

Terms of Reference

National or International consultant: National Consultant

Description of the assignment (Title of consultancy): Long-Term Agreement - Export Catalogue Coordinator

Project Title: Sustaining and Enhancing the Institutional Capacity of the Investment Development Authority of Lebanon - Phase III (00119308).

Period of assignment/services: 8 months – Until December 2020

1. Background / Project Description

The UNDP project at the Investment Development Authority of Lebanon (IDAL) is responsible to provide advisory service to investors throughout their operations in Lebanon starting with the provision of economic, commercial and legal information vital for taking decisions in investing in the country, through the provision of various types of incentives and the facilitation of procedures required to set – up and operate a project. IDAL's functions can thus be summarized as follow: 1) Policy development and research, 2) Investment promotion 3) Promotion of export-oriented products and 4) Investor servicing and facilitation.

With the unfolding of the currency crisis, IDAL has taken a center stage role in putting in place solutions to alleviate burdens on Small and Medium Enterprises (SMEs), liaise with the international community to identify funding solutions for companies, and recommend new programs that will enable companies to maintain access to liquidity. IDAL will play a key role in supporting Lebanese companies in accessing new markets and will create linkages between Lebanese companies in key productive sectors with international buyers. This will take place through an interactive catalogue that will feature companies and enable them to access foreign buyers.

2. Scope of work, responsibilities and description of the proposed analytical work

The consultant will support the institution in increasing its export promotion role by doing the following:

- Develop an export catalogue that will be used as a base to connect companies in Lebanon's main productive sectors with foreign buyers
- Conduct a benchmark document of export catalogue developed by other government agencies
- Define the fields that will be used for Lebanon's catalogue
- Compile list of all ICT companies in Lebanon, send a survey to all companies to update fields, and upload on database
- Coordinate with developer to launch the first component of catalogue
- Compile list of all exporting Agro Food companies in Lebanon, send a survey to all companies to update fields and upload on database
- Coordinate with developer to launch the second component of catalogue
- Compile list of all selected exporting Industrial companies in Lebanon (pharma, chemicals, etc), send a survey to all companies to update fields and upload on database
- Coordinate with developer to launch the third component of catalogue

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1: Benchmark document of export catalogues and skeleton developed	2 weeks after contract signature (10 working days)	May 2020	UNDP Project Manager
Deliverable 2: List of all ICT companies in Lebanon and upload in database compiled and updated	1 month after contract signature (20 working days)	May 2020	UNDP Project Manager
Deliverable 3: Oversee the launch of the ICT component of the catalogue	2 months after contract signature (25 working days)	June 2020	UNDP Project Manager
Deliverable 4: List of Agro Food companies compiled and updated	3 months after contract signature (30 working days)	July 2020	UNDP Project Manager
Deliverable 5: Oversee the launch of the Agro Food component of the catalogue	5 months after contract signature (25 working days)	September 2020	UNDP Project Manager
Deliverable 6: List of selected Industrial companies compiled and updated	7 months after contract signature (30 working days)	November 2020	UNDP Project Manager
Deliverable 7: Oversee the launch of the Industrial component of the catalogue	8 months after contract signature (20 working days)	December 2020	UNDP Project Manager

4. Institutional arrangements

The Consultant will be directly supervised by the project manager at IDAL and will work closely with the national focal point

5. Duration of work

- The duration of the assignment will be for 8 months. The total number of working days is 160. Start date is upon contract signature. Contract end date cannot exceed December 2020.
- The timeframe of the consultancy shall be determined to allow the consultant to finalize the requested tasks and delivery of outputs without the need of contract amendment.
- In case the contract requires an amendment, such amendment is meant to allow additional time to finalize the original expected outputs, but not to add substantial time for additional tasks.
- Deliverables will be done upon availability of funds.

6. Duty station

Duty station will be Beirut Lebanon in IDAL premises Downtown Beirut or adopting work from home modality given COVID measures

7. Requirements for experience and qualifications

I. Academic Qualifications:

Bachelor's Degree in business administration or any related field

II. Years of experience:

At least 2 years of experience in business related fields

III. Competencies:

- Ability to handle a large volume of work under time constraints
- Strong oral and written communication skills
- Tested multitasking skills
- Fluency in word processing, spreadsheets, and internet technology
- Excellent writing skills

8. Scope of Price Proposal and Schedule of Payments

Payment 1: Upon submission and approval of deliverable 1 by the Project Manager: 15% of the total contract value

Payment 2: Upon submission and approval of deliverable 2 by the Project Manager: 10% of the total contract value

Payment 3: Upon submission and approval of deliverable 3 by the Project Manager: 10% of the total contract value

Payment 4: Upon submission and approval of deliverable 4 by the Project Manager: 20% of the total contract value

Payment 5: Upon submission and approval of deliverable 5 by the Project Manager: 20% of the total contract value

Payment 6: Upon submission and approval of deliverable 6 by the Project Manager: 15% of the total contract value

Payment 7: Upon submission and approval of deliverable 7 by the Project Manager: 10% of the total contract value