



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 May 2021

Reference: LBN-CO-IC-123-21

Country: Lebanon

Description of the assignment: National or International M&E and Reporting Consultant

Project name: Peace Building in Lebanon Project

Period of assignment/services: 288 working days spread over a period of 19 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **25 May 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

Since 2006, UNDP and through its Peace Building in Lebanon project, has been working on addressing the underlying causes of conflict in Lebanon and sought to create “safe spaces” for local identity groups to discuss their concerns openly. Since 2013, the project has been acting as a reference point for addressing the new challenges to civil peace in Lebanon caused by the high influx of Syrian refugees, being positioned as key actor in the Lebanon Response to the Impact of the Syrian crisis on social stability. The project has used its already existing strong networks with a wide range of stakeholders in this regard and built excellent new ones with the Syrian counterparts. The project helped different actors enhance mutual understanding of the different “Other”, develop relevant strategies to address tensions and transform conflicts in their own communities and spaces. Social cohesion was thus enhanced at the local, community and national levels, between Lebanese, and between Lebanese and Syrians through the work of civil society actors, youth, educators, media, NGOs and religious leaders as

well as municipal council members and mukhtars. Work on community dialogues, collective memory, peace education, conflict sensitive reporting, creation of safe media spaces, developing local peace mechanisms, working with ex-fighters, was implemented across Lebanon. Partnerships with key national counterparts were also built mainly with the Ministry of Education and Higher Education, the Ministry of Interior and Municipalities, the Ministry of Information and the Ministry of Social Affairs.

The services of a M&E and Reporting Consultant are required to monitor and implement the M&E activities of the Peace Building in Lebanon Project activities as well as handle the reporting and data collection on project's activities.

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

I- Project quality control, monitoring and evaluation

Follow up with all the area offices of Mt. Lebanon, North, South, Beqaa and Beirut office team;

Produce all requested analysis/maps showing Peace Building progress;

Monitor quantitative and qualitative project performance, based on established indicators, through revision of internal reporting from the Projects' components and based on donor requirements, visit project activities;

Update and develop project tools/surveys on periodic basis (Kobo toolbox and PowerBI) and revise them as needed;

Support project team use of online tools (Kobo toolbox, Miro, etc.) for data collection and presentation;

Support in developing and revising monitoring and evaluation tools including results matrix (based on donor requirements) and follow up on implementation of evaluation processes (i.e., perception survey);

Support in verifying adherence to donor stipulations, grant agreement guidelines and deadlines;

Maintain and update the Peace Building Project collective projects tracking system;

Provide technical support to project staff on monitoring, evaluation, and reporting processes for internal and external reports

Support and facilitate workshops aimed at project learning and development

Ensure gender, conflict sensitivity, and inclusion perspectives are mainstreamed throughout the project

II- Reporting

Ensure reporting internal and external deadlines are met, maintain and update reporting schedule, ensure reporting workflow is maintained;

Prepare all donor monthly, bi-monthly, quarterly and final reports as well as the Peace Building input to the UNDP Lebanon annual report, and any other ad hoc report

Provide qualitative and quantitative inputs to ad-hoc requests from programme management

Provide inputs to project presentations and other audiovisual products (e.g. fact sheets)

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Minimum Bachelor's degree in development studies, International Relations, Social Studies or

Years of Experience:

- At least two years of experience in M&E and reporting. Experience in crisis support programme is a plus
- At least two years of technical experience in quantitative and qualitative data analysis

Competencies:

- Excellent writing, reading, and oral communication skills in English.
- Arabic is a plus (reading, writing)
- Ability to synthesize program performance data and produce analytical reports.
- Analytical and report writing skills.
- Knowledge in database management.
- Knowledge in power BI and Kobotoolbox is a plus.
- Proficiency in the use of MS Office: Word, Excel, Outlook, PowerPoint.

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) Methodology explaining how, on which basis/context the work will be submitted as per the deliverables

(iv) 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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications <ul style="list-style-type: none"> Bachelor's degree in development studies, International Relations, Social studies, or related fields = 14 points Master's degree or above = 20 points 		20
Criteria B: Previous Experience		80
<ul style="list-style-type: none"> Less than two years of experience of M&E and reporting = 0 points Two years of experience of M&E and reporting = 18 points More than 2 years = 2 points for each additional year and up to 25 points 		25
<ul style="list-style-type: none"> Less than 2 years of experience in quantitative and qualitative data analysis = 0 points Two years of technical experience in quantitative and qualitative data analysis = 18 points More than two years of technical experience in quantitative and qualitative data analysis= 25 points 		25
Proposed Methodology: <ul style="list-style-type: none"> Proposed methodology reflects no or poor understanding of the required services and reflects no or poor experience in the provision of similar services (0 points) Proposed methodology reflects fair understanding of the required services and reflects fair experience in the provision of similar services (21 points) Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services (25 points) Proposed methodology reflects excellent understanding of the required services and reflects excellent experience in the provision of similar services (30 points) 		30

<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	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. Methodology
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 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