



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 September 2020

Reference: LBN/CO/IC/124/20

Country: Lebanon

Description of the assignment: Long-Term Agreement - Provision of a National Expert Services in Anti-Corruption Reforms.

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

Period of assignment/services: a maximum of 75 working days until 31 December 2020.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **18 September 2020 at 11:59 PM Beirut 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) Provide advisory support to the Chairperson of the Technical Committee aiding the Ministerial Anti-Corruption Committee regarding the design and execution of policies, programmes and actions required to fulfill, and if needed further develop, the mandates of the two referenced committees, and the national anti-corruption strategy;
- 2) Coordinate the development of annual work plans at outcome level, thematic actions plans and sectoral risk management plans in line with the requirements of implementing the national anti-corruption strategy and the decisions of the ministerial anti-corruption committee and its aiding technical committee;
- 3) Collect, and support the generation of, information and data on the state of the implementation of the national anti-corruption strategy, and provide regular quarterly reporting thereon inclusive of key activities and actions taken, progress achieved, key challenges faced and lessons learned for upcoming work;
- 4) Provide advisory support to the Minister of State for Administrative Reform regarding the design and execution of the Ministry's policies, programmes, and actions needed for it to carry out its own roles and responsibilities for the successful implementation of the National Anti-Corruption Strategy and directly related national reform priorities that fall within the mandate of the Ministry;
- 5) Provide technical assistance to the different task teams established in the framework of the National Anti-Corruption Strategy, to implement related priorities, including but not limited to access to information; whistleblower protection; the national anti-corruption institution; and reviewing compliance with international anti-corruption standards;

- 6) Provide advisory support to the Minister of State for Administrative Reform regarding the review and evaluation of past and ongoing public administration reform strategies and initiatives and the formulation of new strategies and initiatives, building on past achievements and lessons learned, and drawing on related international standards and good practices from comparative experiences;
- 7) Conduct policy and legal analysis, on consultation with key stakeholders, to identify existing gaps and reform opportunities in existing laws and regulations related to anti-corruption and public administration in accordance with national needs and priorities and applicable international standards and good practices;
- 8) Provide regulatory and legislative drafting assistance, on consultation with key stakeholders, to contribute to the amendment of existing legal and institutional frameworks, and/or the establishment of new frameworks for the prevention and combating of corruption and the promotion of transparency, accountability and effectiveness in the public sector and its interface with the private sector;
- 9) Regularly monitor and analyze – and provide to UNDP and its various national partners as requested, actionable recommendations based on the findings of – anti-corruption and public administration reform literature produced at the national, regional and international level.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Bachelor's Degree in Law or Public Administration.

II. Years of experience:

- At least 10 years of directly related experience in legal practice and the public sector;
- A significant track record in anti-corruption and public administration work at the national level; and
- 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 anti-corruption and public administration reform at the international, regions and national levels.
- Strong analytical, drafting and communication skills;
- Ability to consult widely and efficiently while understanding the stakeholders evolving needs;
- Fluency in Arabic and 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) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

The consultant should submit a financial proposal that reflects the proposed daily rate.

The payment schedule will be based on completion of deliverables. Once the deliverable is submitted and approved by the Project Manager, the consultant should submit an invoice reflecting the deliverable completed and the number of working days.

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
<i>Educational background:</i> <ul style="list-style-type: none"> • 40 pts - PhD • 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
<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 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 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**