



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 March 2020

Reference: LBN/CO/IC/40/20

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**Country:** Lebanon

**Description of the assignment:** International Greenhouse Gas (GHG) inventory expert – Short-term consultancy for the revision and update of Lebanon's Methods and Data Documentation templates with a focus on the Industrial Processes and Product Use (IPPU) sector

**Project name:** Lebanon's Third Biennial Update Report and Fourth National Communication.

**Period of assignment/services:** 20 work-days spread over 4 calendar months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 April 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 project aims to enable Lebanon to prepare, produce and disseminate its Third Biennial Update Report (BUR3) and Fourth National Communication to the UN Framework Convention on Climate Change (UNFCCC) in order to fulfill Lebanon's commitments as a Non-Annex 1 Party to the Convention. The reports present the country's Greenhouse Gas (GHG) inventory, implemented sectoral mitigation actions that are contributing in reducing GHG emissions, vulnerability and adaptation to climate change, in addition to the main barriers for fulfilling Lebanon's reporting requirements.

The latest inventory was prepared and submitted in 2019 under BUR3, reporting emissions of the base year of 2015, using for the first time the 2006 IPCC Guidelines methodology. Data and methods were documented for the first time in standardized templates.

The purpose of this consultancy is to revise and update Lebanon's Methods and Data Documentation templates with a focus on the Industrial Processes and Product Use (IPPU) sector and review the data collected to date.

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

The consultant shall revise and update Lebanon's Methods and Data Documentation templates with a focus on the Industrial Processes and Product Use sector and review the data collected to date.

The tasks mentioned below shall be performed in close cooperation with the UNDP Climate change team and the Ministry of Environment. The Consultant should report to the UNDP BUR3/National Communication Project Manager.

The UNDP climate change team will provide the consultant with the supporting documents needed to perform the below-mentioned tasks. The tasks involved will cover the following items:

- **Task 1:** Review the Greenhouse gas inventory documentation sheets of all sectors (energy, industrial processes, agriculture, forestry and other land use, and waste) and ensure that they constitute a good basis for the preparation of Lebanon's GHG inventory
- **Task 2:** Review in-detail the GHG inventory of the Industrial Processes and Product Use (IPPU) sector for the period 1994-2015 and ensure that it successfully tackle the 5 principles of GHG inventories Transparency, Accuracy, Completeness, Comparability and Consistency (TACCC)
- **Task 3:** Prepare the IPPU GHG inventory for the period 1994-2016 with the data provided by the UNDP GHG compilation team at the Ministry of Environment and according to the 2006 IPCC Guidelines

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

## **3. Expected Outputs and deliverables**

In consultation with UNDP, the Consultant will:

1. Produce a set of general recommendations to enhance and improve the methods and data documentation sheets for all sectors;
2. Produce a review report for the Industrial Processes and Product Use (IPPU) GHG inventory as presented in the BUR3<sup>1</sup> including main recommendations for improvement;

Produce a report on the updated IPPU GHG inventory for years 1994-2019 based on the BUR 3 outline, with implementation of improvements where necessary;

The expected deliverables for this assignment are as follows:

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<sup>1</sup> [https://www.lb.undp.org/content/lebanon/en/home/library/environment\\_energy/BUR3.html](https://www.lb.undp.org/content/lebanon/en/home/library/environment_energy/BUR3.html)

	<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>1</b>	<b>Recommendations for documentation sheets</b>	3 working days	2 months after contract signature	Project manager
<b>2</b>	<b>Review of IPPU inventory 1994-2015</b>	7 working days	3 months after contract signature	Project Manager
<b>3</b>	<b>Update of IPPU inventory 1994-2019</b>	10 working days	4 months after contract signature	Project manager

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### I. Academic Qualifications:

Masters in Environmental Technology, Environmental Science, Industrial Engineering, or closely related fields; PhD is an asset.

#### II. Years of experience:

A minimum of 10 years of relevant work experience in GHG inventories in line with the 2006 IPCC Guidelines.

#### III. Technical experience:

- A well-established track record in compiling and reviewing GHG inventories, including IPPU review accreditation from UNFCCC;
- Previous experience in the preparation of IPPU GHG emission studies and reviews;
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners;
- Familiarity with national communications and BUR processes under the UNFCCC

#### IIV. Competencies:

- High proficiency in English;
- Demonstrated knowledge of 2006 IPCC manuals and guidelines;
- Excellent interpersonal and communication skills;
- Excellent analytical, and facilitation skills; and
- Ability to meet deadlines and prioritize multiple tasks

### **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 assignment,

(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:

Deliverables / outputs	Target Due Dates	Payment terms <sup>2</sup>
Recommendations for documentation sheets	2 months from contract signature	20 percent
Review of IPPU inventory 1994-2015	3 months from contract signature	30 percent
Update of IPPU inventory 1994-2019	4 months from contract signature	50 percent

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.

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<sup>2</sup> Payments will be processed once UNDP approves the deliverables

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
<b>Academic Qualifications</b>  Masters degree in Environmental Technology, environmental science, industrial engineering or closely related fields= 7 points  Relevant Ph. D.=3 points		(10)
<b>Years of Experience</b>  Less than 10 years = 0 points 10-15 years = 28 points Above 15 years = 40 points		(40)
<b>Technical Experience</b>  - A well-established track record in compiling and reviewing GHG inventories including IPPU review accreditation from UNFCCC; (10 points)  - Previous experience in preparation of IPPU GHG emission studies and reviews; (15 points)  - Experience or strong familiarity with the work of UNDP		(50)

and/or other multilateral, bilateral and civil society development partners; (10 points) - -Familiarity with national communications and BUR processes under the UNFCCC. (15 points)		
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<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 international 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. Technical Proposal,
3. Annex 3 (Offerors Letter)
4. 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 an **International Greenhouse Gas (GHG) inventory expert – Short-term consultancy for the revision and update of Lebanon's Methods and Data Documentation templates with a focus on the Industrial Processes and Product Use (IPPU) sector under Lebanon's Third Biennial Update Report and Fourth National Communication**
- 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]:*

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Sign an Individual Contract with UNDP;

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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]:*

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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:

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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	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		20 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**

	<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Payment terms</b>	<b>Total in USD</b>
<b>1</b>	<b>Deliverable 1: Recommendations for documentation sheets</b>	3 working days	20 percent	
<b>2</b>	<b>Deliverable 2: Review of IPPU inventory 1994-2015</b>	7 working days	30 percent	
<b>3</b>	<b>Deliverable 3: Update of IPPU inventory 1994-2019</b>	10 working days	50 percent	

Full Name and Signature:

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Date Signed:

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