



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 02 September 2021

Reference: LBN-CO-IC-205-21

Country: Lebanon

Description of the assignment: Long-Term Agreement - Procurement for the services of a National Legal Expert.

Project name: Land Degradation Neutrality for Mountain Landscapes in Lebanon (LDN).

Period of assignment/services: Up to 100 working days spread out over a period of 24 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **23 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 project seeks land degradation neutrality (LDN) in mountain lands by rehabilitating degraded land and preventing further degradation. It will do this initially at the pilot scale to gain the necessary skills and know-how as well as confidence before it can be up scaled and replicated post-project comprehensively. The pilot areas will be the mountain ranges in the Cazas of Jbeil and Akkar. The project duration is five years.

Rehabilitation practices will be tested for technical effectiveness, cost-effectiveness and benefits in the agriculture, the mountain pastures and forestry sectors, the quarrying sector, and the eco-tourism and outdoor recreation sectors. Prevention will be achieved through comprehensive land use planning and the monitoring for compliance with set conditions and their enforcement.

There will be clarification of roles and enhancement of capacities particularly at local government level. The institutional and regulatory context will be reviewed, updated, and strengthened so as to prevent new degradation of forests, rangelands and agricultural lands.

Ultimately, the key to achieving LDN is in making the most effective land use planning decisions and in implementing and upscaling these together with appropriate restoration measures – which is reflected in the three Outcomes of the project which are:

1. Outcome 1: Degraded mountain land in selected mountain districts of northern Lebanon identified, rehabilitated, and restored.
2. Outcome 2: Mountain lands managed sustainably to prevent degradation.
3. Outcome 3: Project monitoring and evaluation, communication, knowledge management and financial mechanisms for the dissemination and replication of the results of the project with the aim of achieving land degradation neutrality.

It is in this context that the LDN project is seeking the services of a legal expert to support the project in the analysis of the existing land use planning and natural resources management legislation, institutional structures and procedures, and in supporting the improvement of land use planning and to ensure the integration of environmental considerations and sustainable land management principles into the national process.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

In particular, the Consultant is expected to carry out, but not limited to, the below tasks:

1. Review, analyze and update if needed, the identified gaps which may be hindering the effective implementation of the land use planning process so as to avoid insensitive infrastructure development, conversion of productive lands, poor range and farmland management practices, and encroachment on natural ecosystems especially forests (Gaps identified under the UNDP/SLMQ project, and will be shared with the consultant)
2. Review, analyze and update when necessary the needed clarifications of current planning, permitting and licensing procedures and provide recommendations on removing any regulatory barriers (clarifications prepared under the UNDP/SLMQ project, and will be shared with the consultant).
3. Assess appropriate policy and monetary incentives and disincentives, and recommendations on improving the management of the bond/guarantee system in the case of quarries, and considering levies and royalties, fines and penalties as a control mechanism.
4. Identify the respective roles and responsibilities for compliance monitoring, enforcement and prosecution as necessary.
5. Provide a training concept for the various levels of the legal/judicial system tackling urban planning legislation, tourism, quarrying and natural resources management, in particular based on identified gaps and bottlenecks encountered in legal and administrative practices (rulings, administrative procedures, etc).

6. Draft training materials in line with the approved concept (training sessions and lesson plans, seminar presentations, roundtable, etc. depending on audience) and deliver them as needed (minimum of 6 sessions).
7. Support the Project Team as needed in the drafting of updates of legal texts mostly in the form of decisions and decrees related to natural resources management, quarrying, urban planning and tourism.
8. Provide legal advice and analysis on land use planning process, conversion of productive lands, poor range and farmland management practices, and encroachment on natural ecosystems especially forests, environmental protection and related matters based on the needs of the project.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor Law degree.
- Master's degree in public law, public administration, political science, or related field.

II. Years of experience:

- Minimum 15 years of relevant professional experience.

III. Technical experience:

- Proven experience in the field of environmental law and urban planning law in Lebanon;
- Proven knowledge of the related policies, legal and regulatory frameworks;
- Proven experience working with the public sector;
- Proven experience in legal drafting (drafting of regulations, legislations, etc);
- Proven experience in assessing legal regulatory frameworks and procedures;
- Experience working with multilateral organizations and the UN system preferred;
- Knowledge of regional and international best practices is an asset.

IIV. Competencies:

- Proficiency in English and Arabic languages. French is an asset;
- Demonstrable analytical skills and report writing skills;
- Excellent proven organizational and communication skills.

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

- **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:

- **Payment will be made against each requested and completed task and upon submission of certificate of payment based on work-days, Individual Consultant time sheet, and deliverables. Submitted documents shall be approved by the Project Manager. Reimbursements will be in an all-inclusive lump sum amount (based on work-day).**

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%]*

Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Academic Qualifications <ul style="list-style-type: none"> • Bachelor Law degree (14 points) • Master's degree in public law, public administration, political science, or related field (20 points) 		20
Years of Relevant Experience <ul style="list-style-type: none"> - Less than 15 years (0 points) - 15-20 Years (18 Points) - 21 Years and above (25 Points) 		25
Technical Experience <ul style="list-style-type: none"> - Proven experience in the field of environmental law and urban planning law in Lebanon (10 points) - Proven knowledge of the related policies, legal and regulatory frameworks (10 points) - Proven experience in legal drafting (drafting of regulations, legislations, etc) (10 points) - Proven experience in assessing legal regulatory frameworks and procedures (10 points) - Proven experience working with the public sector (5 points) 		55

<ul style="list-style-type: none"> - Experience working with multilateral organizations and the UN system preferred (5 points) - Knowledge of regional and international best practices (5 points) 		
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	<u>100</u>
<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