



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 July 2021

Reference: LBN/CO/IC/138/21

Country: Lebanon

Description of the assignment: National Biosafety Expert

Project name: Preparation of the Fourth National Biosafety Report to the Cartagena Protocol on Biosafety

Period of assignment/services: 40 working days from contract signature until December 2021

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **28 July 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

The Government of Lebanon (GoL) ratified the Convention on Biological Diversity (CBD) in 1994 and is therefore committed to implementing the requirements of the Convention. The Government of Lebanon (GoL) later ratified the Cartagena Protocol on Biosafety in 2008; a Protocol issued by the CBD. Article 33 of the Cartagena Protocol states that each Party shall monitor the implementation of its obligations under this Protocol, and shall, at intervals to be determined report to the Conference of the Parties serving as the meeting of the Parties to this Protocol on measures that it has taken to implement the Protocol.

In order to support countries to undertake this mandatory reporting to the Protocol, the Global Environment Facility through the United Nations Environment (UNE) has set up a project to assist the

Parties (in this case Lebanon) in the preparation of the national reports and to provide the necessary technical advisory support in data collection, consultations with the relevant stakeholders, interpretation of Protocol related issues and in the compilation, review and submission of the report in the required format.. For Lebanon, this assistance is being channeled through the United Nations Development Programme that will be responsible for this assignment.

The status of the national reports can be found at <https://beta.bch.cbd.int/reports>. The CBD has also developed a report analyzer which allows for comparative analysis of the national reports. In compiling the national reports, a stepwise approach is recommended to allow for data gathering, national consultative meetings and submission of reports as outlined under the FAQs <https://beta.bch.cbd.int/en/articles/5d2cdcd0620471000183573f>.

Once the reports have been uploaded to the Biosafety Clearing House (BCH), the results will be analysed and these will provide a simultaneous and comparable snapshot of how Parties are implementing CPB. It will also provide and give guidance on potential areas for capacity building interventions which can be used for an updated action plan for the implementation of the Cartagena Protocol on Biosafety under the Post 2020 Biodiversity Framework.

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

The objective of the assignment is to provide technical assistance to the Lebanese Ministry of Environment (MOE), in preparing the Fourth National Biosafety Report to the Cartagena Protocol on Biosafety, in order to enable the Republic of Lebanon to fulfil its obligations under the Protocol and to respond to the requirements of Article 33 of the Protocol.

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

3. Expected Outputs and deliverables

The required deliverables under the terms of reference are:

ID	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
1	Report on the consultation meetings (Questionnaire, list of interviewed people)	20	10 weeks from contract signature
2	First draft of the report	10	13 weeks from contract signature
3	Final draft of the report	10	16 weeks from contract

			signature but no later than 31 December 2021
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For additional information, please refer to ANNEX I – Terms of Reference

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's degree in environmental or natural sciences or genetic resources, preferably with professional exposure to biodiversity conservation issues or closely related field.

II. Years of experience:

At least 7 years' expertise in preparation of planning frameworks, assessment of biodiversity data and information, analysis of biodiversity and biosafety issues, etc.

III. Technical experience:

- Proven track record of drafting relevant materials (publications, reports and related documentation).
- Proven ability to collect, verify and analyze information, and to finish and present work with a high degree of accuracy and technical quality.
- Solid knowledge and understanding of the CBD decisions and processes and the Provisions of the Cartagena Protocol on Biosafety.
- Previous experience in the development of national reports to International Conventions is preferable.
- Experience with UN or international donor project(s) is an asset.

IIV. Competencies:

- Advanced writing and editing skills in English.
- Computer literacy
- Ability work with teams and to achieve quality outputs under tight timelines.
- Good facilitation skills and knowledge of environmental issues in Lebanon specifically those related to biodiversity.

5. 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.

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

ID	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment terms
1	Report on the consultation meetings (Questionnaire, list of interviewed people)	20	10 weeks from contract signature	20% of contract value
2	First draft of the report	10	13 weeks from contract signature	40% of contract value
3	Final draft of the report	10	16 weeks from contract signature but no later than 31 December 2021	40% of contract value

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).**

The financial proposal shall be presented using the enclosed 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%]*

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none">• <i>Academic background</i> Bachelors Degree =0 points Relevant Master's Degree: (14 points) Relevant PhD Degree: (17 points) Relevant training(s) and specialization: (Additional 3 points)		20

<ul style="list-style-type: none"> • <i>Years of Relevant Experience</i> - Less than 7 years of relevant experience: (0 points) - 7-9 years of relevant experience: (21 points) - 10-12 years of relevant experience: (25 points) - More than 12 years of relevant experience: (30 points) 		30
<ul style="list-style-type: none"> • <i>Technical experience</i> - Proven track record of drafting relevant materials (publications, reports and related documentation); to have at least 3 similar projects/tasks: 5 pts - Proven ability to collect, verify and analyze information, and to finish and present work with a high degree of accuracy and technical quality; (to have at least two similar relevant projects/tasks): 5 pts - Solid knowledge and understanding of the CBD decisions and processes and the Provisions of the Cartagena Protocol on Biosafety: 5 pts - Previous experience in the development of national reports to International Conventions: 2.5 pts - Experience with UN or international donor project(s): 2.5 pts 		20
<ul style="list-style-type: none"> • Technical Interview* 		30
<i>Financial (Lowest Offer/Offer*100)</i>	30%	100
Total Score	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 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