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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 4, 2021

Ref: IC-UNDP-21-029

<b>Office:</b>	<b>UNDP Libya</b>
<b>Description of the assignment:</b>	<b>Business Development Advisor</b>
<b>Project name:</b>	<b>Stabilization to Recovery Transition Project (START)</b>
<b>Reports to:</b>	<b>Project Manager</b>
<b>Type of Appointment:</b>	<b>Individual Consultant (National)</b>
<b>Duty Station:</b>	<b>Home Based</b>
<b>Duration of the contract:</b>	<b>45 workdays (spread over the period of three months)</b>
<b>Expected start date</b>	<b>25<sup>th</sup> June 2021</b>

Proposal should be submitted by email to [tenders.ly@undp.org](mailto:tenders.ly@undp.org) no later than **June 14, 2021, at 15:00 hours Tunis**, Tunisia time ref. [www.greenwichmeantime.com](http://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](mailto: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

Despite the deepening political divisions in Libya, UNDP, in partnership with community, government representatives and organizations, have made progress at the local level in stabilizing conflict-affected areas and contributed to improving the lives of the people affected by the conflict. In this context, UNDP is implementing several initiatives, supporting local governments to improve basic services delivery, security, and early economic recovery.

Through the Stabilization to Recovery Transition (START) project UNDP aims to enhance stabilization, resilience and peace in/for the Libyan society by providing livelihoods opportunities through a holistic, comprehensive approach provided by the Triple Nexus (HDP). The project targets for youth and women in particular, including vulnerable host communities and the internally displaced persons (IDPs), as well as returnees, refugees and migrants living among host communities. This approach will link development with major challenges in the country to prevent a return to conditions that foster violence and extremism. UNDP aims to support skills development and employment of youth and women through apprenticeship and vocational training programmes and development of job placement schemes to build more resilient communities in Libya.



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Particularly, the continued conflict has in part been fuelled by high unemployment rates, and most of southern part of Tripoli, such as Sidi Sayah, Asabya, Abu Salim, Ain Zara, Alsawani and Qaser ben Gashir municipalities are heavily affected by the recent conflict, and many local markets and entrepreneurs' assets were damaged or destroyed. This project proposes to target some of these challenges through re-establishing business and capacity building support. In the same manner as other UNDP projects in Libya, the mainstreaming of gender, environment, peace and social cohesion considerations is critical to increasing the project's impact, sustainability and value for money.

UNDP Libya holds an Innovation Challenge project called Re-Start-up Marathon in October 2020. Based on the presented business ideas, UNDP selected around 40 business ideas in Tripoli, Benghazi, Tawergha, and Sabha. The overall objective of this project is to support entrepreneurs to re-establish businesses, increase employment, and promote social peace, stability and sustainable economic recovery in Libya. The project provides innovation challenge grants to the winners of the Re-Start-Up event to rebuild their businesses, which were destroyed or affected by the conflict.

For this purpose, UNDP Libya is seeking a **Business Development Advisor for the Re-Start Up project to provide guidance and develop Guideline for the business grant implementation and conduct the financial management training to the selected Start-ups.**

## **II. Scope of work**

UNDP Libya seeks a Business Development Advisor for the Re-Start Up project to provide guidance and develop Guideline for the business grant implementation and conduct the financial management training to the selected Start-ups.

## **III. Expected outputs**

The consultant is expected to provide services as follows:

- Develop Guideline for the business grant implementation
- Develop financial management training agenda and conduct the training for the START-ups
- Provide strategic guidance to the UNDP START project team to implement business grant activities

## **Main Activities:**

Under the direct supervision of the Project Management Specialist, the Business Development Advisor will also be responsible for the following:

Make all the necessary arrangements for the training\workshops, which include but are not limited to:

