



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 08 June 2020

Reference: LBN/CO/IC/82/20

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**Country:** Lebanon

**Description of the assignment:** National Internet Technology (IT) Consultant to support in the design and development of a consolidated database of industries in Lebanon.

**Project name:** Lebanon Environmental Pollution Abatement Project (LEPAP)

**Period of assignment/services:** 3 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **29 June 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](mailto: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.

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### 1. BACKGROUND

In order to ensure a smooth transition for Lebanon towards environmental sustainability, the Government of Lebanon, through the Ministry of Environment (MoE) has requested the support of the World Bank (WB) and the Italian Government to establish the Lebanon Environmental Pollution Abatement Project (LEPAP) as a national initiative to respond to the challenges for promoting the financial and environmental sustainability of the industrial sector in Lebanon.

The LEPAP was initiated by the MoE in 2014 and consists of two main components: (A) Technical Assistance Component funded by the Italian Agency for Development Cooperation (AICS), and (B) Investment Component funded by the WB. LEPAP is being implemented by the United Nations Development Program (UNDP) in close partnership with the Ministry of Finance (MoF) and Banque du

Liban (BDL). The LEPAP aims at reducing industrial pollution in targeted industrial enterprises and will contribute to strengthening the monitoring and enforcement capabilities of the MoE.

Under the technical assistance component, the AICS has approved the allocation of a financial contribution to UNDP to provide technical assistance to the project's beneficiaries mainly the MoE and the concerned industries and to support in the overall management of the project's activities. These ToRs relate to the technical assistance component of the project.

To improve the capabilities of the MoE in the permitting, monitoring and enforcement of the environmental regulations within the industrial sector in Lebanon, an Internet Technology (IT) Consultant (referred to as "Individual Consultant (IC)") will be recruited to support the LEPAP and MoE in designing and developing a consolidated database of the industries, including all relevant environmental information.

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

The Consultant shall perform all the services/works as necessary to fulfill the objectives of the consultancy contract under the overall guidance of the LEPAP/Monitoring and Evaluation (M&E) Officer.

The Consultant will have but will not be limited to the following responsibilities:

- Develop a good understanding of the permitting, monitoring and enforcement procedures of the industrial sector in Lebanon and the main stakeholders involved after consultation with the M&E Officer;
- Develop a good understanding of the MoE requirements, the type of information currently available at the level of several Services/Departments and the expected configuration of the database through the M&E Officer to ensure:
  - . The information is well organized and easily but securely accessible;
  - . No redundancy of the data is being made;
  - . The accuracy and integrity of the information is maintained;
  - . The data processing and reporting needs of the MoE are taken into consideration;
- Defines site objectives by analyzing user requirements; envisioning system features and functionality.
- Designs and develops user interfaces to internet/intranet applications by setting expectations and features priorities throughout development life cycle; determining design methodologies and tool sets; designing and conducting tests.
- Provides technical support in system solutions by comparing advantages and disadvantages of custom development.
- Completes applications development by coordinating requirements, schedules and activities; troubleshooting development and production problem related to the newly developed application across multiple environments and operating platforms.
- Support in the development of documentation and assistance tools, as needed.
- Creates required reports in responses to business user needs and various applications.
- Write codes (stored procedures, triggers, database scripts) to implement the requested database interface based on technical advice considering the limitations and IT structures within the MoE.
- Develops web-based solution to be hosted on MoE servers to be used on the internal network at first stage and ready to be published online whenever needed.

- Identify the database requirements in coordination with the M&E Officer: what the data items are, what attributes they have, what constraints apply and the relationships that hold between the data items;
- Provide a backup mechanism of the newly developed database/software;
- Test and validate the backup by restoring the application and database on a new server from the latest differential or full backup.
- Provide the detailed steps of the restore procedure and the time taken to put the application online after restore.
- Based on the above, determine the most suitable modality to establish the database which would allow access to multiple users with various levels to the developed database with easy access to update the data

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

### **3. Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
<b>Deliverable 1:</b> Consolidated industrial database	35 workdays	Within 6 weeks from date of Contract signature	Project M&E Officer
<b>Deliverable 2</b> Technical report	15 workdays	Within 8 weeks from date of Contract signature	Project M&E Officer

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

### **4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### I. Academic Qualifications:

Bachelor’s degree in Computer Science, Information Technology or other closely related field. Master’s degree is an asset.

#### II. Years of experience:

The required minimum years of relevant experience is 7 years.

#### III. Technical experience:

- Proven work experience as a data base developer;

- Experience in software development and user interface web applications;
- Strong experience in SQL Database;
- Experience in handling Net Framework, JavaScript, HTML and/or Oracle.

**IIV. Competencies:**

- Excellent verbal and written communication skills;
- An ability to understand front-end users requirements and a problem-solving attitude;
- Comfortable in working in an enterprise environment;
- Excellent analytical and organization skills;
- Good command of French is an asset.

**5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

**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.

**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:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Payment</b>
<b>Deliverable 1:</b> Consolidated industrial database	35 workdays	Within 6 weeks from date of Contract signature	60%

<b>Deliverable 2</b> Technical report	15 workdays	Within 8 weeks from date of Contract signature	40%
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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%]*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical Competence</u></b>	70%	100

<u>Academic Qualifications</u> Bachelor's degree: 21 points Master's degree: 25 points Relevant trainings/Certificates: Additional 5 points		30
<u>Years of relevant experience</u> 7 years: 14 More than 7 years: 20		20
<u>Technical Experience</u> Proven work experience as a data base developer: 15 Experience in software development and user interface web applications: 15 Strong experience in SQL database: 10 Experience in handling Net Framework, JavaScript, HTML and Oracle: 10		50
<u>Financial (Lowest Offer/Offer*100)</u>	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

### **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. 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**

**ANNEX III**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

**Celine Moyroud  
Resident Representative  
United Nations Development Programme  
Arab African International Bank Building  
Riad El Solh Street, Nejmeh, Beirut 2011 5211  
P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **National Internet Technology (IT) Consultant to support in the design and development of a consolidated database of industries in Lebanon** under **Lebanon Environmental Pollution Abatement Project (LEPAP)**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*



A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

Sign an Individual Contract with UNDP;

Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

k) I hereby confirm that *[check all that applies]*:

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount


I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority. Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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**Annexes *[pls. check all that applies]:***

- Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		50 work-days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables**

	<b>Deliverables/ Outputs</b>	<b>Due Dates</b>	<b>Payment Terms</b>	<b>Total in USD</b>
<b>1</b>	<b>Deliverable 1</b> Consolidated industrial database	35 workdays	60%	
<b>2</b>	<b>Deliverable 2</b> Technical report	15 workdays	40%	

Full Name and Signature:

\_\_\_\_\_

Date Signed:

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