



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 February 2021

Reference: LBN/CO/IC/47/21

---

**Country:** Lebanon

**Description of the assignment:** National Agricultural Expert - Development of Capacity Building and Seed Provision Program for Farmers to Improve Water Management and Agricultural Practices.

**Project name:** Support to host communities in the WASH sector; KfW phase 4.2

**Period of assignment/services:** 90 working days spread over 5 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **11 March 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](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

The UNDP's "Sustainability, income generation and job creation through the support of irrigation and water collection infrastructure in Lebanon" initiative (the "UNDP's Irrigation Project", under the Support to host communities in the WASH sector; KfW) aims at creating short-term job opportunities for vulnerable Lebanese and Syrian labourers during the implementation of the works themselves while also contributing to longer-term benefits such as improved food security, water resource management and potential employment opportunities through the expansion of agricultural lands and increasing agricultural production. The short-term jobs will be created through the labour-intensive infrastructure projects targeting the agricultural sector in Lebanon, the importance of which is increasing due to the recent financial and economic crisis.

The UNDP's irrigation project is funded by the Government of Germany through the KfW development bank and is implemented in partnership with the Ministry of Energy and Water (MoEW) in Lebanon. The

project has so far rehabilitated 15 irrigation canals and 2 hill-lakes covering 21,875 ha of agricultural lands across over 50 municipalities, where approximately 1,800 farmers are benefiting from improved access to irrigation water.

Even though the canal and hill-lake rehabilitation has improved the efficiency and water availability/access at infrastructure-level (c.a., canal network), there is still a significant need for water management on-farm level and in terms of general irrigation water management to mitigate water stress in Lebanon.

From the viewpoints of farmers, the UNDP conducted (internally and informally) a survey<sup>1</sup> covering over 200 farmers in the Bekaa. Results showed that the primary concerns of the surveyed farmers are 1) high cost of inputs (seeds, pesticides, and fertilizer), 2) impacts of extreme weather events and crop pests and disease. Regarding irrigation water management at farm-level, the survey indicated that farmers are managing crop water requirements based on their empirical experience while also following the schedule of water caretaker, instead of minimizing water cost or maximizing crop yields. This implies that it would be more efficient approach to primarily address the main concerns of farmers (input cost, resilience to extreme weather events and crop pests and diseases) while also improving the water management as the co-benefit rather than targeting solely water efficiency.

To design such a training program for farmers, it is necessary to undertake a preliminary rapid assessment of current agricultural and irrigation practices while addressing the overall water management and ensuring environmental soundness. In addition, this exercise should be done in close coordination with the Ministry of Agriculture (MoA), LARI, and the other relevant agricultural institutions/private sector (e.g. ICARDA), as well as local communities including municipalities, water caretakers and farmers to address their needs.

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

The objective of this consultancy is to design and scope a capacity building program to support farmers for reduction of soaring input cost, resilience to extreme weather events and crop pests and diseases and more efficient water management. The capacity building program should target a specific number of municipalities (to be determined in this consultancy) that the UNDP Irrigation project has implemented activities in. The selection of municipalities and related representatives should take into account the diverse agriculture practices. The capacity building program should be designed by following the principle of environmental-soundness (with special focus on the sustainable use of natural resources) and climate-mitigation/adaptation practices in order to improve irrigation water management while supporting farmers' socio-economic conditions.

This consultancy is divided into the following tasks:

**Task 1:** Preliminary rapid assessment of current agricultural and irrigation practices both at farm- and municipality-level

**Task 2:** Identification of environmentally-sound alternative practices/options

**Task 3:** Design a capacity building plan for farmers and municipalities

**Task 4:** Drafting terms of reference (ToRs) and cost estimates for implementation

---

<sup>1</sup> UNDP (2020), Unpublished.

**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:

<b>ID</b>	<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>
1	Inception report including: <ul style="list-style-type: none"><li>• Revised methodology and work plan</li><li>• Desk review</li><li>• Survey plan</li></ul>	10 workdays	3 weeks from contract signature
2	<ul style="list-style-type: none"><li>• Questionnaire for survey</li><li>• Report on preliminary rapid assessment (Task 1) (English)</li><li>• Determination of 5 topics of capacity building</li></ul>	30 workdays	2 months from contract signature
3	<ul style="list-style-type: none"><li>• Report on identification of environmentally-sound alternative practices/options (Task 2) (English)</li></ul>	10 workdays	3 months from contract signature
4	<ul style="list-style-type: none"><li>• Report on capacity building and technology transfer plan for farmers and municipalities (Task 3) (English)</li><li>• Development of capacity building/training program content for 5 topics based on task 2 (English)</li></ul>	30 workdays	4 months from contract signature
5	<ul style="list-style-type: none"><li>• Translation of the reviewed and approved capacity building/training program content for 5 topics (Arabic)</li><li>• Report on draft ToRs and cost estimation for implementation (Task 4) (English)</li></ul>	10 workdays	5 months from contract signature

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

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

#### **I. Academic Qualifications:**

Master's degree in agricultural engineering with a crop production specialty.

#### **II. Years of experience:**

At least 10 years of work experience in field production of fruits and vegetables, preferably in the field of seeds production, crop protection, fertilization, and crop irrigation systems and management.

### **III. Technical experience:**

- Extensive field experience of working cooperatively with fruits and vegetables' producers.
- Experience of working with relevant government/public agencies (centrally and/or locally) in phytosanitary and/or irrigation sectors.
- Proven knowledge of the Lebanese field crops production systems, preferably in the Project area.
- Experience with UN or international donor project(s) is an asset.

### **IV. Competencies:**

- Proficiency in English and Arabic languages. French is an asset.
- Demonstrable analytical skills and report writing skills.

## **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.

(iv) Provide samples of relevant training material produced during their previous experience or related work from previous experience; the material should cover related topics and can be in the form of PowerPoint, booklets, etc. They will be part of the evaluation criteria

## **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:

- i. A daily working fee must be all inclusive;
- ii. 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
<b><u>Technical Competence</u></b>	70%	100
<ul style="list-style-type: none"> <li>Academic background</li> </ul> Relevant Master's Degree: (10 points) Relevant PhD Degree: (12 points) Relevant training(s) and specialization: (Additional 3 points)		15
<ul style="list-style-type: none"> <li>Years of Relevant Experience</li> </ul> <ul style="list-style-type: none"> <li>- Less than 10 years of relevant experience: (0 points)</li> <li>- 10-15 years of relevant experience: (5 points)</li> <li>- More than 15 years of relevant experience: (10 points)</li> </ul>		10
<ul style="list-style-type: none"> <li>Technical experience</li> </ul> <ul style="list-style-type: none"> <li>- Extensive field experience of working cooperatively with fruits and vegetables' producers (10 Points)</li> <li>- Experience of working with relevant government/public agencies (centrally and/or locally) in phytosanitary and/or irrigation sectors (10 points)</li> <li>- Proven knowledge of the Lebanese field crops production systems (10 points)</li> <li>- Proven knowledge of the Project area (Bekaa region) field crops production systems (5 points)</li> <li>- Experience in the field of seeds production, crop protection, crop fertilization, crop irrigation systems and management (4 points for each – total of 16 points)</li> <li>- Experience with UN or international donor project(s) is an asset (4 points)</li> <li>- Samples of relevant training material from previous experience, and on related topics (PowerPoint, booklets, etc.) (20 points)</li> </ul>		75
<b><u>Financial</u></b> (Lowest Offer/Offer*100)	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

*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 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. 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**