- Develop the detailed financial management training agenda and agree on it with the Project Manager;
- Develop training curriculums, handout materials and manuals related to the financial training;
- Guide the participants to understand the importance of financial management, and monitor and review their financial and narrative reports;
- Conduct a post-training evaluation for 100% of participants and submit the results to UNDP;
- Develop Guideline for the business grant management project (START-ups project) and approved by the UNDP;



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- Provide strategic guidance to the UNDP START project team to implement business grant activities;
- Prepare and submit a Final Report, including the results of the post-training evaluation, agenda and materials of the financial management training, the impact of the project, lesson learn and recommendation;
- Participate in the coordination meeting with UNDP and provide inputs and lessons learned;
- Undertake any other relevant tasks, as requested by the Project Management Specialist.

#### IV. Duty Station

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

#### V. Contract duration

The duration of the contract will be 45 working days as per the below deliverables.

#### VI. Deliverables and timeline

The deliverables are summarized in the table below.

Deliverables	20 Workdays	Percentage of Payment
1. Guideline for the business grant implementation submitted and approved by the UNDP	<b>30 working days within 3 months after the start of assignment</b>	<b>70%</b>
2. Final report including, the results of the post-training evaluation, agenda and materials of the financial management training, the impact of the project, lesson learn and recommendation	<b>15 working days within 3 months after the start of assignment</b>	<b>30%</b>

#### Disbursement of payments

Lumsum payment linked to deliverables

#### VII. Qualifications and Experience

##### Education:

At least Master's degree (PHD's degree is preferable) in Economics, Development Studies, Social Sciences, Design or Business Management, Philosophy or other relevant related fields.

##### Experience:

- Proven experience in teaching MBA at the university level or providing MBA training;
- Proven experience (at least 10 years) in working in the field of business development, financial management, monitoring and evaluation, project management, MSME activity and administration
- Proved experience in working with the international organization in area of capacity building, preferable working with UNDP;  
Proven ability to work with multi-disciplinary teams and liaison with authorities.



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**Language:**

Excellent communication and written skills in Arabic and English

**Competencies:**

**Corporate Competencies:**

Integrity, professionalism, and respect for diversity.

**Functional Competencies:**

- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose multiple options.
- A team player with good interpersonal skills
- Ability to practice courtesy and diplomacy with high rank officials.
- Time management skills.
- Enjoy sensitivity for research and academic integrity.
- Ability to work well under pressure and stressful environment
- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Creating and promoting enabling environment for open communication
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning
- Fair and transparent decision making; calculated risk-taking

**VIII. 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.

**IX. 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.



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## 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.

EVALUATION CRITERIA		
Technical evaluation (70 points).		70 POINTS
Academic Requirement	At least Master's degree (PHD's degree is preferable) in Economics, Development Studies, Social Sciences, Design or Business Management, Philosophy or other relevant related fields.	<u>15 Points</u>
	Proven experience in teaching MBA at the university level or providing MBA training.	<u>10 Points</u>
Experience	Proven experience (at least 10 years) in working in the field of business development, financial management, monitoring and evaluation, project management, MSME activity and administration	<u>15 Points</u>
	Proved experience in working with the international organization in area of capacity building, preferrable working with UNDP.	<u>10 Points</u>
	Proven ability to work with multi-disciplinary teams and liaison with authorities.	<u>10 Points</u>
	Strong written and spoken Arabic	<u>5 Points</u>



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	Very good level of English	<b>5 Points Max</b>
<b>Financial Evaluation</b>		<b>MAX 30 POINTS</b>
<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;"> <math display="block">FE = \frac{LFP}{FPI} \times 30</math> </div> <p>FE= Financial Evaluation</p> <p>LFP = Lowest Financial Proposal</p> <p>FPI= Financial Poposal of bidder i</p>		
<b>FINAL EVALUATION: TECHNICAL + FINANCIAL</b>		<b>MAX 100 POINTS</b>

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 national individual consultants).

Incomplete application will not be considered, it will be disqualified automatically.

Please complete the Statement of Health form and submit along with proposal

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE