



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 March 2020

Reference: LBN/CO/IC/45/20

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**Country:** Lebanon

**Description of the assignment:** National Dialogue Facilitator and Strategic Communication Advisor.

**Project name:** Support the implementation of LPDC Strategic Plan - Phase 1.

**Period of assignment/services:** 50 working days spread over a duration of 6 months from contract signature.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **6 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 Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon.

This project seeks to strengthen the capacity of the LPDC to implement its strategic Plan (2015-2020) that enables the GoL to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

The Project components include:

- Output 1:** Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;
- Output 2:** Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;
- Output 3:** Capacity of line ministries mandated with Palestine refugees strengthened;
- Output 4:** Capacity of LPDC to act as the focal point for national and international partners, on issues regarding Palestinian refugees in camps and surrounding communities strengthened;
- Output 5:** Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus-building enhanced.

In 2015, the LPDC, under the Prime Minister patronage, had launched and hosted a Dialogue platform among the Lebanese Political Parties to discuss the Governmental policies towards the Palestinian refugees.

In 2020, the LPDC is planning to launch the “Palestinian Working Group” with similar structure and composition of the “Lebanese Working Group”.

In this context, the LPDC requires the support of a “Dialogue Facilitator and Strategic Communication Advisor”.

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

Under the supervision of the Support to the LPDC’s strategic plane-Phase I Project Manager and under the overall guidance of the LPDC Chairman, the consultant will work on the below:

1. Support the design of the dialogue strategy for the “Palestinian Working Group”;
2. Liaise with the project team and external experts to prepare for dialogue sessions and develop dialogue agenda;
3. Facilitate the dialogue sessions and participate in the sessions of the Lebanese Working Group (LWG) and Palestinian Working Group (PWG);
4. Liaise with media, public opinion, academia and political figures to promote LPDC’s policies and agenda;
5. Support the LPDC in drafting strategic communiqué, concept notes and policy papers addressing the national, regional and international challenges facing Palestinian refugees.

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

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

### **I- Academic Qualifications:**

- University degree in political sciences, international relations, economics or other closely related fields.

**II- Years of Experience:**

- Previous experience in writing concept notes, policy papers and strategic communiques in English and Arabic (***samples to be provided with the resume***)
- Previous experience in facilitating political dialogue/discussion sessions or processes
- Previous experience working on Palestinian refugees' political rights
- Previous Experience working with Government Institutions.

**III- Competencies:**

- Excellent interpersonal and communicative skills.
- Very Good knowledge of Palestinian refugees' context in Lebanon, their living conditions, political aspirations, political factions/parties and affiliations and their history since 1948
- Fluency in oral and written Arabic and English, good command of French is desirable.

**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:

- 25% of the total contract amount upon submission and UNDP acceptance of deliverable 1;

- 50% of the total contract amount upon submission and UNDP acceptance of deliverable 2.
- 25% of the total contract amount upon submission and UNDP acceptance of deliverables 3 and 4.

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>
<b><u>Technical Competence</u></b>	<b>70%</b>	<b>100</b>
<b>Criteria A: Academic Qualifications</b> University degree in political sciences, international relations, economics or other closely related fields <ul style="list-style-type: none"> <li>• Bachelor's degree (15 points)</li> <li>• Master's degree or above (20 points)</li> </ul>		<b>20</b>
<b>Criteria B: Previous Experience</b>		<b>65</b>
Previous experience in writing concept notes, policy papers and strategic communiques in English and Arabic <ul style="list-style-type: none"> <li>• Less than 2 years of experience: 0 points</li> <li>• 2 years of experience: 15 points</li> <li>• 3 years of experience or more: 20 points</li> </ul>		20
Previous experience in facilitating political dialogue/discussion sessions or processes <ul style="list-style-type: none"> <li>• 1 to 2 projects: 7 points</li> <li>• 3 to 4 projects: 15 points</li> <li>• 5 projects or more: 20 points</li> </ul>		20
Previous experience working on Palestinian refugees' political rights <ul style="list-style-type: none"> <li>• Less than 2 years of experience: 0 points</li> <li>• 2 years of experience: 11 points</li> <li>• 3 years of experience or more: 15 points</li> </ul>		15
Previous Experience working with Government Institutions in Lebanon <ul style="list-style-type: none"> <li>• Less than 2 projects: 0 points</li> <li>• 2 projects: 7 points</li> <li>• 3 projects or more: 10 points</li> </ul>		10
<b>Criteria C: Competencies</b>		<b>15</b>
Very Good knowledge of Palestinian refugees' context in Lebanon, their living conditions, political aspirations, political factions/parties and affiliations and their history since 1948		15
<b><u>Financial (Lower Offer/Offer*100)</u></b>	<b>30%</b>	<b>100</b>
<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

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**