

Terms of Reference
UNDP Libya Country Office

Reference number:	UNDP/IC/004/2021
Title of Consultancy:	International Consultant: Senior Technical Advisor to launch phase 1 of the Project “ Strengthening Governance on Disaster and Crisis Management in Libya ”
Project:	Strengthening Governance on Disaster and Crisis Management in Libya
Reports to:	Project Manager
Duty station:	Home Based with up to 3 mission travel to Tunis/Libya when required
Consultancy Level:	Senior Specialist Level
Type of Appointment:	Individual Contract
Period of assignment:	100 working days in 11 months (avg. of 9-10 working days per month)
Estimated Starting date:	February 2021

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. Consorted 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 crises 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

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

3. Expected output

The overall purpose of the consultancy is to support the government of Libya in achieving critical outputs under the first phase of the project and with a focus on crisis and disaster governance framework. This includes:

- Support, guide and advise the UNDP team to, jointly with the government, explore an appropriate format for a Libyan legal framework for disaster and crisis management;
- Draft mandates for the National Crisis Action Centre (NCAC) and the Municipality Crisis Action Centres (MCACs)
- Support, guide and advise the UNDP team to, jointly with the government, launch initial steps to set-up 1 NCAC and 3 MCACs.
- Support the UNDP project team to capture project progress and opportunities and address challenges in a timely manner.

To achieve the above, the consultant will work with the UNDP technical staff and coordinate with other programme teams at UNDP, and other relevant national/international stakeholders and partners.

4. Deliverables and timelines

Under the supervision of the Project Manager, the consultant is expected to achieve the following deliverables:

Deliverables/Milestones	Location*	Timelines	Payment Percentage
1. Inception report and quarterly workplan	Home-based	20 Work days Aprox. end of April	20%
2. Stakeholder engagement strategy and update	Home-based	20 Work days Aprox. end of June	20%
3. Semi-annual report (Q1&2 2021)	Home-based	20 Work days Aprox. end of Aug	20%
4. Draft Mandate for NCAC and MCAC	Home-based	20 Work days Aprox. end of Oct	20%
5. 2021 Annual Report Dec	Home-based	20 Work days Aprox. Dec	20%

***Expected missions to Tunis and Libya.**

5. Institutional Arrangements

a) Office Facility:

- Consultancy will be home based. However some missions may be requested.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address, laptop).
- It is expected to have one mission to Tripoli and up to two missions to Tunis as follows:

<i>Mission to</i>	<i>Number of days</i>
Tunis	20
Libya	15

- 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.

6. Timeframe and Estimated workday duration

- The Consultancy service will be required for 100 working days from February to December 2021, with an average of 10 working days per month.
The Consultant shall be paid for fees for the worked number of days, assuming the UN-standard of 8 hours per day and 5 working days a week, based on work plan/agreed deliverables (including a monthly report) and satisfactory performance.

7. Qualifications

Education:

- 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.

Experience:

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

Language:

- Fluency in English language (spoken and written) is a must.

8. Documents to be included When Submitting the Proposals

Consultant shall submit the following documents:

- 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.

9. 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.

10. Evaluation of applicants

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%;
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
- The financial proposal shall specify an all-inclusive daily fee and hourly fee;
- 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		
Technical evaluation (70 points).		70 POINTS
Academic Evaluation 10 General Experience 10 Specific Experience 30 Interview 20		MAX 70 POINTS
Academic Requirement	<ul style="list-style-type: none">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 Points
General Experience	<ul style="list-style-type: none">A minimum of 7 years relevant work experience (including as an academic/researcher and practitioner)	10 Points
Specific Experience	At least 3 years of demonstrated experience in crisis management, crisis preparedness, including on cases in Libya.	20 Points Max - 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 - 3-5 years including expertise on Libya: 15 points - More than 5 years including expertise on Libya: 20 points
	Experience working with UN in MENA region is essential	10 Points Max - 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 or written test	Candidates obtaining a minimum of 35 points (70% of the total technical points - 50) would be considered for the Interview; Areas to consider: - Relevant experience on crisis management advisory - Concept planning for crisis management in Libya	20 Points Max.
Financial Evaluation		MAX 30 POINTS
Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:		
<div>FE = $\frac{LFP}{FPI}$ x 30</div>		
FE= Financial Evaluation LFP = Lowest Financial Proposal FPI= Financial Poposal of bidder i		
FINAL EVALUATION: TECHNICAL + FINANCIAL		MAX 100 POINTS

Note:

- Applications **without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal** will NOT be considered for evaluation;
- Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP);