Request Form and Terms of Reference for Individual Contractor (IC)

Note: This form is submitted as Word file only, in order to facilitate the preparation of the final bidding document. With the submission of a valid requisition, the Project Manager confirms the proper preparation of the TOR and the review and approval by the Programme Unit has been assured.

Requisition Number: 0000017866

National or International consultant: National

Description of the assignment (Title of consultancy): Provision of services of an Environmental Journalist

Project Title: Lebanon Environmental Pollution abatement Project (LEPAP)

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

Is this a LTA (yes/no): No

Terms of Reference

1. Background / Project Description

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**

This task aims at developing a good understanding of the Project structure, financing mechanism and approaches adopted since 2014 in addition to identifying the main gaps, challenges, successes and lessons learned.

Under this task, the Consultant is expected to complete the following steps:

- Review relevant documentation such as the Project Appraisal Documents, Loan Agreement, Operations Manual, Environmental and Social Management Framework, Mid-Term Review Report and any other relevant documentation, report or deliverable as identified by the UNDP/PMU;
- Meet with relevant partners and stakeholders as identified by the PMU including but not limited to: MoE, WB, AICS, UNDP, Central Bank of Lebanon (BDL), Ministries of Finance (MoF) and Industry (MoI), Association of Lebanese Banks, Association of Lebanese Industrialists, Project team, etc.;
- Conduct a consultation meeting with LEPAP borrowing industries and industries which benefitted from the Project’s technical support to discuss the process, difficulties and benefits for the implementation of pollution abatement interventions and the assistance provided by the Project;
- Develop a good understanding of the Project’s components and structure, financing mechanism adopted including approvals and document the appropriateness and effectiveness of the approaches adopted according to concerned parties;
- Identify the main gaps and challenges faced by the Project based on stakeholders feedback and report the mitigation measures applied by each of the concerned partners;
- Document and prioritize the Project’s lessons learned and best practices to highlight the most prominent outcomes deserving to be documented including environmental, social and financial benefits;
- Based on stakeholders’ feedback, draft recommendations for extending or replicating the Project taking into consideration the current economic and financial situation.
Task 2. Preparation of a report on LEPAP experience

Based on the outcomes of Task 1, the Consultant is expected to draft a report or several smaller reports about the LEPAP journey with a focus on the key success stories and lessons drawn. The structure will depend on the various angles of the stories to be presented and should be agreed upon with the UNDP M&E Officer/PMU.

The Report shall be prepared in English and translated into Arabic and shall be drafted in a smooth and practical way.

3. Expected Outputs and deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1: Report on LEPAP Experience in English</td>
<td>20 working days</td>
<td>6 weeks from contract signature</td>
<td>LEPAP M&amp;E Officer</td>
</tr>
<tr>
<td>Deliverable 2: Report on LEPAP Experience in Arabic</td>
<td>7 working days</td>
<td>8 weeks from contract signature</td>
<td>LEPAP M&amp;E Officer</td>
</tr>
</tbody>
</table>

4. Institutional arrangements

The Consultant will work under the direct supervision of the UNDP LEPAP/M&E Officer. During the fulfillment 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 team of the progress as well as any obstacles that might occur.

5. Duration of work

The overall duration of the contract covered by this ToRs is 27 working days spread over a period of 2 months from the date of contract signature.

6. Duty station
The assignment requires deskwork, research, meetings and fieldwork. The consultant is expected to consider that he/she will perform his/her duties under home office arrangements. The Consultant will perform the needed work using his/her own property and technology and hold direct responsibility for the quality of delivered outputs.

7. Scope of Price Proposal and Schedule of Payments

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Target Due Dates</th>
<th>Payment Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report on LEPAP Experience in English</td>
<td>6 weeks from contract signature</td>
<td>First Payment: 80% of the contract value</td>
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<tr>
<td>Deliverable 2:</td>
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</tr>
<tr>
<td>Report on LEPAP Experience in Arabic</td>
<td>8 weeks from contract signature</td>
<td>Second Payment: 20% of the contract value</td>
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</table>

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

8. 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.

9. Scope of Price Proposal and Schedule of Payments

The Consultant is expected to submit a financial proposal based on a Lump Sum amount including fees and foreseeable expenses.

- Lump sum amount must be “all-inclusive”;
- The contract price is fixed regardless of changes in the cost components.

10. Criteria for selection of the best offers

The award of the contract should be made to the individual Consultant whose offer has received the highest score out of the following criteria:
   a) Technical Criteria weight: 70%
   b) 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 70%</td>
<td>100</td>
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<tr>
<td>Criteria A: Academic qualifications</td>
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<tr>
<td>- Bachelor's Degree: 10 points</td>
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<tr>
<td>- Master's Degree: 15 points</td>
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<tr>
<td>Criteria B: Years of relevant experience</td>
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<td></td>
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<tr>
<td>- Less than 10 years of relevant experience: 0 point</td>
<td>15</td>
<td></td>
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<tr>
<td>- 10 years of relevant experience: 10 points</td>
<td></td>
<td></td>
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<tr>
<td>- More than 10 years of relevant experience: 15 points</td>
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<td></td>
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<tr>
<td>Criteria C: Technical experience 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Previous experience in drafting/developing articles, newsletters and journals for international aid and development programs: 10 points</td>
<td>45</td>
<td></td>
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</tbody>
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1 The term “all inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.
- Previous experience in developing communication 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

**Interview**

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

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

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11. Other important Information:

Proposed evaluation panel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>1. Cynthia Kayem</td>
<td>LEPAP M&amp;E Officer</td>
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<tr>
<td>2. Jihan Seoud</td>
<td>Programme Manager</td>
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</tbody>
</table>

11. Security related information:

Contractors who deliver simple works and are paid on hourly basis (movers, plumbers, ...) don’t require to be included in the United Security Management System (UNSMS). This has to be determined at the requesting stage.
Is the United Security Management System (UNSMS) applicable or not: Yes