



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 April 2021

Reference: LBN/CO/IC/87/21

---

**Country:** Lebanon

**Description of the assignment:** National consultants - Three Biomedical Engineers to support the LPDC in conducting the needs assessments, the development of technical specifications of medical equipment and biomedical works, the supervision of deliveries and works implemented in Hospitals and Isolation Centers. 3 Consultants will be selected.

**Project name:** Support to Covid-19 Response Plan in Palestinian Camps and Gatherings

**Period of assignment/services:** 2 years. 1 additional year is possible.

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](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

Against the backdrop of a severe economic crisis, political turmoil, and an already overwhelmed health system caused by the COVID-19 pandemic, and the 4th of August tragic blast, vulnerable communities in Lebanon are pushed further into hardship and despair, including the country's Palestine refugee community.

Supporting Palestinian Refugees is a vital component of maintaining peace and stability in a highly uncertain environment. LPDC is working closely with UNRWA, WHO and the Lebanese Government to ensure continued access to health, social and other services, while the immediate humanitarian intervention unfolds.

In this regard, LPDC is supporting multi-partner efforts to mitigate the spread of COVID-19 by coordinating an emergency response plan that makes available adequate Isolation Centres, support for hospital care, in an environment in which hospital beds and space in Intensive Care Units have become even more

scarce. It is also critical to reinforce measures to mitigate the spread of COVID-19, through testing, access to healthcare, clean water and sanitation, as well as effective management of suspected and confirmed cases in quarantine and Isolation Centres. This plan complements the national COVID-19 response, especially in light of widespread pre-existing health conditions among refugees and the sub-standard living conditions many of them face.

As part of its support to the Palestinian Refugees' community in the Camps and Gatherings in Lebanon, the UNDP/LPDC will equip and support several hospitals in Saida, Ain Al Helweh Camp, Bekaa, Tyre and Beddawi areas to increase their capacities to better respond to COVID 19 pandemic.

In this context, UNDP requires the services of Three (3) Biomedical Engineers to provide technical support to the LPDC Covid-19 project.

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

The Biomedical Engineer(s) will perform the following tasks:

- Needs Assessment Phase:
  - Conduct site visits to hospitals and isolation centres and provide the minutes of the visits.
  - Assess the needs of the sites and provide the needs assessment reports in terms of medical equipment, biomedical and MEP works based on WHO Covid-19 guidance standards.
  - Review existing medical architectural designs and drawings of the hospitals and Isolation Centres.
  - Report and provide recommendations on the following:
    - Design Brief/ Architecture,
    - Vertical & horizontal Circulations,
    - Waste Management,
    - Infection Control,
    - Space Program,
    - Schematic and developed architectural Design Drawings,
    - Equipment and Furniture Loaded Drawings.
- Feasibility Study Phase:
  - Develop new designs and drawings when necessary including MEP, Biomedical, Laundry, etc...
  - Develop the technical specifications of the needed medical equipment and supplies.
  - Develop the technical specifications of the HVAC systems and other works related to Biomedical.
  - Provide detailed BOQs, list of potential bidders, and the cost estimates of works and goods needed as well as other documents required for the bids.
- During Bidding Phase:
  - Provide technical input on bidders' clarifications and quality assurance team's clarifications.
  - Review, participate, and validate the evaluation of offers and provide feedback and advice to LPDC.
- Implementation Phase:
  - Participate in the site handovers. Prepare the minutes of site handover from biomedical perspective.
  - Attend continuous meetings with all stakeholders in action.
  - Review all submittals and monitor the quality of biomedical works and goods.

- Monitor the biomedical works' implementation and the deliveries of goods and services.
  - Support the project during the installation of the medical equipment.
  - Support the hospitals during the trainings on the medical equipment.
  - Provide weekly work progress reports.
  - Take photos of the biomedical works and goods.
  - Report any delay or corrective measures.
  - Clear the progress payments of biomedical works and medical goods.
- Final Phase:
    - Review the commissioning and variation orders of biomedical works and medical goods.
    - Prepare for the site handover in terms of biomedical works and deliver the final report.
    - Clear the final payments of contractors and suppliers.

