



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 January 2022

Reference: LBN-CO-IC-20-22

Country: Lebanon

Description of the assignment: National Research Consultant

Project name: Towards a Joint Engagement for Public Sector Reform in Lebanon.

Period of assignment/services: 108 working days spread over a period of 5 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **01 February 2022 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 United Nations Development Programme's Country Office in Lebanon has established a Project Initiation Plan (PIP) to support the Government of Lebanon (GoL) identify public administration reform options that will help strengthen core state functions and advance accountability, transparency, and effectiveness within the public sector. Initially, the PIP will produce civil service policy options, public procurement reform recommendations, and suggestions for improved Internal Audit and Internal Control Systems, based on ongoing conversations with three key oversight institutions, i.e., Central Inspection, Civil Service Board, and the Court of Account.

The inclusive and highly consultative process will ensure that the reform recommendations that result from the ongoing conversation reflect the diverse perspectives and viewpoints of the oversight agencies

as well as other expressions of government policy priorities related to public administration reform. Once completed, the reform recommendations will (in close coordination with the international community) be presented to a larger Lebanese stakeholder community to secure buy-in and support. The reform recommendations will be aligned with the Lebanon Crisis Response Plan, the Lebanon Reform, Recovery and Reconstruction Framework, the National Anti-Corruption Strategy, the Ministerial Statement and other significant Lebanese policy priorities.

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

The Research consultant will be responsible to accomplish the following:

- Assist in collecting, compiling, and analyzing data and information on Civil Service Reform, Public Procurement Reform, Internal Audit and Internal Control Systems as well as other core government function and public administration reform related issues.
- Assist in conducting desk review, interviews, data collection and analysis from primary and secondary sources, on public administration functionality at central and local (municipality) levels, including specific reform issues pertaining to public procurement, civil service, internal audit and internal control systems, to help clarify and determine what pathways towards improved public administrative functionality could look like in the current Lebanese institutional context.
- Assist in preparing relevant summaries, fact sheets, and presentations.
- Assist in organizing meetings, and roundtable discussions
- Attend meetings, record minutes, and ensure follow up; and
- Provide support with other related tasks as and when required.
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For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

Bachelor's Degree in political science, law, public administration, or any other related field.

2. Years of Experience:

- A minimum of 1 year of relevant work experience in research in the fields of governance and public administration in Lebanon;
- Track record in analysis and report development; and
- Experience with UNDP and /or other UN agencies and INGOs.

3. Competencies:

- Excellent editing and writing skills.
- Attention to detail and commitment to high quality standards across all assignments.
- Demonstrated experience in publishing in national and/or international context.
- Fluency in English and in Arabic.
- Good teamwork and interpersonal skills.

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

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- A daily working fee must be all inclusive;
- An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

- **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:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment
Deliverable 1: Support the development of a draft plan on Civil Service Reform, Public Procurement Reform, and Internal Audit and Internal Control System Reform	21 days	1 month from contract signature	19% of the total contract value
Deliverable 2: Support the development of a draft Program Document on Public Administration Reform	87 days	5 months from contract signature	81 % of the total contract value

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
<ul style="list-style-type: none">• <i>Educational background:</i> <i>Bachelor: 25 points</i> <i>Master: 30 points</i>	30 %	30
<ul style="list-style-type: none">• <i>Technical experience:</i> <i>- Years of experience research in the fields of governance and public administration in Lebanon</i> <i>Less than 1 = Zero</i> <i>1 = 25 points</i> <i>More than 1: 30 points</i>	30%	30
<ul style="list-style-type: none">• <i>Technical experience:</i>	40%	40

<ul style="list-style-type: none"> - <i>Experience and familiarity with work with government entities: 15 points</i> - <i>Track record in analysis and report development: 15 points.</i> - <i>Previous experience with UNDP: 10 points</i> 		
<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	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