



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 Oct 2021

Reference: LBN/CO/IC/289/21

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**Country:** Lebanon

**Description of the assignment:** National Resident Engineer/Architect

**Project name:** UNDP Country Office

**Period of assignment/services:** 60 working days from 1 November 2021 to 31 January 2022

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **29 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](mailto: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.

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### 1. BACKGROUND

UNDP Lebanon is moving to a new workplace scheme in the next several months. Long gone will be the days when UNDP staff reported to a multi-floor building every day from 9 to 5. Instead, under the new plans, colleagues will work from the UNDP offices only three days a week, while continuing to work from home the other two days. A large part of this plan is making sure that UNDP staff are well-equipped to work from home, including high-speed and stable internet. This scheme responds to new research from IBM's Institute for Business Value (IBV) that suggests many employees prefer to continue working remotely, even after the pandemic ends. A study conducted by Owl Lab before COVID-19 also demonstrates that the majority of remote workers report that they are happier, more likely to stay at their jobs, experience less stress, and appreciate not commuting to the office.

Within this new working arrangement, the UNDP Lebanon office space will also change radically, as the Country Office leaves its current home in Downtown Beirut and locates to a space that brings together all Beirut-based presences into one combined premise. The new UNDP Lebanon office space will no longer comprise individual offices that belong to specific people or teams but rather a range of different work environments that are based on particular tasks. Combining the principles of activity-based work, hot desks, and open workspaces, the new UNDP Lebanon office will occupy a single open-concept floor with specially designed workspaces that colleagues will use during their days in the office.

The new premises have two floors of 2,000 sqm combined, a 170 sqm conference room (annex), and a 450 sqm cafeteria and terrace (annex). Plans include meeting rooms, zoom booths, collaborative and multi-purpose spaces, quiet work pods, and free-form areas.

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

Under the direct supervision of UNDP Lebanon's Head of Experimentation, the Project Architect/Engineer will:

1. Liaise with building owners on a regular basis and coordinate logistics
2. Follow up on accurate execution of all civil, architectural, mechanical, and electrical works in collaboration with project team
  - a. Coordination between contractors and UNDP
  - b. Support with approval of all shop drawings and submittals
  - c. Support with making the necessary on-site modifications in the floorplan
  - d. Participation in weekly site meetings with contractor and UNDP and follow up on subsequent actions
  - e. Production of a detailed snag list (if any) in collaboration with awarded contractor
3. Close follow up on detailed work schedule in collaboration with contractors/suppliers and in line with project timeline
4. Investigate and confirm on all quantities (civil, architecture, mechanical, electrical, furniture)
5. Support with verification of furniture orders and handovers

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

## **3. Expected Outputs and deliverables**

The required deliverables under the terms of reference are:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Progress Report #1 (First month)	15 days	22 November	UNDP Lebanon's Head of Experimentation
Progress Report #2 (Second month)	15 days	13 December	UNDP Lebanon's Head of Experimentation
Progress Report #3 (Third month)	15 days	3 January	UNDP Lebanon's Head of Experimentation
Progress Report #4 (Fourth month)	15 days	31 January	UNDP Lebanon's Head of Experimentation

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

#### **4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**I- Academic Qualifications:**

Master's degree in Architecture or Engineering

**II- Experience:**

8 years of experience in interior fit-outs, construction management, approval of shop drawings and submittals, etc

**III- Competencies:**

- Excellent skills in coordinating between contractors, subcontractors, and suppliers
- Excellent skills in developing and modifying architectural drawings and details
- Excellent skills in communicating with mechanical and electrical engineers
- Excellent time management skills
- Strong communication skills
- Strong knowledge in AutoCAD
- Knowledge in Primavera or MS Project preferred

#### **5. 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.

(iv) Copy of degrees / certifications must be submitted for full evaluation grading

(v) List of completed projects (to be accounted for in the experience) should be provided listing: project name, nature of work completed, year of completion.

**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:

<b>Milestone</b>	<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b>Payment terms</b>
<b>1</b>	Progress Report #1 (First month)	22 November	25%
<b>2</b>	Progress Report #2 (Second month)	13 December	25%
<b>3</b>	Progress Report #3 (Third month)	3 January	25%
<b>4</b>	Progress Report #4 (Fourth month)	31 January	25%

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%]*

Criteria	Weight	Max. Point
<b><u>Technical Competence</u></b>	70%	100
<ul style="list-style-type: none"> <li><b>Academic background</b>  <i>Bachelor's degree in Architecture or Engineering: Zero</i>  <i>Master's degree in Architecture or Engineering: 30 points</i> </li> </ul>		30
<ul style="list-style-type: none"> <li><b>Years of Relevant Experience</b>  <i>Less than 5 years: 0 points</i>  <i>5-6 years: 10 points</i>  <i>7-8 years: 20 points</i>  <i>More than 8 years: 30 points</i> </li> </ul>		30

<ul style="list-style-type: none"> <li>• <b>Technical experience</b></li> <li>- <b>Overall experience in design and internal fit-outs:</b> Up to 2 projects: 5 points Up to 4 projects: 10 points Up to 6 projects: 15 points 7 or more projects: 20 points</li> <li>- <b>Experience in managing construction sites:</b> Up to 2 projects: 8 points Up to 4 projects: 15 points Up to 6 projects: 20 points 7 or more projects: 20 points</li> </ul>		40
<b>Financial</b> (Lowest Offer/Offer*100)	30%	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

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

#### 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. Technical Proposal,
3. Annex 3 (Offerors Letter) and
4. 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 four (4) 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 a **National Resident Engineer/Architect** under **UNDP Country Office**.
- 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]:*

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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]:*

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Sign an Individual Contract with UNDP;

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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:

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

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

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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

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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:

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**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
<b>I. Personnel Costs</b>			
Professional Fees		60 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

### B. Breakdown of Cost by Deliverables

	<b>Deliverables/ Outputs</b>	<b>Total Working Days</b>	<b>Payment Terms</b>	<b>Total in USD</b>
<b>1</b>	Progress Report #1 (First month)	15 days	25%	
<b>2</b>	Progress Report #2 (Second month)	15 days	25%	
<b>3</b>	Progress Report #3 (Third month)	15 days	25%	
<b>4</b>	Progress Report #4 (Fourth month)	15 days	25%	

Full Name and Signature:

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Date Signed:

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