



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 March 2021

Reference: LBN/CO/IC/75/21

Country: Lebanon

Description of the assignment: National Consultant - Upgrade/Amendment of the Refrigeration and Air Conditioning vocational/technical education curriculum (BT courses) in Lebanon.

Project name: Kigali Cooling Efficiency Programme (KCEP- Windows 1)

Period of assignment/services: 45 days spread over a period of 3 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **12 April 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

The Montreal Protocol on Substances that Deplete the Ozone Layer has the objective to phase-out the ozone depleting substances (ODSs) that are released to the atmosphere. Contrary to the Multilateral Environmental Agreements (MEAs) that pursue reductions in the emissions of greenhouse gases (GHG), the Montreal Protocol focuses on the elimination of the sources of these ODS: their production and consumption (imports).

Under the Montreal Protocol, the A-5 countries are eligible to receive financial support to comply with the phase-out ODS consumption by deploying a series of technical assistance and industrial conversion projects, at country level, so producing and consuming sectors can abandon the use of these substances.

Furthermore, in order to further protect the climate and the ozone layer, in October of 2016, during the 28th Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer held

in Rwanda, more than 170 countries agreed to amend the Protocol through what was called the “Kigali Amendment”.

The Kigali Agreement establishes specific targets and timetables to phase-down the production and consumption of HFCs, and carries an agreement by developed countries to help finance the transition of developing countries to climate-friendly substances, through a global commitment that will avoid more than 80 billion metric tons of carbon dioxide equivalent emissions by 2050.

In addition, countries also agreed to begin examining opportunities to enhance the energy efficiency of the appliances and equipment to achieve additional GHGs mitigation, while also delivering additional sustainable development benefits such as better air quality, improved public health, improved energy access and energy security. It is important to note that the efforts made by countries to phase-down the HFCs can be part of their Nationally Determined Contributions (NDCs), under the Paris Agreement of the United Nations Framework Convention on Climate Change (UNFCCC).

Under this scenario, 17 foundations and individuals have pledged a contribution of USD \$51 million to support developing nations in the transition to more energy-efficient cooling solutions through a separate funding mechanism called the Kigali Cooling Efficiency Programme (K-CEP), with the goal to “significantly increase and accelerate the climate and development benefits of the Montreal Protocol refrigerant transition by maximizing a simultaneous improvement in the energy efficiency of cooling.”

Lebanon, through the United Nations Development Programme (UNDP), has received financial assistance from the K-CEP in the form of three technical assistance projects to improve energy efficiency capacities, in the cooling sector, in the country and to achieve the K-CEP goals under its windows 1 and 2.

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

The purpose of this consultancy is to provide an upgrade of the refrigeration and air-conditioning vocational/technical education curriculum for the BT courses in Lebanon, under the direct supervision of the UNDP National Ozone Unit Project Manager and in coordination with the Ministry of Education and Higher Education (MEHE)/ Directorate General of Technical and Vocational Education (DGTVE) and UNICEF (TVET programme).

The Consultant should perform a comprehensive assessment of the current BT courses offered related to refrigeration and air conditioning curriculum at the Directorate General of technical and vocational education at the Ministry of Education and higher education, and propose curriculum upgrades to include the alternative refrigerants to the ODSs as well to include energy efficiency in the teaching process under the guidelines of the Montreal Protocol and its amendments.

The consultancy will be structured into 3 main tasks:

- Task 1: General Overview and assessment of RAC teaching in Technical and Vocational Education and Training (TVET) programs
- Task 2: Proposed curriculum upgrade for RAC courses (BT) offered

- Task 3: Integration of upgraded RAC courses

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

3. Methodology

The methodology of work shall consist of desk review of the current curriculum and teaching system of the BT levels in public vocational schools related to the refrigeration and air-conditioning courses at DGVTE, prepare proposal of upgrades to be applied to the BT teaching curriculum RAC courses, learning structure, and teaching methodology and to propose a clear plan to integrate the BT courses upgrade to TVET curriculum under implementation by UNICEF, and to set up an integration strategy to promote these upgrades into all public and private vocational schools in coordination with the DGVTE, with the guidance of the NOU project management team. The report and outputs shall be circulated for comments and the final report should incorporate any received recommendations from the end-users.

