



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 March 2021

Reference: LBN/CO/IC/78/21

---

**Country:** Lebanon

**Description of the assignment:** LTA – National Hazardous and E-Waste Expert

**Project name:** Sustainable Recovery of Lebanon from the Beirut Explosion – Solid Waste Management

**Period of assignment/services:** 100 working days

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **7 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](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 Beirut Port explosions occurred as Lebanon had been in the midst of a multi-faceted crisis since October 2019, with an accelerating economic and financial crisis that has since led to increasing levels of poverty and food insecurity, further compounding structural gender inequalities and needs among the Lebanese and non-Lebanese communities alike, including the significant refugee populations. In addition, increasing COVID-19 transmission is straining the country's health systems while also damaging country's tourism and service sector due to the sequence of lockdown measures. Within this context, the project will support the sustainable recovery of Lebanon after the massive explosion occurred on August 4, 2020 amidst the economic crisis and COVID-19 pandemic. More specifically, the project will support the country's recovery effort from the devastating explosion via several interventions, which one of them is related to disaster waste management, specifically on e-waste.

While there was emergency humanitarian support for the deployment of search and rescue experts, food, medical care, and other essential items, the support for early and longer-term recovery effort is essential

and its needs are bigger than the available support. In light of this, UNDP undertook the damage assessment surrounding the Port of Beirut in order to plan and design recovery interventions with focus on debris and waste management in collaboration with the Ministry of Environment (MoE). The assessment found that approximately 23% of buildings generated e-waste (air conditioners, household electronics) from the blast. While a lot of actors focus on visible debris, e-waste attracts less attention despite its potential hazardous impact without adequate management.

Even before the crises, Lebanon had very weak infrastructure and a limited institutional capacity to properly manage e-waste and capture the values by reusing (repairing) and recycling. More specifically, there is no public facility working on e-waste collecting or treatment yet. According to the Global E-waste Statistics developed by ITU, UNU and ISWA , Lebanon is generating approximately 50,000 tons of e-waste per year as of 2019, which was estimated from the amount of the import and export of each electronic items. Till now, there is neither statistical data nor indicative data on types and amount of e-waste generated, collected and recycled at household and enterprise-level.

Nonetheless, there are different actors involved in this sector. A few local NGOs are collecting e-wastes and batteries from households and institutions but most of them do not possess a treatment process. Till now, there are one NGO and one private company with a treatment process for e-waste. However, their service coverage and capacity are limited and thus does not reach the significant scale yet. The e-waste generated from disaster can have a detrimental impact on human health and environment if not disposed appropriately. The current haphazard disposal methods applied for e-waste in Lebanon, such as burning e-waste to extract metals and improper disposal of e-waste, represent considerable economic losses and negative environmental and health impacts. On the other hand, the proper e-waste management system enables not only environmentally sound disposal but also value capturing and improvement of livelihoods of vulnerable population through repairing and recycling activities including the recovery of valuable metals

For this purpose, UNDP in close coordination with the MoE is planning to undertake a detailed survey on e-waste in Lebanon to assess the current status of the sector, identify necessary actions to improve e-waste management in Lebanon and implement them. The project is funded by the Government of Japan to support Lebanon's sustainable recovery from the Beirut Explosion. In parallel, this work will fit into the overall hazardous waste management such as healthcare waste, agricultural waste, sludges, e-waste, and batteries.

To improve project capabilities and implement and design the project activities swiftly, a Hazardous Waste Expert (referred to as "Individual Consultant (IC)") will be recruited to support the team and to respond to the various technical requirements related to the viability of the planned interventions.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

The Consultant will be expected to carry out tasks such as:

- Review relevant literature related to the project with particular focus on applicable national standards and legislations.
- Identify and coordinate with national and international stakeholders, including but not limited to EU partners, UN University, UNIDO and others, in the relevant sector and establish network with them for data collection/sharing and collaboration.
- Conduct field visits to the project sites as needed and conduct necessary assessment of the concerned facilities on behalf of UNDP.
- Support project team in designing activities, data collection, as well as surveys that will be conducted under this intervention.
- Provide advisory services on linkages with other pipeline projects on hazardous waste and drafting related notes and terms of references accordingly.
- Prepare and review tender documents for e-waste related activities within this project in addition to complementary hazardous waste projects.
- Identify capacity building needs and design related programmes to be outsourced.
- Seek or review offers and/or any other available documentations in view of assessing the technical feasibility of the proposed sub-projects and prepare evaluation reports accordingly.
- Ensure that the proposed sub-projects follow the applicable environmental and social requirements as well as the national environmental legislation.
- Submit a technical report in line with the project's requirements.
- Provide technical support to the project in the collection, evaluation, and processing of relevant technical information as needed.

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

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

#### I. Academic Qualifications:

University degree (at the master's level) in Environmental Sciences/Engineering, Waste Management, or closely related fields.

#### II. Years of experience:

Minimum 10 years of relevant experience.

#### III. Technical experience:

- Proven experience in environmental management and hazardous waste, including e-waste
- Good experience in conducting technical assessments
- Good experience in developing national regulatory plans and standards related to the field
- Good knowledge of hazardous waste sector's and environmental compliance
- Sound experience in similar projects in the required domains.

#### IIV. Competencies:

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

#### **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**

- **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%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <li>• <b>Criteria A: Academic qualifications</b> University degree (at the master's level) Environmental Sciences/Engineering, Waste Management, or closely related fields: 10 points</li> </ul>		10
<ul style="list-style-type: none"> <li>• <b>Criteria B: Years of relevant experience in the filed</b> Less than 10 years: 0 10 years of relevant experience: 14 points More than 10 years of relevant experience: 20 points</li> </ul>		20
<ul style="list-style-type: none"> <li>• <b>Criteria C: Technical Experience</b></li> </ul>		40

<ul style="list-style-type: none"> <li>- Proven experience in environmental management and hazardous waste, including e-waste: 10 points</li> <li>- Good experience in developing national regulatory plans and standards related to the field: 10 points</li> <li>- Good experience in conducting technical assessments: 10 points</li> <li>- Good experience in conducting technical assessments of 5 points</li> <li>- Sound experience in similar projects in the required domains: 5 points</li> </ul>		
<i>Interview*</i>		30
<b><i>Financial (Lower Offer/Offer*100)</i></b>	<b><i>30%</i></b>	<b><i>100</i></b>
<b><u>Total Score</u></b>	Technical Score * 0.7 + Financial Score * 0.3	

**\*Qualified candidates shall be invited for an interview which will constitute a part of the technical 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 Hazardous and E-Waste Expert on an LTA basis** under Sustainable Recovery of Lebanon from the Beirut Explosion – Solid Waste Management 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]:*

An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*



- 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 learning 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 In days	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees		100 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

Full Name and Signature:

Date Signed:

---



---