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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 27, 2021

Ref: IC-UNDP-21-036

Office:	UNDP Libya
Description of the assignment:	Conflict Sensitivity Specialist
Project name:	Strengthening Local Capacities for Resilience and Recovery (SLCRR)
Reports to:	Project Manager
Type of Appointment:	Individual Consultant (International)
Duty Station:	Homebased
Duration of the contract:	20 workdays (spread over the period of one month)
Expected start date	September 20, 2021

The proposal should be submitted by email to tenders.ly@undp.org no later than **September 10, 2021, at 15:00 hours Tunis**, Tunisia time ref. 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. 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.

1. Background

Since 2011, Libya has witnessed violent conflict and political instability. The people living in Libya suffer the collapse of public services, especially education and health, higher prices through cuts to food and fuel subsidies, conflict-related loss of shelter and livelihoods and major setbacks in ensuring the safety of citizens and the rule of law. Furthermore, approximately 1.3 million people¹, including internally displaced persons (IDPs), returnees, vulnerable non-displaced Libyans, migrants, refugees and asylum seekers, are in urgent need of humanitarian assistance, access to services and jobs. Many IDPs and returnees also face tensions with resident communities given the conflict history and this represents an additional burden for already-stretched local conflict management platforms. In such context, local-level actors, including municipalities, find themselves at the frontline trying to respond to urgent needs of the local population.

In late 2020 and early 2021, violent conflict has declined, a ceasefire has been agreed to, and political dialogue and reconciliation has been progressing. In March 2021, the Libyan Parliament endorsed a national unity government, after which the two rival governments handed over power. The current environment lays a foundation for a deeper recovery.

UNDP's Strengthening Local Capacities for Resilience and Recovery (SLCRR) Project, implemented within the EU-funded programme "Recovery, Stability and Socio-economic Development in Libya" (RSDD), aims at enhancing provision of basic services at local level and increasing access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees. The project has two specific objectives:



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- 1) Strengthening the capacities of municipalities in providing basic and social services, in particular in municipalities most affected by migratory flows, for resilient local service delivery;
- 2) Improving access to quality basic and social services, in particular to the most vulnerable people living in the selected locations (including migrants, refugees, IDPs, returnees and host communities, especially women and girls).

Under the first objective/output of the project, a rapid survey has been conducted by UNDP in all target municipalities. Findings indicate that most of the municipalities agree that “conflict mediation mechanism is useful to build peace at the community level” and there is a need to identify community needs and to agree on activities to address those needs in a participatory and conflict sensitive manner.

Against this background, UNDP's SLCRR will support NGOs/CSOs to implement local initiatives

that propose concrete solutions to building peace, harmonization of societies through inclusion and empowerment of women, youth, persons with disabilities, IDPs, refugees and migrants via an inclusive social cohesion approach within the municipalities of Kufra, Bayda, Maya , Mamoura, Ghat, Zanzour, Zintan, Garabulli, Khoms, Emsaed, Brak Ashati, Zawia West, Zawia South, Benghazi, Ajdabiya, Qatrour, Shwiref, Sabratha, Sabha and Murzuq.

The activity will be conducted in two phases:

- A capacity building training will be offered to strengthen the institutional and organizational skills in designing and implementing effective projects aiming to promote peacebuilding, social cohesion and gender equality in the targeted municipalities. Conflict sensitivity analysis training will be offered to mitigate any unintended negative impacts while implementing projects and ensure “do-no harm”. This training will target around 20 NGOs/CSOs. .
- The second phase of this project envisages the allocation of 20 low value grants worth of 15,000 US\$ for trained NGO/CSO to implement initiatives in each of the targeted municipalities.

2. Project Outputs

UNDP Libya seeks a consultant to design and implement an online training programme on Conflict sensitivity analysis to strengthen the capacity of 20 NGOs/CSOs, to work in a conflict-sensitive manner and enhance sensitivity to vulnerable groups supporting the principles of Do No Harm.

3. Duties and Responsibilities

- Design and deliver a Conflict Sensitive Analysis (CSA) training to selected NGOs/CSOs
- Provide Libyan CSOs/NGOs with an understanding of peacebuilding strategies, social cohesion programming and principles of Do No Harm
- Encourage CSOs/NGOs to re-evaluate their work and explore ways in which they can contribute to sustainable peace and apply the principle of “Do No Harm”.

