



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 April 2020

Reference: LBN/CO/IC/66/20

Country: Lebanon

Description of the assignment: International Mine Action EORE working group coordinator.

Project name: Enhancing the Capacity of the Lebanon Mine Action Center.

Period of assignment/services: 4 Months.

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

A major consequence of the recent armed conflicts in the region has been the displacement and uprooting of many communities from their homes leading them to seek refuge in safer areas within their states or in neighboring countries. Available data (and experience from other past conflicts) identify returnees as a particularly vulnerable group, especially in the initial days and weeks after their return due to their limited understanding of the explosive ordnance (EO) threat they will face.

The humanitarian mine action community in Lebanon have acknowledged that if they are to protect returnees to Syria, it needs to develop a tailored made Explosive Ordnance Risk Education (EORE)

approach that is context sensitive and addresses the complexity of the explosive threat facing the refugees from Syria as they return home.

Accordingly, a new initiative was launched in coordination with UN agencies under the Leadership of the Lebanon Mine Action Center (LMAC). The Explosive Ordnance Risk Reduction for refugees from Syria project consists of 3 subprojects. Subproject A will tackle Explosive Ordnance Risk Education, Subproject B first aid for EORR and the last subproject C will address risk mitigation. The sub-project A activities will include 2 separate workshops. The initial inception workshop will take stock of current successful practices for refugees and develop new customized approaches and procedures. The next phase will include close coordination and aggregation of methods and approaches to be validated in a final workshop.

UNDP is requiring the services of a Mine Action expert to develop and facilitate the workshops and coordinate the working group of sub-project A with the aim to develop specific procedures for Explosive Ordnance Risk Education.

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

The consultant will coordinate the subproject group A focusing on Explosive Ordnance Risk Education and will therefore implement the following tasks:

- Inception workshop
 - Facilitate a two-day kick-off technical workshop 1 – brainstorming sessions
 - Support UNDP in identifying current best practice
 - Support UNDP in identifying various experts (individuals and organisations)
 - Review relevant documents
 - Help to prioritise tasks and approaches
- Coordination phase
 - Provide the project team and the external consultant advise during the design phase (by e-mail, phone and meeting attendance)
 - Coordinate between participants during the workshop 1 and 2
 - Develop Draft procedures
 - Provide concrete feedback on draft procedures
 - Participate in R&D, if and where appropriate
 - Attend 2-3 meetings in Beirut during the 6-month design phase
- Final Workshop
 - Facilitate a final workshop 2 to “endorse” the developed procedure by mine action stakeholders

Submit a final consolidated report on recommended procedures and approaches

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in engineering, management, economics or any field related to mine action programming.

II. Years of experience:

- 10 years of proven international experience in Mine Action and Mine Action Programming
- Demonstrated expertise in organizing and moderating Mine Action Related Workshops
- 5 years of proven international experience in the field of EORE

III. Competencies

- Excellent written and oral communication skills in English.
- Proposal writing skills
- Cross-cultural working experience

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) Methodology and workplan

(IV) 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:

- 40% of the total lumpsum upon submission and UNDP approval of deliverables 1 and 2

- 28% of the total lumpsum upon submission and UNDP approval of deliverables 3 and 4
- 32% of the total lumpsum upon submission and UNDP approval of deliverables 5 and 6

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 Competencies</u>	70%	100
<u>Academic Background</u>		20
Degree in engineering, management, economics, or any field related to Mine Action Programing <ul style="list-style-type: none"> <i>Bachelor: 15 points</i> <i>Masters and above: 20 points</i> 		20
<u>Experience</u>		50
10 years of proven international experience in Mine Action and Mine Action Programming <ul style="list-style-type: none"> <i>10 years or more of experience: 20 points</i> <i>Between 8 and 10 years of experience: 15 points</i> <i>Between 5 and 8 years of experience: 10 points</i> <i>Less than 5 years of experience: 0 points</i> 		20
5 years of proven international experience in the field of EORE <ul style="list-style-type: none"> <i>5 years or more: 20 points</i> <i>4 to 5 years: 12 points</i> <i>2 to 4 years: 6 points</i> <i>Less than 2 years: 0 points</i> 		20
Demonstrated expertise in organizing and moderating Mine Action Related Workshops <ul style="list-style-type: none"> <i>3 projects or more: 10 points</i> <i>2 projects: 7 points</i> <i>1 project: 3 points</i> 		10
<u>Competencies</u>		10
Proposal writing skills <ul style="list-style-type: none"> <i>CV provides evidence of previous experience in writing proposals, concept notes, project briefs etc : 10 points</i> 		10

<ul style="list-style-type: none"> CV does not provide evidence of previous experience in writing proposals, concept notes, project briefs etc : 0 points 		
Methodology and workplan		20
<ul style="list-style-type: none"> Not submitted (0 points) Poor (10 points) Satisfactory (14 points) Good (20 points) 		20
<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 international 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. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. 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**