



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 May 2021

Reference: LBN/CO/IC/110/21

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**Country:** Lebanon

**Description of the assignment:** LTA – National Knowledge Management and Communication Specialist

**Project name:** Energy and waste solutions - Promoting Waste Management Practices and 3R (Reduce, Reuse, Recycle) by Utilizing New Technologies and Circular Economy Approach and Sustainable Recovery of Lebanon from the Beirut Explosion (A8)

**Period of assignment/services:** Maximum 80 working days over 8 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **01 June 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.

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### 1. BACKGROUND

Single-use plastic bags (SUPB) rank among the most commonly found marine litter items in the Mediterranean Sea. In Lebanon, there is neither national measures for controlling plastic waste nor reliable data and its monitoring mechanism. While plastic accounts for 11.5% of total MSW, their composition by type (e.g. PET, HDPE, LDPE, PP, PE, PS, PVC etc.), current states and practices for recycling and mass-balance are not known very well. Some firms recycle plastics such as PET, HDPE, PP and PE, but the extent of this recycling activity varies according to the market condition due to lack of supportive incentives, regulations and adequate or comprehensive sorting infrastructure. Also, informal, and semi-formal private sector, including some NGOs, plays an important role in waste collection and recycling throughout Lebanon. Recycling networks are created through a system of waste pickers and materials traders operating to recover materials before they are collected from points of generation or

storage, and after disposal in a waste disposal facility. It is estimated that recycling market provides a means of livelihood for at least thousands of people along the value chain (collection, sorting, recycling).

In order to improve the plastic circularity and reduce marine littering in Lebanon, the United Nations Development Programme (UNDP) has initiated a solid waste Management project called “Promoting Waste Management Practices and 3R (Reduce, Reuse, Recycle) by Utilizing New Technologies and Circular Economy Approach”, funded by the Government of Japan in line with its “MARINE Initiative”. This project specifically targets the recycling and reuse of plastic waste.

In addition, UNDP initiated another project, also funded by the Government of Japan, that aim to improve the management and treatment of electronic and electric waste (e-waste). Given the very weak infrastructure/institutional capacity of e-waste in Lebanon, it is very critical to support the national e-waste management. In addition, successful and effective e-waste management has a potential to significantly improve the livelihoods of vulnerable population working in e-waste market while recovering the economic value of e-waste, where it is currently estimated that around 64 million USD per year is lost in material loss from e- waste in Lebanon .

It is in this context the project is seeking the services of a Knowledge Management (KM) and Communications Specialist to develop innovative, creative, and effective ways to strategically capture and share knowledge, leverage good practices, and improve the effectiveness of knowledge sharing and prepare related communication material that is accessible to the public.

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

The KM Specialist will be responsible for identifying, managing, packaging, and disseminating key information and provide practitioners with the tools they need to conduct better development work in each of the thematic areas of the project.

Specifically, the KM Specialist will conduct research, produce resources and guidance, and facilitate ongoing content development and engagement.

This consultancy is divided into the following tasks:

- **Task 1 – Identify technical areas of success/value**
- **Task 2 – Develop a dissemination and outreach plan**
- **Task 3 – Elaborate knowledge material and tools**

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Bachelor's degree in Communication, Journalism, Public Relations or other closely related field. Master's degree is an asset.

#### II. Years of experience:

At least 8 years expertise in communication, journalism, with experience in the field of environment, industrial practices and/or development.

#### III. Technical experience:

- Experience in designing implementing and monitoring communication strategies at a national level; as well as scoping key messages and target audiences.
- Experience in working on sustainable development, environmental, energy or climate change projects
- Experience and good network with national media and social media

#### IV. Competencies:

- Advanced writing and editing skills in both English and Arabic; French is an asset
- Computer literacy for Microsoft Office Package or equivalent.
- Good knowledge and command of social media tools and platforms (Twitter, Facebook, etc.);
- Demonstrated skills in editing and writing news articles, press releases, success stories, newsletters, etc.
- Basic or intermediate knowledge of design applications such as Adobe or, In-Design, Photoshop.

### 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.

(iv) Please submit a portfolio representing the work/previous projects (blogs, articles, ...).

## 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>	<b>70%</b>	<b>100</b>
<ul style="list-style-type: none"> <li><b>Criteria A: Academic qualifications</b></li> </ul> Bachelor's degree: 21 Master's Degree: 25 Relevant trainings/Certificates: Additional 5 points		30
<ul style="list-style-type: none"> <li><b>Criteria B: Years of relevant experience in the filed</b></li> </ul> Less than 8 years: 0 8 years: 21 9 to 10 years: 25 More than 10 years: 30		30
<ul style="list-style-type: none"> <li><b>Criteria C: Technical Experience</b></li> <li>- Experience in implementing communication strategies: 15</li> <li>- Experience in working on sustainable / development / environmental / energy / climate change projects: 10</li> <li>- Experience with national media: 5</li> <li>- Relevance of portfolio content to the project's requested deliverables: 10</li> </ul>		40
<b><u>Financial (Lower Offer/Offer*100)</u></b>	<b><u>30%</u></b>	<b>100</b>
<b><u>Total Score</u></b>	Technical Score * 0.7 + Financial Score * 0.3	

#### 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, Nejme, 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 Knowledge Management and Communication Specialist on an LTA basis** under Energy and waste solutions - Promoting Waste Management Practices and 3R (Reduce, Reuse, Recycle) by Utilizing New Technologies and Circular Economy Approach and Sustainable Recovery of Lebanon from the Beirut Explosion (A8) 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:

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- 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:

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**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		80 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:

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Date Signed:

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