4. Expected Outputs and deliverables

The required deliverables under the terms of reference are:

ID	Deliverables/ Outputs	Estimated number of working days	Estimated Duration to Complete	Review and Approvals Required
1	Deliverable 1 <ul style="list-style-type: none"> • General Overview and assessment of RAC teaching in Technical and Vocational Education and Training (TVET) programs 	10 days	Within 2 weeks from Contract signature	NOU Project Manager
2	Deliverable 2 <ul style="list-style-type: none"> • Curriculum upgrade for RAC courses (BT) offered 	35 days	Within 3 months from Contract signature	NOU Project Manager

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

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Bachelor degree in Chemical, Mechanical, Electrical, Industrial Engineering or other related fields.

II. Years of experience:

A minimum of 7 years of experience in working in the refrigeration and air-conditioning sector, Energy Efficiency in cooling.

III. Technical experience:

- Experience in working in the refrigeration and air-conditioning sector and Energy Efficiency in cooling;
- Proven experience in the field of teaching education for vocational education and capacity building;
- Proven experience in the field of RAC teaching or RAC development of RAC curriculum;
- Proven familiarity with knowledge of the Montreal Protocol;
- Experience with UN or international donor project(s).

IV. Competencies:

- Advanced writing and editing skills in English.
- Computer literacy for Microsoft Office Package or equivalent.
- Excellent communication and consultation skills.
- Proven analytical skills and capacity in producing quality reports and documents.

6. 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) **Methodology and workplan**

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:

Payment	Deliverables	Potential Dates
25%	Deliverable 1 General Overview and assessment of RAC teaching in Technical and Vocational Education and Training (TVET) programs	Within 2 weeks from Contract signature
75%	Deliverable 2 Curriculum upgrade for RAC courses (BT) offered	Within 3 months from Contract signature

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.

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%]*

Criteria	Weight	Max. Point
<i>Technical Competence</i>	<i>70%</i>	<i>100</i>
<ul style="list-style-type: none"> • Criteria A: Academic qualifications <ul style="list-style-type: none"> • Bachelor’s Degree: (13 points) • Masters Degree: (15 points) • Relevant trainings/Certificates: (Additional 5 points) 		20
<ul style="list-style-type: none"> • Criteria B: Years of relevant experience in the filed <ul style="list-style-type: none"> • Less than 7 years: (0 points) • 7 years: (15 points) • More than 7 years: (20 points) 		20
<ul style="list-style-type: none"> • Criteria C: Technical Experience <ul style="list-style-type: none"> • Experience in working in the refrigeration and air-conditioning sector, as well Energy Efficiency in cooling (8 points); • Experience in teaching curriculums for vocational education (7 points) • Proven experience in the field of education and capacity building (4 points); • Proven familiarity with knowledge of the Montreal Protocol (3 points); • Experience in the field of RAC teaching or RAC development of RAC curriculum (5 points); • Experience with UN or international donor project(s): (3 points) 		30

<p><u>Methodology and workplan</u></p> <ul style="list-style-type: none"> • Bidder’s understanding of the task and addressing important aspects in sufficient details (well defined and corresponds to the TORs): (10 points) • Bidder’s methodology for the implementation of the tasks 1-3: (10 points) • Proposed improvements or additions to the scope of work: (5 points) • Logical sequence of activities, and efficient implementation: (5 points) 		30
<p><i>Financial (Lowest Offer/Offer*100)</i></p>	30%	100
<p><u>Total Score</u></p>	<p>Technical Score * 0.7 + Financial Score * 0.3</p>	

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

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, Nejmeh, 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 **National Consultant for Upgrade/Amendment of the Refrigeration and Air Conditioning vocational/technical education curriculum (BT courses) in Lebanon under Kigali Cooling Efficiency Programme (KCEP- Windows 1) project.**
- 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 leaning 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	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		45 days spread over 3 months	
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

Milestone	Outputs	Estimated Duration to Complete	Payment terms	Total in USD
1	Deliverable 1 General Overview and assessment of RAC teaching in Technical and Vocational Education and Training (TVET) programs	Two weeks from Contract signature	25%	
2	Deliverable 2 Curriculum upgrade for RAC courses (BT) offered	Three months from Contract signature	75%	

Full Name and Signature:

Date Signed:
