INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14-12-2021
Reference: LBN-CO-IC-337-21

Country: Lebanon

Description of the assignment: National Consultant

Project name: This procurement process is done on behalf of UNODC.

Period of assignment/services: 120 working days in a period of 7 months.

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 28 December 2021 at 11:59 PM Beirut 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 United Nations Office on Drugs and Crime (UNODC) is the global leader in the fight against drugs, organized crime, corruption and terrorism with widely recognized expertise and specialization on issues pertaining to international cooperation in criminal matters. UNODC operates in all regions of the world through an extensive network of field offices. The work of UNODC is guided by a broad range of international legally binding instruments and a set of United Nations standards and norms on crime prevention and criminal justice.
Within the Regional Programme for the Arab States to Prevent and Combat Crime, Terrorism and Health Threats, and to Strengthen Criminal Justice Systems, in Line with International Human Rights Standards (2016-2021), and under the overall guidance of the Regional Representative for the Middle East and North Africa, the UNODC program office in Lebanon is implementing the project “Strengthening the detention conditions and the national capacities to deal with individuals with offences related to terrorism including access to remote justice in Lebanon”, which falls under the regional programme. The project aims to increase security for the citizens of Lebanon through: 1) increasing effectiveness of the Lebanese judicial system in providing fair and humane trials; 2) improving inclusive and gender-sensitive responses by Lebanese prison officials to reduce the risk of recidivism amongst high risk prisoners (including but not limited to those charged with offences related to terrorism and violent extremism) in the Lebanese prison system; and 3) increasing effectiveness of Lebanese judicial and law enforcement officials to conduct gender-sensitive and human rights-compliant investigations and trials relating to terrorism-and violent extremism.

In this context, UNODC is seeking a consultant who will assist in the implementation of the projects in Lebanon. The main purpose of this assignment is to support in the implementation of crime prevention activities, awareness raising sessions on relevant topics and family skills prevention programmes.

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

The incumbent is expected to achieve implementation of the tasks assigned, in particular the following deliverables:

A) Develop and deliver rehabilitation programme to prisoners in detention, including high-risk prisoners

B) Prepare training material and educational activities related to crime prevention including disengagement programmes and its related activities in prison and the community and assist in their delivery

C) Develop and deliver awareness raising sessions on crime prevention to prisoners in detention, including high-risk prisoners

D) Undertake the assessment of Juvenile facility in Libya and develop related rehabilitation action-plan under the UNODC Regional programme on Prison Reform

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A first level university degree or equivalent, in social animation, social work, education, or other related field.

II. Years of experience:
Minimum of 5 years of experience in the social work, education, or other related field is required;

Previous experience in working with children in conflict with the law, in close institution detention, and other vulnerable groups is required;

Previous experience in developing rehabilitation programmes for children in conflict with the law is required;

Previous experience in conducting institutional needs assessment for facilities hosting children and youth in conflict with the law is required;

IV. Competencies:

- Professionalism: demonstrated understanding of operations relevant to the UN; technical capabilities or knowledge relevant or transferrable to the UN procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

- Integrity: demonstrate the values and ethical standards of the UN in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;

- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;

- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers,
counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;

- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN mission and vision, as well as to the UN Core Values.

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>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Payment Terms</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Develop and deliver rehabilitation programme to prisoners in detention, including high-risk prisoners</td>
<td>40 working days</td>
<td>33%</td>
<td>Renee Sabbagh Mirna Bouhabib</td>
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<tr>
<td>B) Prepare training material and educational activities related to crime prevention including disengagement programmes and its related activities in prison and the community and assist in their delivery</td>
<td>25 working days</td>
<td>21%</td>
<td>Renee Sabbagh Mirna Bouhabib</td>
</tr>
<tr>
<td>C) Develop and deliver awareness raising sessions on crime prevention to prisoners in detention, including high-risk prisoners</td>
<td>40 working days</td>
<td>33%</td>
<td>Renee Sabbagh Mirna Bouhabib</td>
</tr>
<tr>
<td>D) Undertake the assessment of Juvenile facility in Libya and develop related rehabilitation action-plan under the UNODC Regional programme on Prison Reform</td>
<td>15 working days</td>
<td>13%</td>
<td>Renee Sabbagh Mirna Bouhabib</td>
</tr>
</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><strong>Technical Competence</strong></td>
<td>70%</td>
<td>100</td>
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<tr>
<td>• Educational background:</td>
<td></td>
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<tr>
<td>A first level university degree or equivalent, in social animation, social work, education, or other related field:</td>
<td>20</td>
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<td>• Minimum of 5 years of experience in the social animation, social work, education, or other related field is required;</td>
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<td>Below 5= 0 points</td>
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<td>5-7= 20 points</td>
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<td>7 or more = 25 points</td>
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<td><strong>Technical Experience:</strong></td>
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<td>45</td>
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<tr>
<td>- Previous experience in working with children, in close institution /detention, at-risk youth, and other vulnerable groups on different educational tools is required;</td>
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<tr>
<td>- Previous experience in developing rehabilitation programmes for children in conflict with the law is required;</td>
<td>15</td>
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<tr>
<td>- Previous experience in conducting institutional needs assessment for facilities hosting children and youth in conflict with the law is required;</td>
<td>15</td>
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</table>
Language requirements (Arabic is required and English is a plus)  10

Financial (Lower Offer/Offer*100)  30%

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 jobs 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