INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 22, 2021

Ref: IC-UNDP-21-020

Office: UNDP Libya

Description of the assignment: Facilitator for quick municipal assessments

Project name: SLCRR

Reports to: Project Manager

Type of Appointment: Individual Consultant (International)

Duty Station: Home Based (20 workdays)

Expected start date: 25th May 2021

Proposal should be submitted by email to tenders.ly@undporg no later than May 3, 2021, at 15:00 hours Tunis, Tunisia time ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail address: procurement.ly@undp.org. UNDP Libya Procurement Unit will respond in writing or 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 who express their interest.

I. Background

Strengthening Local Capacities for Resilience and Recovery’ (SLCRR) is a three-year action aiming at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges that impact negatively people access to essential services, the social cohesion and community security, and jobs and the sustainable livelihoods.

SLCRR is funded from the North of Africa Window of the European Union Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa (EUTF – NOA).
The overall objective of the project is to improve the living conditions and resilience of vulnerable populations (including migrants, refugees, IDPs, returnees and host communities), in particular in the municipalities most affected by migratory flow and/or affected by the conflict.

The project is built around 3 specific objectives: (1) Strengthening responsiveness of local institutions in delivering essential public services to crisis-affected populations and in leading recovery processes; (2) Enhancing communities and local stakeholders’ capacity to improve social cohesion and community security; (3) Strengthening economic opportunities for youth and vulnerable groups (including women) through inclusive and participatory local economic recovery.

II. Scope of work

With respect to output 1, the project plans to carry out quick municipal assessments to identify priority projects in the targeted municipalities to identify priorities for enhancing basic services. This activity entails fast track diagnostics through a participatory consultation including representatives from the municipal council, community representatives, including migrants, refugees, IDPs, returnees and host communities., as well as local leaders, civil society, youth and women’s networks.

Under the supervision of the project manager, and in close cooperation with the Regional Coordinators, the project is seeking an experienced facilitator to carry out quick municipality assessments to identify priority projects to enhance access to basic services in target municipalities. The assessments need to apply a conflict sensitive approach to Do No Harm, by ensuring that the priorities/needs identified consider the local context so as not to cause or exacerbate conflict.

In addition, the assessments should be aligned, to the extent possible, to the local recovery/development plans to ensure a holistic approach and sustainability of the interventions.

III. Expected outputs

The facilitator consultant is expected to provide services as follows:

1. Work with the project team to conduct at least 6 consultative online workshops with relevant stakeholders in the following municipalities Derej, Jufra, MsLat/Msallata, Qasr Alkhyar, Tobruk\(^1\), including:
   a. Pre-workshop planning / agenda development
   b. Review of workshop agenda, materials etc.
   c. Develop presentation materials, design activities to maximize participation

2. Facilitate consultative workshop with the objectives of:
   a. 

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\(^1\) One additional municipality will be identified by the project.
Identifying a list of investment priorities needed to enhance access to basic services and promote resilience, in particular of the most vulnerable groups (migrants, refugees, IDPs and returnees).

b. Identify potential peacebuilding and livelihoods activities.

3. Provide support to post-workshop activities:
4. Preparation of a summary report for each municipality, including minutes, attendance list, overall observations, constraints and recommendations.

IV. Duty Station

The consultant will perform the assigned tasks remotely/home based.

V. Contract duration

The duration of the contract will be 20 working days as per the below deliverables.

VI. Deliverables and timeline

The deliverables are summarized in the table below.

| Deliverable 1 | 1. Prepare an inception report including the workshop approach/methodology, annotated agenda and suggested materials  
2. Organize and facilitate the conduct of at least 6 consultative and participatory workshops with the municipalities of Derej, Jufra, Msalt/Msallata, Qasr Alkhyar, Tobruk². For each municipality consultation, prepare a summary report including minutes, attendance list, overall observations, constraints and recommendations | 20 working days from the contract signature |

VIII. Disbursement of payments

Upon completion of deliverable 1 – 100%

² One additional municipality may be added
IX. Qualifications

Education:

- University degree in Social Science, business administration or other relevant field.

Experience:

- At least 7 years’ experience in training and facilitating workshops for international organizations.
- Relevant assignments in MENA in local governance, public management, participatory needs assessments are required.
- Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of working with community stakeholders
- Previous working experience in Libya
- Knowledge of gender issues would be a distinct asset
- Experience in projects related to resilience or stabilization would be an asset

Language:

Excellent communication and written skills in Arabic and English

XII. Documents to be included When Submitting the Proposals

Consultant shall submit the following documents:

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial proposal in the UNDP format – Annex 3 and 3A.
- Applicants must submit a duly completed and signed Annex II Offeror’s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

XIII. Financial proposal

Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.
The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

XIV. Evaluation of applicants

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.
- The financial proposal shall specify an all-inclusive daily fee and hourly fee.
- The top applicant with the Highest Combined Scores and that have accepted UNDP’s General Terms and Conditions will be awarded the Framework Agreements.

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<tr>
<th>EVALUATION CRITERIA</th>
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<tbody>
<tr>
<td><strong>Technical evaluation (70 points).</strong></td>
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<tr>
<td>Academic Evaluation 10</td>
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<tr>
<td>General Experience 30</td>
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<tr>
<td>Specific Experience 30</td>
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<tr>
<td><strong>Academic Requirement</strong></td>
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<tr>
<th>Financial Evaluation</th>
<th>MAX 30 POINTS</th>
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Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points

Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:

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FE = \frac{LFP}{FPi} \times 30
\]

FE = Financial Evaluation  
LFP = Lowest Financial Proposal  
FPi = Financial Proposal of bidder i

**FINAL EVALUATION: TECHNICAL + FINANCIAL**

MAX 100 POINTS

Note:

Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.  
Financial proposal should be on provided format (i.e Annex 3- OFFEROR’S LETTER TO UNDP);  
Firms are not eligible for this consultancy assignment (open only for international individual consultants).  
Incomplete application will not be considered, it will be disqualified automatically.  
ANNEX  
ANNEX 1- TERMS OF REFERENCES (TOR)  
ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS  
ANNEX 3- FINANCIAL PROPOSAL TEMPLATE