INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 April 2020
Reference: LBN/CO/IC/55/20

Country: Lebanon

Description of the assignment: Consultancy on corruption risks of the Health sector in Lebanon.

Project name: Anti-Corruption for Trust in Lebanon- ID 115070.

Period of assignment/services: 1 month - End date should not exceed 28 April 2020.

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 8 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 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

UNDP launched the Anti-Corruption for Trust in Lebanon Project in March 2019 to support key anti-corruption stakeholders in Lebanon to maintain the momentum for national dialogue and capacity development in preparation for the formal adoption and implementation of the country’s first-ever national anti-corruption strategy that was announced in April 2018.

The Project focuses on the achievement of two outputs:

Output 1: Key stakeholders enabled to advocate and monitor the adoption and implementation of anti-corruption legislative priorities.
Output 2: Participatory processes established in selected vulnerable sectors to assess related corruption risks and pilot corresponding mitigation measures.

The project directly contributes to reinforcing Lebanon’s ability to implement the UNCAC and work towards achieving the Sustainable Development goals (SDGs), particularly SDG 16.

Since 2009, Lebanon is a State Party of the UN Convention against Corruption. Moreover, Lebanon endorsed the 2030 Agenda for Sustainable Development and the SDGs on September 2015. Additionally, at the national level, Lebanon has taken an important step by launching in April 2018 the National Anti-Corruption Strategy and its implementation plan as mentioned above, which is on its way to be endorsed by the Council of Ministers.

While most governments have adopted anti-corruption compliance approaches, experiences showed that they need to be complemented with a preventive approach, as specified in the UNCAC, as the latter is known to be more resource efficient aiming to eliminate the opportunities of corruption.

Despite some positive developments in the legislative anti-corruption agenda, there are still efforts that can be made using the preventive approach to further advance the fight against corruption in Lebanon.

As a global knowledge leader in the field of anti-corruption and working with governments around the world to tackle corruption and its consequences, UNDP has significantly scaled up its work on sector-specific initiatives and multi-stakeholder participation in related efforts through introducing the concept of corruption risk management, to identify priorities and tackle them in a targeted manner, taking into consideration the likelihood and impact of corruption happening based on specific benchmarks.

In this framework and with the outbreak of the Covid-19 virus, Lebanon’s Health sector is under tremendous pressure, meaning that now more than ever Lebanon needs to eradicate corruption from the vital sector.

As such, and in order to support this effort, UNDP ACT Project seeks an individual consultant to conduct an initial assessment of risks of corruption in the health sector in Lebanon including identifying key stakeholders with specific focus on public hospitals, supply chain of medicine and medical products, quality regulation and third-party payments as well as an analysis of how these risks undermine the preparedness of the health system and of emergency responses to COVID 19 and pandemics.

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

In coordination and under the direct supervision of the UNDP Regional Project Manager of Anti-Corruption and Integrity in Arab countries and UNDP ACT Lebanon Senior Project Coordinator, the consultant is expected to complete the following 3 tasks:

Task 1: Conduct an initial assessment of risks of corruption in the health sector in Lebanon with specific focus on public hospitals, supply chain of medicine and medical products, quality regulation, third party
payments and other key elements and analyze how these risks undermines the preparedness of the health system and of emergency responses to COVID19 and pandemics.

Task 2. Identify key stakeholders and conduct interviews including preparation of questions in close coordination with the senior international consultant, conduct relevant research in Arabic and English, on health and Anti-corruption in Lebanon. All interviews will be conducted remotely from home.

Task 3. Coordinate with the senior international consultant to finalize the issue paper in Arabic and English.

• The consultant shall work closely with the Senior Project Coordinator, the Regional Chief Technical Advisor, and the senior international consultant to prepare for and execute the above-mentioned tasks.
• The consultant shall carry out the three tasks in a manner that emphasizes respect to national ownership and secures the independent nature of the platforms supported under those terms of reference, while also committing to respecting the privacy of discussions as requested by stakeholders.
• The consultant shall coordinate closely with and provide regular updates to the Senior Project Coordinator of the ACT Lebanon Project.
• The consultant will coordinate with different national and international stakeholders.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Graduate Degree (Master’s or equivalent) in medicine, public health, Development, Political Sciences, International Affairs or any other relevant field.

II. Years of experience:

At least 5 years of experience in research in areas of governance reform and particularly in fighting corruption at the national and regional level.

Experience producing research studies or evidence-based knowledge products.

Extensive experience working with international organizations, government and civil society organizations in the field of anti-corruption and good governance.

Previous experience in consultancies with UN agencies in relevant tasks is preferable.

Experience working on issues related to Lebanon.

III. Technical experience:

Experience in writing papers on the health sector.

Experience in drafting position papers on good governance.

IV. Other assets:
- Cultural, Gender, religion, race, nationality and age sensitivity and adaptability.
- Familiarity with recent development in the topic of good governance and anti-corruption at the international, regions and national levels.
- Strong analytical, communication skills, including ability to produce high quality knowledge products.
- Ability to work with a diverse team.
- Ability to consult widely and efficiently while understanding the stakeholders evolving needs.
- Excellent writing, editing skills in Arabic and English.
- Proficiency in the use of computer (Ms Word, PowerPoint, internet search)

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.*

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<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
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<td>Educational background:</td>
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<td>• 30 pts - PhD</td>
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<td>• 20 pts – Masters</td>
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<td>Years of experience:</td>
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### 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**