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

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

**I- Academic Qualifications:**

- Bachelor's degree in Biomedical Engineering.

**II- Years of Experience:**

- 5 years of professional experience in Biomedical Engineering in hospitals.
- 5 years of experience in renewable energy studies.
- Experience in designing medical architectures and solutions (HVAC systems, negative/positive pressures, Medical gases, waste management, Networking, etc.)
- Previous experience in hospital equipping studies and works planning and monitoring.
- Previous experience with UNDP or any other UN agency is a must.

**III- Competencies:**

- Knowledge of Covid-19 preventive technical and medical tools and solutions.
- Knowledge of WHO Covid-19 standards and guidance.
- Knowledge of medical technologies and innovative medical equipment.
- Ability to work independently and with a team to meet deadlines.
- Careful measurement and analytical skills.
- Excellent command in Arabic and English languages.

### **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:

Fees of the outputs and deliverables in USD	Half day	Full day
<b>Needs Assessment:</b> - Site visit and Minutes of Meeting. - Medical architectural designs and drawings. - Needs Assessment Reports validated by beneficiaries.		
<b>Feasibility Study:</b> - Detailed BOQs validated by the beneficiaries. - Technical specifications of the medical equipment and biomedical works validated by the beneficiaries.		
<b>Technical Support during Bidding Phase:</b> - Technical input on bidders' clarifications and quality assurance team's clarifications related to medical equipment and biomedical works. - Review, participate, and validate the evaluation of offers and provide feedback and advice to project		
<b>Monitoring:</b> - Minutes of site handover from the biomedical perspective. - Monitoring progress reports all deliveries, installation and trainings, biomedical works and services related to the approved needs assessments and verify compliance against quality and required specifications and provide photos. - Clearing payments of biomedical works and medical goods. Signing the goods receipts and invoices.		

The Biomedical Engineer(s) shall be paid upon satisfactory completion of each output and submission of the related deliverable (s) per identified project.

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>20</b>
Bachelor's degree in biomedical engineering (15 points)		20
Master's degree or above (20 points)		
<b>Criteria B: Technical experience</b>		<b>50</b>
5 years of professional experience in Biomedical Engineering in hospitals; <ul style="list-style-type: none"> <li>- Below 5 years: 0 points</li> <li>- 5 years of experience: 10 points</li> <li>- 5-7 years of experience and above: 15 points</li> <li>- 7-10 years of experience and above: 20 points</li> <li>- Above 10 years: 25 points</li> </ul>		25

<i>5 years of experience in renewable energy studies:</i> <ul style="list-style-type: none"> <li>- Below 5 years: 0 points</li> <li>- 5 years: 5 points</li> <li>- Above 5 years: 10 points</li> </ul>		10
<i>Experience in designing medical architectures and solutions (HVAC systems, negative/positive pressures, Medical gases, waste management, Networking, etc.)</i> <ul style="list-style-type: none"> <li>- No Proven Experience: 0 points</li> <li>- Proven Experience is available: 5 points</li> </ul>		5
<i>Previous experience in hospital equipping studies and works planning and monitoring</i> <ul style="list-style-type: none"> <li>- No Proven Experience: 0 points</li> <li>- Proven Experience is available: 5 points</li> </ul>		5
<i>Previous experience with UNDP or any other UN agency is a must</i> <ul style="list-style-type: none"> <li>- No Proven Experience: 0 points</li> <li>- Proven Experience is available: 5 points</li> </ul>		5
<b>Criteria C: Competencies</b>		<b>30</b>
<i>Knowledge of Covid-19 preventive technical and medical tools and solutions</i>		10
<i>Knowledge of WHO Covid-19 standards and guidance</i>		10
<i>Knowledge of medical technologies and innovative medical equipment</i>		5
<i>Excellent command in Arabic and English languages</i>		5
<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	100
<b>Total Score</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**