



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 September 2021

Reference: LBN-CO-IC-242-21

Country: Lebanon

Description of the assignment: National Senior Youth Advisor to facilitate the revision of the Palestinian Youth Strategy

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

Period of assignment/services: Estimated 42 working days for 3 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org> no later than; **01 October 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 UNDP project seeks to strengthen the capacity of the LPDC (2020-2023) and to enable the Government of Lebanon 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;

Under the Output 3, the LPDC has been working on strengthening its outreach to youth and to foster a dialogue between the LPDC and the Palestinian refugee youth. Young Palestinians come face to face with daily hardships on socio-economic, political, cultural, and emotional levels. LPDC's vision is for all young Palestinians living in Lebanon to have the opportunities, skills, resources and support networks that tangibly empower them to improve their life conditions, engage in their communities' development, and influence decisions that affect them and their future. To achieve this aim, LPDC seems the achievement of the following objectives as being essential:

- Reducing the unemployment rate among the Palestinian youth and thereby increasing their financial independence
- Changing perceptions about Palestinian youth in Lebanon and increasing spaces for communication between Palestinian and Lebanese youth
- Increasing the opportunities and abilities of young people to play an active role in their communities and strengthen channels of communication between youth and other stakeholders and official institutions.

In 2019 LPDC has supported the development of the National Palestinian Youth (NPY) strategy in Lebanon. With the impacts of the economic and COVID-19 crises in Lebanon the economic opportunities and living conditions for Palestinian youth have dramatically changed. As reported by World Bank, "Lebanon is enduring a severe, prolonged economic depression: real GDP growth contracted by 20.3% in 2020 and inflation reached triple digits..."¹ ILO estimates that the unemployment rate quadrupled in 2020 and reached around 40% of the workforce (the unemployment rate for youth is estimated at 60%).²

Given the effects of the crises outlined above and the rapidly changing context, there is a need to revise the National Strategy for Palestinian Youth in Lebanon with a particular focus on developing an updated action plan. In this context, UNDP requires the services of a "Senior Youth Advisor".

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

Under the supervision of the LPDC Project Manager the consultant will:

- Meet with the project stakeholders (1-2 meetings of virtual conference calls) to define the detailed work plan of activities for the consultancy
- Revise all relevant literature and propose an initial revision of the National Strategy for Palestinian Youth in Lebanon
- Prepare and facilitate workshops with relevant international and national stakeholders in order to consolidate feedback on the National Strategy for Palestinian Youth in Lebanon
- Revise the strategic part of the National Strategy for Palestinian Youth in Lebanon
- Revise the action plan of the National Strategy for Palestinian Youth in Lebanon
- Advise the LPDC Youth Coordinator on the implementation of the National Strategy for Palestinian Youth in Lebanon

¹ <https://www.worldbank.org/en/country/lebanon/overview>

² <https://reliefweb.int/report/lebanon/gIEWS-country-brief-lebanon-02-december-2020>

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Minimum Bachelor's degree in sociology, political science or a closely related field

Years of Experience:

- Minimum 5 years of relevant professional experience in the field of youth engagement, youth education in Lebanon
- At least 3 relevant reports or publications on youth-related issues in Lebanon with the particular focus on youth education and/or youth employment
- At least one year as a proven experience with the issues affecting the lives of socially vulnerable youth in Lebanon, including refugees

Competencies:

- Fluent in English and Arabic
- Demonstrated ability to work independently and with a team to 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 <i>Master's degree in sociology, political science or a closely related field:</i> <ul style="list-style-type: none"> • Less than bachelor's degree (0 points) • Bachelor's degree (10 points) • Master's degree (14 points) • PhD (20 points) 		20
Criteria B: Previous Experience		50
<i>Minimum 5 years of relevant professional experience in the field of youth engagement, youth education in Lebanon:</i> <ul style="list-style-type: none"> • Less than 5 years of relevant experience: 0 points • 5-7 years of relevant experience: 14 points • 8 years and above of relevant experience: 20 points 		20
<i>Experience with the issues affecting the lives of socially vulnerable youth in Lebanon, including refugees</i> <ul style="list-style-type: none"> - 0 years of experience: 0 points - 1-2 years: 7 points - 3 years and above: 10 points 		10
<i>Reports or publications on youth-related issues in Lebanon with the particular focus on youth education and/or youth employment</i> <ul style="list-style-type: none"> • Less than 3 relevant reports or publications: 0 points • 3-4 relevant reports or publications: 14 points • 5 relevant reports or publications and above: 20 points 		20
Criteria C: Interview and Language		30
<i>The candidate demonstrates the understanding of the task and demonstrates relevant skills and knowledge for the successful delivery of the service</i> <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
<i>Fluency in English and Arabic</i> <ul style="list-style-type: none"> - Fluent in English and Arabic (10 points) - Not Fluent in English or Arabic (0 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**