



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 February 2021

Reference: LBN/CO/IC/40/21

Country: Lebanon

Description of the assignment: Provision of Individual Service for Nursing Support Coordinator.

Project name: Lebanese Host Communities Support **Project– Response to the multifaceted impact of COVID-19 in Lebanon**

Period of assignment/services: 80 working days spread over 4 Months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **24 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

COVID-19 pandemic came at a time where Lebanon was already under an unprecedented shock due to the socio-economic-financial crisis. This pandemic is a health, humanitarian and development crisis that is threatening to leave deep social, economic and political scars for years to come, particularly in countries as Lebanon already weighed down by fragility, poverty and conflict. UNDP is responding to a growing volume of requests from countries to help them prepare for, respond to and recover from the COVID-19 pandemic, focusing particularly on the most vulnerable, and Lebanon is one of them.

UNDP has identified three immediate priorities. These will continue to evolve and expand as the crisis develops, responding to the demands surfaced and solutions created on the ground:

- ✓ Health Systems Support
- ✓ Inclusive and Integrated Crisis Management and Response
- ✓ Social and Economic Impact Needs Assessment and Response

UNDP implements an adaptive programmatic approach based on coordination with stakeholders at national and local levels, and with key UN agencies and NGOs to respond to the emerging needs, align

and support the implementation of the National COVID19 response framework and ensure complementarities in the context of the health and non-health response to the crisis, within the approach of Leave No One Behind .

The delivery model is based on:

- ✓ Leveraging previous engagement with beneficiaries, mapping their needs and identifying priority projects at community level in a participatory and conflict and gender sensitive manner.
- ✓ Building on ongoing engagement to scale interventions.
- ✓ Availability of third-party capacity to conduct post implementation monitoring and ensure guidelines and products' quality assurance are respected, in addition to the safety and security of staff and processes.
- ✓ Fast Track mechanisms for procurement in place.

There are an estimated 6 million+ individuals living in Lebanon - citizens, refugees, migrant workers, and stateless people – who need to have access to adequate health services.

As per the WHO scenarios for Lebanon, it is estimated that 10% of the total population will be affected (i.e. 600,000). Of these cases, 85% are expected to be asymptomatic or to present with mild symptoms, 20% (i.e. 120,000) will seek healthcare 15% of them with severe to critical conditions.

Of those who seek care with mild symptoms or asymptomatic, around 20,400 patients will require isolation in hospital or community isolation centers. All those with severe or critical conditions (i.e. 18,000) will require hospital admission, with around 14,400 patients requiring health care (oxygen supply) at hospital medical wards, and 3600 patients requiring intensive care (WHO).

Subsequently, the WHO and the Ministry of Public Health are working towards enhancing the Health Infrastructure in the country by increasing the capacities in Public Hospitals ICUs and regular beds hosting COVID19 Patients. Specifically, following a surge in the COVID19 cases since the beginning of 2021, there is an urgent need to continue with the expansion of the capacities of Public Hospitals and the Private ones as well.

Following a discussion with WHO, UNDP is proposing to reprogram some of the funds previously allocated to support Isolation Centers non-health services provision, towards covering Nursing Costs in Public Hospitals, as the additional 75 ICUs beds in different Public Hospitals in the country requires Human Resources deployment .

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

UNDP and in order to support the Nursing Human Resources in Public Hospitals, will be working on using the services of the same Implementing Partner already contracted by the WHO, a local NGO experienced and qualified in providing the needed services, and are already aware of the needed procedures and logistics in training and deploying the Nurses in Public Hospitals.

For this the UNDP are looking to hire an Individual Consultant, as Coordinator to conduct the following tasks:

- Support the UNDP Focal Point in coordinating and managing the contract with the local NGO.

- Follow up on day-to-day activities of the Contract with the Local NGO and prepare weekly and Monthly Progress Reports as deemed necessary;
- Prepare and track all financial expenditures within the contract with the Local NGO following the UNDP Contracting Modalities;
- Monitor and assess implementation progress, identify barriers and constraints, and work collaboratively with teams to devise solutions;
- Act as liaison Officer for daily progress in Public Hospitals between the NGO, WHO and the UNDP and make sure that all work and progress is compliant as per the contract with the UNDP;
- Conduct weekly meetings with main internally engaged personnel in UNDP Lebanon and prepare weekly briefs and presentations on the project activities;
- Manage the flow of information and communications between different stakeholders (UNDP, WHO, NGO) project reporting, monitoring and evaluation, and budget execution and work along the M&E Officer to provide the needed information for Donor's reporting;
- Perform any other duties related directly to the activity and the project when instructed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Bachelor's Degree in business, Management, Nursing or Direct Related Field.

II. Years of experience:

7 Years of relevant experience in Lebanon such as but not limited to Nursing, Nursing management

III. Technical experience:

Previous Experience working with the UN or an International Organization is a Plus.

Previous Experience in Nursing, Nursing Management or conducting similar activities is a Plus.

Previous Experience in working in Lebanon within the COVID19 Response is an added value.

IIV. Competencies:

Project Coordination, Reporting Skills, Teamwork, Communication skills, Multi-Tasking.

Arabic and English are a must, French is a Plus.

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

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment terms
1 st Progress Report	20 working days	1 month from Contract Signature	LHSP CTA	25% of the total contract amount
2nd Progress Report	20 working days	2 months from Contract Signature	LHSP CTA	25% of the total contract amount
3rd Progress Report	20 working days	3 months from Contract Signature	LHSP CTA	25% of the total contract amount
Final Progress Report	20 working days	4 months from Contract Signature	LHSP CTA	25% of the total contract amount

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

Beirut with possibility to have some field visits as deemed necessary.

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.

Criteria	Weight	Max. Point
Technical Competence	70%	100
<i>Criteria A:</i> <i>Bachelor's Degree in business, Management, Nursing or Direct Related Field = 20 points</i> <i>Master's degree in business, Management, Nursing or Direct Related Field = 25 points</i>		25
<i>Criteria B:</i> Relevant experience in Lebanon such as but not limited to Nursing, Nursing management Less than 7 years = 0 points 7 years = 20 points More than 7 years = 25 points		25
<i>Criteria C:</i> Previous Experience working with the UN or an International Organization is a Plus = 20 points		20
<i>Criteria D:</i> Previous Experience in Nursing, Nursing Management or conducting similar activities is a Plus = 20 points		20
<i>Criteria E:</i> Previous Experience in working in Lebanon within the COVID19 Response is an added-value = 10 points		10
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
Total Score	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 <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, Nejme, 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 Nursing Support Coordinator.
- 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:
-

- 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	Estimated Working days	Total Amount in USD
I. Personnel Costs			
Professional Fees		80 working days	
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

Please fill the below schedule of payment:

Deliverables/ Outputs	Estimated working days	Target Due Dates	Amount to be paid to the individual in USD
1 st Progress Report	20 working days	1 month from Contract Signature	
2nd Progress Report	20 working days	2 months from Contract Signature	
3rd Progress Report	20 working days	3 months from Contract Signature	
Final Progress Report	20 working days	4 months from Contract Signature	

Full Name and Signature:

Date Signed:
