



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 April 2021

Reference: LBN-CO-IC-100-21

Country: Lebanon

Description of the assignment: National Coordination and Communication Consultant for the LPDC Project.

Project name: Support the implementation of LPDC Strategic Plan - Phase 1.

Period of assignment/services: 60 working days over 6 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **29 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 Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon.

The current project – Support the implementation of LPDC Strategic Plan, phase 1 - seeks to strengthen the capacity of the LPDC (2020-2023) enabling the Government of Lebanon (GoL) to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

Project components include:

- Output 1: Strengthen Dialogue facilitation and conflict prevention capacity;
- Output 2: Support Legislative Reform agenda;
- Output 3: Strengthen strategic Communication and Coordination roles;
- Output 4: Increase Policy research capabilities;

In 2015, the LPDC, under the Prime Minister patronage, had launched a Dialogue platform among the Lebanese Political Parties to discuss the Governmental policies towards the Palestinian refugees. The “Working Group on the Palestinian refugees” includes representatives of key potential parties in Lebanon. In 2020, the LPDC launched the “Palestinian Working Group” with similar structure and composition of the “Lebanese Working Group”. In this context, the LPDC requires the support of a “Dialogue Facilitator”.

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

Under the supervision of the Senior Dialogue Facilitator and under the overall guidance of the Project Manager and LPDC Chairman, the consultant will work on the below:

1. Support the identification, conceptualization and implementation of the facilitation plan
2. Organize workshops, meetings and other consultations included in the work plan, making sure that adequate lead time is given to stakeholders in preparation for the workshops, meetings or consultation.
3. Coordinate and exercise quality control over stakeholder consultations, ensuring availability of documents/ reports, proper scheduling, provision of facilitation, documentation of proceedings, etc. for these events are appropriate.
4. Coordinate with LPDC in the planning, programming and implementation of the activities
5. Work closely with the Dialogue Facilitator in implementing the dialogue strategy;
6. Conduct necessary background research necessary for the implementation of the dialogue strategy;
7. Support the liaison with the project team and external Experts to prepare sessions and develop dialogue agenda;
8. Maintain proper system and procedures for the safekeeping and maintenance of project documents & records (both hard and e-copy), inventory of assets and other equipment
9. Plan, organize and coordinate the conduct of regular progress meetings with LPDC team. Provide members with the necessary documentation on time. Serve as the secretary to the progress meetings.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I- Academic Qualifications:

- Bachelor’s degree in political science, economics, business administration or another closely related field.

II- Years of Experience:

- Minimum 5 years of relevant professional experience in business administration, project support and/or public administration.
- Minimum 3 years of experience in conducting social science research, supporting research projects and/or preparing background documents for research projects.
- Minimum 2 years of experience in facilitating political dialogue, planning, and implementing conferences and/or roundtables preferably in the context related to human rights and rights of refugees.
- Experience in working with Lebanese government institutions is an advantage.

III- Competencies:

- Excellent interpersonal and communicative skills.
- Fluency in oral and written Arabic and English, good command of French is desirable.

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.

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i>Technical Competence</i>	70%	100
<i>Criteria A: Academic Qualifications</i> University degree in political sciences, economics, business administration or another closely related field <ul style="list-style-type: none">• Bachelor's degree: 14 points• Master's or PhD degree: 20 points		20
<i>Criteria B: Previous Experience</i>		70
Years of experience in business administration, project support and/or		30

public administration <ul style="list-style-type: none"> • <i>Less than 5 year of experience: 0 points</i> • <i>5 to 6 years of experience: 21 points</i> • <i>7 years and above of experience: 30</i> 		
Years of experience in conducting social science research, supporting research projects and/or preparing background documents for research projects <ul style="list-style-type: none"> • Less than 3 years of experience – 0 points • 3 years of experience – 14 points • 4 years and above – 20 points 		20
Experience in facilitating political dialogue, planning, and implementing conferences and/or roundtables preferably in the context related to human rights and rights of refugees. <ul style="list-style-type: none"> • Less than 2 years of experience – 0 points • 2 years of experience and above – 20 points 		20
Criteria C: Competencies		10
Fluency in oral and written Arabic and English: 10 points		10
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Only applicants scoring minimum 70% of technical criteria will be subject to 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**