

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 15 February 2021

Country: Tunisia

Description of the assignment: Senior Technical Advisor

Project name: UNDP Libya Country Office

Type of Appointment: Individual Consultant (International)

Period of assignment: Eleven (11) months duration for **100 working days**

Number of Position(s): One (01)

Proposal should be submitted by email to tenders.ly@undp.org no later than 25 February 2021, 16.00 hours Tunis, Tunisia time, ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Libya Procurement Unit will respond in writing or 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 who express their interest.

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1. BACKGROUND

Libya continues to face a myriad of challenges in building resilience both in terms of preparedness for disasters (man-made or natural) as well as in terms of managing sudden crises. The complexity of the current conflict places great stress on the Libyan society and the political system. As a result, the country is prevented from implementing required measures to strengthen national and local capacities and to effectively formulate a comprehensive framework for disaster and crisis management. Conserted efforts are needed to establish an integrated mechanism that is capable of preparing the nation for disasters and managing crises efficiently.

In the fragile context of Libya, two main crises intersect with one another; the ongoing civil war and the outbreak of COVID 19 global pandemic. Combined, these two have produced severe consequences at every level of the Libyan government and society. If not managed effectively, this multi-faceted crisis situation could give rise to new emergencies and/or exacerbate existing conditions with a particularly alarming impact on the most vulnerable. In the mid to long term, there is a need to strengthen capacities both at the government (national/local) and societal levels in order to manage sudden crises and to be prepared for disasters, keeping in the key principle that no one is left behind.

In December 2020, UNDP Libya approved a Project Document in support of the Libyan Government to “Strengthen Governance on Disaster and Crisis Management in Libya”, funded by the Government of Italy for the implementation of Phase 1.

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

The consultant will deliver the following products and services to the country office under the supervision of the Project Manager:

1. Provide senior technical advice to implement Phase 1 of the Project “Strengthening Governance on Disaster and Crisis Management in Libya”
2. Develop stakeholder engagement strategy and identify government institutions to spearhead the Government’s Crisis and Disaster Management System
3. Develop quarterly project work plans and support local contractors and/or project officers in Libya to liaise with government partners in establishing the Government’s Crisis and Disaster Management System
4. Draft Mandates for NCAC and MCAC
5. Represent or accompany (virtually or in person) UNDP in meetings with government partners and counterparts on technical discussions related the establish of a governance system strengthening crisis and disaster management in Libya.
6. Provide input to donor and/or project board meeting and develop semi-annual and annual donor reports.

Institutional Arrangements

a) Office Facility:

- Consultancy will be home based
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address, laptop).
- In case of missions to Tunis or Libya, if requested by PM, UNDP will book travel arrangements and accommodation in Libya. DSA when applicable according to UN DSA rates. In case of travel to high-risk areas, the cost of required insurance will be covered by UNDP.

b) UNDP Project Manager will directly supervise the work of the Service Provider/Contractor to whom the Service Provider will be directly responsible to reporting to the designated PM, seeking approval from, and obtaining certificate of acceptance of output.

c) All reports and documents provided to UNDP Libya will be in English, to facilitate review and feedback by UNDP Libya.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A Master’s Degree in peace studies, political science, social sciences, development studies or any other relevant field

II. Years of experience:

A minimum of 7 years relevant work experience (including as an academic/researcher and practitioner)

III. Specific Experience

- Demonstrated experience in crisis management, crisis preparedness;
- Cognizant of conceptual planning of establishing a crisis and disaster management system in Libya;
- Experience working in MENA region is essential;
- Experience with the United Nations/UNDP would be an added advantage;

IV. Language Requirements

Fluency in English (both oral and written) is required.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial proposal in the UNDP format – Annex 3 and 3A.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

5. FINANCIAL PROPOSAL

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (Daily Fee, Living Allowance in case of missions, Flight Ticket, Insurance, any other cost).

The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

UNDP Libya (temporarily based in Tunis) will provide office accommodation, printing, stationary, incurred in this assignment if any mission.

Tunis/Libya Mission:

- Living allowance will be paid on the numbers of days consultant spend in Tunis, Tunisia.
- Considering the security situation in Libya, the consultant will be based at the location identified and provided by UNDP in Tripoli, Libya. Please consider this information while completing the Financial Proposal.
- Project will arrange and provide transportation in Libya.

6. EVALUATION

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method –where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- Candidates obtaining a minimum of 35 points over 50 (70% of the total technical points - 50) would be considered for the Interview;
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
- The top applicant with the Highest Combined Scores and that have accepted UNDP's General Terms and Conditions will be awarded the Framework Agreements.

Evaluation Criteria

| EVALUATION CRITERIA | | | |
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| Technical evaluation (70 points). | | | 70 POINTS |
| Academic Evaluation 10 | | | MAX 70 POINTS |
| General Experience 10 | | | |
| Specific Experience 30 | | | |
| Interview 20 | | | |
| Academic Requirement | A Master's Degree in peace studies, political science, social sciences, development studies or any other relevant field; or first degree with at least 3 more years of working experience. | 10 | 10 Points Maximum |
| General Experience | A minimum of 7 years relevant work experience (including as an academic/researcher and practitioner) | 10 | 10 Points Maximum |
| Specific Experience | At least 3 years of demonstrated experience in crisis management, crisis preparedness, including on cases in Libya. | 20 | - Below 3 years: 0 points - 3-5 years without any expertise on Libya: 5 points - More than 5 years without any expertise on Libya: 10 points |

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| | | | <ul style="list-style-type: none"> - 3-5 years including expertise on Libya: 15 points - More than 5 years including expertise on Libya: 20 points |
| Specific Experience | <p>Experience working with UN in MENA region is essential</p> <p>Fluency English and Arabic: compliance or non-compliance.</p> | 10 | <ul style="list-style-type: none"> - At least 3 years MENA, incl 3 UN: 3 points - At least 5 years MENA incl. 3 UN: 5 points - At least 7 years MENA incl. 5 UN: 10 points |
| Interview | <p><i>Candidates obtaining a minimum of 35 points (70% of the total technical points - 50) would be considered for the Interview;</i></p> <p>Areas to consider:</p> <ul style="list-style-type: none"> - Relevant experience on crisis management advisory - Concept planning for crisis management in Libya | 20 | |
| Financial Evaluation | | | MAX 30 POINTS |
| <p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according to the following calculation:</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> $FE = \frac{LFP}{FPI} \times 30$ </div> <p>FE= Financial Evaluation LFP = Lowest Financial Proposal FPI= Financial Proposal of bidder i</p> | | 30 | |
| FINAL EVALUATION: TECHNICAL + FINANCIAL | | | MAX 100 POINTS |

Firms are not eligible for this consultancy assignment (open only for international individual consultants).

An application through this website is not acceptable.

Advertisement in this website is for circulation purposes only.

Incomplete application will not be considered, it will be disqualified automatically.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE