



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 Jan 2021

Reference: LBN/CO/IC/25/21

Country: Lebanon

Description of the assignment: International Knowledge Management Specialist

Project name: Sustainable Land Management in the Qaraoun Catchment project

Period of assignment/services: 45 working days spread over a period of 12 weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **15 February 2021 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

The UNDP Sustainable Land Management in the Qaraoun Catchment (SLMQ) Project aims at embedding sustainability considerations in land use planning and development activities in the Qaraoun Catchment. The project is funded by the Global Environment Facility (GEF) and is implemented in partnership with the Ministry of Environment in Lebanon. The project is intended to reshape land and natural resource management to (i) alleviate land degradation, (ii) maintain existing ecosystem services and (iii) improve livelihoods in the Qaraoun Catchment.

The project objectives were achieved by developing institutional tools upstream at national level which will provide the Ministry of the Environment (MoE) and the Ministry of Agriculture (MoA) as well as related agencies such as the Council for Development and Reconstruction (CDR), the Ministry of Interior and Municipalities, the Bekaa Governorate, and District Administrations and Municipalities in the

districts of Zahle, Rachaya, and West Bekaa with the know-how, means and mechanisms for promoting sustainable land use as in the best interest of the land owners, farmers and communities as well as the nation.

The implementation of the proposed project aimed at having immediate environmental benefit, through the increased management efficiency of arable land and rangelands and the expansion of the area under forests through land use plans, buffer zones, and riparian strips. It tried to contribute to the restoration of natural productivity and conservation of the habitats of various plant and animal species and valuable ecosystems and will secure migratory bird pathways.

It is in this context that the SLMQ project is seeking the services of a Knowledge Management (KM) Specialist to develop innovative, creative, and effective ways to strategically capture and share technical knowledge, leverage good practices, and improve the effectiveness of knowledge sharing.

The KM Specialist will be responsible for identifying, managing, packaging, and disseminating key information and provide practitioners with the tools they need to conduct better development work in each of the thematic areas of the project.

Specifically, the KM Specialist will conduct research, produce resources and guidance, and facilitate ongoing content development and engagement.

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

The tasks mentioned below shall be performed in close cooperation with the UNDP/SLMQ team. It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract.

The Tasks involved will cover the followings:

- **Task 1. Identify technical areas of success/value**
- **Task 2. Develop a dissemination and outreach plan**
- **Task 3. Elaborate knowledge material and tools**

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

3. Expected Outputs and deliverables

The Required deliverables under the terms of reference are:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1: Identification of technical areas of success/value	7 working days	3 weeks from contract signature	Project Manager
Deliverable 2: Outreach Plan	3 working days	5 weeks from contract signature	Project Manager
Deliverable 3: 10 knowledge material and tools	35 working days	12 weeks from contract	Project Manager

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

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I- Academic Qualifications:

- Bachelor's degree in journalism, knowledge management, organizational learning, or a relevant advanced degree

II- Experience:

- At least 10 years of relevant work experience
- Experience in sustainable land management, ecosystem approaches, local economic development or closely related field
- Demonstrated understanding and ability to develop of knowledge management tools and publication;
- Experience in presenting complex technical information in an easily comprehensible way for non-specialist readers and the general public
- Demonstrated interest and experience in international development

III- Competencies:

- Proficiency in English languages.
- Excellent written and oral communication skills;
- Ability to work under tight deadlines.

5. 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.

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%]*

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none">Academic background <p>-Bachelor's Degree: (21 points) -Master's degree: (25 points) -PhD (30 points)</p>		30
<ul style="list-style-type: none">Years of Relevant Experience <p>Less than 10 years: 0 points 10-12 years: 21 points 13-15 years of relevant experience: 25 points More than 15 years: 30 points</p>		30
<ul style="list-style-type: none">Technical experience <p>- Experience in sustainable land management, ecosystem approaches, local economic development or closely related field; (10 points)</p> <p>- Demonstrated understanding and ability to develop knowledge management tools and publication; (15 points)</p> <p>- Experience in presenting complex technical information in an easily comprehensible way for non-specialist readers</p>		40

<i>and the general public; (5 points).</i> <i>- Demonstrated interest and experience in international development; (5 points)</i> <i>- Proficiency in English languages (5 points))</i>		
<i>Financial (Lowest Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

How to apply:

The consultancy is open for all international 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. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. 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 (4) 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 an **International Knowledge Management Specialist** under **Sustainable Land Management in the Qaraoun Catchment project**.
- 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]:*

☐

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*

- 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:

- 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 learning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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	Quantity in Days	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		45 working days spread over a period of 12 weeks	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

	Deliverables/ Outputs	Due Dates	Daily Rate	Total in USD
1	Deliverable 1: Identification of technical areas of success/value	7 working days spread over 3 weeks		
2	Deliverable 2: Outreach Plan	3 working days spread over 5 weeks		
3	Deliverable 3: 10 knowledge material and tools	35 working days spread over 12 weeks		

Full Name and Signature:

Date Signed:
