INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 June 2020
Reference: LBN/CO/IC/86/20

Country: Lebanon

Description of the assignment: Validation and Assessment of Enfeh and its surroundings village Productive Sectors and main Value Chains and Development of a Business Plan and Operation Module.

Project name: Lebanese Host Communities Support Project.

Period of assignment/services: Twenty Seven Working Days Spread over Three Months.

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 23 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. 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 impact of the Syria crisis on Lebanon is unprecedented in the history of complex, refugee-driven emergencies. The crisis is not only challenging the country’s existing social and economic infrastructure and employment, it also brings to Lebanon a new set of disparities, cleavages and tensions that threaten to undermine Lebanon’s delicate social and political stability. Due to the crisis, Lebanon is witnessing a sharply rising influx of Syrian refugees through the Northern and Eastern borders. Within this setting, The United Nations Development Programme (UNDP) has taken on a number of roles to help ensure that ensure that the response to the refugee influx, while focusing on the immediate lifesaving needs of the refugee population, also contributes to longer-term objectives, more resilient host communities and supporting durable solutions. In that regard, UNDP plays three equally important and reinforcing roles; 1) Support to vulnerable host communities integrated components for stabilization, and livelihoods; 2) Inter-agency coordination through UNDP’s co-lead of the Lebanon Crisis Response Plan and 3) Sector Coordination through UNDP’s lead of the Livelihoods, Social Stability and Energy Sector.
Within the programming component, UNDP formulated a Stabilization and Recovery Programme (SRP) which sets out the overall institutional response to stabilize the current situation in Lebanon, UNDP sets up a specific program for host communities (Lebanon Host Community Support Program - LHSP) in term of reducing and mitigating the Syrian crisis’ effect on the most poor Lebanese communities, looking at increase livelihoods and jobs opportunities, improve the basic services delivery and reduce communities social conflicts.

The LHSP methodology contribute to:

- The development of institutional capacity in a crisis context, without which neither local government nor the social and private sector can have the context or foundational base to stimulate economic and social progress;

- The enacting and implementation of interventions that create an enabling environment for effective participation in sustainable local solution for resilience;

- The enhancing of the capacities of people who are normally bypassed in the distribution of the social and economic benefits to participate more effectively in productive activities on which their livelihoods depend.

- The creation of enabling environment for gender equality and inclusion for vulnerable people including disabled and youth.

The Four outputs of LHSP are:

- Output 1: Capacity of local stakeholders strengthened to asses and respond to the needs of the community in the design and delivery of interventions in a conflict-sensitive and participatory manner.

- Output 2: Competition for basic services reduced in vulnerable communities

- Output 3: Income generation for vulnerable Lebanese and Syrian refugees created through intensive labour activities supporting rapid employment schemes

- Output 4: Jobs opportunities increased particularly for vulnerable women, disabled persons and youth

Within the coordination components, UNDP leads on stabilization, under the overall umbrella of the Regional Refugee and Resilience Response Plan (3RP) for the Syria crisis. In addition to this overall leadership role, UNDP is also leading three of the ten sectors of the response, the social stability, livelihoods and energy sectors, while UNDP programmes are providing crucial contribution to Lebanon’s stability by supporting host communities in the areas of livelihoods, basic infrastructure and environmental and social stability.

Through the LCRP response management, UNDP places a strong emphasis on ensuring an integrated Monitoring & Evaluation framework, based on a broad evidence base, informed by quantitative and
qualitative research as well as direct engagement with affected populations. Furthermore, mainstreaming protection, conflict sensitivity, gender and environment are key areas of focus within the response and for UNDP.

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

➢ The Expert is expected to carry out a validation and an assessment of Enfeh village main productive sectors, taking into consideration its close surroundings sharing the same aspects (maritime, costal, agricultural, touristic...) and identify the main 3 value chains that could be the entry point for intervention in the village for a Production and Service Facility, including by not limited to the maritime and the fishery sector taking into consideration the sectors that extend to the neighboring villages,

➢ The expert is expected to identify the existing value chains with potential along with a SWOT analysis

➢ The expert is expected to conduct a detailed market assessment of the selected value chain

