



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 January 2022

Reference: LBN-CO-IC-17-22

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**Country:** Lebanon

**National or International consultant:** National

**Description of the assignment:** Facilitator for the NDC Partnership Plans

**Project name:** Climate Change Projects **Period of assignment/services:**  
**15 working-days spread over a period of 1.5 months – Start date February 15, 2022**

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **27 January 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](mailto: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.

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### 1. BACKGROUND

The Nationally Determined Contribution - NDC Partnership (NDCP) was launched at the 22<sup>nd</sup> Conference of the Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC) in 2016 in Marrakech, Morocco. It is a coalition of countries and international institutions working together to ensure countries receive necessary technical and financial support to achieve ambitious climate and sustainable development targets as fast and effectively as possible. It builds in-country capacity and increases knowledge sharing for climate policies to have meaningful and enduring impacts, and drive increasing ambition over time. The NDC Partnership Support Unit (NDC Partnership SU) is hosted by the World Resources Institute (WRI) based in Washington DC and the UNFCCC in Bonn.

The Partnership works through country-driven approaches and is founded on the principle that effective cooperation, together with horizontal and vertical coordination can fast-track the achievement of

results and enhance the collective impact of invested resources. Member countries who request support and drive in-country implementation of NDCs (Nationally Determined Contributions) obtain access to a large network of partners who can deliver a flexible array of services (i.e., technical assistance, financial support, and knowledge enhancement).

In March 2019, Lebanon became one of the members of the NDCP. The country has focal points appointed from the Ministry of Environment and the Council for Development and Reconstruction and avails support of the Partnership in terms of technical assistance for the preparation of the NDC Partnership Plans among others.

The UNDP, through its NDC Support Programme, has been supporting Lebanon's NDC development and update, including providing support to the NDCP's work in Lebanon. Over the past years, this support culminated in the development of near final drafts of sectoral NDC Partnership Plans (i.e., energy, transport, agriculture, solid waste, water and wastewater, forestry, and cross-cutting elements). These plans include sectoral barriers and needs with corresponding enabling technical assistance activities, as well as pilot projects, which if implemented, will unlock further climate action to achieve the NDC, linked to specific Sustainable Development Goals (SDGs).

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

The objective of the consultancy is to conduct the final round of consultations with the relevant sectoral ministries on the near-final NDC Partnership Plans, amend/update if necessary, secure the endorsement of the relevant ministries, and bring the NDC Partnership Plans (PP) to maturation for "Request for Support Letter" issuance to mobilize support.

To that end, the UNDP-Lebanon/Climate Change projects is seeking a technical facilitator with the below tasks and qualifications, with a main responsibility to facilitate the finalization of the NDC Partnership Plans:

**Task 1:** Conduct a quick review of the near-final sectoral NDC PP (energy, transport, agriculture, solid waste, water and wastewater, forestry, and cross-cutting elements)

**Task 2:** Support the project in identifying key-stakeholders and conduct virtual meetings with the relevant sectoral key-decision makers and present the NDC PPs and seek input for finalization. This round should also lead to the selection of 2/3 sectoral priority projects from the respective/relevant NDC PPs from each sector – and be accompanied with minutes of meetings from each consultation round

**Task 3:** Finalize the NDC PP in their final formats – with selected priorities indicated clearly and provide final compiled NDC PP sectoral plans with priorities and minutes of meetings as a final report.

**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:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Task 1: conduct a quick review of the near-final sectoral NDC PP (energy, transport, agriculture, solid waste, water and wastewater, forestry, and cross-cutting elements)	5 working days	0.5 month from contract signature	Climate Change Advisor/Project Manager
Task 2: conduct virtual meetings with the relevant sectoral key-decision makers and present the NDC PPs and seek input for finalization. This round should also lead to the selection of 2/3 sectoral priority projects from the respective/relevant NDC PPs from each sector – and be accompanied with minutes of meetings from each consultation round	8 working days	1 month from contract signature	Climate Change Advisor/Project Manager
Task 3: Finalization of the NDC PP in their final formats – with selected priorities indicated clearly and provision of final compiled NDC PP sectoral plans with priorities and minutes of meetings as a final report	2 working days	1.5 months from contract signature	Climate Change Advisor/Project Manager

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

#### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### I. Academic Qualifications:

Advanced degree (Masters level or higher) in environmental management, environmental engineering or sciences, or related fields

##### II. Years of experience:

At least 7 years of relevant work experience.

##### III. Technical experience:

- A minimum of 7 years of relevant work experience in the field of environment management, environmental policy, environmental consulting.
- Experience in national climate change action plans/strategies development is required.
- Track record in engaging and interacting with national institutions.
- Experience with the UNDP and/or other UN agencies and INGOs is an asset.

#### 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:

ID	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Payment terms
1	Upon satisfactory completion of task 1: Quick review of the near-final NDC PPs	5 working days	0.5 month from contract signature	NA

2	Upon satisfactory completion of task 2: Support in identifying key-stakeholders and conduct virtual meetings	8 working days	1 month from contract signature	NA
3	Upon satisfactory completion of tasks 3: Finalization of the NDC PP with selected sectoral priorities, including minutes of meetings	2 working days	1.5 months from contract signature	100% of the total contract value

<b><i>Weight per Technical Competence</i></b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

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
<b><u>Technical Competence</u></b>	70%	100
<b>Criteria A: Academic background: Master's degree in environmental science/studies/engineering or closely related fields</b>  - Bachelor's degree = Zero points  - Master's Degree: 11 points  - Relevant PhD =15 points		15
<b>Criteria B: Years of relevant experience</b>  Less than 7 years = 0 points  7-10 years = 11 points  Above 10 years = 15 points		15

<b>Criteria C: Technical experience</b> <ul style="list-style-type: none"> <li>- <i>Experience in national climate change action plans/strategies development (25 points)</i></li> <li>- <i>Track record in engagement with national institutions (10 points)</i></li> <li>- <i>Experience with the UNDP and/or other UN agencies and INGCOs (5 points)</i></li> </ul>		40
<ul style="list-style-type: none"> <li>• <b>Technical Interview*</b> <ul style="list-style-type: none"> <li>- <i>Evaluation based on demonstrated knowledge of the stakeholders, the approach, the process, and the objective of the assignment (30 points)</i></li> </ul> </li> </ul>		30
<i>Financial (Lowest Offer/Offer*100)</i>	30%	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

**\*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**