



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 November 2020

Reference: LBN/CO/IC/179/20

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Service for the Site Supervision of the Forest Management Activities, North Lebanon

**Project name:** Lebanese Host Communities Support Project.

**Period of assignment/services:** 144 working days spread over 6 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **03 December 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

The Syrian crisis has placed a tremendous pressure on the economic situation in vulnerable communities across the country, limiting the capacity of vulnerable Syrians and Lebanese to sustain their own well-being. Moreover, the crisis is having a large impact on the already strained natural resources and energy supplies, including negative impacts of over felling of trees during the winter season and overgrazing by Syrian shepherders all year around.

Lebanon's surface is covered by 13% of forest including Pine, Cedar, Oak, Fir, Juniper and others. Most of these forests are found on the western slopes of the Mount Lebanon chain in the north, whereas the South has the least forests. In addition, Lebanese forests contain a wide range of aromatic, wild and medicinal plants and are habitat to a wide range of animal and bird species. The forest area has decreased by 35%. This reduction was among others caused by erosion, wars, temperature surges, urbanization and the increase in fuel prices which has forced people to look for alternative sources of heating. The main threats to forests are over felling, overgrazing and forest fires. Forest fires are an

annual occurrence due to the dryness of the terrain, climate change, agricultural malpractices and poor management. Lebanon loses approximately 1,500 to 2,000 hectares annually to wildfire, deforestation, urbanization and other factors. These forests provide economic opportunities for many Lebanese and support ecological functioning in an ever-changing regional climate. Forests are one of the country's most important natural assets. They contribute to: land degradation neutrality; livelihoods for forest-dependent communities especially when they provide valuable products including seeds, fruits, aromatic and medicinal plants; and recreational opportunities. In Lebanon, Non-Wood Forest Products (NWFPs) directly generate between US\$ 80 to 97 million of sales per year, creating (primary and secondary) income for 10 000 to 15 000 rural households, so between 42 000 and 63 000 people<sup>1</sup>.

To improve livelihoods and reduce tensions between Lebanese host community members and Syrian refugees, UNDP seeks to support forest and land management initiatives through its Livelihoods and Local Economic Development Strategy. The strategy seeks to address the challenges faced by Lebanon, in light of the Syrian crisis, in relation to the deteriorating economic conditions in the country and the increasing unemployment rates, poverty levels and consequently social instability, particularly in the most vulnerable host communities. This includes labor intensive forest and land management activities, with the dual benefit of supporting vulnerable Syrian and Lebanese beneficiaries with an income for their daily work, while contributing to the implementation of the national strategies of the Ministry of Agriculture (MoA) for increasing green spaces and reducing the risks of forest fires.

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

In this project, implementing partners propose to work on three major forestry activities, namely forest management and trail clearing, in a labor-intensive approach hiring vulnerable Lebanese and Syrian women and men. The project aims at achieving 144,000 workman days with as close as possible to a 50/50 split by nationality and engaging at least 30% of women in those activities. A large proportion of the workers engaged will be youth between 18 and 35 years old, who will benefit from short term employment to improve their livelihoods and to build experience in forestry activities for future opportunities.

The work will be accomplished in several clusters of villages. In each cluster, implementing consortiums will engage the local community, develop with the municipality a Memorandum of Understanding detailing the short and long-term roles and responsibilities of all parties and providing a clear description of the project, including an implementation plan and number of workman days allocated for each village.

Each site will be clearly defined through a detailed work plan, the number of workers, number of workman days, duration of work (months and number of days per month), type of activities and the list

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<sup>1</sup> 2016, FAO, Non-Wood Forest Product, Value Chains in Lebanon

of the selected workers with clear socio-economic vulnerability assessment (Worker socio-economic profiles), each worker will have an id number for clearly reference. A biometric system will be set in place for attendance registration of the daily workers to confirm the number of workers per site per day and the number of hours of work, and accordingly the weekly payment will be generated.

The forest management site supervisor will work in close coordination with UNDP Area Manager, field staff focal point, Senior livelihood and local economic development coordinator and LHSP CTA to supervise the project activities related to forest management and ensure that guidelines and conditions of work are well respected.

The tasks requested from the forest management site supervisor are:

1. Following on the implementation of the workplan and activities
2. Ensure that the activities are in line with the ministry of agriculture and ministry of environment rules and regulation
3. Contribute to the regular staff meetings with the implementing partners
4. Participate in the outreach session, meetings and trainings
5. Ensure the workers recruited for each site respond to vulnerability criteria and gender
6. Supervise the workers recruitment by the implementing partners for each site.
7. Support in Filling a baseline survey with the beneficiaries
8. Support the project team in the application of recommendation or mitigation measures
9. Verification of the workers presence and daily count on site though a comparison with the biometric system daily inputs. Any variation or justifications should be compiled and reported appropriately.
10. Monitor the field work and report any complaints, miss-conduct, inappropriate activities related to forest management safety, security, protection etc.

