



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 January 2022

Reference: LBN-CO-IC-02-22

Country: Lebanon

Description of the assignment: Procurement of services of a National Environmental Economics Expert to calculate the quarrying sector's dues to the national treasury in Lebanon.

Project Title: 3-Pronged Approach to Building Lebanon Forward – Environment Component (SSGR).

Period of assignment/services: 4 months (35 working-days).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **18 January 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

Based on Decree 6569/2020 related to the volumetric surveying of quarries in Lebanon by the Lebanese Armed Forces (LAF) - and more particularly the articles related to securing the sector's past dues to the national treasury, as: volumetric fees; cost of environmental degradation; cost of rehabilitation; punitive claims (for delays and/or infringing the law by working without a permit or not abiding by the permit conditions), and following progress achieved by the LAF in undertaking this survey, UNDP has been approached by the Ministry of Environment (MoE) to support in calculating the sector's dues at the quarry level.

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

The purpose of the consultancy is to support the MoE in calculating the quarrying sector's past dues to the national treasury based on decree 6569/2020. Under the overall guidance of the UNDP SSGR Project Manager and in close coordination with the Ministry of Environment, the Consultant will assume the lead responsibility of preparing the following:

1. Get familiarized and extensively analyse the survey results from the Lebanese Armed Forces (LAF) (maps, volumes and owners).
2. Develop a methodology for assessing the **cost of environmental degradation (COED)** at the quarry level and estimate the COED for each site.
3. Calculate the **cost of** implementing the most appropriate **rehabilitation** technique for each site. The rehabilitation techniques should be discussed with the UNDP team (from several projects) and the Ministry of Environment.
4. Calculate the **fees due to the Ministry of Finance (MoF)**, including VAT, by:
 - 4.1 Estimating the theoretical dues based on unit cost and volume
 - 4.2 Comparing with the dues already paid to the MoF for each site.
5. Calculate the **dues to the respective Municipalities**, by:
 - 5.1 Estimating the theoretical dues based on unit cost and volume
 - 5.2 Comparing with the dues already paid to the respective municipalities for each site.
6. Determine the **penalty/ punitive claim** due for each site considering all the below parameters (as well as others if determined based on existing legislation):
 - a. **working without a permit** (as a function of the number of years of operating without a permit) – based on relevant data from MoE and Ministry of Interior and Municipalities (MoIM);
 - b. **working with an illegitimate permit** (ie an administrative authorization not issued by the competent authority) - also a function of the years of operating with an illegitimate permit;
 - c. delay (yr-based) in paying the COED;
 - d. delay (yr-based) in rehabilitation;
 - e. delay (yr-based) in paying the dues to MoF;
 - f. delay (yr-based) in paying the dues to the municipalities;
 - g. violating environmental conditions set in the permit; etc.
7. Based on the above, calculate the total dues for each site.
8. Review the draft template legal warning (previously prepared) to the site owner/ operator and provide comments if any.
9. Provide recommendations on the following:
 - a. the most suitable entity to send the warning on behalf of the Government of Lebanon
 - b. the fund which the dues should be transferred to while considering operational capacity and legal maturity of each option (e.g.: link to the National Environment Fund foreseen under law 444/2002 after issuing its bylaws on a private or public-private basis; Lebanon Green Investment Facility; others).
10. Summarize the above methodology in a concise report, with a summary table of the results related to all sites, and detailed data for each site as annexes (one sheet for each site).

The UNDP and MoE teams will provide the consultant with all available data and will also be available to provide guidance and directions to support in the development of the outputs as needed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Economics.
- Master 's degree in Environmental Economics is an asset

II. Years of experience:

Minimum 15 years of relevant professional experience in environmental economics

III. Technical experience:

- Experience of the Lebanese public sector and/or national public legislative context.
- Previous work experience with the UN.
- Experience in the field of environmental policy.
- Proficiency in English and Arabic.

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:

<u>Deliverable</u>	<u>Estimated Number of Man- Days</u>	<u>Schedule</u> (weeks/ months from contract signature)	<u>Payment</u>
Inception report (including work methodology and schedule)	7	2 weeks	20%
Progress Report 1 (covering calculation related to 350 quarries)	10.5	2 months	30%
Progress Report 2 (covering 350 other quarries)	10.5	3.5 months	30%

Final Report (covering all quarries which the volumetric and other information are available for – estimated at around 1,000)	7	4 months	20%
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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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<u>Academic Qualifications (relevant)</u> University degree in Economics: 14 points Master's degree in Environmental Economics: 6 points		20
Relevant trainings/certificates		5
<u>Years of Relevant Experience</u> 15 years: 25 points 1 additional point for each additional year		35
<u>Technical Experience</u> Experience of the Lebanese public sector and national legislation: 15 points Previous work experience with the UN: 5 points Experience in the field of environmental policy: 15 points English and Arabic language skills: 5 points		40
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	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 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