



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 30 March 2022

Reference: LBN-CO-IC-93-22

Country: Lebanon

Description of the assignment: Provision of national individual consultancy services for “coaching youth on advocating Lebanon’s anti-corruption agenda”.

Project name: Anti-Corruption for Trust in Lebanon (ACT Lebanon) ID 00122350.

Period of assignment/services: 4 months - 30 working days.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **13 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 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

UNDP launched the Anti-Corruption for Trust in Lebanon Project in March 2019 to enable the adoption and measurable progress in the implementation of an integrated and targeted approach to preventing and combating corruption that is in line with Lebanon’s commitments under the UN Convention against Corruption (UNCAC) to which Lebanon is a State Party since 2009, the National Anti-Corruption Strategy (NACS) adopted by the Government in May 2020 and the SDG 2030 agenda. It is also aligned with the Reform, Recovery and Reconstruction Framework (3RF).

The Project focuses on the achievement of four outputs:

Output1: Capacity to oversee and monitor national anti-corruption strategy institutionalized and supported.

Output2: Specialized anti-corruption legislations enacted and supported for effective implementation.

Output 3: National Anti-Corruption Institution operationalized and strengthened.

Output 4: Corruption risk management mechanisms integrated in key vulnerable sectors.

Moreover, Lebanon is moving forward in the legislative anti-corruption agenda, as the country's first-ever national anti-corruption strategy, which was developed within this framework and adopted by the Council of Ministers in May 2020, provides a solid and detailed vision for moving forward. Future reform efforts would also benefit from building on the achievements made and lessons learned in the context of related initiatives including in Parliament, the judiciary, civil society and the business community. This includes, among other things, the key anti-corruption legislative reforms that were adopted in recent years on access to information (2017) and its amendment (2021), whistle-blower protection (2018) and its amendment (2020), the establishment of national anti-corruption institution (2020), asset and interest declaration and anti-illicit enrichment (2020), and asset recovery (2021), and ongoing efforts to tackle gaps in laws and regulations and the implementation thereof.

A significant component of the project entails raising awareness on thematic and legal topics related to anti-corruption as well as the role of youth in the implementation of Lebanon's first National Anti-Corruption Strategy NACS. For that purpose, UNDP is building on its successful track record of engaging youth groups and students in advocating socio-economic reforms, by ramping up their knowledge in relation to:

- Lebanon's commitments towards the implementation of the United Nations Convention Against Corruption (UNCAC) and
- Lebanon's specialized anti-corruption legal framework
- The National Anti-Corruption Strategy (NACS) 2020-2025
- Lebanon's scores on global and regional anti-corruption indicators

A full-fledge training on advocacy has been conducted, where 17 Lebanese young men and women built their capacities on comprehending concepts of advocacy and linking them to the National Anti-Corruption Strategy. The youth have followed a methodology to identify a specific area in the NACS to target in their advocacy plan, that is, public procurement.

This effort is yet to be translated into actionable workplan, with clear objectives, indicators, budget and allocation of available human resources, followed by direct implementation by the youth group.

Based on the above, UNDP is seeking to contract a consultant to build on the process completed thus far, by coaching the youth on drafting the advocacy plan and implementing it.

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

Under the supervision of ACT Project Manager and in close coordination with the project coordination officer, the consultant will be responsible for:

Drafting of advocacy plan:

- Coaching the youth group on shaping their advocacy campaign by drafting the advocacy plan, from the anti-corruption perspective, including identifying specific objectives, outcomes, timeframe, required human and financial resources, indicators, risks and their mitigation.
- Coaching the youth on mapping the stakeholders and identifying the target audience for their advocacy campaign.
- Coaching the youth on setting up their monitoring framework, from an advocacy perspective, and eventually set up overall evaluation of the initiative.

Execution:

- Assuring that the advocacy plan is fully executed by coaching the youth throughout the entire execution phase, by regular and direct follow up,
- Supporting the youth in identifying bottlenecks and risks to implementation from an advocacy perspective.
- Coaching the youth on optimizing the use of limited human and financial resources while maximizing the results,
- Supporting the youth implementing the monitoring framework, and applying modifications to the plan when needed,
- Connecting the youth to key stakeholders that could support them in implementation,

Reporting and Recommendations:

Following the execution, the expert will support the youth in:

- evaluating their advocacy initiative, identifying the loopholes and develop a lesson learned and recommendations document.
- Producing a final report.

It should be noted that a public procurement specialist will be supporting in drafting and execution from a technical perspective.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**I. Academic Qualifications:**

Bachelor's degree in political science, international relations, public administration, business, or any related field.

II. Years of Experience:

- A minimum of 7 years of relevant work experience in capacity building, advocacy, developing advocacy/awareness raising programs, and youth engagement, in areas related to governance.
- Experience in developing advocacy plans,

- Experience in developing manuals/guides/courses, etc.
- Experience in capacity building workshops, involving CSOs, NGOs and youth.
- Extensive experience in building advocacy campaigns and ramping up the skills of advocates.
- Demonstrated knowledge of anti-corruption context in Lebanon, including the laws, initiatives, main stakeholders, etc.
- Experience in youth engagement through advocacy initiatives, trainings, capacity building, etc.
- Experience with UNDP and /or other UN agencies and INGOs is an asset.

III. Competencies:

- Excellent training and communications skills.
- 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:

- 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.

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: 21 points</i> <i>Master: 25 points</i> <i>PhD: 30 points</i>	30%	30

<i>Years of Experience:</i> <ul style="list-style-type: none"> - A minimum of 7 years of relevant work experience: 21 points - Between 7 and 9 years of relevant work experience: 17 points: 25 points - Above 9 years of relevant work experience: 30 points - 	30%	30
<i>Technical Experience</i> <ul style="list-style-type: none"> - Experience in capacity building workshops, involving CSOs, NGOs and youth: 15 points - Demonstrated knowledge of anti-corruption context in Lebanon, including the laws, initiatives, main stakeholders, etc: 15 points 	30%	30
<i>Competencies:</i> <ul style="list-style-type: none"> - – Excellent knowledge of English and Arabic 	10%	10
<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 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**