INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 November 2021
Reference: LBN-CO-IC-297-21

Country: Lebanon

Description of the assignment: Provision of services of a Scientific Assessment of Research Expert


Period of assignment/services: 30 working days spread over a period of 2 months (no later than 28 February 2022).

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 19 November 2021 at 11:59 OM 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 UNDP “STEPping up Nature Reserves Capacity – STEP4Nature” project aims at directly tackling 7 targets in full or in part although a number of others are targeted indirectly through NBSAP 2030 targets: (target 5) the total percent coverage of nature reserves is increased to reach at least 5% of Lebanon’s area; (target 9) rehabilitation plans are implemented in at least 20% of degraded sites that they can safeguard the sustained delivery of ecosystem services; (target 14) vulnerable ecosystems to climate change are identified and adaptation plans are developed and implemented; (target 15) research on biodiversity is improved in Lebanon, and research outputs and biodiversity related reports are shared through a centralized platform (from both public and private institutions), which is updated and made accessible to the public (CHM); (target 16) traditional knowledge, uses, and practices of local communities relevant to biodiversity and sustainable use of resources are documented, preserved and shared/published; (target 17) the relevant institutional and legal framework and government policies are reviewed, updated and reinforced where necessary to ensure effective biodiversity conservation and sustainable use;
and (target 18) Lebanon has developed and is implementing a robust resource mobilization strategy with a sustainable mechanism to finance biodiversity initiatives.

To this end, the project will strengthen MOE legal and institutional NR framework, improve NR management, monitoring and evaluation plans, assess the NR vulnerability to climate change and disaster risks, set up a knowledge platform, carry out needed natural capital valuation and scientific research while formulating and implementing inclusive participatory and gender equality green and grey investments where communities living surrounding the official NR boundaries will be targeted.

The project is financed by the Italian Agency for Development Cooperation – AICS and is implemented by the United Nations Development Programme (UNDP) in partnership with the Ministry of Environment.

During the last decade, considerable research related to biodiversity and other field relevant to protected areas have been performed by researchers, academia, NGOs and international projects significantly contributing to the sustainable management and use of biodiversity within protected areas. This data is scattered and thus there is an urgent need to compile and map them in a research information platform. Based on this platform a vigorous Protected areas-targeted research program should be initiated where research agenda should be mainstreamed towards protected areas lacking scientific research.

It is in this context that the Step4Nature project is seeking the services of an expert to support the project in the elaboration of a national research information platform of all legal and scientific documents related to Protected Areas and Nature Reserves in Lebanon.

This assignment is expected to allow the project team to compile all existing scientific and legal data related to existing protected areas (and pipeline) and create a knowledge database allowing the project to mainstream research and studies towards protected areas facing a lack of scientific/legal information.

This consultancy is divided into the following tasks:

- **Task 1** – Desk review and data collection
- **Task 2** – Knowledge database development

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

The tasks mentioned in the next section shall be performed in close cooperation with the UNDP/STEP4Nature team and in close coordination and consultation with concerned ministries (Ministry of Environment and Ministry of Agriculture) and stakeholders.

It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract.

*For additional information, please refer to ANNEX I – Terms of Reference*
3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Academic Qualifications:**
  Masters or PHD in a discipline that is relevant to ecology, biology, natural resources / environmental management or closely related field.

- **Years of experience:**
  Minimum of 5 years’ experience in biodiversity conservation and protected areas and/or implementation of management responsibilities at the institutional level in the field of biodiversity and protected areas.

- **Technical experience:**
  - Experience in, or extensive knowledge of environmental and biodiversity related issues
  - Experience in research and review of local and international experiences and lessons learned in biodiversity for PAs;
  - Knowledge and understanding of the current ecology, protected areas and related governance issues in Lebanon
  - Experience working with local authorities (ministries) is highly desirable.
  - Experience with UN or international donor project(s) is an asset.

- **Competencies:**
  - Proficiency in English and Arabic languages;
  - Demonstrable analytical skills and report writing skills;
  - Good communication and consultation 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:

<table>
<thead>
<tr>
<th>Task</th>
<th>Payment</th>
<th>Deliverables</th>
<th>Potential Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16.66%</td>
<td>Deliverable 1: Inception Report including methodology of work</td>
<td>2 weeks from contract signature</td>
</tr>
<tr>
<td>2</td>
<td>66.68%</td>
<td>Deliverable 2: Desk Review and data collection (Task 1)</td>
<td>1.5 months from contract signature</td>
</tr>
<tr>
<td>3</td>
<td>16.66%</td>
<td>Deliverable 3: Knowledge database development (Task 2)</td>
<td>2 months from contract signature</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
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</tbody>
</table>

- **Criteria A: Academic qualifications**
  - Bachelor’s Degree: 0 points
  - Master’s Degree: **10 points**
  - PhD Degree: **15 points**
  - Relevant trainings/Certificates: Additional **5 points**

- **Criteria B: Years of relevant experience in the filed**
  - Less than 5 years: 0 points
  - 5 years: **21 points**
  - 6 to 8 years: **26 points**
  - More than 8 years: **30 points**

- **Criteria C: Technical Experience**
  - Experience in, or extensive knowledge of environmental and biodiversity related issues (**15 points**).
  - Experience in research and review of local and international experiences and lessons learned in biodiversity for PAs (**15 points**).
  - Knowledge and understanding of the current ecology, protected areas and related governance issues in Lebanon (**10 points**).
  - Experience working with local authorities (ministries) is highly desirable (**5 points**).
  - Experience with UN or international donor project(s) (**5 points**).

**Financial** (Lower Offer/Offer*100) 30% | 100

**Total Score** | 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