
- Previous field Experience in complex environments in Lebanon, such as remote areas, ect...
- Previous experience is working on large infrastructures projects, civil works and sewage; Rehabilitation projects;
- Previous experience in space design and redesign;
- Previous experience in development of tender documents, including technical specifications, drawings, calculation notes, general and specific contract conditions;
- Previous experience with UN agencies or international NGOs is an asset;

III. Competencies:

- Excellent writing and oral communications skills in English and Arabic. French is an asset
- Excellent public speaking and presentation skills
- Ability to maintain good work relations with individuals of different backgrounds, and to work under pressure
- Excellent knowledge of engineering programing, Autocad, 3D max, Revit

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) and Personal CV including past experience in **similar projects** and at least **3 references**, mentioning the **references' e-mails addresses**.
- (iv) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.

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:*

	Daily fee (in USD)							
Description	Akkar	North	South	Nabatieh	Bekaa	Baalbek & Hermel	Mount Lebanon	Beirut
Site visits (all costs inclusive)								
Site visit excluding transportation (In case provided by UNDP from UNDP offices)								
Private office/home based work (related to tasks B and C or deliverables 2 and 3)								

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.

Detailed Evaluation Criteria		
Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications		25
<ul style="list-style-type: none"> Bachelor's degree in Architecture: 19 points Master's degree in Architecture: 25 points 		25
Criteria B: Previous experience		55
Previous relevant professional experience in architecture, including in development of tender documents, technical specifications, drawings, calculation notes, general and specific contract conditions <ul style="list-style-type: none"> Less than 2 years of experience: 0 points Between 2 and 4 years of experience: 10 points between 5 and 7 years of experience: 19 points 8 years or more: 25 points 		25
Previous field Experience in complex environments in Lebanon, such as remote areas, ect... <ul style="list-style-type: none"> 1 year of experience: 5 points 2 years of experience: 11 points 3 years or more: 15 points 		15
Previous experience in space design and redesign <ul style="list-style-type: none"> Less than 1 year of experience: 0 points Between 1 and 2 years of experience: 5 points between 3 and 4 years of experience: 11 points 5 years or more: 15 points 		15
Criteria C: Competencies		20

Excellent writing and oral communications skills in English and Arabic		10
Excellent knowledge of engineering programming, Autocad, 3D max, Revit		10
<i>Financial (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

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 a Long Term Agreement for Three National Architects Engineer.
- 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	Estimated Working days	Total Amount in USD
I. Personnel Costs			
Professional Fees		Please indicate the unit rate per day. <i>(The maximum working days is 521 for 2 years)</i>	
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)			

	Daily fee (in USD)							
Description	Akkar	North	South	Nabatieh	Bekaa	Baalbek & Hermel	Mount Lebanon	Beirut
Site visits (all costs inclusive)								
Site visit excluding transportation (In case provided by UNDP from UNDP offices)								
Private office/home based work (related to tasks B and C or deliverables 2 and 3)								

Full Name and Signature:

Date Signed:
