



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 November 2021

Reference: LBN/CO/IC/313/21

Country: Lebanon

Description of the assignment: Procurement for the services of an Individual Consultant for Electrical Engineering or related discipline.

Project name: MERP project

Period of assignment/services: 22 days spread over the period between December 2021 and March 2022.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **23 November 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 impact of the Syrian Crisis on Lebanon has reached an unprecedented scale in the history of complex, displacement-driven emergencies and has placed tremendous pressure on Lebanon's services and resources, particularly at the decentralized level.

The above situation is further exacerbated by the current economic, political and health crisis. Lebanon is facing one of the gravest economic downturns since the end of the civil war in the early nineties.

The 'Municipal Empowerment and Resilience Project' (MERP) is a joint initiative by the United Nations Development Programme (UNDP) and the United Nations Human Settlement Programme (UN-Habitat). The Project is implemented in partnership with the Ministry of Interior and Municipalities (MoIM) and is funded by the European Union (EU) through EU Regional Trust Fund in Response to the Syrian Crisis, the 'Madad Fund'.

The Project aims to strengthen the long-term resilience of subnational authorities in Lebanon as well as host communities, refugees and displaced persons affected by the Syrian Crisis. To achieve this, the Project engages in a three-pronged approach: MERP aims to 1. strengthen processes, procedures and practices to enable Union of Municipalities (UoMs) and municipalities to deliver effective and efficient services in a transparent and accountable manner; 2. empower UoMs and municipalities to facilitate local economic development (LED) and to deliver basic services that address the needs of both host and refugee populations, and; 3. support communities to engage in municipal processes and procedures to ensure that UoMs and municipalities are responsive to their needs.

The Project's geographic areas of intervention are the Urban Community Al Fayhaa, the federation of Municipalities of the Northern and Coastal Matn, and the UoM of Tyre with a total of around 92 potential partner municipalities (see table 1, below).

Table 1 MERP Geographical Focus Area

District	# of Municipalities in the district	Targeted UoM	# of municipalities in the UoM
Tripoli	3 (Qalamoun, Mina and Tripoli)	Urban Community Al Fayhaa	4
Matn	54	Federation of Municipalities of the Northern and Coastal Matn	33
Tyre	62	Union of Tyre Municipalities	55

In response to the current situation, the Project will support basic service/LED interventions that aim to address the immediate needs of host, displaced and refugee communities. Focus of the projects will be on basic services and LED interventions under the mandate of municipalities and Unions of Municipalities in line with municipal legislation (article 49, 50 and 51 of Legislative Decree 118/1977). MERP will prioritize basic services and LED projects that demonstrate integrated economic, social and environment (sustainable development) benefits. This includes projects that respond to the COVID-19 pandemic and/or aim to mitigate the economic impact of the health crisis.

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

As part of its basic service/LED interventions, MERP identified three municipal basic service/LED interventions that focus on solar PV systems.

Deir Qanoun El Naher municipality currently generates its own electricity for its residents through eight generators. However, the municipality is facing multiple problems due to the current crisis in the country. The operational and maintenance cost of the generators is very high, limited supply of fuel, increasing demand for electricity due to lengthy black-out periods, high electricity bills for residents and increased public safety concerns in the streets due to the lack of public lighting. Deir Qanoun El Naher has proposed a large-scale on-grid PV system to meet the towns' electricity needs. The proposed system will produce 400 kWp. The generated energy will be distributed as an alternative source of electricity through the local network. This will reduce the dependency on the diesel generators, decreasing their share at initial stage from 1,800 to 1,400 kW. Four-hundred streetlights will be replaced with LED lamps in order to provide lights during the night

In **Nabay**, the municipality considers addressing the power/energy issues as top priority. Nabay Solar Project tackles directly the basic need of the community. The project consists of supply and installation of

solar photovoltaic power plant in Nabay with a solar capacity of 76 kWp and an energy storage nominal capacity of 714 kWh of which 50% are intended to be used in every cycle during nighttime. The solar off-grid system is with modular on-demand feeding options ranging from streetlights to on grid and thus contributing to several socio-economic and environmental needs of the community.

The municipality of **Srifa** is proposing to install a solar panel system on the roof of the building containing the public health center, the municipality of Srifa and the public Library in the town. This will decrease the cost of fuel and generators; and will also allow for prolonged hours of service.

The three sites for solar PV are identified in the table below

#	Municipality Name	Region	PV System Type	Battery system/storage capacity	Approximate preliminary capacity
1	Deir Qanoun El Naher	South Lebanon	On Grid PV Solar System-Diesel System	No Battery System	400 kWp (to be validated)
2	Nabay	Mount Lebanon	PV Solar system with storage	Battery System of capacity 714 kWh (to be validated)	76 KWp (to be validated)
2	Srifa	South Lebanon	To be assessed	To be assessed	To be assessed

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Electrical Engineering or related discipline.
- Master's degree in Renewable Energy or related field is a plus

II. Years of experience:

- Overall relevant experience in PV sector of not less than 10 years
- Previous experience in at least 5 similar projects in PV design and installation.

III. Technical experience:

- Experience in LED Lights assessment (sizing, specs, budget estimation) and PV projects with Lithium batteries.
- List of projects detailing the consultant's scope of work along with completion date must be submitted for full evaluation grading.
- Experience in software related to solar PV design (e.g. PVsyst, Homer...)
- Experience in preparation of tender document and elaboration of technical specifications

-Experience in working with UNDP or other local or international non-governmental organizations on solar PV design and/or implementation.

IV. Competencies:

- Good analytical and report-writing skills
- Commitment to team and cross-disciplinary work
- Emphasis on delivery of results and reacts well to constructive criticism
- Proficiency in English

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. The payments will be monthly lump-sum issued based on completion and approval of each deliverable

Deliverables	Target Due Dates	Payment Terms
Task 1: 3 review proposals, data collection and three site visits.	Two weeks after contract signature	First Payment: 37.5% of the contract value
Task 2: Feasibility assessments	1 month after contract signature	
Task 3: Full tender document (BOQ, specifications, evaluation criteria and requirements) and list of products, average prices, warranties, and suppliers.	2 months after contract signature	Second Payment: 50% of the contract value
Task 4: Bids evaluation report	4 months after contract signature	Third Payment: 12.5% of the contract value

Payments will be issued upon satisfactory completion of the required deliverables and submission of the certificate of payment and corresponding documentation. Payment file shall include a summary of the tasks completed as well as report by the consultant and submitted to the MERP Project Manager

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. Duty station

Home-based with site visits when deemed necessary.

7. 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
<ul style="list-style-type: none">• Criteria A: Academic qualifications Bachelor's Degree: 10 Master's Degree and above: 20		20
<ul style="list-style-type: none">• Criteria B: Years of relevant experience in the field Less than 7 years: 0 7 years: 21 8 to 10 years: 26 More than 10 years: 30		30
<ul style="list-style-type: none">• Criteria C: Technical Experience Experience in at least 5 similar projects in PV design and installation: 15		50

Experience in LED Lights assessment (sizing, specs, budget estimation) and PV projects with Lithium batteries: 15 Experience in software related to solar PV design (e.g. PVsyst, Homer...): 10 Experience preparation of tender document and elaboration of technical specifications: 5 Experience with UN or international donor project(s) on solar PV design and/or implementation: 5			
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 <https://jobs.undp.org/>.

Submissions through any other media will not be considered.

The application must include all of the following documents:

- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology to complete the assignment.
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

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 **Procurement for the services of an Individual Consultant (Electrical Engineering or related discipline) for the MERP project.**
- 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 learning 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	Estimated Working days	Total Amount in USD
I. Personnel Costs			
Professional Fees		22 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:

Deliverables/ Outputs	Estimated working days	Target Due Dates	Amount to be paid to the individual in USD
Task 1: 3 review proposals, data collection and three site visits.			
Task 2: Feasibility assessments			
Task 3: Full tender document (BOQ, specifications, evaluation criteria and requirements) and list of products, average prices, warranties, and suppliers.			
Task 4: Bids evaluation report			

Full Name and Signature:

Date Signed:
