



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 March 2022

Reference: LBN-CO-IC-92-22

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**Country:** Lebanon

**National or International consultant:** National

**Description of the assignment:** Quality and Environmental Consultant

**Project name:** Sustainable Recovery of Lebanon from the Beirut Explosion – Solid Waste Management

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **14 April 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 August 4, 2020, explosion at the Port of Beirut (PoB), has caused significant damage to the buildings and infrastructure of the city and generated large quantity of debris, which were estimated at 320,000 tons of immediate debris and 900,000 tons of unreleased debris outside the Port as well as 77,000 tons of debris inside the Port. In addition, the explosion also has highlighted the significant weaknesses in the overall waste management of the city of Beirut leading to environmental challenges affecting the economy and well-being of the citizens. The Rapid Damage Need Assessment (RDNA) identified several waste management challenges related to management of debris such as (i) inadequacy of the Solid Waste Management (SWM) system of the city of Beirut and Mount Lebanon and the need for a long-term and integrated approach for SWM for Beirut city; and (ii) lack of facilities for safe management of large quantities of debris and hazardous waste (including asbestos), scrapping/disposal of damaged vehicles, electronic waste. While debris management attracts more attention due to its obvious visibility, there are other critical disaster wastes that need well-designed and environmental sound

treatment, such as e-waste. Even before the crises, Lebanon had very weak infrastructure and a limited institutional capacity to properly manage e-waste and capture the values by reusing (repairing) and recycling. More specifically, there is no public facility working on e-waste collecting or treatment yet. However, there are different actors involved in this sector. The e-waste generated from disaster can have a detrimental impact on human health and environment if not managed appropriately. The current haphazard disposal methods applied for e-waste in Lebanon, such as burning e-waste to extract metals, improper disposal and dumping of e-waste and being part of municipal solid waste landfilled represent considerable economic losses and negative environmental and health impacts. On the other hand, the proper e-waste management system enables not only environmentally sound disposal but also value capturing and improvement of livelihoods of vulnerable population through repairing and recycling activities including the recovery of valuable metals.

A few local NGOs are collecting e-wastes and batteries from households and institutions but do not possess a treatment process. Till now, there are only one NGO and one private company with a dismantling process for e-waste. However, their service coverage and capacity are limited and thus does not reach the significant scale yet. One of these actors is Verdetech.

Verdetech is a national company which had been established in 2017 and received the environmental approval of the Ministry of Environment in 2018 on its Environmental Impact Assessment EIA study. The company is currently carrying out the below activities in relation to the e-waste sector:  
Collection Storage Dismantling / Material Separation Export of e-waste.

In addition, the company approached the Ministry of Interior and Municipalities (MoIM) offering its services to municipalities in terms of collection of e-waste. Accordingly, the MoIM issued a circular (Ref# 289 dated 17 January Due Diligence Report Electronic Waste Management Facility November 2021 22 2020) addressed to all Governors for urging the municipalities on coordinating with Verdetech for collection of e-waste within their areas.

Verdetech Facility is a rented surface area on first floor of an industrial building in an industrial classified area in Mkalles, Lebanon.

However, and due to the current situation, this private company is facing many challenges and barriers related to its management and to maintain their compliance to their approved Environmental Management Plan EMP (included in the EIA) approved in 2018.

Within the context of UNDP's response to the Beirut Port Blast, and under Sustainable Recovery of Lebanon from the Beirut Explosion – Solid Waste Management project, and in close coordination with the Ministry of Environment (MoE), UNDP is seeking to provide technical support to Verdetech to improve its environmental management system and improve environmental performance.

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

The Consultant shall perform all the services/work as necessary to fulfill the objectives of the consultancy contract.

The scope of work is defined as follows:

### **Task I – Assessment of the company's Quality and Environmental Management Systems and Framework**

The consultant shall conduct an assessment to understand the company and its context. The purpose is to determine the external and internal issues that are relevant and that affect the company's ability to achieve its intended outcomes. Thus, the consultant is to (1) understand the needs and expectations of the company, (2) determine the scope of the Quality and Environmental Management System (EMS) and (3) identify the barriers and challenges in maintaining a proper EMS by the company.

In addition, the consultant should review the EIA and EMP and assess the actual environmental and technical practices at the facility.

The consultant shall produce an assessment report of gaps, challenges and needs of the company.

#### **Task II – Development of Quality and Environmental Management Systems**

Based on the results of assessment, and as per provisions of ISO 9001:2015 and 14001:2015, the consultant shall design and develop a clear Quality and Environmental management system taking into consideration the different workflow processes, this includes but is not limited to: Operation process, Storage process, Collection process, Delivery and Transportation process, Disposal process HR process, administrative process, Quality control and assurance process, Health and Safety process, Environmental process.

The consultant is to produce the company's policies, processes and operational documents allowing the company to abide by and comply to with ISO 9001:2015 and 14001:2015 requirements.

#### **Task III: Internal Quality and Environmental Audit**

Finally, the consultant will conduct a Pre-certification audit in order to assess the readiness of Verdetech for the certification audit. Based on the findings, corrective actions will be identified and initiated to cover detected gaps and to get ready for the certification audit.

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

### **3. Expected Outputs and deliverables**

The consultant is expected to submit one report for each assigned task.

The following deliverables requirements will apply to this agreement:

- An inception report detailing the methodology and work plan for the consulting assignment
- Assessment of the company's Quality and Environmental Management Systems and Framework (Task 1)
- Development of Quality and Environmental Management Systems:
  - Procedures and records related to each identify process (Task 2)
- Internal Quality and Environmental audit report (Task 3)

All deliverables should be handed out in two hard copies as well as one soft copy (Word format and Excel format for tables) and a PDF format. If relevant, copies of high-resolution maps, research material and graphics should also be handed out to the project management team.

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

#### **4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

##### **Academic Qualifications**

University degree (at the master's level) in Management, Engineering, Environmental Sciences, or closely related fields.

Certified Auditor in ISO 9001 and in ISO 14001

##### **Years of experience**

Minimum 10 years of relevant experience.

##### **Technical experience**

Proven experience in quality and environmental management

Good experience in conducting technical and managerial assessments

Sound experience in similar projects in the required domains.

##### **Competencies**

Proficiency in English and Arabic. French is an asset

Demonstrable analytical skills and report-writing skills

Excellent communication skills.

#### **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:

- Payment will be made against each requested and completed task and upon submission of certificate of payment based on work-days, Individual Consultant time sheet, and deliverables.

Submitted documents shall be approved by the Project Manager. Reimbursements will be in an all-inclusive lump sum amount (based on work-day).

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: Education</b> <ul style="list-style-type: none"> <li>- University degree (at the master's level) Management, Engineering, Environmental Sciences, or closely related fields: 10 points</li> <li>- Auditor Certification in ISO 9001 and 14001; 10 points</li> </ul>		20
<b>Criteria B: Years of relevant experience</b> <ul style="list-style-type: none"> <li>- 10 years of relevant experience: 15 points</li> <li>- More than 10 years of relevant experience: 15 points</li> </ul>		30
<b>Criteria C: Technical experience</b> <ul style="list-style-type: none"> <li>- Proven experience in environmental management and quality and environmental management system ISO9001 and 14001: 20 points</li> <li>- Sound experience in similar projects in the required domains 20 points</li> <li>- Good experience in conducting technical and managerial assessments: 10 points</li> </ul>		50
<b><u>Financial (Lowest Offer/Offer*100)</u></b>	30%	100
<b><u>Total Score</u></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**