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

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

#### I. Academic Qualifications:

A minimum certificate of bachelor's degree in agriculture, environment or related field.

#### II. Years of experience:

A minimum of 3 years of supervision work experience in the field of forest management, agriculture or another related field.

### III. Technical experience:

Experience in workers' supervision in cash for work projects

Experience in forest management and/or agriculture activities is a plus; such silviculture techniques and others.

### IV. Competencies:

Excellent writing, reading, and oral communication skills in English.

### IV. Other assets:

Good Knowledge in preparing timely reports on progress of the work.

Computer literate.

Valid driving license is a must.

Willing to travel daily to sites of work.

## **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

<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Deliverable 1: submission and approval of Monthly report including: <ul style="list-style-type: none"><li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting</li></ul>	1 month from Contract Signature	Field Staff review and confirmation by L-LED Senior Coordinator

<p>documents such as pictures, attendance sheets ...)</p> <ul style="list-style-type: none"> <li>- any variation and justifications on workers' presence on-site</li> <li>- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)</li> </ul>		
<p>Deliverable 2: Submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)</li> </ul>	<p>2 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>
<p>Deliverable 3: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)</li> </ul>	<p>3 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>
<p>Deliverable 4: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A weekly progress report including the evolution of the implementation of the economic development activities carried out.</li> </ul>	<p>4 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>
<p>Deliverable 5: submission and approval of Monthly report</p>	<p>5 months from</p>	<p>Field Staff review and confirmation by L-LED</p>

<p>including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- A daily count of the number of works per site, highlighting the absence of workers if any.</li> <li>- A weekly progress report including the evolution of the implementation of the economic development activities carried out.</li> </ul>	<p>Contract Signature</p>	<p>Senior Coordinator</p>
<p>Deliverable 6: submission and approval of Monthly report including: Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</p> <ul style="list-style-type: none"> <li>- A daily count of the number of works per site, highlighting the absence of workers if any.</li> <li>- A weekly progress report including the evolution of the implementation of the economic development activities carried out.</li> </ul>	<p>6 months from Contract Signature</p>	<p>Field Staff review and confirmation by L-LED Senior Coordinator</p>

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**

The consultant will be conducting daily site visits in North Lebanon Cluster.

**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.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"><li>Criteria A: <i>Bachelor degree in agriculture environment or related field = 25 points</i> <i>Master's degree or above = 30 points</i></li></ul>	30%	30
<ul style="list-style-type: none"><li>Criteria B: <i>At least three years of experience in the field of forest management, agriculture or another related field = 30 points</i> <i>More than 3 years = 35 points</i></li></ul>	35%	35
<ul style="list-style-type: none"><li>Criteria C: <i>Proven experience in workers' supervision in cash for work projects = 20 points</i> <i>Experience in forest management and/or agriculture activities is a plus; such silviculture techniques and others = 15 points</i></li></ul>	35%	35
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

**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/>.

**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**

**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 Provision of Individual Service for the Site Supervision of the Forest Management Activities, North Lebanon.
- 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:

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- 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	Estimated Working days	Total Amount in USD
<b>I. Personnel Costs</b>			
Professional Fees		144 working 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**

Please fill the below schedule of payment:

Deliverables/ Outputs	Target Due Dates	Amount to be paid to the individual in USD
<p>Deliverable 1: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)</li> </ul>	1 month from Contract Signature	
<p>Deliverable 2: Submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)</li> </ul>	2 months from Contract Signature	
<p>Deliverable 3: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A brief report of beneficiaries surveyed for the base line data collection (number of beneficiaries, gender, age, area...)</li> </ul>	3 months from Contract Signature	
<p>Deliverable 4: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- any variation and justifications on workers' presence on-site</li> <li>- A weekly progress report including the evolution of the implementation of the economic development activities carried out.</li> </ul>	4 months from Contract Signature	

<p>Deliverable 5: submission and approval of Monthly report including:</p> <ul style="list-style-type: none"> <li>- Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</li> <li>- A daily count of the number of works per site, highlighting the absence of workers if any.</li> <li>- A weekly progress report including the evolution of the implementation of the economic development activities carried out.</li> </ul>	<p>5 months from Contract Signature</p>	
<p>Deliverable 6: submission and approval of Monthly report including: Weekly progress reports including a summary of the weekly activity per site, the main observation, challenges and recommendations... (providing supporting documents such as pictures, attendance sheets ...)</p> <ul style="list-style-type: none"> <li>- A daily count of the number of works per site, highlighting the absence of workers if any.</li> <li>- A weekly progress report including the evolution of the implementation of the economic development activities carried out.</li> </ul>	<p>6 months from Contract Signature</p>	

Full Name and Signature:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_