



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 August 2021

Reference: LBN-CO-IC-198-21

Country: Lebanon

Description of the assignment: National Data Management Expert

Project name: Support the implementation of LPDC Strategic Plan - Phase 1

Period of assignment/services: Estimated 18 working days over a period of 3 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org> no later than; **02 September 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 Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon.

The current project – Support the implementation of LPDC Strategic Plan, phase 1 - seeks to strengthen the capacity of the LPDC (2020-2023) enabling the Government of Lebanon (GoL) to set up a comprehensive policy on the Palestinian refugee issues, with a view to improving their living conditions.

Project components include:

- Output 1: Strengthen Dialogue facilitation and conflict prevention capacity

- Output 2: Support Legislative Reform agenda
- Output 3: Strengthen strategic Communication and Coordination roles
- Output 4: Increase Policy research capabilities

In the context of the Output 3, LPDC has been revising its communications strategy, including the re-development of the LPDC website. The redeveloped version of the website is planned to have a data and maps module, including, inter alia, data visualizations based on the 2018 Census in Palestinians Camps and Gatherings, 2019 Labor Force and Household Conditions Survey and other sources of spatial data. In this context, UNDP requires the services of a “Data Management Expert” to: (1) support the web developer by defining functional specifications of the M&E, Data Visualization and Dashboard sections of the new website; (2) prepare the data and visualizations to populate the aforementioned sections of the website before its launch towards the 4th quarter of 2021.

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

The Data Management Expert is required to supervise the development of the monitoring & evaluation, data visualization, interactive dashboard and the geographic information system (GIS) modules of the LPDC website.

The Consultant will perform the following tasks:

- Meet with the LPDC team to further define the specific requirements for the data and maps module of the website. LPDC estimates this task to take up to five 2-hour meetings. The consultant is expected to properly document LPDC’s requirements, facilitate the discussions and support LPDC in defining the functional specifications for the module.
- Coordinate with the web development team on the M&E, data visualization, interactive dashboard and GIS modules of the LPDC website.
- Develop charts, graphs and maps as well as the descriptive texts for the LPDC website based on the Census 2017 and LFHLCs 2019
- Draft a profile of each of the camps, including demographical and socio-economic health access information as well as density comparison to other areas in Lebanon.
- Develop online visualization tools and GIS maps for LPDC data portal and reports;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- At least Masters’ degree in Geography, Data Management or other closely related field with technical specialization in Geo-spatial technology, cartography, Geographic Information Systems (GIS).

Years of Experience:

- At least 7 years of relevant professional experience in GIS-data management with UNDP or other UN Agencies or NGOs working the development of humanitarian sectors;
- At least 3 years of experience in working on Palestinian Refugee issues;
- At least 2 years of experience with quantitative research, with a strong emphasis on spatial analysis and detailed report preparation;

Competencies:

- Fluency in English and Arabic, French is a plus
- Detail-oriented ability to work at a fast pace and meet deadlines;

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.

The candidate shall submit documents as evidence that allow **the evaluation panel to assess and score each criterion mentioned below** (Such documents are not limited to previous written reports, publications, and other decent proofs etc.)

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications Masters' degree in Geography, Data Management or other closely related field with technical specialization in Geo-spatial technology, cartography, Geographic Information Systems (GIS): <ul style="list-style-type: none"> • Less than master's degree (0 points) • Master's degree (7 points) • PhD degree (10 points) 		10
Criteria B: Previous Experience Years of relevant professional experience in GIS-data management with UNDP or other UN Agencies or NGOs working in the development of humanitarian sectors: <ul style="list-style-type: none"> • Less than 7 years of experience: 0 points • 7-8 years of relevant experience: 21 points • 9 years and above of relevant experience: 30 points 		60
Years of experience in working on Palestinian Refugees Camps and Gatherings <ul style="list-style-type: none"> - Less than 3 years of relevant professional experience: 0 points - 3-4 years of relevant professional experience: 14 points - 5 years and above or relevant professional experience: 20 points 		20
Years of experience with quantitative research, with a strong emphasis on spatial analysis and detailed report preparation <ul style="list-style-type: none"> • Less than 2 years of experience: 0 points • 2-3 years and above: 7 points • 4 years and above: 10 points 		10
Criteria C: Interview and Language The candidate demonstrates the understanding of the task and demonstrates relevant skills and knowledge for the successful delivery of the service <ul style="list-style-type: none"> - Poor understanding of the task and little or no relevant skills and/or knowledge – 0 points - Good understanding of the task and good skills and/or knowledge – 14 points - Excellent understanding of the task and good skills and/or knowledge – 20 points 		20
Fluency in English and Arabic (French is a plus): <ul style="list-style-type: none"> - The candidate is not fluent in English or Arabic: 0 points - The candidate is fluent in English and Arabic: 10 points 		10
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<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. Annex 3 (Offerors Letter) and
3. 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