Main Activities:

1. Under the overall supervision of the Project’s Manager, and in close coordination with the Output Lead/Local Economic Recovery and the Senior Coordinator, the Consultant will perform the following duties and responsibilities:
2. Conduct a rapid capacity assessment on CSA of the selected NGOs/CSOs.



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3. Develop and conduct a 3 days online training based on the assessment findings and ensure content compliance with the UN and international best practices and standards;
4. Develop workshop curriculum, agenda, and training material;
5. Support participants to identify and integrate gender issues into their ongoing and future approaches, interventions and initiatives; Conduct a post-workshop evaluation for all grantees and compare the data with the pre-workshop survey (Originals of the pre-workshop survey and end-of-training feedback forms should be provided to UNDP);
6. Prepare and submit a Final Report, including visual materials (photos), lessons learned and recommendations.
7. Participate in the coordination meeting with UNDP and provide inputs and lessons learned;

4. Duration of the Work

The estimated duration of work is 20 working days.

5. Duty Station

The consultant will be home based

6. Deliverables, indicative timeframe, and payment schedule

The following are the key deliverable expected during and towards the end of the assignment

Deliverables	Workdays	Percentage of Payment
1. Training material including agenda, handouts and manuals developed.	6 working days	30%
2. pre-workshop evaluation submitted; 3 days workshop conducted.	7 working days	40%
3. Final report summarizing the training methodology, trainer's observations, results of pre and post evaluation, lesson learned, and recommendations submitted.	7 working days	30%

Payment to the consultant will be made upon satisfactory completion of the above-mentioned deliverables.

7. Required Qualifications and Experience

Education:

Bachelor's degree in Management, Social Science or other relevant related fields (with master's degree, minimum 7 years of relevant experience, with Bachelors' Degree minimum 10 years of relevant experience).

Experience:

- At least 10 years of experience at the national level in planning and conducting peace building training programs or related fields
- At least 10 training sessions conducted.
- Proven experience in developing training curriculums, publications, handout materials and manuals on CSA;



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- Strong knowledge of the Libyan context.
- Demonstrated experience in preparing assessments and reports including ability to draft reports and present recommendations in a clear
- Past experience with UN/UNDP Conflict Prevention and Peacebuilding guidance and implementation methods is a strong advantage.
- Usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.

Languages:

- Fluency in English is required, and knowledge of Arabic is desirable.

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

8. 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.

9. 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



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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.

10. Travel Costs

This consultancy will be home based.

11. Evaluation

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 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

EVALUATION CRITERIA			
Technical evaluation (70 points).			70 POINTS
1	Bachelor's degree, Management, Social Science or other relevant related fields (with master's degree, minimum 7 years of relevant experience, with Bachelors' Degree minimum 10 years of relevant experience).	20	20 Points Maximum
2	At least 10 training sessions conducted on peacebuilding, reconciliation, conflict sensitivity and gender related issues:	20	20 Points Maximum
3	Proven experience in developing training curriculums, publications, handout materials and manuals on CSA;	10	10 Points Maximum
4	Proven experience in conducting interactive training programmes on peacebuilding, reconciliation, conflict sensitivity and gender related issues. *Experience working in Libya, and/or the MENA region is an added value.	10	10 Points Maximum
5	Very good knowledge of English	10	10 Points Maximum
Financial Evaluation			MAX 30 POINTS



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<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 to the following calculation:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> $FE = \frac{LFP}{FPI} \times 30$ </div> <p>FE= Financial Evaluation</p> <p>LFP = Lowest Financial Proposal</p> <p>FPI= Financial Proposal of bidder i</p>	30	
FINAL EVALUATION: TECHNICAL + FINANCIAL		MAX 100 POINTS

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

Please complete the Vendor form and submit with proposal

Note: While submitting your proposal via email please put the reference no. **IC-UNDP-21-036**, without reference no. proposal shall not be accepted.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE

Annex 4- Health Statement form

Annex 5- Vendor registration form