

## Terms of Reference for Individual Contractor (IC)

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**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Nursing Support Coordinator

**Project Title:** LHSP – Response to the multifaceted impact of COVID-19 in Lebanon, Atlas N. 00084708

**Period of assignment/services:** 80 working days spread over 4 Months.

**Is this a LTA (yes/no):** No

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### 1. Background

COVID-19 pandemic came at a time where Lebanon was already under an unprecedented shock due to the socio-economic-financial crisis. This pandemic is a health, humanitarian and development crisis that is threatening to leave deep social, economic and political scars for years to come, particularly in countries as Lebanon already weighed down by fragility, poverty and conflict. UNDP is responding to a growing volume of requests from countries to help them prepare for, respond to and recover from the COVID-19 pandemic, focusing particularly on the most vulnerable, and Lebanon is one of them.

UNDP has identified three immediate priorities. These will continue to evolve and expand as the crisis develops, responding to the demands surfaced and solutions created on the ground:

- ✓ Health Systems Support
- ✓ Inclusive and Integrated Crisis Management and Response
- ✓ Social and Economic Impact Needs Assessment and Response

UNDP implements an adaptive programmatic approach based on coordination with stakeholders at national and local levels, and with key UN agencies and NGOs to respond to the emerging needs, align and support the implementation of the National COVID19 response framework and ensure complementarities in the context of the health and non-health response to the crisis, within the approach of Leave No One Behind .

The delivery model is based on:

- ✓ Leveraging previous engagement with beneficiaries, mapping their needs and identifying priority projects at community level in a participatory and conflict and gender sensitive manner.
- ✓ Building on ongoing engagement to scale interventions.
- ✓ Availability of third-party capacity to conduct post implementation monitoring and ensure guidelines and products' quality assurance are respected, in addition to the safety and security of staff and processes.
- ✓ Fast Track mechanisms for procurement in place.

There are an estimated 6 million+ individuals living in Lebanon - citizens, refugees, migrant workers, and stateless people – who need to have access to adequate health services.

As per the WHO scenarios for Lebanon, it is estimated that 10% of the total population will be affected (i.e. 600,000). Of these cases, 85% are expected to be asymptomatic or to present with mild symptoms, 20% (i.e. 120,000) will seek healthcare 15% of them with severe to critical conditions.

Of those who seek care with mild symptoms or asymptomatic, around 20,400 patients will require isolation in hospital or community isolation centers. All those with severe or critical conditions (i.e. 18,000) will require hospital admission, with around 14,400 patients requiring health care (oxygen supply) at hospital medical wards, and 3600 patients requiring intensive care (WHO).

Subsequently, the WHO and the Ministry of Public Health are working towards enhancing the Health Infrastructure in the country by increasing the capacities in Public Hospitals ICUs and regular beds hosting COVID19 Patients. Specifically, following a surge in the COVID19 cases since the beginning of 2021, there is an urgent need to continue with the expansion of the capacities of Public Hospitals and the Private ones as well.

Following a discussion with WHO, UNDP is proposing to reprogram some of the funds previously allocated to support Isolation Centers non-health services provision, towards covering Nursing Costs in Public Hospitals, as the additional 75 ICUs beds in different Public Hospitals in the country requires Human Resources deployment .

## **2. Scope of work, responsibilities and description of the proposed analytical work**

UNDP and in order to support the Nursing Human Resources in Public Hospitals, will be working on using the services of the same Implementing Partner already contracted by the WHO, a local NGO experienced and qualified in providing the needed services, and are already aware of the needed procedures and logistics in training and deploying the Nurses in Public Hospitals.

For this the UNDP are looking to hire an Individual Consultant, as Coordinator to conduct the following tasks:

- Support the UNDP Focal Point in coordinating and managing the contract with the local NGO.
- Follow up on day to day activities of the Contract with the Local NGO and prepare weekly and Monthly Progress Reports as deemed necessary.
- Prepare and track all financial expenditures within the contract with the Local NGO following the UNDP Contracting Modalities.
- Monitor and assess implementation progress, identify barriers and constraints, and work collaboratively with teams to devise solutions.
- Act as liaison Officer for daily progress in Public Hospitals between the NGO, WHO and the UNDP and make sure that all work and progress is compliant as per the contract with the UNDP
- Conduct weekly meetings with main internally engaged personnel in UNDP Lebanon and prepare weekly briefs and presentations on the project activities.

- Manage the flow of information and communications between different stakeholders (UNDP, WHO, NGO) project reporting, monitoring and evaluation, and budget execution and work along the M&E Officer to provide the needed information for Donor's reporting.
- Perform any other duties related directly to the activity and the project when instructed.

### 3. Expected Outputs and deliverables

- Weekly Activity Reports on his/her activity and general Project activity
- Bi-Weekly (Twice a Month) Progress Report including Operational and Financial Reporting
- Final Report consolidating all Progress Reports

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Submission and approval of 1 <sup>st</sup> Progress Report	20 working days	1 month from Contract Signature	LHSP CTA
Submission and approval of 2nd Progress Report	20 working days	2 months from Contract Signature	LHSP CTA
Submission and approval of 3rd Progress Report	20 working days	3 months from Contract Signature	LHSP CTA
Submission and approval of Final Progress Report	20 working days	4 months from Contract Signature	LHSP CTA

### 4. Institutional arrangements

The IC will work under the direct supervision of North Area Manager and under the overall supervision of LHSP CTA.

### 5. Duration of work

80 working days spread over 4 Months.

### 6. Duty station

Beirut with possibility to have some field visits as deemed necessary.

### 7. Requirements for experience and qualifications

#### I. Academic Qualifications:

Bachelor's Degree in business, Management, Nursing or Direct Related Field.

**II. Years of experience:**

7 Years of relevant experience in Lebanon such as but not limited to Nursing, Nursing management

**III. Technical experience:**

Previous Experience working with the UN or an International Organization is a Plus.

Previous Experience in Nursing, Nursing Management or conducting similar activities is a Plus.

Previous Experience in working in Lebanon within the COVID19 Response is an added-value.

**IIV. Competencies:**

Project Coordination, Reporting Skills, Teamwork, Communication skills, Multi-Tasking.

Arabic and English are a must, French is a Plus.

**8. Scope of Price Proposal and Schedule of Payments**

Payments to be issued based on Lump Sum Amount based on the below deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>	<b>Payment terms</b>
1 <sup>st</sup> Progress Report	20 working days	1 month from Contract Signature	LHSP CTA	25% if the total contract amount
2nd Progress Report	20 working days	2 months from Contract Signature	LHSP CTA	25% if the total contract amount
3rd Progress Report	20 working days	3 months from Contract Signature	LHSP CTA	25% if the total contract amount
Final Progress Report	20 working days	4 months from Contract Signature	LHSP CTA	25% if the total contract amount

**7. Criteria for selection of the best offers**

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<b>Criteria A:</b> Bachelor's Degree in business, Management, Nursing or Direct Related Field = 20 points Master's degree in business, Management, Nursing or Direct Related Field = 25 points		25
<b>Criteria B:</b> Relevant experience in Lebanon such as but not limited to Nursing, Nursing management Less than 7 years = 0 points 7 years = 20 points More than 7 years = 25 points		25
<b>Criteria C:</b> Previous Experience working with the UN or an International Organization is a Plus = 20 points		20
<b>Criteria D:</b> Previous Experience in Nursing, Nursing Management or conducting similar activities is a Plus = 20 points		20
<b>Criteria E:</b> Previous Experience in working in Lebanon within the COVID19 Response is an added-value = 10 points		10
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.