



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20/4/2022

Reference: LBN-CO-IC-112-22

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**Country:** Lebanon

**Description of the assignment:** National - Developing Gender Equality Strategy for UNDP Lebanon

**Project name:**

**Period of assignment/services:** 40 working days spread over a period of 16 weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **4 May 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

Lebanon is facing currently a multi-layered and unprecedented crisis at various interrelated levels marked by the political deadlock, economic and financial crisis, COVID19 outbreak, a deadly explosion causing damage to third Beirut, and continuous impacts of a 11-year long Syria crisis. According to ESCWA, the multidimensional poverty rate in Lebanon has nearly doubled from 42% in 2019, to 82% in 2021. Extreme multidimensional poverty affected 40% of the poor population in 2021, equivalent to 34% of the population at large<sup>1</sup>. The changing political, economic, and social climates continue to

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<sup>1</sup> ESCWA, September 2021 Policy Brief. Multidimensional poverty in Lebanon (2019-2021): Painful reality and uncertain prospects

exacerbate pre-existing gender inequalities and discrimination while preventing women and girls from exercising their human rights and intensifying their poverty and marginalization.

Although Lebanon has ratified the United Nations Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) in 1997, substantive reservations on certain aspects of the convention remain unresolved. In particular, Lebanon maintains reservations to Article 9(2) (equal rights with respect to nationality of children), Article 16(1)(c), (d), (f), and (g) (equality in marriage and family relations), and Article 29(1) (administration of the Convention and arbitration in the event of a dispute).<sup>2</sup> According to the 2021 World Economic Forum's Global Gender Gap Index Report, Lebanon ranks 139 out of 156 countries as one of the highest gender gaps in the world. In particular, Lebanon ranked 139 on the economic participation subindex, 113 on educational attainment, 82 on health and survival and 112 on political empowerment<sup>3</sup>. Unlike men, Lebanese women are deterred from passing their nationality to their children or to a foreign spouse. While the foreign spouses of Lebanese men can obtain citizenship after one year, the children of Lebanese women married to foreigners continue to suffer from the absence of basic economic, social and civil rights. Moreover, personal status issues are under the jurisdiction of Lebanon's 18 religious laws and courts, and a civil personal status law does not exist in spite of women's rights organizations' efforts. Women do not only face gender discrimination in issues related to marriage, divorce, alimony, child custody and inheritance, but also face inequalities among each other as their rights are depending on the rulings of different sects. Despite obtaining the right to vote in 1952 and a vibrant feminist movement, women remain grossly under-represented in political life and excluded from decision-making processes. Out of 77 Lebanese governments formed since the independence in 1943, only 9 cabinets have included women starting year 2005<sup>4</sup>. Although women outnumber men as university graduates, they represent only a quarter of the country's active labour force. According to the World Bank figures, indicators for women in the economy in Lebanon are mostly half that of global averages, with female labour force participation at 23% compared to the global average of 50%. Furthermore, level of female entrepreneurship is low, with only 17% of women reported as self-employed and only 4% of firms in the country with female top managers, in comparison to the already low global average of 19%.

Mandated to enhance gender-mainstreaming and overseeing the implementation of CEDAW and the 1995 Beijing Declaration, the National Commission for Lebanese Women (NCLW) has developed the National Strategy for Women in Lebanon (2011-2020) in 2012, and the National Action Plan in 2013. The development process was conducted in collaboration ministries, public institutions and civil society organizations. Despite the continuous discoursed commitment of the Lebanese Government to improve the participation of women in the economic, financial, social and political areas, gender-mainstreaming was not adopted effectively adopted in ministries and public institutions.

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<sup>2</sup> UN (2018), Lebanon Gender Justice and the Law.

<sup>3</sup> [https://www3.weforum.org/docs/WEF\\_GGGR\\_2021.pdf](https://www3.weforum.org/docs/WEF_GGGR_2021.pdf)

<sup>4</sup> UNDP. (2018). 2018 Lebanese Parliamentary Elections: Results & Figures.

