



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 May 2022

Reference: LBN-CO-IC-125-22

Country: Lebanon

Description of the assignment: Reposting - National or International RC/HC Advisor on Accountability to Affected Populations (AAP).

Project name: Humanitarian Country Team - Collective Accountability to Affected People (AAP).

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; **16 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

Lebanon is grappling with an economic and financial meltdown, the COVID-19 pandemic, the disastrous impact of the Beirut Port explosions, and the continued impact of the Syrian crisis, in addition to a political deadlock that is fueling popular protests and hampering meaningful reform and recovery efforts. The multiple crises are affecting both the ability of households to afford basic goods and services, as well as the availability of such goods and services. In view of the continued deterioration of the situation, the UN and NGOs, under the leadership of the Humanitarian Coordinator (HC) and the Humanitarian Country Team (HCT), have launched in early August 2021 a 12-months Emergency Response Plan (ERP) to provide life-saving humanitarian support to 1.1 million of the most vulnerable Lebanese and migrants affected by the ongoing crisis. This complements the humanitarian activities

implemented under Lebanon Crisis Response Plan (LCRP) and UN Relief and Works Agency for Palestine Refugees (UNRWA) programs for Syrian and Palestine refugees.

OCHA Lebanon supports the HC/HCT in ensuring a coherent and effective humanitarian response to those most vulnerable in Lebanon by leading the coordination around the ERP.

Being accountable to people affected by the crisis is a priority of the HCT in Lebanon. Accountability means that HCT is expected to put in place a system to ensure that two-way communication exists between the humanitarian community and people affected by the multi-faceted crisis, to ensure that the views of crisis-affected people are listened to and are central to strategic decision-making processes and that the humanitarian community is accountable to communities for the quality and timeliness of the services it collectively delivers.

The HCT and the humanitarian community are looking to enhance an intersectoral collective AAP approach in implementing the ERP, building on available mechanisms and tools and ensuring synergies with current platforms. In this context, RCO Lebanon is seeking to hire a short-term consultant to develop a collective AAP action plan and related monitoring and evaluation framework for a joint AAP mechanism to benefit the humanitarian community in the country.

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

The AAP Advisor will support the RC/HC to facilitate a process of operationalizing collective AAP commitments. The AAP Advisor will provide subject matter guidance to the RC/HC and the HCT during the planning and development of a country-level collective humanitarian AAP action plan and other AAP-related initiatives.

Under the direct supervision of the RC/HC and in close collaboration with OCHA, the HCT members and the EOC Sectors leads/coordinators, and the Inter-Agency PSEA Coordinator, the AAP Advisor will:

- i) Map the existing practices/activities on AAP to identify best practices and lessons learned.
- ii) Advise on the sequencing of AAP priorities to ensure that a minimum number of priorities are highlighted with timelines and responsible focal points (function and agency)
- iii) Provide technical advice on available funding mechanisms or adapt current ones to strengthen AAP to support the implementation of the AAP action plan.
- iv) Facilitate consultations and draft the collective AAP action plan.
- v) Develop a monitoring and evaluation framework for the collective AAP action plan
- vi) Assess priority learning needs related to AAP and adapt IASC training tools and resources to the context.
- vii) Identify areas of collaboration, with the PSEA network including capacity building and establishing a dedicated hotline for PSEA.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

1. University degree (in law, social sciences, journalism, psychology, or any other related area.
2. Advanced university degree or a first-level university degree in combination with 2 years of qualifying experience in a similar job may be accepted.

II. Years of experience:

1. A minimum of five years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related areas, with significant experience working in accountability to affected people or community engagement at the field level, is required.

III. Technical experience:

- Experience in working on cross-cutting issues in humanitarian contexts, especially AAP, gender, and PSEA.
- Proven coordination, advocacy, and strategic engagement/negotiation skills.
- Minimum of 2 similar projects implemented.
- Experience in using technological tools related to community engagement is desirable.
- Experience in AAP in Lebanon is desirable.

IV. Competencies:

Ability to work collaboratively as part of a team in a challenging and highly fluid environment, flexibility, and the ability to handle constant change. In addition, proficiency in Microsoft Office, good communication skills, and fluency in English and Arabic language are required to deliver the requested services.

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:

The total amount will be divided into the deliverables:

- 50% upon submission and approval of deliverables 1 and 2.
- 50% upon submission and approval of deliverables 3 and 4.

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
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> <i>Educational background:</i> University degree in law, social sciences, journalism, psychology or any other related area. <i>Bachelor degree: 15 points</i> <i>Master's degree or above: 20 points</i> 		20
<ul style="list-style-type: none"> <i>Technical experience:</i> <i>5 Years of experience in AAP related consultancy work</i> <i>Less than 5 years = Zero points</i> <i>5-7 years = 21 points</i> 		30

<i>More than 7 years =30 points</i>		
<ul style="list-style-type: none"> • <i>Technical experience:</i> <i>Number of similar projects previously implemented.</i> <i>Less than 2 = Zero points</i> <i>2 = 21 points</i> <i>3 and above = 30 points</i> 		30
<ul style="list-style-type: none"> • <i>Criteria D:</i> <i>Similar work with humanitarian actors experience in working on cross cutting issues in humanitarian contexts, especially AAP, gender and PSEA consultancy. = 15 points</i> <ul style="list-style-type: none"> • <i>Proven experience in coordination, advocacy and strategic engagement/negotiation skills= 5 points</i> 		20
<i>Financial (Lower Offer/Offer*100)</i>	<i>30%</i>	<i>100</i>
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

How to apply:

The consultancy is open for all national or international 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 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