



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 April 2020

Reference: LBN/CO/IC/67/20

Country: Lebanon

Description of the assignment: International consultant to Support the Development and Implementation of a Monitoring and Evaluation Framework.

Project name: Dealing with the Past: Memory for the Future.

Period of assignment/services: 33 Working days to be completed between June 2020 and 31 December 2021.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **13 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

The project on “Dealing with the Past: Memory for the Future” aims to support civil society, individual families, and national institutions in their efforts to seek the truth, foster collective remembrance and, ultimately, move towards reconciliation around the legacy of the civil war, including brutality perpetrated against women, men, and children. In light of the continuous rise of inter-sectarian tensions in Lebanon which partially bear their source from the civil war, this project will support the full establishment of the Commission investigating the fate of missing and forcibly disappeared persons, provide support to the families of the disappeared and to national and civil actors in Lebanon in their advocacy efforts to deal

with the past. In the broader context, supporting efforts of truth seeking and reconciliation will be a timely and effective contribution to consolidating peace and preventing a relapse into conflict.

Participating UN agencies need to jointly develop a monitoring and evaluation framework for this project to include indicators, terms of verification and frequency, roles and responsibilities for monitoring, and methodology for data collection. A final project evaluation will be undertaken in accordance with guidance from the United Nations Evaluation Group (UNEG) with an emphasis on results and on the joint project process. All concerned organizations will participate in a joint evaluation, share information and progress updates. The Resource Pack on Joint Evaluations is a toolkit that includes different options to organize a joint process.²⁸ UN participating agencies will revisit this toolkit to choose the best option for conducting a final joint project evaluation to gather lessons learned and inform the sustainability of the project.

Based on the above circumstances and challenges the project requires support in developing the monitoring and evaluation framework with relevant knowledge products taking into considerations the priorities of UN agencies participating in the project (UNDP, OHCHR and UNWOMEN).

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

Under the Supervision of the Project Manager of the Dealing with the Past: Memory for the Future project and with technical guidance from the M&E officers in the different agencies (UNDP, OHCHR, UNWOMEN), the consultant will support the implementation aspects of the baseline and end-line surveys, and the evaluation of the project. Tasks and responsibilities will include:

- Review of project documents including internal reports
- Develop the TOR for the baseline
- Coordinate with other UN agencies partners in the project and make sure to align the work
- Review of baseline report including assessment methodology, sampling framework and data collection tools
- Meet project team and stakeholders to understand areas of strength and improvement in baseline assessment
- Revise data collection tool
- Amend methodology and propose sampling methodology
- Develop end line assessment work plan
- Develop end line TOR, including methodological considerations of comparability of with the baseline study. Discuss and finalize with stakeholders.
- Once the service provider is recruited, oversee the implementation including: finalization of the data collection tools and Arabization, finalization of the sample framework, support technical aspects related to indicator definitions, formulas and data analysis.
- Regularly report to UNDP and stakeholders on progress
- Develop the TOR for the end-line study
- Develop the TOR for the final evaluation
- Review end line report & coordinate feedback on the different drafts end line report

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- A minimum of bachelor's degree in development studies, economics, social sciences or any related field. Master's and Doctoral degree are a plus.

Years of experience:

- 3 years of proven international experience in developing planning documents, project implementation, monitoring and evaluation systems in similar projects;
- Solid understanding and experience in monitoring and evaluation. Knowledge of monitoring and evaluation of joint projects supported by the Peacebuilding Fund (PBF) is a plus;
- Demonstrated experience in moderating and organizing workshops and seeking consensus;
- Demonstrated experience in research and analysis;
- Prior experience of working in Lebanon is an asset.

Competencies

- Excellent written and oral communication skills in English.

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) Provide a brief **methodology** on how you will approach and conduct the work

(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:

- 30% of the total lump sum upon submission of deliverables 1, 2, 3, 4 and after UNDP acceptance
- 15% of the total lump sum upon submission of deliverables 5 and 6 and after UNDP acceptance
- 10% of the total lump sum upon submission of deliverable 7, 8 and after UNDP acceptance
- 20% of the total lump sum upon submission of deliverables 9 and after UNDP acceptance
- 25% on the total lump sum upon submission of deliverable 10 and after UNDP acceptance.

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><i>Technical Competence</i></u>	<i>70%</i>	<i>100</i>
<i>Criteria A: Educational background:</i> A minimum of bachelor's degree in development studies, economics, social sciences or any related field. Master's and Doctoral degree are a plus. <ul style="list-style-type: none"> <i>Bachelor's degree: 11 points</i> <i>Master's degree: 13 points</i> <i>Doctoral degree: 15 points</i> 		<i>15</i>
<i>Criteria B: Previous Experience</i>		<i>70</i>
<i>3 years of proven international experience in developing planning documents, and project implementation in similar projects;</i> <ul style="list-style-type: none"> <i>Less than 1 year: 0 points</i> <i>1 to 2 years of experience: 14 points</i> <i>3 years or more: 20 points</i> 		<i>20</i>
<i>Solid understanding and experience in monitoring and evaluation. Knowledge of monitoring and evaluation of joint projects supported by the Peacebuilding Fund (PBF) is an asset;</i> <ul style="list-style-type: none"> <i>Less than 1 year: 0 points</i> <i>1 to 2 years of experience: 11 points</i> <i>3 years or more: 15 points</i> <i>Previous experience in joint PBF projects: 5 extra points</i> 		<i>20</i>
<i>Demonstrated experience in moderating and organizing workshops and seeking consensus;</i> <ul style="list-style-type: none"> <i>Less than 1 year: 0 points</i> <i>1 to 2 years of experience: 11 points</i> <i>3 years or more: 15 points</i> 		<i>15</i>
<i>Demonstrated experience in research and analysis</i> <ul style="list-style-type: none"> <i>Less than 1 year: 0 points</i> <i>1 to 2 years of experience: 11 points</i> 		<i>15</i>

<ul style="list-style-type: none"> • 3 years or more: 15 points 		
Criteria C: Preliminary methodology <ul style="list-style-type: none"> • Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services: 0 points • Proposed methodology reflects poor understanding of the required services and reflects little experience in the provision of similar services: 6 points • Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services: 11 points • Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services: 15 points 		15
<u>Financial (Lower Offer/Offer*100)</u>	<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