



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 April 2020

Reference: LBN/CO/IC/56/20

Country: Lebanon

Description of the assignment: National Public Institutions Expert.

Project name: Fiscal Policy Advisory and Reform.

Period of assignment/services: 6 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **30 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 United Nations Development Programme (UNDP) Project at the Ministry of Finance in Lebanon advises on economic policymaking, fiscal reform and management, and technical assistance through a highly qualified team of professionals. The project consists of four main work streams: economic, legal and multilateral advisory, tax reforms, customs reforms, and real estate registry reform.

Under the guidance of the Minister of Finance and the Project Manager, the Public Institutions Expert will support the decision-making process of the Minister in relation to the operational specificities of the Ministry of Finance and the general legislative and administrative context of Lebanese Public Institutions.

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

As such, the Public Institutions Expert is required to:

Task 1:

Advise the Minister of Finance and oversee the preparation of opinions on proposed Ministerial decisions.

Task 2:

Advise and provide institutional assistance to the Ministry of Finance in presenting and discussing draft laws at parliamentary committees and/or ministerial working groups.

Task 3:

Coordinate with multiple departments inside and outside the Ministry of Finance and the project to help the Minister's prepare for all decrees, laws, contracts and public sector expenditures within the framework of government and Ministry of Finance institutional framework.

Task 4:

Review the effectiveness of loan and grant agreements with international and multilateral financial institutions and organizations and bilateral donors.

Task 5:

Review contracts between the Ministry of Finance and international organizations and/or public institutions.

Task 6:

Review legal issues (draft laws, agreements, Memorandum of Understandings MOUs) submitted by other ministries to the Council of Ministers.

Task 7:

Participate, if relevant to the achievement of the deliverables, in international, regional, and national meetings and seminars, as requested by the Ministry.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

University degree (Bachelor or equivalent) in Law, Sociology, Public Administration, Business Administration or related field. A Graduate degree (Masters or equivalent) in the same fields is preferred.

II. Years of experience:

Minimum fifteen years of relevant professional experience at the national level.

Proven experience working with the public sector.

Proven knowledge of the related policies, legal and regulatory frameworks.

Experience working with multilateral organizations and the UN system preferred.

III. Competencies:

- Demonstrable analytical skills and report writing skills;
- Excellent proven management and communication skills.
- Excellent analytical skills.
- Ability to meet deadlines and prioritize multiple tasks
- In-depth practical knowledge of inter-disciplinary development issues
- Focuses on impact and result and responds positively to critical feedback
- Shares knowledge and experience and actively works towards continuing personal learning and development
- Capacity to coordinate between different units and stakeholders
- Promotes ethics and integrity, creating organizational precedents.

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:

Deliverables/ Outputs	Payment Terms
Deliverable 1: 1.1 Legal issues (draft laws, agreements, MOUs, etc) reviewed 1.2 Laws, draft laws and decrees submitted and presented at parliamentary committees and/or ministerial working groups.	30% upon submission and approval of deliverable one
Deliverable 2: Report on loan and grant agreements with international and multilateral financial institutions and organizations and bilateral donors submitted	30% upon submission and approval of deliverable two
Deliverable 3: Contracts between the Ministry of Finance and public institutions and international organization reviewed	20% upon submission and approval of deliverable three
Deliverable 4: Advisory and legal role on proposed ministerial decisions provided	20% upon submission and approval of deliverable four

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
<ul style="list-style-type: none">Criteria A: Academic Qualifications <p>University degree (Bachelor or equivalent) in Sociology, Business, Business Administration or related field.</p> <p>MA in, in Sociology, Business, Business Administration or related field.</p> <p>PHD in Social Sciences or related field</p>	40%	25 30 40
<ul style="list-style-type: none">Criteria B: Years of relevant Work Experience <p>Between 15 and 20 Years of experience in management within the Lebanese Public Administration and International Organization</p> <p>Between 20 and 25 Years of experience in management within the Lebanese Public Administration and International Organization.</p> <p>Above 25 Years of experience in management within the Lebanese Public Administration and International Organization</p>	40%	25 30 40

<ul style="list-style-type: none"> • <i>Criteria C: Competencies</i> <i>Fluency in English and Arabic (French is an asset)</i> <i>Previous Experience with UN Agencies</i>	20%	20
<i>Financial (Lower Offer/Offer*100)</i>	<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 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