



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 May 2022

Reference: LBN-CO-IC-139-22

Country: Lebanon

Description of the assignment: Long-Term Agreement - National Senior Governance Consultant

Project name: Anti-Corruption for Trust in Lebanon, ID 00122350.

Period of assignment/services: 160 working days spread over a period of 12 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **03 June 2022 at 11:59 PM Beirut 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.

Under the outputs mentioned above, ACT project seeks the services of senior governance consultant to provide technical support in the implementation of tasks pertaining to anti-corruption from the perspective of public administration reform as detailed in section 2 below.

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

Under the supervision of ACT Project Manager, the consultant is expected to complete the following tasks under the Project's 4 outputs:

- 1- Provide technical and advisory support from governance and public administration reform perspective to the project stakeholders mainly the Ministerial anti-corruption committee (MACcom), technical anti-corruption committee (TACcom), the National Anti-Corruption Institution (NACI), Ministry of Justice and civil society organizations.
- 2- Provide, in coordination with experts and relevant stakeholders, technical support from governance and public administration reform perspective to the development of:
 - Anti-corruption thematic materials in different forms including e-courses; e-modules; audio-visuals; etc.
 - M&E system to track and assess progress in implementing the NACS's action plans
 - Action plans to advance implementation of anti-corruption laws
 - Capacity assessment plan of NACI
 - Tools and regulations for the NACI including code of conduct, job description, organizational structure, HR management, SOPs, internal regulations etc.
- 3- Provide trainings and advisory support to different stakeholders from governance and public administration reform perspective on:

- Anti-corruption laws, public administration, NACS outputs (mainly on output 2 on Integrity of public function; Output 5 on Oversight bodies more specialized and effective in fighting corruption and Output 7: preventive measures against corruption integrated at sectoral level), UNCAC Chapter 2 on Preventive measures mainly the articles related to public administration.
- 4- Provide technical and advisory support to the development of corruption risk management plans in different sectors and to the implementation of related mitigation measures through:
 - Supporting the establishment of task forces under the selected sectors and providing trainings on the corruption risk management methodology.
 - Supporting the organization of national dialogues on corruption risk management.
 - Reviewing all documents developed under the corruption risk management plans (i.e. stakeholder's analysis, Mapping of key policies, public administration laws and regulations related to the selected sector)
 - Conducting research/desk review on the international best practices pertaining to the implementation of the selected mitigation measures.
 - Conducting change management trainings and technical trainings to relevant stakeholders to ensure all aspects of the selected mitigation measures are clear and comprehended.
 - Ensuring the proper implementation of the mitigation measures, and identify the expertise and services needed for the implementation of mitigation measures, including supporting the development of the related ToRs and budgets.
 - Developing monthly reports on the progress achieved, identifying potential risks and proposing mitigation measures and well as other materials such as PowerPoint presentations.
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For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

A minimum of a bachelor's degree in Political science, law, public administration, international affairs, business administration or any related field.

II. Years of experience:

- At least 10 years of experience related to governance and the public sector.
- A significant track record in public administration reform and good governance work at the national level,
- A significant track record in developing training modules and provision of trainings, especially in public administration context,
- A significant track record in developing tools to reform public administrations,
- Demonstrated experience partaking in high-level participative processes with national and international stakeholders (Government, State Institutions, CSOs, UN agencies),
- Previous experience in consultancies with international agencies in relevant tasks is preferable.

III. Competencies:

- Cultural, Gender, religion, race, nationality and age sensitivity and adaptability.

- Familiarity with recent development in the topic of good governance and anti-corruption at the international, regions and national levels.
- Strong analytical, communication skills, including ability to produce high quality knowledge products.
- Ability to consult widely and efficiently while understanding the stakeholders' evolving needs.
- Excellent writing skills in English and 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) 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:

- A daily working fee must be all inclusive;
- 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
Educational background: <ul style="list-style-type: none">25 pts – Bachelor35 pts – Masters or above	30%	30
Years of experience: <ul style="list-style-type: none">Zero – less than 10 years		

<ul style="list-style-type: none"> • 20 pts – between 10 and 15 years • 25 pts more than 15 years 	25%	25
<p><i>Previous experience:</i></p> <ul style="list-style-type: none"> • 10 pts – A significant track record in public administration reform and good governance work at the national level, • 15 pts - A significant track record in developing training modules and provision of trainings, especially in public administration context • 10 pts- A significant track record in developing tools to reform public administrations. • 5 pts- Demonstrated experience partaking in high-level participative processes with national and international stakeholders (Government, State Institutions, CSOs, UN agencies), • 5 pts - Previous experience in consultancies with international agencies in relevant tasks is preferable. 	45%	45
<u>Financial</u> (Lower Offer/Offer*100)	<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 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