



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24/01/2022

Reference: LBN-CO-IC-27-22

Country: Lebanon

Description of the assignment: Individual Consultant – National Public Transport for the MERP project

Project name: 'Municipal Empowerment and Resilience Project' (MERP)

Period of assignment/services: 33 days spread over 6 months, the period between Feb. 2022 and July 2022 (extension may be applied if deemed necessary).

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than 7 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 impact of the Syrian Crisis on Lebanon has reached an unprecedented scale in the history of complex, displacement-driven emergencies and has placed tremendous pressure on Lebanon's services and resources, particularly at the decentralized level.

The above situation is further exacerbated by the current economic, political and health crisis. Lebanon is facing one of the gravest economic downturns since the end of the civil war in the early nineties.

The 'Municipal Empowerment and Resilience Project' (MERP) is a joint initiative by the United Nations Development Programme (UNDP) and the United Nations Human Settlement Programme (UN-Habitat). The Project is implemented in partnership with the Ministry of Interior and Municipalities (MoIM) and is funded by the European Union (EU) through EU Regional Trust Fund in Response to the Syrian Crisis, the 'Madad Fund'.

The Project aims to strengthen the long-term resilience of subnational authorities in Lebanon as well as host communities, refugees and displaced persons affected by the Syrian Crisis. To achieve this, the Project engages in a three-pronged approach: MERP aims to 1. strengthen processes, procedures and practices to enable Union of Municipalities (UoMs) and municipalities to deliver effective and efficient services in a transparent and accountable manner; 2. empower UoMs and municipalities to facilitate local economic development (LED) and to deliver basic services that address the needs of both host and refugee populations, and; 3. support communities to engage in municipal processes and procedures to ensure that UoMs and municipalities are responsive to their needs.

The Project's geographic areas of intervention are the Urban Community Al Fayhaa, the federation of Municipalities of the Northern and Coastal Matn, and the UoM of Tyre with a total of around 92 potential partner municipalities (see table 1, below).

Table 1 MERP Geographical Focus Area

District	# of Municipalities in the district	Targeted UoM	# of municipalities in the UoM
Tripoli	3 (Qalamoun, Mina and Tripoli)	Urban Community Al Fayhaa	4
Matn	54	Federation of Municipalities of the Northern and Coastal Matn	33
Tyre	62	Union of Tyre Municipalities	55

In response to the current situation, the Project will support basic service/LED interventions that aim to address the immediate needs of host, displaced and refugee communities. Focus of the projects will be on basic services and LED interventions under the mandate of municipalities and Unions of Municipalities in line with municipal legislation (article 49, 50 and 51 of Legislative Decree 118/1977). MERP will prioritize basic services and LED projects that demonstrate integrated economic, social and environment (sustainable development) benefits. This includes projects that respond to the COVID-19 pandemic and/or aim to mitigate the economic impact of the health crisis.

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

Since the phasing-out in 2021 of the complex financial mechanisms administered by the Central Bank of Lebanon which were keeping the price of energy (e.g. diesel, car gasoline etc.) below market price,

many residents have found their ability to commute within their own cities and towns or from their villages to central cities severely constrained and curtailed. The on-going energy crisis is having a very strong impact on municipalities which did not have public transportation systems (e.g. buses, vans, and/or collective taxi) ensuring regular services to administrative centers of their districts to access education, health and other social services where these are often concentrated.

Therefore, and as part of its basic service/LED interventions, MERP and some municipal partners (Abbasieh, Deir Kifa and Deir Qanun el Nahr) have identified three municipal basic service/LED interventions that focus on the provision of public transport services through the procurement of buses and their operation and management.

Abbasieh. The municipality of Abbasieh is proposing through this project to buy two buses to be used for public transportation. The buses will have four (4) different stops and will commute daily in the same route, but during different hours. The starting point would be from Abbasieh municipality and finally reaching the Tyre Gate and back to the municipality. The municipality believes that this project will give access to all individuals to affordable and efficient transportation in Abbasieh and to the surrounding areas. In addition, it will have a positive environmental impact through the decrease of traffic and pollution.