➢ The expert is expected to propose the suitable potential interventions including a possibility for a production and service facility along with its business and operational plan while keeping in mind the main objects:
  • Sector and Value Chain Development
  • Job Creation with focus on Women and Youth
  • Income Generation
  • Improving the Quality
  • Create a competitive and comparative edges
  • Preserving the Environment

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, Development, Marketing and or other direct related fields

II. Years of experience:
   - 12 years of experience in the consultancy field, carrying out assessment, business development plans, feasibility studies, value chain development strategies

III. Technical experience:
   - Carrying out Two (2) assessments in the fields of Maritime and fishery sectors
   - Two (2) projects implemented related to value chain analysis in Lebanon or the region;
- Five (5) Projects implemented in developing business development plans and feasibility studies

IV. Other assets:
- Excellent written and spoken Arabic and English
- Strong oral and written communication skills.
- Willing to travel all project sites all over Lebanon mainly Enfeh and North Lebanon.
- Attention to details, listen actively, acknowledging and responding constructively to other points of view;
- Ability to work under pressure, meet deadlines and handle multiple tasks simultaneously and accurately;
- Ability to assume responsibility and to coordinate with others.
- Produces quality outputs in a timely manner when assigned a given task;
- Full commitment to UNDP rules and regulations

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. The payments will be monthly lump-sum issued based on completion and approval of each deliverable

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. Duty station

Homebased with several visits to the site.

7. 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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td><strong>Technical Competence</strong></td>
<td>70%</td>
<td>100</td>
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<tr>
<td>Bachelor’s degree in business development and or other direct related</td>
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<tr>
<td>fields = 15 point</td>
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<tr>
<td>Master’s degree = 20 points</td>
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<tr>
<td>12 year of experience in the consultancy field, carrying out assessment,</td>
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<td>business development plans, feasibility studies, value chain</td>
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<td>development strategies = 15 points</td>
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<td>More than 12 years of experience = 20 points</td>
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<tr>
<td>Carrying out Two (2) assessments in the fields of Maritime and fishery</td>
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<td>sectors = 15 points</td>
<td>20</td>
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More than 2 projects = 20 points

Two (2) projects implemented related to value chain analysis in Lebanon or the region; = 15 points
More than 2 projects = 20 points

Five (5) Projects implemented in developing business development plans and feasibility studies = 15 points
More than 5 projects = 20 points

Financial (Lower Offer/Offer*100) 30%

Total Score 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 [https://jobs.undp.org/](https://jobs.undp.org/).

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 three (3) 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
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 Validation and Assessment of Enfeh and its surroundings village Productive Sectors and main Value Chains and Development of a Business Plan and Operation Module.

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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:
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](https://agora.unicef.org/login/signup.php)

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<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
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**Full Name and Signature:**

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<th>Date Signed:</th>
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<td>______________</td>
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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**
A. Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Unit Cost</th>
<th>Estimated Working days</th>
<th>Total Amount in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Costs</td>
<td>27</td>
<td></td>
<td></td>
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<tr>
<td>Professional Fees</td>
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<tr>
<td>Life Insurance</td>
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<td>Medical Insurance</td>
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<tr>
<td>Communications</td>
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<tr>
<td>Land Transportation</td>
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<tr>
<td>Others (pls. specify)</td>
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<tr>
<td>II. Travel Expenses to Join duty station</td>
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<tr>
<td>Round Trip Airfares to and from duty station</td>
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<tr>
<td>Living Allowance</td>
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<td>Travel Insurance</td>
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<tr>
<td>Terminal Expenses</td>
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<tr>
<td>Others (pls. specify)</td>
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<tr>
<td>III. Duty Travel</td>
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<td>Round Trip Airfares</td>
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<td>Living Allowance</td>
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<td>Terminal Expenses</td>
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<tr>
<td>Others (pls. specify)</td>
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B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:
<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Time frame</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission and approval of all deliverables related to Tasks 1, 2 and 3</td>
<td>3 weeks from contract signature date</td>
<td></td>
</tr>
<tr>
<td>Submission and approval of all deliverables related to Tasks 4, 5 and 6</td>
<td>9 weeks from contract signature date</td>
<td></td>
</tr>
<tr>
<td>Submission and approval of all deliverables related to Tasks 7, 8 and 9</td>
<td>12 weeks from contract signature date</td>
<td></td>
</tr>
</tbody>
</table>

Full Name and Signature: _____________________________________________  Date Signed: ___________________________