



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26/5/2022

Reference: LBN-CO-IC-133-22

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**Country:** Lebanon

**Description of the assignment:** Preparation of terms of reference, and monitoring of the implementation of 3 websites, one for each of the 2 Unions of Municipalities (Al Bouhayra and Bcharre) and one for Baalbek-Hermel Governorate

**Project name:** ENHANCING CAPACITIES OF LOCAL GOVERNMENTS TO BETTER ADDRESS THE CRISIS IN LEBANON

**Period of assignment/services:** 15 working days spread over 6 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **9 June 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

The LHSP “Lebanon Host Communities Support Programme”, is a multi-year broadly platform promoting social stability, inclusion, leadership of communities and working on an ‘Area Based Development Programme’ (acting at municipal and cluster level) providing capital investments, one which targets specific geographical areas characterized by a complex development problem through a conflict sensitive integrated, inclusive, participatory, and horizontal-vertical flexible approach that generate a Local Action Plan.

LHSP is conducting pilot activity in 2 Unions of Municipalities, namely Al Bouhayra Union in Bekaa Governorate and Bcharre Union in North Lebanon Governorate within the local governance capacities development to better address the crisis in their communities.

The project will add several governance elements to the existing LHSP programme's implementation model, with a view to (objective) "improve building trust between communities and local governments", improving impact and sustainability and enhancing the overall effectiveness of local governments in selected areas in Lebanon to service their constituents at this critical time.

Within a batch of several activities required, the UNDP is looking to support the 2 Unions of Bouhayra & Bcharre in developing a website for each, to enhance transparency and access to information. The website should serve as a platform for the community members and local NGOs, CBOs and CSOs, since it is a crucial element in curbing city level corruption as it gives citizens access to relevant information, increases citizen engagement with the government.

Furthermore, under another intervention LHSP aims to support Baalbek-Hermel Governorate in developing a website to enhance collaboration/communication and information sharing. The website should act as a hub for the Governorate, unions and municipalities, tourists, citizens, and beneficiaries whereby it will serve as a guide for users to view all information related to the Governorate.

## **2. Scope of work, responsibilities, and description of the proposed analytical work**

**The overall outputs of this consultancy are:**

The consultant is expected to conduct a needs assessment in relation to the website components with beneficiaries in the three localities and in coordination with UNDP to develop the terms of reference for the service provider that will develop the three websites (1 for each of the following: Union of Bouhayra, Union of Bcharre, and Baalbek-Hermel Governorate) based on the findings of the assessment. Furthermore, the consultant is expected to participate in the evaluation panel, follow up, monitor, and evaluate the winner service provider throughout the implementation of the project until official handover.

### **SCOPE OF WORK**

UNDP solicits the services of a consultant who will be tasked to carry out the following activities:

- a) Perform the necessary assessments with the beneficiaries and in coordination with UNDP to identify the needs and requirements of the websites and match the findings with the objectives the project.
- b) Prepare terms of reference for the service provider that will develop the three websites, this should include information such as but not limited to:
  - 1) Specify the technical specifications of the website, including web and mail hosting

services requirements, security requirements, data base requirements, prototypes requirements, among others as deemed necessary.

- 2) Specify the technical service provider qualifications should include previous experience requirements, staff requirements and their qualifications, financial requirements, among others as deemed necessary.
  - 3) Specify the expected deliverables and describe in detail the different milestones with relevant time frames and payment terms required for each milestone to achieve the objectives of the project (work plan, prototype, conduct training, final report)
  - 4) Evaluation criteria should describe in detail the methodology that will be used for the evaluation of the offers with a grading system.
- c) Estimating of the indicative cost of the three websites implementation.
  - d) Proposing names and contacts of some potential service providers.
  - e) Assist UNDP with the technical and financial evaluation of the offers received from the service providers.
  - f) Assist UNDP with the follow up with the service provider and the beneficiaries throughout the implementation of the project.
  - g) Review the deliverables submitted by the service provider.
  - h) Participate in the testing and handover to ensure that the product is compliant with the specifications and fully operational.
  - i) Submission of a final report.

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

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

#### **I. Academic Qualifications:**

At least a Master's Degree in Computer Engineering, Computer Science or direct relevant field.

#### **II. Years of experience:**

- Five (5) years' experience in field of website development.
- The Consultant has worked on Three (3) similar projects/activities in nature to the project stated in this TOR such as the development of ToR for website development.

#### Technical experience:

- Solid experience in the context of websites development and technical needs.
- Proven experience in working in remote areas and communities.
- understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.

#### III. Competencies:

- All requested deliverables shall be written and submitted in English.

#### **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:

The following tasks are requested for the deliverable of the project: Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
a) Submission of the Terms of Reference b) Submission of the estimated indicative cost (budget breakdown) c) Submission of a list of names and contacts of potential suppliers	6 working days	2 weeks from contract signature	Specialist on Lebanese Administrative and Regulatory Framework (Activity Focal Point) and Area Managers (Bekaa and North Lebanon)
d) Review the submitted workplan and assessment report submitted by service provider (technical evaluation of the received offers) e) Testing the prototypes and submission of report f) Testing the final product before official handover and submission of report g) Review of the final report and recommendations submitted by service provider h) Submission of a final report	8 working days	6 months from contract signature	

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
<p><b>Criteria A:</b> Master’s Degree in Computer Engineering, Computer Science or any related field.</p> <p>Less than Master’s degree = 0 points  Master’s degree = 20 points  PhD and above = 25 points</p>		(25)
<p><b>Criteria B:</b> Five years of experience in field of website development</p> <p>Less than 5 years = 0 points, 5 years = 15 points; 6 years and above = 25 points</p>		(25)
<p><b>Criteria C:</b> Three (3) similar projects/activities in nature to the project stated in this TOR such as the development of ToR for website development.</p> <p>Less than 3 projects = 0 points, 3 projects = 10 points; 4 projects and above = 15 points</p>		(15)
<p><b>Criteria D: Technical experience</b></p> <ul style="list-style-type: none"> <li>- Solid experience in the context of websites development and technical needs.</li> <li>- Proven experience in working in remote areas and communities.</li> <li>- understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.</li> </ul>		(15)  (5) (5) (5)
<p><b>Criteria E: Methodology and schedule</b></p> <p>Bidder to submit methodology of work and time schedule related to delivery of the requested tasks, considering project duration</p> <p>Bidder to submit a sample/or portfolio including all relative previous experience (with photos of work)</p>		(20)
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b>Total Score</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,
3. Annex 3 (Offerors Letter) and
4. 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**