



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 Oct 2021

Reference: LBN-CO-IC-279-21

Country: Lebanon

Description of the assignment: International Individual Consultant - Animal Feed Expert (rendering end-products of poultry slaughterhouse waste)

Project name: Lebanon Environmental Pollution Abatement Project (LEPAP).

Period of assignment/services: 20 working days spread over a period of 3 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **27 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. Project Description

In order to ensure a smooth transition for Lebanon towards environmental sustainability, the Government of Lebanon, through the Ministry of Environment (MoE) has requested the support of the World Bank (WB) and the Italian Government to establish the Lebanon Environmental Pollution Abatement Project (LEPAP) as a national initiative to respond to the challenges for promoting the financial and environmental sustainability of the industrial sector in Lebanon.

The LEPAP was initiated by the MoE in 2014 and consists of two main components: (A) Technical Assistance Component funded by the Italian Agency for Development Cooperation (AICS), and (B) Investment Component funded by the WB. LEPAP is being implemented by the United Nations Development Program (UNDP) in close partnership with the Ministry of Finance (MoF) and Banque du Liban (BDL). The LEPAP aims at reducing industrial pollution in targeted industrial enterprises and will contribute to strengthening the monitoring and enforcement capabilities of the MoE.

Under the technical assistance component, the AICS has approved the allocation of a financial contribution to UNDP to provide technical assistance to the project's beneficiaries mainly the MoE and the concerned industries and to support in the overall management of the project's activities. These ToRs relate to the technical assistance component of the project.

UNDP is seeking to recruit an International Animal Feed Expert (referred to as "Individual Consultant (IC)") to support the LEPAP in exploring treatment options and alternative usages of rendering end-products of a poultry slaughterhouse and processing plant in Lebanon (referred to as "Industry").

Background Information

Through the LEPAP financing scheme, a rendering plant was installed at a poultry slaughterhouse and processing plant in North Lebanon. The slaughterhouse is designed for a maximum slaughtering capacity of 32,000 birds per day; However, the facility is currently receiving around 15,000 birds per day.

The rendering plant receives as input: (i) poultry processing waste generated from the operation of the slaughtering, scalding, de-feathering and evisceration units; (ii) blood produced during the slaughtering; and (iii) dead birds upon arrival to the facility. It consists of two main processing lines: the meat meal and fat meal line, and the feather meal line. Its main operational processes are reception, cooking and condensation.

While the blood/feather meal line was handed successfully by the supplier and can be operated normally, the operation of the meat meal and fat meal line is still contingent upon making some necessary parts available.

Currently, trial blood/feather cooking sessions are being conducted on average once a week. Each cooking session corresponds to one production day of 15,000 slaughtered birds and generates around 1 tonne of rendering product. The product is mostly being applied as fertilizer to the nearby landscaped lands (ornamental trees) owned by the Industry, with minor quantities stored onsite for the batch records or sent for quality monitoring tests. Due to the current economic situation, the Industry has not been able to sell the end-products to external parties and is risking the accumulation of produced quantities onsite or the stoppage of the rendering plant's operation until a reliable market is found.

Samples of the rendering end-products from the trial cooking sessions of the blood and feather meal line were collected in previous months for proximity testing and suitability for use as compost. Results of the compost test compared to draft guidelines of the Lebanese Ministry of Environment showed that the end-product is closest in quality to compost Grade C, suitable for application only if any risks to humans and any contamination of food or agricultural soil can be excluded; e.g. in landscaping, recultivation of abandoned quarries and soil for green space along traffic roads. Results of a sample proximity test revealed the following contents in the end-product:

- Fat content: 8.4%
- Protein: 12.7%
- Ash content: 4.7%
- Moisture content: 3.8%
- Dry matter : 96.2%
- Crude fibers : 2.6%
- Total Phosphorus: 4.12 g/kg
- Calcium: 922 mg/kg

However, this quality is expected to vary based on the ratio of feather and blood applied in the cooking sessions.

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

The scope of work is to provide technical and financial recommendations for the management of the industrial waste described in the previous sector.

