



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 7 April 2020

Reference: LBN/CO/IC/58/20

Country: Lebanon

Description of the assignment: Long-Term Agreement - National Export Catalogue Coordinator.

Project name: 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.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **14 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

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

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

3. 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

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:

- A daily working fee must be all inclusive;
- 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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<i>Educational background:</i> <ul style="list-style-type: none">• 45 pts - PhD• 40 pts – Masters• 25 pts - Bachelor	45%	45
<i>Years of experience:</i> <ul style="list-style-type: none">• 30 pts more than 4 years• 25 pts – between 2 and 4 years.• 15 pts – 2 years.	30%	30
<i>Previous experience:</i>		

<ul style="list-style-type: none"> 15 pts - Experience in dealing with customers and clients, collecting / validating data 10 pts - Knowledge of productive sectors 	25%	25
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
<u>Total Score</u>	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