Deir Kifa. Located in a non-coastal area that is a hundred (100) km away from Beirut, fifty (50) km from Sidon, twenty-five (25) km from Tyre, and twenty-five (25) km from Nabatiyeh, Deir Kifa is a town that crucially lacks public transportation services (Buses or Taxis) allowing its residents to commute within the municipality scope and to access central cities to access universities, hospitals, and private health care centers. The municipality is proposing to buy a bus to facilitate and reduce the cost of transportation inside the town and to central cities. The proposed public transportation services are expected to benefit primary and middle school students, university students, the elderly, and persons with special needs. Moreover, the bus will be used for municipal activities that require transportation.

Deir Qanoun El Naher. The municipality is proposing to buy a bus with a capacity of thirty-one (31) passengers, to be used for public transportation. This bus is intended to transport residents of the town (including people with disabilities-PWD) to and from their work and education centers in the central cities with a nominal fee. The bus will operate within a time determined by the municipality, to facilitate the commuters' affairs. The timing and route of the bus will be based on the needs of the local communities, moving between the town and the cities of: Tyre, Sidon, and Beirut. This project will provide efficient and affordable means of transportation to the locals and will raise community awareness with respect of public transportation use.

It is expected that the above services will be provided as part of an integrated bus shuttle and parking system led by the Municipality of Tyre. This integrated system is currently planned and designed in partnership with the Municipality of Zurich as part of the "City to City Partnerships" program supported by UN-Habitat.

UNDP is seeking a National Individual Consultant (IC) to support the preparation of one (1) comprehensive and integrated business development plan for the three (3) components detailed above as part of the broader integrated bus shuttle and parking system led by the Municipality of Tyre.

Under the overall guidance UNDP/MERP team and in close collaboration with the UNHabitat Team, the National Consultant will assume the lead responsibility of preparing the outputs mentioned herewith.

The tasks that are requested from the consultant are:

- **Task 1.**

- i. Review the three submitted project proposals, the feasibility study done by the Municipality of Zurich for Tyre and other relevant theoretical and applied public transportation literature as applicable.
- ii. Collect the needed additional data and information on the three municipal sites and for the Municipality of Tyre and the overall district as applicable. This includes thorough site visits to each municipality in order to form a preliminary outlook on the (a) overall feasibility of the proposed bus system (including bus routes and stops), (b) its adequacy to the diverse needs of the local resident population and expected beneficiaries' profiles, (c) administrative and technical capacity of the concerned municipalities to collaborate and jointly oversee such projects in a sustained manner, and finally (d) financial sustainability.
- iii. Identify local, regional, and national private transportation actors that might be solid fits to enter with the municipalities into partnerships to provide public transportation services to the population.

- **Task 2.**

- i. Assess the feasibility and need responsiveness of the proposed bus system for the three municipalities and Tyre based on the collected data and information and propose amendments to optimize the technical design (e.g. no. and capacity of buses to be procured, routes, stops, schedule etc.)
- ii. Calculate the total operations and maintenance estimates for the three components over an annual, three year and five-year horizon, assess the financial feasibility based on the proposed fee structure and assess the impact on municipal finance. Develop recommendations to ensure that the proposed system breaks even. This could include both technical recommendations (e.g. bus routes and stops design, schedule etc.) and financial ones (e.g. fee structure depending on routes, length of routes, categories of beneficiaries etc.) This analysis will have to be done taking into account the financial feasibility results of the Municipality of Tyre component implemented by the Municipality of Zurich.
- iii. Develop specifications and technical criteria to support the procurement of the actual buses for each municipality in line with the preliminary findings of the technical and financial feasibility assessments and based on feedback collected from private sector actors with potential to partner with the municipalities.

- iv. Develop technical criteria to assess and score the overall capacity of potential private partners to operate and manage the integrated bus shuttle and parking system (including the three municipalities and Tyre) in collaboration with the municipal partners.

- **Task 3.**

- i. Design the full detailed bus routes, stops and schedules of each selected site in close collaboration with the municipal and potential private sector partners.
- ii. Finalize the full financial feasibility study and related technical/financial recommendations in collaboration with the municipal and potential private sector partners.
- iii. Develop a full TOR and evaluation form for the procurement of the required buses including specifications, evaluation criteria and procurement requirements in line with international best bus procurement practices including but not restricted to practices ensuring efficiency, economy, effectiveness, adequacy to local geomorphology and public infrastructure, responsiveness to differentiated needs such as gender and disability and local cultural practices as well as environmental sustainability.
- iv. Develop a full TOR and evaluation form for the selection of private sector partner(s) capable to operate and maintain the full system in line with the sustainable mobility requirements of (e.g. ensuring efficiency, economy, effectiveness, responsiveness to differentiated needs such as gender and disability and to local cultural practices and environmental sustainability).

- **Task 4.**

- Assist the UN-Habitat (the agency procuring the buses) team in the evaluation of all the offers submitted in accordance with the TORs and evaluation forms set in Task 3.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in Economics, Engineering, or a related discipline with strong quantitative content.
- Master's degree in Transport Engineering or Transportation Economics highly desired.

II. Years of experience:

- Overall relevant experience in public transportation sector of not less than 5 years.
- Proven experience in developing business development plans for the public transportation sector.
- Experience in conducting financial feasibility studies.
- Experience in writing terms of reference, tender documents for the procurement of public transportation equipment etc.
- Experience in private sector engagement and partnerships negotiation and building.

III. Competencies:

- Good analytical and report-writing skills.
- Commitment to team and cross-disciplinary work.
- Emphasis on delivery of results and reacts well to constructive criticism.
- Proficiency in English.

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) Provide a brief **methodology** on how you will approach and conduct the work
- (iv) **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:

- i. A daily working fee must be all inclusive;
- ii. 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	Review and Approvals Required
Task 1: Review proposals, feasibility study and literature, i. Collect data and information and conduct site visits. ii. Identify potential private transportation sector partners. Above items presented in an inception report.	9 person-days spread over 4 working weeks.	End week 5	MERP Manager. Project
Task 2: i. First Technical Feasibility Study. ii. First Financial Feasibility Study. iii. First TOR and evaluation form for procurement of three (3) buses. iv. First TOR and evaluation form for private transportation sector firm selection. Above items to be presented in a first business development plan report.	9 persons days spread over 8 working weeks.	End week 13	Project Manager.
Task 3: i. Final Technical Feasibility Study. ii. Final Financial Feasibility Study. iii. Final TOR and evaluation form for procurement of three (3) buses. iv. Final TOR and evaluation form for private transportation sector firm selection. Above items to be presented in a final business development plan report.	9 person-days spread over 8 working weeks.	End week 21	Project Manager.
Task 4: Bids evaluation report for selection of private sector partner(s).	6 person-days spread over 3 working weeks.	End week 24	Project Manager.
Total days	33 days person days		

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"> Criteria A: Academic qualifications Bachelor's Degree in Economics, Engineering, or a related discipline with strong quantitative content: 15 Master's Degree and above- in Transport Engineering or Transportation Economics: 20 		20
<ul style="list-style-type: none"> Criteria B: Years of relevant experience in the field Less than 5 years: 0 5 years: 21 6 to 10 years: 26 More than 10 years: 30 		30
<ul style="list-style-type: none"> Criteria C: Technical Experience Proven experience in developing business development plans for the public transportation sector: 15 Experience in conducting financial feasibility studies: 15 Experience in writing terms of reference, tender documents for the procurement of public transportation equipment etc.: 10 Experience in private sector engagement and partnerships negotiation and building: 5 <ul style="list-style-type: none"> Experience with UN or international donor project(s) on Transportation design and/or implementation: 5 		50
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	100
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. 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 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**