



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 June 2021

Reference: LBN/CO/IC/134/21

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**Country:** Lebanon

**Description of the assignment:** LTA – International Solid Waste Expert

**Project name:** Preparation for the EU-funded TaDWIR project

**Period of assignment/services:** 70 working days

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **22 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

As in any country, waste generated by human activity results in major challenges for the livelihood conditions of the Lebanese population. Even if the sources of data differ because of the lack of a complete baseline for total solid waste production in Lebanon, it can be estimated that Lebanon produces nowadays a quantity close to 7 000 tons/day (Azzi, 2017). The potential impact of the high quantity of waste burned or disposed without proper treatment and landfilling have been described in many studies. Among the many reasons for the recurring waste crises in Lebanon are the demographics, the high population density, extensive urban development and the consumption patterns in the country, but also that the mixed waste has varying qualities and quantities, is received by a mixture of types of treatment facilities, is inadequately treated and ultimately, landfills are not available in sufficient capacity across the country.

The second highlight to be mentioned, that may be an important reason behind the high collected tonnage of waste v/s actual facilities capacity existing is the very limited separation of special streams of waste, including the hazardous part, except the main healthcare produced waste, from the municipal solid waste, which makes it difficult to maintain optimal technical solutions.

TaDWIR is an EU project that aims at reducing the exposure of environmental and health risk of Lebanese population from waste. Its specific objective would be to improve the overall waste management sector across the country and sectors, by using both a multi-scalar and multi-stakeholder approach and structuring its intervention around 3 components: i) Central support to waste sector governance, ii) Sub-sector support to developing management solutions for special streams of waste, iii) Local targeted support to strengthening the performance and resilience of existing municipal solid waste management (MSWM) facilities. The support measures to MSW subsector aim at complementing previous EU support at municipal level to enhance the sustainability of existing MSW facilities. Furthermore, the project will also target soft interventions at central level aimed at strengthening the waste sector in general at policy, strategy and governance level. The critical approach of this project is to tackle special waste streams first and in specific to consider diverting as much as possible from the MSW streams and treated separately. The entire value chain of the waste streams needs to be taken into consideration and the remaining waste, at municipal level, be tackled taking potential value chain and end-use should be taken into consideration to ensure sustainable solutions are designed.

For this purpose, UNDP in close partnership with the EU Delegation in Beirut is seeking the services of an international solid waste expert (referred to as “Individual Consultant (IC)”) to support in the detailed design of the TaDWIR project based on available data and studies.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

The Consultant will be expected to carry out tasks such as:

- Support the UNDP Programme Manager in designing activities, related budgets, analysis and approaches for the TaDWIR project
- Provide advisory services on the various technical treatment options for waste streams and municipal waste particularly based on EU directives and best practices.
- Support in writing up the UNDP – EU Description of the Action for TaDWIR and elaborate all related annexes and required documentation
- Review reports received from consultants working on related analysis for this project including health care waste studies

- Draft terms of reference for the staff needed for the TaDWIR project
- Draft terms of reference for the consultancies and equipment/systems as required by the project

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

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

#### I. Academic Qualifications:

Masters degree in solid waste management, civil engineering industrial engineering, chemical engineering or closely related field.

#### II. Years of experience:

Minimum 10 years of relevant experience.

#### III. Technical experience:

- Proven experience in solid waste management, including hazardous waste, municipal waste and special stream waste
- Knowledge of the Lebanese context of solid waste;
- Experience in designing project proposals and solid waste at both policy and implementation levels

#### IV. Competencies:

- Proficiency in English
- Demonstrable analytical skills and report-writing skills
- Excellent communication skills.

### **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.*

Criteria	Weight	Max. Point
<u>Technical Competence</u>	<b>70%</b>	<b>100</b>
• <b>Criteria A: Academic qualifications</b> Bachelor's degree: 0 Master's Degree: 10		10
• <b>Criteria B: Years of relevant experience in the filed</b> Less than 10 years=0 10 years of relevant experience: 14 points More than 10 years of relevant experience: 20 points		20
• <b>Criteria C: Technical Experience</b> <ul style="list-style-type: none"><li>- Proven experience in solid waste management, including hazardous waste, municipal waste and special stream waste: <b>10 points</b></li><li>- Experience in designing project proposals at both policy and implementation levels: <b>10 points</b></li><li>- Knowledge of the Lebanese context of solid waste: <b>10 points</b></li></ul>		30
<b>INTERVIEW</b>		40
<u>Financial (Lower Offer/Offer*100)</u>	<b>30%</b>	<b>100</b>
<u><b>Total Score</b></u>	Technical Score * 0.7 + Financial Score * 0.3	

**\*Qualified candidates shall be invited for an interview which will constitute a part of the technical evaluation.**

**How to apply:**

The consultancy is open for all international 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 an **International Solid Waste Expert on an LTA basis** under Preparation for the EU-funded TaDWIR 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:

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



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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		70 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)			

**B. Breakdown of Cost by Deliverables**

	<b>Deliverables/ Outputs</b>	<b>Estimated number of days</b>	<b>Unit Price</b>	<b>Total in USD</b>
<b>1</b>	Support the UNDP Programme Manager in designing activities, related budgets, analysis and approaches for the TaDWIR project	10		
<b>2</b>	Provide advisory services on the various technical treatment options for waste streams and municipal waste particularly based on EU directives and best practices.	10		
<b>3</b>	Support in writing up the UNDP – EU Description of the Action for TaDWIR and elaborate all related annexes and required documentation	20		
<b>4</b>	Review reports received from consultants working on related analysis for this project including health care waste studies	10		
<b>5</b>	Draft terms of reference for the staff needed for the TaDWIR project	10		
<b>6</b>	Draft terms of reference for the consultancies and equipment/ systems as required by the project	10		

Full Name and Signature:

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Date Signed:

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