



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 March 2020

Reference: LBN/CO/IC/50/2020

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**Country:** Lebanon

**Description of the assignment:** LTA – National Industrial Engineering Consultant

**Project name:** Lebanon Environmental Pollution Abatement Project and UNDP Country Office

**Period of assignment/services:** Up to 60 working days but no later than 31 December 2021

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **27 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

In order to ensure a smooth transition for Lebanon towards environmental sustainability, the Government of Lebanon, through the Ministry of Environment (MoE) has requested the support of the World Bank (WB) and the Italian Government to establish the Lebanon Environmental Pollution Abatement Project (LEPAP) as a national initiative to respond to the challenges for promoting the financial and environmental sustainability of the industrial sector in Lebanon.

The LEPAP was initiated by the MoE in 2014 and consists of two main components: (A) Technical Assistance Component funded by the Italian Agency for Development Cooperation (AICS), and (B) Investment Component funded by the WB. LEPAP is being implemented by the United Nations Development Program (UNDP) in close partnership with the Ministry of Finance (MoF) and Banque du Liban (BDL). The LEPAP aims at reducing industrial pollution in targeted industrial enterprises and will contribute to strengthening the monitoring and enforcement capabilities of the MoE.

Under the technical assistance component, the AICS has approved the allocation of a financial contribution to UNDP to provide technical assistance to the project's beneficiaries mainly the MoE and the concerned industries and to support in the overall management of the project's activities. These ToRs relate to the technical assistance component of the project.

To improve the pollution abatement management capabilities of the Project Management Unit (PMU), an Industrial Engineer (referred to as "Individual Consultant (IC)") will be recruited to support the LEPAP and to respond to the various technical requirements related to the viability and the cost of industrial pollution abatement interventions.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

The Consultant will be expected to carry out tasks such as:

- Review relevant literature related to the LEPAP project with particular focus on applicable national standards (if available), the Environmental and Social Assessment of the LEPAP, Operational Policy and Bank Procedure 4.01 on "Environmental Assessment", the Project Appraisal Document and any other relevant documents as provided by the PMU;
- Review relevant literature related to the potential LEPAP sub-projects or industrial facilities, as needed;
- Conduct field visits to the project sites as needed and conduct necessary assessment of the concerned facilities on behalf of UNDP;
- Design pollution abatement treatment systems or mechanisms for LEPAP sub-projects as needed and/or advise on potential treatment approaches;
- Design industrial processes for specific recycling (in the plastics or solid waste sector) as needed;
- Prepare and review tender documents for industrial pollution abatement interventions for LEPAP subprojects or other UNDP projects;
- Seek or review offers and/or any other available documentations in view of assessing the technical and financial feasibility of the proposed sub-projects and prepare evaluation reports accordingly;
- Ensure that the proposed sub-projects follow the applicable environmental and social requirements set out in the Environmental and Social Assessment of the LEPAP and/or national environmental legislation;
- Submit a technical report in line with the project's requirements including but not limited to:
  - Industrial process flow charts as needed;
  - A quantitative assessment of estimated pollution reduction achieved through the financed pollution abatement intervention, once fully operational;
  - Validation of sub-projects' financial feasibility and technical viability of proposed solution

- Provide technical support to the LEPAP or other UNDP project in the collection, evaluation and processing of relevant technical information as needed

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

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

#### I. Academic Qualifications:

Master's Degree in industrial engineering, mechanical engineering, sustainable and clean production or other related fields

#### II. Years of experience:

Minimum 10 years of relevant experience;

#### III. Technical experience:

- Proven experience in cleaner production and pollution abatement in industrial sectors including waste management, recycling and reuse (including plastics)
- Good knowledge of industrial sector's environmental compliance requirements
- Knowledge of the WB social and environmental safeguards policies is an asset
- Sound previous experience in similar projects in the required domains.

#### IV. Competencies:

- Proficiency in English; Knowledge of Arabic and/or French is an asset;
- Demonstrable analytical skills and report-writing skills;
- Excellent, proven management and communication skills

### **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**

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the 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><i>Technical Competence</i></b>	<b>70%</b>	<b>100</b>
<b><i>Education</i></b> B.S. in industrial engineering, mechanical engineering, sustainable and clean production or other related fields: <b>7 points</b> Master's Degree in industrial engineering, mechanical engineering, sustainable and clean production or other related fields: <b>10 points</b>		10
<b><i>Years of relevant experience</i></b> 10 years of relevant experience: <b>14 points</b> More than 10 years of relevant experience: <b>20 points</b>		20
<b><i>Cleaner Production and pollution abatement experience in the industrial sector</i></b> Proven experience in cleaner production and pollution abatement in industrial sectors including waste management, recycling and reuse: <b>20 points</b> Good knowledge of industrial sector's environmental compliance requirements: <b>15 points</b> Knowledge of the WB social and environmental safeguards policies is an asset: <b>5 points</b>		40
<b><i>Interview</i></b>		30
<b><i>Financial (Lower Offer/Offer*100)</i></b>	<b>30%</b>	<b>100</b>
<b><u>Total Score</u></b>	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, 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 **National Industrial Engineering Consultant** under **Lebanon Environmental Pollution Abatement Project and UNDP Country Office**
- 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]:*

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

- 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:

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- 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



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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:

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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 In days	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		60 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)			

Full Name and Signature:

Date Signed:

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