



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 September 2020

Reference: LBN/CO/IC/135/20

Country: Lebanon

Description of the assignment: National Legal and Regulatory assessment of the Accession to the Anti-personnel Mine Ban Treaty.

Project name: Enhancing the Capacity of the Lebanon Mine Action Center.

Period of assignment/services: 30 working days spread over a period of 3 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **30 September 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

Lebanon is faced with a complex Explosive Ordnances threat stemming from four core events; the Israeli occupation (1978 – 2000), the civil war (1975 – 1990), the Israel aggression in 2006 and more recently the spillover of conflict from Syria (2011 – the defeat of the terrorist groups in 2017). The results of these events are a nation-wide contamination with Cluster Munitions Remnants (CM), landmines, Improvised Explosive Devices (IED) and other Explosive Remnants of War (ERW). Fortunately, due to good survey and an updated national Information Management System for Mine Action (IMSMA) database, the Lebanon Mine Action Centre (LMAC) has a good overview of the scale and the location of the remaining contamination.

The government of Lebanon is a strong supporter of Humanitarian Mine Action and the Lebanon Mine Action Authority and has stated in its new Strategy that it will be the guardian of the various international disarmament conventions. The Lebanese Mine Action Program (comprising LMAC and partners) have committed to comply with obligations outlined in the Convention on Cluster Munitions Remnants (CCM), the Convention on Certain Conventional Weapons (CCW) and the Convention on the rights of Persons with Disabilities (CRPD) and continue to promote an accession to the AP Mine Ban Convention (APMBC).

Although Lebanon has not acceded to the APMBC LMAC has repeatedly stated that it works in its spirit; clearing all mines based on National Mine Action Standards, raising awareness and supporting victims.

Accordingly, this project will seek to contract a legal expert to provide advisory support and guidance over the accession of the Anti-Personnel Mine Ban Convention.

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

1- Literature review of laws relevant documents

- a. Lebanon Mine Action Authority Law
- b. Lebanon Mine Action Program strategy
- c. Strategic implementation plan
- d. LMAC Annual reports
- e. Mine Action reviews
- f. National Defense law
- g. MoFA regulations
- h. Official letters and emails related to the APMBC

2- Meetings with officials and stakeholders

The consultant will meet with LMAC officers and current donors to understand the different perspective and the pros and cons of accession

3- Definition of the relevant law or regulations in the context of accession

The consultant will define which Lebanese laws are relevant to the APMBC accession and if they are supportive or conflicting with the APMBC accession

4- Specifications of amendments required

The consulted is requested what are the regulatory and legal changes if any necessary to each relevant law

5- Final presentation: Recommended procedure to follow for signing and for acceding

The consultant will outline and explain in detail the procedures and approval required for the accession to the APMBC.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Graduate Degree in Law or related fields.

II. Years of experience:

- 7 years of proven experience in international convention.
- 3 years of experience working with International organizations or NGOs.
- 3 years' experience in Lebanon international relations.
- Good knowledge and understanding of Lebanese regulations and accession to Convention.

III. Competencies

- Excellent written communication skills.
- Excellent command of the English language.
- Good report writing skills.

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. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

- 25% of the total lump sum upon submission of the Literature review and meeting briefs, validated by UNDP.
- 75% of the total lumpsum upon submission of the final report and presentation, validated by UNDP.

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 (sample)	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> • <i>Educational background:</i> Graduate Degree in Law and related fields <i>Secondary degree (0 points)</i> <i>Bachelor's degree (14 points)</i> <i>Master's degree and above (20 points)</i> 		20
<ul style="list-style-type: none"> • <i>Technical experience: 7 years of proven experience in international convention):</i> <i>Years of experience</i> <i>Below 1 year = 0 points</i> <i>1 to 5 years = 5 points</i> <i>6 to 9 years = 14 points</i> <i>Above 7 years: the candidate obtains 2 points for each additional year and up to 20 points</i> 		20
<ul style="list-style-type: none"> • <i>Technical experience: 3 years of experience working with International organizations or NGOs.</i> <i>Years of experience</i> <i>0 years = 0 points</i> <i>1 to 2 years = 5 points</i> <i>3 to 4 years = 14 points</i> <i>Above 3 years: the candidate obtains 2 points for each additional year and up to 20 points</i> 		20
<ul style="list-style-type: none"> • <i>3 years' experience in Lebanon international relations.</i> <i>Years of experience</i> 		20

<p><i>0 years = 0 points</i></p> <p><i>1 to 2 years= 5 points</i></p> <p><i>3 to 4 years = 14 points</i></p> <p>Above 5 years: the candidate obtains 2 points for each additional year and up to 20 points</p>		
<ul style="list-style-type: none"> • <i>Technical experience:</i> Good knowledge and understanding of Lebanese regulations and accession to Convention. <p><i>No knowledge: 0 points</i></p> <p><i>Weak knowledge: 6 points</i></p> <p><i>Fair Knowledge: 10 points</i></p> <ul style="list-style-type: none"> • <i>Good Knowledge: 14 points</i> • <i>Outstanding Knowledge: 20 points</i> 		20
<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**