



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 November 2020

Reference: LBN-CO-IC-186-20

---

**Country:** Lebanon

**Description of the assignment:** National Consultant (Trafficking in Persons).

**Project name:** Addressing increased protection and assistance needs of refugees and displaced persons vulnerable to trafficking in persons in Lebanon and Jordan

**Period of assignment/services:** 25 days in a period of 3 months.

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

---

### 1. BACKGROUND

UNODC is the guardian of the *United Nations Convention against Transnational Organized Crime* (UNTOC) and its supplementing *Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children* (TIP Protocol). UNODC is mandated to provide support to Member States to strengthen their capacity to prevent and address trafficking in persons, to protect trafficking victims and to uphold their rights. UNODC also assists States in identifying gaps in their response and increasing the coordination of the relevant stakeholders to investigate and prosecute trafficking in persons cases, while ensuring due support and assistance is provided to victims.

UNODC is implementing a project on "Addressing increased protection and assistance needs of refugees and displaced persons vulnerable to trafficking in persons in Lebanon and Jordan" as part of its Global Programme against Trafficking in Persons (GLOT59). The project is implemented in Jordan and Lebanon, in partnership with UNODC's Regional Office for Middle East and North Africa (ROMENA). It seeks to support relevant authorities and victim service providers at the national and local level in Jordan and Lebanon to identify victims and strengthen coordination in order to enhance the criminal justice response to cases of trafficking in persons.

Under this project, in partnership with Caritas and in coordination with the Ministry of Justice and the Internal Security Forces, UNODC will organize four training workshops in Lebanon, in the Bekaa Valley and the North of Lebanon bringing together relevant actors, such as law enforcement agencies, humanitarian actors and service providers at refugee "settlements" and communities with the highest concentrations of refugees. The goal of these workshops will be to facilitate the use of mechanisms and procedures to refer victims of trafficking to support and care and ensure that professionals offering humanitarian relief are "linked" to law enforcement officers and other officials of the criminal justice response.

UNODC has produced some training materials for the workshops, but the implementation of the project had to be put on hold in March 2020 because of the measures taken to contain the outbreak of the COVID-19 pandemic and related restrictions of travel. Implementation was further delayed as a result of the impact of the blast in the Port of Beirut in August 2020.

The main purpose of this assignment is to resume and complete the preparation and delivery of the four training workshops, as well as to work on the content and agenda already developed by UNODC to finalize the materials that will be used for the training workshops. In addition to that, based on the information collected during these workshops, the consultant will review and propose amendments, as required, to the Standard Operating Procedures (SOPs) for the referral and protection of survivors of Sexual and Gender-Based Violence, prepared by Caritas, and to the SOPs for the identification and referral of trafficking victims, prepared by IOM, so as to ensure that they cover identification and referral of trafficking victims among refugee populations at the local level, and integrate up-to-date information on the situation and trends of Trafficking in persons in the country.

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

The incumbent is expected to achieve smooth implementation of the tasks assigned and in particular the following deliverables:

- A) Four training workshops on identification and referral of victims of trafficking among refugee populations for stakeholders in the Bekaa valley and the North of Lebanon successfully conducted, and workshop reports produced.
- B) Review the SOPs on the treatment of Sexual and Gender-based Violence Survivors prepared by Caritas, and to the SOPs for the identification and referral of trafficking victims, prepared by IOM

The consultant will perform the following main tasks:

**A) Workshops Preparation**

Liaise with Lebanon counterparts and other relevant agencies (IOM, UNHCR etc) and agree on the modalities of delivery of the multidisciplinary workshops and the participants; participate in a 1-day online preparatory / briefing session with the UNODC Project team and/or experts designated by UNODC to be acquainted with the work already accomplished and materials developed in view of the delivery of the multidisciplinary workshops (1 working day); complete and finalize the training materials to be used for the delivery of the activities in Lebanon (4 working days)

**B) Workshop Delivery**

Deliver as lead trainer in coordination with other resource persons four (4) **three (3)--day workshops on identification and referral of victims of human trafficking** for relevant actors interacting with populations of refugees in Lebanon, two for practitioners/professionals from the District of Akkar and one for practitioners/professionals from the Bekaa Valley (15 working days)

**C) Updating of SOPs and situation analysis**

On the basis of the information collected when performing the previous task, review and propose amendments as required to the SOPs on the treatment of Sexual and Gender-based Violence Survivors and referral and protection of victims of trafficking (5 working days). In addition, a situation analysis will be developed in the lights of the current trends related to SoM and TIP.

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

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

I. Academic Qualifications:

- A first level university degree in law, social science, political science, human rights, international relations, or criminology.
- Master's degree in law, social science, political science, human rights, international relations, or criminology.

II. Years of experience:

- Minimum of 5 years of experience in the field of social science, human rights and/or rule of law;
- Experience working on issues related to trafficking in persons;
- Previous experience in organizing trainings, including supporting the development of training material on combatting trafficking in persons or other serious crimes.

IIIV. Competencies:

- Professionalism: demonstrated understanding of operations relevant to the UN; technical capabilities or knowledge relevant or transferrable to the UN procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently

under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

- Integrity: demonstrate the values and ethical standards of the UN in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN mission and vision, as well as to the UN Core Values.

Language skills: Excellent written and oral English and Arabic languages.

#### **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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <li><i>Educational background:</i>  <i>Bachelor's in law, social science, political science, human rights, international relations, or criminology: 15 points</i>  <i>Master's degree in law, social science, political science, human rights, international relations, or criminology: 20 points</i> </li> </ul>		20
<ul style="list-style-type: none"> <li><i>Technical experience:</i>  <i>Experience in the field of social science, human rights and/or rule of law is required;</i>  <i>Below 5= 0 points</i>  <i>5-7= 20 points</i> </li> </ul>		35

<p><i>7 or more = 25 points</i></p> <p><i>Previous experience in organizing trainings, including supporting the development of training material on combatting trafficking in persons or other serious crimes – 10 points</i></p>		
<ul style="list-style-type: none"> <li>• <i>Technical experience:</i> <i>Number of technical assistance activities on “trafficking in persons issues” previously implemented.</i> <i>Less than 3 = 25 points</i> <i>3 or more = 30 points</i> <i>5 or more = 35 points</i></li> </ul>		<b>35</b>
<ul style="list-style-type: none"> <li>• <i>Language skills: Excellent written and oral English and Arabic languages.</i></li> </ul>		<b>10</b>
<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	
<b><u>Total Score</u></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.

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**