INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 April 2022
Reference: LBN-CO-IC-121-22

Country: Lebanon

Description of the assignment: National Governance expert.

Project name: Productive Sectors Development Programme (PSDP).

Period of assignment/services: 45 working days spread over a period of 2 months.

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 04 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  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

In view of the long-term structural challenges that Lebanon is facing as well as the profound effects that the subsequent crises are having on its economy (the Syrian crisis since 2011 and more recently the monetary and economic crisis and the COVID-19 pandemic), there is ongoing need to support job creation and inclusive economic growth especially for the most vulnerable in the most disadvantaged areas.

With the aim to support gender-responsive job creation and economic opportunities in the agriculture and agro-food sectors, six UN organizations have joined efforts to develop a three-year joint programme: the Productive Sector Development Programme (PSDP). It will be jointly implemented by UNIDO, FAO, UNDP, ILO, UN WOMEN, and UNICEF.
The PSDP sits within the United Nations Strategic Framework’s (UNSF) Economic pillar, which stipulates “that investment in productive capacities enhance that creates decent work and livelihoods for the most vulnerable people through local economic activities and institutional support on necessary reforms”. A key component of the PSDP is to promote an enabling policy environment for women economic empowerment and participation in productive sectors.

The performance of the Parliament is an important indicator of the country’s governance framework. Following the Beirut Port explosion and the multiple crises Lebanon is facing, the Parliament will be a critical driver to foster the success of prioritized reforms. The acknowledgement of the Lebanese government and parliament of the need for reforms presents new opportunities for more effective governmental oversight, accountability, and implementation of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals.

This consultancy aims to support promoting and monitoring of key reforms, and supporting a more targeted engagement with the Lebanese Parliament to address critical reform priorities in line with PSDP priorities with a specific focus on women economic empowerment and participation in productive sectors.

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

The Consultant will work under the direct supervision of the Development Coordinator Officer – Partnerships and Finance at the RC Office and in coordination with the PSDP Senior Programme Coordinator. During the fulfilment of the tasks under this agreement, the Consultant will ensure regular communication with RCO and will ensure a timely delivery of the expected outputs and will regularly inform the RCO of the progress as well as any obstacles that might occur.

Under this consultancy, the Consultant is requested to complete the following tasks:

- Provide strategic guidance on reforms related to women economic empowerment and productive sectors participation
- Support the Macro component of the PSDP in prioritizing a list of legislations
- Monitor the progress and implementation of reform priorities particularly gender equality legislations
- Support the endorsement and operationalization of the UN-Parliament Partnership Compact incorporating the results of the PSDP policy and legal reviews
- Prepare weekly policy and technical briefs with a strong focus on women empowerment and participation in productive sectors
- Promote women led/focused civil society involvement in parliamentary work
- Monitor and analyze developments and political updates that impact the advancement of reform priorities on women empowerment and participation in productive sectors.
3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
Degree in law. Master’s degree in public law is desirable.

II. Years of experience:
At least 5 years professional work experience

III. Technical experience:
- Previous experience in working with parliament;
- Previous experience in covering topics related to legal review and reforms;
- Previous experience in covering topics related to parliamentary work;
- Previous experience in developing policy and technical recommendations on legislative and reform issues.

IV. Competencies:
- Proficiency in English and Arabic languages.
- Excellent written and oral communication skills, both in English and in Arabic;
- Ability to work under tight deadlines.

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.

- **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>Target Due Dates</th>
<th>Payment Terms</th>
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<tbody>
<tr>
<td>Deliverable 1:</td>
<td></td>
<td></td>
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<tr>
<td>Revised report on legal framework surrounding women’s participation and prioritized list of related legislations</td>
<td>23 working days – 15 June 2022</td>
<td>First Payment: 50% of the contract value</td>
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<td>Deliverable 2:</td>
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<tr>
<td>Weekly legislative updates and policy briefs with strong analysis on developments that impact the advancement of reform priorities focused on Women economic empowerment</td>
<td>22 working days – 15 July 2022</td>
<td>Second Payment: 50% of the contract value</td>
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<td>Deliverable 3:</td>
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<td>Technical support provided to the endorsement and operationalization of the UN-Parliament Partnership Compact</td>
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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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
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<tr>
<td>Criteria A: Academic qualifications</td>
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<td>30</td>
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<tr>
<td>- Bachelor’s Degree: 21 points</td>
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<tr>
<td>- Master’s Degree: 30 points</td>
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<td>Criteria B: Years of relevant experience</td>
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<td>20</td>
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<td>- Less than 5 years of relevant experience: 0 point</td>
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</table>
- 5 years or more of relevant experience: 20 points

Criteria C: Technical experience
- Previous experience in working with government/parliament: 10 points
- Previous experience in covering topics related to legal review and reforms: 10 points
- Previous experience in covering topics related to parliament work: 10 points
- Previous experience in developing policy and technical recommendations on reform issues: 10 points

Competencies
- Arabic language proficiency (5 points)
- English language proficiency (5 points)

Financial (Lower Offer/Offer*100)
30% 100

Total Score
Technical Score * 0.85 + Financial Score * 0.15

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