INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 December 2021
Reference: LBN-CO-IC-327-21

Country: Lebanon

National or International consultant: National

Description of the assignment: Provision of services of an Environmental Journalist

Project name: Lebanon Environmental Pollution abatement Project (LEPAP)

Period of assignment/services: 27 working days spread over a period of 2 months

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than 15 December 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

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.

In this context, UNDP is seeking the services of an Environmental Journalist (referred to as “Individual Consultant (IC)”) to support the LEPAP in identifying and disseminating the Project’s lessons learned in a strategic and creative way. The outcomes of this assignment shall be used as a reference by UNDP, MoE and any other funding agency interested in supporting the private sector in reaching environmental compliance, relaunching the lending mechanisms and processing of environmental investments especially compliance related ones.

More specifically, the Consultant will be responsible for determining the main challenges and success stories and developing communication materials in view of influencing the needed changes and providing the practitioners with the tools they need to conduct better financing and development work.

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

The Consultant(s) will work under the direct supervision of the UNDP LEPAP/Monitoring and Evaluation (M&E) Officer. During the fulfilment of the tasks under this agreement, the Consultant will ensure regular communication with UNDP and will ensure a timely delivery of the expected outputs and will regularly inform the Project Management Unit (PMU) of the progress as well as any obstacles that might occur.

Under this consultancy, the Consultant(s) is requested to complete the following tasks:

- Task 1. Understanding of the LEPAP arrangements
- Task 2. Preparation of a report on LEPAP experience

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:

<table>
<thead>
<tr>
<th>ID</th>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverable 1: Report on LEPAP Experience in English</td>
<td>20 working days</td>
<td>6 weeks from contract signature</td>
</tr>
<tr>
<td>2</td>
<td>Deliverable 2: Report on LEPAP Experience in Arabic</td>
<td>7 working days</td>
<td>8 weeks from contract signature</td>
</tr>
</tbody>
</table>

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

I. Academic Qualifications:
Bachelor’s degree in journalism, economics, knowledge management, organizational learning, or a closely related degree. Master’s is an asset.

II. Years of experience:
At least 10 years of relevant work experience.

III. Technical experience:

- Previous experience in drafting/developing articles, newsletters and journals for international aid and development programs;
- Previous experience in developing communication materials and publications;
- Previous experience in covering topics related to industrial processes, environmental management and pollution abatement or closely related fields;
- Previous experience in covering topics related to private sector financing mechanisms/programmes funded by national and/or international donors and institutions;
- Previous experience in presenting complex technical information in an easily comprehensible way for non-specialist readers and the general public.

IV. Competencies:

- Proficiency in English and Arabic languages.
- Excellent written and oral communication skills;
- Ability to work under tight deadlines.

5. MANDATORY 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) P11 (Personal History Form) including past experience in similar projects and at least 3 references, mentioning the references’ e-mails addresses.

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>ID</th>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Payment terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverable 1: Report on LEPAP Experience in English</td>
<td>20 working days</td>
<td>6 weeks from contract signature</td>
<td>First Payment: 80% of the contract value</td>
</tr>
<tr>
<td>2</td>
<td>Deliverable 2: Report on LEPAP Experience in Arabic</td>
<td>7 working days</td>
<td>8 weeks from contract signature</td>
<td>Second Payment: 20% of the contract value</td>
</tr>
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<tr>
<th>Weight per Technical Competence</th>
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<tbody>
<tr>
<td>Weak: below 70%</td>
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<tr>
<td>Satisfactory: 70-75%</td>
</tr>
<tr>
<td>Good: 76-85%</td>
</tr>
<tr>
<td>Very Good: 86-95%</td>
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<tr>
<td>Outstanding: 96-100%</td>
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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><strong>Technical Competence</strong></td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td><strong>Criteria A: Academic background</strong>: Bachelor’s degree in journalism, economics, knowledge management, organizational learning, or a closely related degree. Master’s is an asset.</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>- Bachelor’s Degree: 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Master’s Degree: 15 points</td>
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</tbody>
</table>
### Criteria B: Years of relevant experience

- Less than 10 years of relevant experience: 0 point
- 10 years of relevant experience: 10 points
- More than 10 years of relevant experience: 15 points

### Criteria C: Technical experience

- Previous experience in drafting/developing articles, newsletters and journals for international aid and development programs: (10 points)
- Previous experience in developing communication materials and publications: (10 points)
- Previous experience in covering topics related to industrial processes, environmental management and pollution abatement or closely related fields: (10 points)
- Previous experience in covering topics related to private sector financing mechanisms/programmes funded by national and/or international donors and institutions: (10 points)
- Previous experience in presenting complex technical information in an easily comprehensible way for non-specialist readers and the general public: (5 points)

- **Technical Interview**
  - Technical knowledge (15 points)
  - Arabic language proficiency (5 points)
  - English language proficiency (5 points)

<table>
<thead>
<tr>
<th>Financial (Lowest Offer/Offer*100)</th>
<th>30%</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Score</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Score * 0.7 + Financial Score * 0.3</td>
<td>25</td>
<td>15</td>
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</table>

*Qualified candidates shall be invited for an interview which will constitute a part of the technical 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 **Mandatory 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 i.e. No Technical or Financial proposal submitted will not be considered.**

Any application without financial offer as per Annex III, will not be considered for evaluation

**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