



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 March 2021

Reference: LBN/CO/IC/58/21

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**Country:** Lebanon

**Description of the assignment:** National consultant - Updating Beirut Rafic Hariri International Airport Assessment within the GARD Response Plan.

**Project name:** Strengthening Disaster Risk Management Capacities – DRM

**Period of assignment/services:** 60 working days spread over the period of 4 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **18 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.

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### 1. BACKGROUND

In 2012, the Disaster Risk Management Unit (DRM) at the Presidency of the Council of Ministers developed the Beirut Rafic Hariri International Airport (BRHIA) Response plan in collaboration with the Directorate General of Civil Aviation. The response plan was based on the GARD (Get Airport Ready for Disasters) international standards developed by DHL and UNDP.

The BRHIA Response Plan was prepared based on a detailed assessment conducted within the Airport and in line with the National Disasters Response Framework (NDRF) that identifies the management mechanism of disasters in terms of coordination and cooperation among different response agencies during response operations, and according to the roles and responsibilities of the Directorate General of Civil Aviation (DGCA).

The development of the plan included:

- Training of concerned agencies at the Airport on GARD concept, methodology and implementation.
- Conducting BRHIA GARD field assessment about the different facilities and services of the Airport during disasters including passengers and cargo services.

- Initiating a sub-committee of key agencies directly involved in disasters management in the Airport.
- Holding regular meetings to develop the response plan with the technical support of the Disasters Risk Reduction Unit at the Prime Minister's Office.
- Validation of information and roles and responsibilities of the various agencies during disasters.
- Developing training activities to practice the response plan.

In light of the different crisis that Lebanon faced during the last year including the Beirut Port Explosion and activation of the GARD plan with regards to the organization of international assistance provided to Lebanon through the Airport, there is a pressing need to update the Airport Plan in case of emergencies taking into consideration all the changes within the premises of the Airport since 2012.

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

The UNDP DRM project wishes to procure the services of an individual consultant to provide technical support to update the Beirut Rafic Hariri International Airport Assessment within the GARD Response Plan. The required tasks will be fulfilled under direct supervision of the DRM project including the following:

1. Conduct meetings with the all the Department and Divisions involved at the airport to collect the needed information for the assessment covering:
  - Runways, taxiways, and lightings
  - Cargo Terminal
  - Passenger Terminal
  - Auxiliary facilities
  - Air traffic Control (ATC)
  - Ramp Operations
  - Fuel Supply
  - Utilities
  - General Maintenance
  - Temporary warehousing
  - Aid distribution
  - Medical Centers / Hospitals
  - Accommodation
  - Disasters Operations Room
2. Conduct weekly meetings with the Project Manager to discuss the progress achieved.
3. Data validation and compilation and integration of the changes in the Airport assessment.
4. Write the final updated version of the assessment in Arabic and English.
5. Other miscellaneous tasks related to BRIHA GARD update.
6. Ensure that any collected information is considered confidential and act accordingly.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic qualifications:

- Bachelor's Degree in communication, disaster management or related field.

#### Years of Experience:

- Five years of experience in safety and airport safety and security regulations (Knowledge of GARD is an asset)
- At least 1 proven experience at the Lebanese airport or with MEA /airways company on matters related to coordination and safety
- Proven experience working with UN agencies.

#### Competencies:

- Excellent command of English, Arabic and French (English, Arabic are a must and French is an asset).
- Excellent communication skills.
- Proven writing and reporting skills.
- Proven ability to work under pressure and in less comfortable situations

### 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. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Deliverables	Estimated time for completion	Target Due Dates	Review and Approvals Required
1. The consultant shall submit a progress report after preparing the below:	30 working days	2 months from contract signature	

<ul style="list-style-type: none"> <li>- List of stakeholders to meet with at the airport.</li> <li>- Proposed schedule of meetings.</li> <li>- Reports of conducted meetings including minutes and outputs, list of participants, photos.</li> </ul>			Project Manager
2. Submit the draft of the updated GARD BRHIA assessment	20 working days	3 months from contract signature	
3. Based on the final validation of information, the Consultant shall finalize the assessment including translation to English and submit to the Project Manager.	10 working days	4 months from contract signature	

50% of total lumpsum upon submission of deliverable 1 and UNDP acceptance.

33% of total lumpsum upon submission of deliverable 2 and UNDP acceptance.

17% of total lumpsum upon submission of deliverable 3 and UNDP acceptance.

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. 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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<b>Criteria A: Educational Background</b>		<b>10</b>
Bachelor's degree in communication, disaster management or related field (7 points)		10
Master's degree or above in communication, disaster management or related field (10 points)		
<b>Criteria B: Technical experience</b>		<b>80</b>
Years of experience in safety and airport safety and security regulations: <ul style="list-style-type: none"><li>- Each year of relevant experience: 7 points</li><li>- 5 years of experience: 35 points</li><li>- 7 years of experience and above: 50 points</li></ul>		50
Previous experience at the Lebanese airport or with MEA/airways company on matters related to coordination and safety <ul style="list-style-type: none"><li>• No Proven Experience: 0 points</li><li>• 1 Proven Experience: 14 points</li><li>• 2 or more proven experiences: 20 points</li></ul>		20
Proven experience working with UN agencies <ul style="list-style-type: none"><li>• No Proven Experience: 0 points</li><li>• 1 Proven Experience: 7 points</li><li>• 2 or more proven experiences: 10 points</li></ul>		10

<b>Criteria C: Competencies</b>		<b>10</b>
Command of English, Arabic and French (3 points)		3
Communication skills (3 points)		3
Writing and Reporting skills (4 points)		4
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	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. 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 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**