INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 March 2022
Reference: LBN-CO-IC-76-22

Country: Lebanon

National or International consultant: International consultant

Description of the assignment: Technical Expert in Climate Change Vulnerability and Adaptation for Lebanon’s Fourth National Communication to the UNFCCC

Project name: Lebanon’s Third Biennial Update Report and Fourth National Communication: 20 work-days spread over 5 calendar months maximum

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than 31 March 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 project aims to enable Lebanon to prepare, produce and disseminate its Third Biennial Update Report (BUR) and Fourth National Communication to the UN Framework Convention on Climate Change (UNFCCC) in order to fulfill Lebanon’s commitments as a Non-Annex 1 Party to the Convention. The reports present the country’s GHG inventory, implemented sectoral mitigation actions that are contributing in reducing Greenhouse Gas (GHG) emissions, vulnerability and adaptation to climate change, in addition to the main barriers for fulfilling Lebanon’s reporting requirements.

In 2016, the Third National Communication¹ on climate change was submitted to UNFCCC, updating Lebanon’s projections and impacts of climate change, assessing the economic cost of such impacts and

2 https://docs.google.com/document/d/1bQLSi3RnohZto2YECQjN00dZ3aEWHWIAqZEVQ0QkU/edit?usp=sharing
providing information on the progress of adaptation activities. Since 2016, many models and ensembles have been used by different national and regional research institutions to project climatic changes and extreme events for Lebanon. In addition, new research was undertaken to better study the impacts of climate change on agriculture, water and other vulnerable sectors. The results of this newly generated knowledge are being compiled and summarized in Lebanon’s Fourth National Communication (4NC), which is currently being prepared by the Ministry of Environment with the support of UNDP.

The purpose of this consultancy is to review the draft chapter on climate change vulnerability and adaptation\(^2\) prepared by the climate change team and provide additional information in the sections related to climate modeling results, vulnerability assessment and reported adaptation actions with missing information if/when identified. 2. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

UNDP is seeking the services of a consultant to review the draft chapter on Climate Change Vulnerability and Adaptation of Lebanon’s Fourth National Communication to the UNFCCC, including the sections on 1) climate risk assessment, 2) vulnerability and impact assessment on priority sectors and 3) Recommendation on adaptation actions.

2. **General tasks**

The tasks mentioned below shall be performed in close cooperation with the UNDP/Climate change team and the Ministry of Environment. The Consultant should report to the UNDP BUR3/4NC Project Manager.

The UNDP climate change team will provide the consultant with the supporting documents\(^2\) needed to perform the below-mentioned tasks:

**Task 1:** Review and complete the section on **climate risk assessment** in Lebanon

1. Review the compiled and summarized information related to the latest results of climate modeling in Lebanon and the region.
2. Complete the section with any missing reference, information and related national/regional studies on climate change risks on Lebanon.
3. Analyze the results and identify the strengths and weaknesses of each of the dataset/models used by international, regional and national institutions (datasets/models include CMIP5, WRF, HiRAM, CORDEX, Arab Domain, etc.)
4. Identify gaps and constraints related to the assessment of climate change impacts on Lebanon and recommend ways forward to improve future analysis of climate risks.
5. Prepare a summary on the climate change risks for Lebanon to be shared with policy-makers

**Task 2:** Review and complete the section on **vulnerability and impact assessment** on priority sectors

\(^2\) [https://docs.google.com/document/d/1bQL5i3RnOhZto2YECQiN0N0dZ3aEWHWlAqZEVQOuQkJU/edit?usp=sharing]
1- Review the compiled and summarized information related to the expected impacts of climate change on selected vulnerable sectors (water, agriculture, forest and biodiversity, public health, etc.) and validate assessment with relevant stakeholders.

2- Complete the section with any missing reference, information and related national/regional studies on climate change impacts on priority sectors in Lebanon.

3- Identify gaps and constraints related to the vulnerability and impact assessment of climate change in Lebanon and recommend ways forward to improve such assessments.

**Task 3:** Update the section on recommendations for **sectoral adaptation actions** in Lebanon

- Review the compiled and summarized information related to the recommended adaptation actions related to each of the priority sectors and validate with relevant stakeholders.
- Complete the section with any missing reference or information related to efficient adaptation action in Lebanon.
- Identify gaps and constraints and recommend ways forward to improve the planning and implementation of adaptation actions in Lebanon

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

### 3. Expected Outputs and deliverables

The tasks should be completed by combining findings from background desk review and direct consultations and validation with key stakeholders from ministries, international organizations, active NGOs and others. Regular meetings with the UNDP BUR3/4NC Project Manager are required. The work is expected to be carried out remotely-home based by one internationally recruited consultant with expertise in climate change modeling and risk assessment.

**Expected Outputs and deliverables**

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</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>Climate risk assessment review report (Task 1)-10 days</td>
<td>2 months after contract signature</td>
<td>Project manager</td>
</tr>
<tr>
<td>Vulnerability and impact assessment review report (Task 2)-5 days</td>
<td>3 months after contract signature</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Recommendation on adaptation actions (Task 3)-5 days</td>
<td>5 months after contract signature</td>
<td>Project manager</td>
</tr>
</tbody>
</table>
For additional information, please refer to ANNEX I – Terms of Reference

4. Duty station
Home-based

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
   - Master’s degree in environmental science, environmental studies, agriculture engineering or closely related fields. PhD will be considered as an asset.

II. Years of experience:
   - Minimum 10 years of relevant professional experience.

III. Technical experience:
   - Proven experience in preparation of similar studies, reviews, and sectoral recommendations regarding climate change impact and vulnerability assessment in the region.

IV. Competencies:
   - Proficiency in English;

6. 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:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Payment terms (^3)</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: Climate risk assessment review report</td>
<td>10 work-days</td>
<td>2 months after contract signature</td>
<td>50 percent</td>
<td>Project manager</td>
</tr>
<tr>
<td>Task 2: Vulnerability and impact assessment review report</td>
<td>5 work-days</td>
<td>3 months after contract signature</td>
<td>25 percent</td>
<td>Project manager</td>
</tr>
<tr>
<td>Task 3: Recommendation on adaptation actions</td>
<td>5 work-days</td>
<td>5 months after contract signature</td>
<td>25 percent</td>
<td>Project manager</td>
</tr>
</tbody>
</table>

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.

\(^3\) Payments will be processed once UNDP approves the deliverables.
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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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</thead>
<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>Criteria A: Academic background: Master’s degree in environmental science/studies/engineering or closely related fields</td>
<td>20</td>
<td></td>
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<tr>
<td>- Bachelor’s degree (zero points)</td>
<td></td>
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<tr>
<td>- Master’s degree in environmental science/studies/engineering or closely related fields (14 points)</td>
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<tr>
<td>- Relevant PHD (20 points)</td>
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<td>Criteria B: Years of relevant experience</td>
<td>30</td>
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<tr>
<td>- Less than 10 years (0 points)</td>
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<td>- 10-15 Years (21 Points)</td>
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<tr>
<td>- 16 Years and above (30 Points)</td>
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<tr>
<td>Criteria C: Technical experience</td>
<td>50</td>
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</tr>
<tr>
<td>- Proven experience in preparation of similar studies, reviews, and sectoral recommendations regarding climate change impact and vulnerability assessment in the region - at least two studies or reports</td>
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</table>
Below 2 studies /reports = zero points
Two – Four studies /reports = 35 points
above Four studies and reports = 50 points

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

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