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

The assignment, as mentioned earlier, involves the participatory development of UNDP Lebanon gender equality strategy and action plan 2022-2025. The following specific tasks are to be carried out:

### **Task 1: Conduct Comprehensive Desk Review and Develop Inception Report**

1. Contact with UNDP team to clarify expectations for the GES development process and ensure common understanding on the ToR.
2. Conduct a comprehensive desk review of key documents and relevant secondary data sources. The desk review is expected to provide contextual information / situational analysis on gender context in Lebanon and UNDP's current status / position regarding the implementation of the previous GES. It will also identify data gaps and inform the scope of the field work. The desk review will include but not limited to:
  - UNDP Lebanon Gender Equality Strategy (developed in 2016 and updated in 2019).
  - Country Programme Document
  - UNDP Strategic Plan 2022-2025
  - Findings from Gender Sensemaking
  - The Global Gender Equality Strategy (2022-2025) as soon as it is ready if within the timeframe of this assignment
  - Gender Seal Action Plan 2022
  - Evaluations reports
  - Existing reports on gender equality in Lebanon developed by other actors such as UN agencies, World Banks, European Union, INGOs, etc.
3. Develop in consultation with UNDP a proposal for the GES development process including:
  - Key existing knowledge or assumptions to be tested; priority areas for the gathering of new information, and research questions.
  - Detailed methodology including sampling parameters and proposed data collection methods.
  - List of proposed stakeholders to be consulted.
  - Assignment workplan with clear milestones.

### **Task 2: Lead on External Consultations**

This task involves leading managing and facilitating the consultations / dialogues with external stakeholders to collectively identify upcoming trends and challenges for gender equality, common goals and ways of working together over the next four years. External consultations are expected to engage actors, organizations and institutions with a regional/national remit who either directly or indirectly work on gender equality issues, or have the ability to influence gender equality outcomes in Lebanon.

Stakeholder groups will include representatives from civil society organizations, women's rights organizations, governments and UNCTs.

### **Task 3: Lead on Internal Consultations**

The phase consists of internal collaborative consultations with UNDP personnel including senior managers, programmatic units, project managers / coordinators, communication and operational units. The internal consultations should be linked to UNDP's previous experience working on gender equality issues and to major findings from consultations with external stakeholders. The internal consultations are expected to:

- Generate lessons learned through the implementation of the previous gender equality strategy.
- Reflect on good practices, challenges, needs and areas of improvement based on previous and ongoing gender-mainstreaming efforts.
- Prioritize key entry points for promoting gender equality in different thematic and operational areas, and identify accordingly anticipated challenges and opportunities.
- Building on national priorities emerging from external consultations, identify key entry points and road maps for strengthening the integration of gender equality into UNDP's work.

### **Task 4: Lead on Analysis Workshop with Gender Focal Team and Develop GES**

The findings and recommendations from the desk review and consultations will be presented to the Gender Focal Team to set and agree on main priority areas and principles that will help guide the development of the Gender Equality Strategy for UNDP Lebanon.

The strategy will focus on delineating UNDP commitment to: (a) strengthen interventions to tackle structural challenges that accelerate gender equality and women's empowerment rather than engaging primarily in programmes focused on women as beneficiaries; (b) strengthen the integration of gender equality into UNDP work on environment, energy and crisis response and recovery; (c) better align UNDP programming with both corporate messaging and national priorities related gender equality and women's empowerment; and (d) build upon institutional mechanisms for gender mainstreaming such as the Gender Equality Seal and the gender marker which provide measurable standards and incentives to drive progress.

### **Task 5: Lead on Validation Meeting and Finalize the Gender Equality Strategy & Action Plan**

A validation meeting will be held with UNDP staff to present the strategy's objectives, main pillars, and actions. Feedback and recommendations will be used for refining and finalizing the gender equality strategy.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION**

#### I. Academic Qualifications:

At least Bachelor's degree in gender studies, sociology, social work, development studies or other field related social sciences.

#### II. Years of experience:

Minimum of five years of relevant professional work experience in conducting gender related work.

#### III. Technical experience:

- Demonstrated deep understanding of the gender equality landscape in Lebanon (key actors, processes, policies etc);
- 3 years' Experience in gender mainstreaming, gender analysis and using the Gender Maker tool.
- 4 years' experience and expertise in research and qualitative research methods in gender programming including experience in conducting qualitative interviews;
- Familiarity with WROs, CSOs and networks in Lebanon;
- Demonstrated experience producing high-quality research reports in English in engaging and simple language;

#### IIV. Competencies:

- Excellent knowledge of English and fluent in Arabic.

### **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)
Deliverable A: Inception Report and workplan. This includes: <ul style="list-style-type: none"><li>- Short background analysis (max 5 pages) describing key trends that are positively or negatively impacting the realization of gender equality in Lebanon based on literature review</li><li>- Detailed methodology including data collection methods and tools,</li><li>- Assignment workplan with clear milestones;</li><li>- List of proposed stakeholders to be consulted.</li></ul>	4 working days	2 weeks from contract signature	National Gender Analyst

<p>Deliverable B: External Stakeholders Consultations:</p> <ul style="list-style-type: none"> <li>- Final data collection tools, ethics and consent procedures; list of</li> <li>- Final list of organisations and individuals to be consulted.</li> <li>- Consultations' schedule / plan.</li> <li>- Set of raw and cleaned data (original records, transcripts, all completed questionnaire, code book/dataset)</li> <li>- Short report highlighting key findings including identified trends &amp; national priorities.</li> </ul>	10 working days	6 weeks from contract signature	National Gender Analyst
<p>Deliverable C: Internal Stakeholders Consultations:</p> <ul style="list-style-type: none"> <li>- Final data collection tools, ethics and consent procedures; list of</li> <li>- Final list of organizations and individuals to be consulted.</li> <li>- Consultations' schedule / plan.</li> <li>- Set of raw and cleaned data (original records, transcripts, all completed questionnaire, code book/dataset)</li> <li>- Short report highlighting key findings including identified trends &amp; national priorities.</li> </ul>	8 working days	8 weeks from contract signature	National Gender Analyst
<p>Deliverable D: Analysis Workshop with Gender Focal Team</p> <ul style="list-style-type: none"> <li>- Presentation to the GFT on the findings from desk review and internal / external consultations.</li> <li>- Methodology for the validation workshop.</li> <li>- Proposal of GES outline (highlighting main priorities, areas, processes, stakeholders, etc)</li> </ul>	3 working days	10 weeks from contract signature	National Gender Analyst
<p>Deliverable E: Draft Gender Equality Strategy &amp; Action Plan (based on the outline approved by UNDP).</p> <p>Deliverable F: Validation Workshop: Presentation to UNDP on the GES and action plan.</p>	8 working days	13 weeks from contract signature	National Gender Analyst

Deliverable G: Final Draft Gender Equality Strategy & Action Plan (incorporating UNDP feedback & recommendations).	7 working days	16 weeks from contract signature	National Gender Analyst
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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.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<b>Criteria A: Academic Qualifications:</b> <ul style="list-style-type: none"> <li>- Bachelor's degree = 15 points</li> <li>- Master's Degree or above: 20 points</li> </ul>		20
<b>Criteria B: Years of Experience</b> <ul style="list-style-type: none"> <li>- Less than 5 years = Zero points</li> <li>- 5 years of experience = 15 points</li> <li>- Above 5 years = 20 points</li> </ul>		20
<b>Criteria C: Technical Experience</b> <ul style="list-style-type: none"> <li>- Experience and knowledge of the gender equality landscape in Lebanon (key actors, processes, policies etc) = 12.5 points</li> <li>- 3 years' Experience in gender mainstreaming, gender analysis and using the Gender Maker tool = 12.5 points</li> <li>- Proven expertise in research and qualitative research methods in gender programming including experience in conducting qualitative interviews = 10 points</li> <li>- Demonstrated experience producing high-quality research reports in English in engaging and simple language (The applicant is supposed to submit a technical proposal including at least 2 sample of reports produced previously) = 20 points</li> </ul>		55
<b>Criteria D: Competencies</b> <ul style="list-style-type: none"> <li>- Excellent knowledge of English and fluent in Arabic = 5 points</li> </ul>		5
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

**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 (**maximum 4 pages**) indicating the following;
  - Understanding of the terms of reference
  - The fit between the applicant's competencies and the requirements of the TORs
3. Annex 3 (Offerors Letter) and
4. Financial proposal
5. Detailed Curriculum Vitae clearly demonstrating the educational requirements and the technical skills and professional experience as required in the proposal section under required minimum qualifications.

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**