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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 16, 2021

Ref: IC-UNDP-21-030

<b>Office:</b>	<b>UNDP Libya</b>
<b>Description of the assignment:</b>	<b>Event Manager</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>Tripoli</b>
<b>Duration of the contract:</b>	<b>40 workdays (spread over the period of three months)</b>
<b>Expected start date</b>	<b>July 2021</b>

Proposal should be submitted by email to [tenders.ly@undp.org](mailto:tenders.ly@undp.org) no later than **June 28, 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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UNDP Libya hold an Innovation Challenge project called Re-Start-up Marathon in October 2020. Based on the presented business ideas, UNDP selected around 35 business plans in Tripoli, Benghazi, and Tawergha. 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. In August, the project plans to do In September 2021, the project plans to have a conference in Tripoli to present the outcome of the projects and present all Start-ups' businesses.

For this purpose, UNDP Libya is seeking an **Event Manager for the Re-Start Up project to support START-ups conference in Tripoli.**

## **II. Scope of work**

UNDP Libya seeks an Event Manager for the START project to provide oversight to START-ups conference preparation and implementation in Tripoli. The conference aims to present around 30 start-ups', supported by the START project, launched businesses to our counterparts, stakeholders, and Libyan private sectors and communities.

## **III. Expected outputs**

The consultant is expected to provide services as follows:

- Coordinate with the event company, counterparts, and UNDP project team to prepare the conference
- Communicate with the START-ups and monitor their preparation
- Oversight the event management and provide support on the successful implementation

## **Main Activities:**

Under the direct supervision of the Project Management Specialist, the Event Manager will also be responsible of the following:

Make all the necessary arrangements for the conference, which include but are not limited to:

- Support planning stage of the conference with the project team;
- Support logistics of the conference through coordination with UNDP project team, event company, and counterparts;
- Coordinate with the START-ups in Tripoli, Benghazi, and Tawergha and support and monitor their preparation for the conference. The Start-ups are expected to make presentations to introduce their newly re-established businesses. So, the Event Manager shall oversight their preparation, including logistic check if the Start-ups need to take their business materials;
- Collect feedback from the participants in the event;
- Coordinate with the business development coaches to collect success stories of the Start-ups;
- Coordinate with the communication unit to ensure visibilities;
- Monitor and provide oversight to the event implementation and support the team to hold the event smoothly and successfully;
- Prepare and submit an Event Report, including the attendance sheet, success stories, feedback from the participants, 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.



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#### IV. Duty Station

The consultant will perform the assigned tasks remotely/ Tripoli.

#### V. Contract duration

The duration of the contract will be 40 working days as per the below deliverables.

#### VI. Deliverables and timeline

The deliverables are summarized in the table below.

Deliverables	Workdays	Percentage of Payment
Submit an Event Report, including the attendance sheet, success stories, visibilities materials from the event, feedback from the participants, the impact of the project, lesson learn and recommendation	<b>40 working days within 3 months after the start of assignment</b>	<b>100%</b>

#### Disbursement of payments

Lummus payment linked to deliverables

#### VII. Qualifications and Experience

##### Education:

At least Bachelor's degree in BA Economics, Administration, Management (with master's degree, minimum 5 years of relevant experience, with Bachelors' Degree minimum 7 years of relevant experience).

##### Experience:

- Minimum of seven years of relevant project coordination experience with demonstrated experience of working closely with local/national authorities and civil society;
- Experience in coordination of economic development, business grant management, and livelihoods project;  
Experience in working with international agencies and NGOs is a must, desirable with UNDP;

##### Language:

Excellent communication and written skills in Arabic and English

##### Competencies:

##### Corporate Competencies:

Integrity, professionalism, and respect for diversity.



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#### **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.

##### **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



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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.

<b>EVALUATION CRITERIA</b>		
<b>Technical evaluation (70 points).</b>		<b>70 POINTS</b>
<b>Academic Requirement</b>	At least Bachelor's degree in BA Economics, Administration, Management (with master's degree, minimum 5 years of relevant experience, with Bachelors' Degree minimum 7 years of relevant experience).	<b>15 Points</b>
	Minimum of seven years of relevant project coordination experience with demonstrated experience of working closely with local/national authorities and civil society;	<b>15 Points</b>
<b>Experience</b>	Experience in coordination of economic development, business grant management, and livelihoods project;	<b>15 Points</b>
	Experience in working with international agencies and NGOs is a must, desirable with UNDP;	<b>15 Points</b>
	Strong written and spoken Arabic	<b>5 Points</b>
	Very good level of English	<b>5 Points</b>
		<b>5 Points Max</b>
<b>Financial Evaluation</b>		<b>MAX 30 POINTS</b>
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:		
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <math display="block">FE = \frac{LFP}{FPI} \times 30</math> </div>		



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