



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 March 2020

Reference: LBN/CO/IC/46/20

Country: Lebanon

Description of the assignment: National Data Management Expert.

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

Period of assignment/services: 80 working days spread over a duration of 6 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **7 April 2020. 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 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. UNDP and through its project aims 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 Refugees issues, on improving their living conditions.

UNDP project's phase 1 components include the following Outputs:

1. Institutional Capacity of the LPDC Office for Policy Reforms Enhanced;
2. Support to LPDC to Establish the National Observatory for Palestinian Affairs provided;
3. Capacity of line ministries mandated with Palestine Refugees strengthened;
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;
5. Capacity of LPDC to facilitate multiple forums and platforms of Dialogue and consensus building enhanced.

In 2017, and in close coordination with CAS (Central Administration of Statistics) and PCBS (Palestinian Central Bureau of Statistics), LPDC conducted the National Population and Housing Census of Palestinian Camps and Gatherings in Lebanon.

In this context, UNDP requires the services of a “Data Management Expert” to conduct an assessment and finalize the analysis of the needs of Palestinian Refugees in Lebanon.

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

The Data Management Expert is required to conduct an assessment of the needs of Palestinian in Lebanon, compared to the other population groups, in light of the data and knowledge acquired by LPDC through the Housing and Population Census in Palestinian camps and gatherings, 2017, and the Labor Force and Household Living Conditions , 2019.

In this context, the Consultant will perform the following tasks:

- Create a central database integrating data collected from Census 2017 and LFHLCS 2019 in one platform;
- Consolidate LPDC’s Data, with various set of demographical, spatial, socio-economical, data and layers available through third parties (UNRWA, UNHCR, etc....);
- Develop a GIS application that link global overview of the needs, to urban detailed view;
- Develop online visualization tools for Census data portal;
- Draft in-depth analysis of selected areas (camps and surrounding gatherings), with the support of daily news analysis and field information.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I- Academic Qualifications:

University degree in Geography, Data Management or other closely related field with technical specialization in Geo-spatial technology, cartography, Geographic Information Systems (GIS).

II- Years of Experience:

- 5 years of relevant professional experience in GIS-data management;
- 2 years of quantitative research experience, with a strong emphasis on spatial analysis

- and detailed report preparation;
- Previous experience in working on Palestinian Refugees Camps and Gatherings is a plus;
- Previous experience in database design, database analysis and data management;
- Previous experience with UNDP or other UN Agencies or National and International NGOs is a plus;
- Experience in web technologies and programming (J2EE, php, VBA, Java...);

III- Competencies:

- Advanced knowledge of combined GIS technologies; geographical data management and utilization, data conversion and validation, spatial analysis and visualization;
- Detail-oriented ability to work at a fast pace and meet deadlines;
- Fluency in English and Arabic are a must, French is a plus.

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:

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| <ul style="list-style-type: none"> • 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 1; • 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 2; • 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 3; • 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 4; • 20% of the total contract amount upon submission and UNDP acceptance of Deliverable 5; |
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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
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications		20
University degree in Geography, Data Management: <ul style="list-style-type: none">• Bachelor's degree: 11 points		15

• Master's degree 15 points		
Technical Specialization in Geo-spatial technology, cartography, GIS		5
Criteria B: Previous Experience		55
Previous relevant professional experience in GIS – data management <ul style="list-style-type: none"> • <i>Less than 2 years of experience: 0 points</i> • <i>Between 2 and 3 years of experience: 5 points</i> • <i>Between 3 and 4 years of experience: 11 points</i> • <i>5 years or more: 15 points</i> 		15
Previous relevant professional experience in Quantitative research with a strong emphasis on spatial analysis and detailed report preparation <ul style="list-style-type: none"> • <i>Less than 1 year of experience: 0 points</i> • <i>1 year: 11 points</i> • <i>2 years or more: 15 points</i> 		15
Previous experience in working on Palestinian refugees' camps and gatherings		5
Previous experience in database design, database analysis and data management		10
Previous Experience in web-technologies and programming (J2EE, php, VBA, Java...) : 10 points		10
Criteria C: Competencies		15
Advanced knowledge of combined GIS technologies; geographical data management and utilization, data conversion and validation, spatial analysis and visualization		15
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
Total Score	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