The Consultant will have the following responsibilities:

- Review the available documentation related to the Industry's rendering plant including the environmental and social impact assessment report, the technical design, the testing results, etc.;
- Conduct virtual meetings with the industry's team and other relevant stakeholders for a good understanding of the challenges currently faced and their needs in terms of technical support;
- Conduct a quantitative and qualitative evaluation of the rendering plant operation and more specifically the rendering end-products based on existing laboratory tests and request additional testing, if deemed necessary;
- If additional tests are being requested, provide extensive list of parameters and methodology that needs to be followed;
- Assess the various acceptable usages of poultry rendering end-products in line with international guidelines and best available techniques;
- Advise the Industry on treatment changes and improvements needed to enhance the quality of the rendering end-products in such a way that ensures wider marketing potentials while minimizing investment costs;
- Provide an analysis of the most suitable options for marketing the rendering end-products of the Industry;
- Provide a short feasibility study for each of the explored options, accounting for associated cost estimates and revenues for the industry;
- Draft a list of potential clients and markets of the rendering end-products with a description of their requirements in terms of products quality and quantity;
- Support the industry in negotiating and establishing agreements with at least three national and/or international markets for the rendering end-products;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree or equivalent in Environmental Engineering, Chemical Engineer, Agricultural Engineering, Agro-Processing Technology, Marketing, Sales or other closely related field.
- PhD degree is an asset.

II. Years of experience:

- The required minimum years of relevant experience is 15 years.

III. Technical experience:

- Previous experience in the animal feed processing and pet food manufacturing technologies sectors;
- Good knowledge of the slaughtering, meat processing and rendering operations and standards;
- Good knowledge of the quality and safety guidelines of slaughtering, meat processing and rendering activities;
- Proven experience in conducting feasibility studies;
- Previous experience in marketing/sales of meat and rendering products.

IIV. Competencies:

- Excellent English verbal and written communication and negotiation skills;
- Excellent analytical, organization and report-writing 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:

- The UNDP shall effect payments to the consultant against each deliverable after acceptance by the Project M&E Officer and upon submission of a certificate of payments.

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
<u>Academic Qualifications</u> <ul style="list-style-type: none"> - Master's degree in Environmental Engineering, Chemical Engineering, Agricultural Engineering, Agro-Processing Technology, Marketing, Sales or relevant fields: 15 points - PhD in relevant field: 20 points 			20
<u>Years of relevant experience</u> <ul style="list-style-type: none"> - Less than 15 years: 0 points - 15-17 years: 14 points - More than 17 years: 20 points 			20
<u>Technical Experience</u> <ul style="list-style-type: none"> - Previous experience in the animal feed processing and pet food manufacturing technologies sector: 15 points - Good knowledge of the slaughtering, meat processing and rendering operations and standards: 10 points - Good knowledge of the quality and safety guidelines of slaughtering, meat processing and rendering activities: 10 points - Proven experience in conducting similar feasibility studies: 10 points - Previous experience in sales of meat and rendering products as a value-chain: 15 points 			60
<u>Financial</u> (Lower Offer/Offer*100)		30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3		

How to apply:

The consultancy is open for all international 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

ANNEX III

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

**Celine Moyroud
Resident Representative
United Nations Development Programme
Arab African International Bank Building
Riad El Solh Street, Nejme, Beirut 2011 5211
P.O. Box 11-3216 Beirut, Lebanon**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of an **International Individual Consultant - Animal Feed Expert (rendering end-products of poultry slaughterhouse waste** under **Lebanon Environmental Pollution Abatement Project (LEPAP)**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]:*

☐ A total lump sum of _____ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

☐ Sign an Individual Contract with UNDP;

☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

- k) I hereby confirm that *[check all that applies]:*

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.
Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity In days	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		20 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Total in USD
Deliverable 1 Qualitative and Quantitative Assessment Report	10 workdays	Within 4 weeks from date of Contract Signature	
Deliverable 2 Technical and Financial Feasibility Study	10 workdays	Within 12 weeks from date of Contract Signature	
Total in USD			

Full Name and Signature:

Date Signed:
