



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 July 2020

Reference: LBN/CO/IC/98/20

Country: Lebanon

Description of the assignment: Long-Term Agreement - National Anti-Corruption Senior Advisor.

Project name: Anti-Corruption for Trust in Lebanon, ID 00122350.

Period of assignment/services: 100 working days until the end of December 2020.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **22 July 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

UNDP launched the Anti-Corruption for Trust in Lebanon Project in June 2020 to enable the adoption and measurable progress in the implementation of an integrated and targeted approach to preventing and combating corruption that is in line with the National Anti-Corruption Strategy (NACS) and Lebanon's commitments under the UN Convention against Corruption (UNCAC), to which Lebanon is a State Party since 2009.

The Project focuses on the achievement of four outputs:

Output 1: Capacity to oversee and monitor national anti-corruption strategy institutionalized and supported

Output 2: Specialized anti-corruption legislations enacted and supported for effective implementation

Output 3: National Anti-Corruption Institution operationalized and strengthened

Output 4: Corruption risk management mechanisms integrated in key vulnerable sectors

Furthermore, the project promotes four cross-cutting themes, as part and parcel of the activities envisioned under the four outputs described above, which are public participation (open and sustained engagement of the public and key stakeholders from civil society, the business community, universities, and professional syndicates in key project activities); gender equality (equal participation of women in project activities, and integration of a gender lens in the analyses conducted and the proposed policies, plans, and legal reforms at the national and local levels as cross-sectoral and sectoral levels); youth empowerment (proactive engagement of Lebanese youths to strengthen their capacities as advocates and watchdogs for anti-corruption); and human rights (promotion of synergies between NACI and the National Human Rights Institution, and emphasis on right to information, due process, and the nexus between sectoral interventions and the rights to health, education, and other development rights).

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

The consultant is expected to complete the following tasks:

- 1) Conduct policy and legal analysis, and provide technical assistance to the drafting of anti-corruption laws and regulations as well as related action plans for implementation;
- 2) Develop capacities of anti-corruption stakeholders through the preparation of related modules and material, and the provision of related guidance, mentoring, and training;
- 3) Provide strategic advice to support planning, implementation, and monitoring in relation to the National Anti-Corruption Strategy and related national frameworks including the ministerial and technical anti-corruption committees and ensuing task teams; and
- 4) Support the creation of synergies between anti-corruption and other national governance priorities including on rule of law, human rights, and procurement and public administration reform.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A minimum of a Bachelor's Degree in Law.

II. Years of experience:

- At least 10 years of experience related to law and the public sector
- A significant track record in anti-corruption and good governance work at the national level.
- Previous experience in consultancies with international agencies in relevant tasks is preferable.

III. Competencies:

- Cultural, Gender, religion, race, nationality and age sensitivity and adaptability.
- Familiarity with recent development in the topic of good governance and anti-corruption at the international, regions and national levels.
- Strong analytical, communication skills, including ability to produce high quality knowledge products.
- Ability to consult widely and efficiently while understanding the stakeholders evolving needs.
- Excellent writing skills in Arabic.

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

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- A daily working fee must be all inclusive;
- An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the 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
Educational background: <ul style="list-style-type: none">• 40 pts - PhD		

<ul style="list-style-type: none"> • 30 pts – Masters • 20 pts - Bachelor 	40%	40
<i>Years of experience:</i> <ul style="list-style-type: none"> • 35 pts more than 15 years • 30 pts – between 10 and 15 years. • 20 pts – 10 years. 	25%	25
<i>Previous experience:</i> <ul style="list-style-type: none"> • 15 pts – Previous experience in anti-corruption and good governance at the national level • 10 pts - Previous experience in consultancies with international agencies 	35%	35
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	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 four (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