

Terms of Reference for Individual Contractor (IC)

National or International consultants: National

Description of the assignment (Title of consultancy): Mine Action Programming Expert

Project Title: Addressing the Humanitarian and Development Impact posed by mines, cluster munitions & explosives remnants of war

Period of assignment/services: 50 working days for a duration of 12 weeks from Contract signature

Is this a LTA (yes/no): No

1. Background

UNDP has been the lead agency for supporting mine action in Lebanon since February 2010. UNDP Lebanon aims to assist the LMAC in the development of national institutions for sustainable mine action programme in Lebanon. At the same time, it has been supporting the growth of national operational capacities including clearance, Risk Education and victim assistance on the ground.

Over the past couple of years LMAC has been ranked amongst the top Mine Action Centers worldwide. The institution is divided into several sections: Operations, Quality Management, Information Management, Arab Regional Cooperation Program, Administration and Finance, Mine Risk Education and last but not least Mine Victims assistance. The operations sections work is based on a systematic process with meticulous procedures and checks. Other sections are also well organized. Accordingly, the different sections have an overarching group of standard operating procedures (SOPs) to systematically manage their activities through procedures, enhance data gathering, data sharing and co-operation between sections at the same time as reinforcing the institutional memory and reducing the negative impact of staff rotations.

The engineering regiment engages in Humanitarian mine action in close coordination with LMAC. Based on the policy of continuous improvement, the regiment needs to revamp its SOP in line with the newly adopted LMAC SOP and the periodically updated NMAS.

The periodic rotation of military staff, present a sustainability of quality HMA activities and procedures. That risk can be mitigated by the provision of a group Institutional SOPs' with which new staff must comply, enabling new appointees to operate upon their arrival with the specific position without disruption or unnecessary change.

The Regional School for Humanitarian has been successfully organising classes for the national regional and international teams. With the increase need for humanitarian demining all through the region, the school will have to cater to increasing demand for capacity building and training. The Humanitarian Mine Action Sector has rapidly evolving norms and procedures based on international standards necessitating continuous adaptation, and learning. The demand for the different topics for training needs to be assessed to cater for the growing community of humanitarians working in mine action.

In this context, the UNDP Mine Action programme requires the service of a Mine Action Programming Expert for a period of 12 weeks to undertake the scope of work stipulated below. LMAC will designate a steering committee that will review and support the tasks of this mission.

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

The national consultant will undertake the following tasks and responsibilities:

- 1- **Develop a group of Institutional SOPs for the engineering regiment HMA operations** that will formalize information sharing and cooperation: In order to achieve that, the National consultant will:
 - Present work plan and methodology for the SOP preparation, the strategy document;

- Conduct and facilitate a first pre-development joint consultative meeting/Workshop stakeholders:
 - Brief the regiment on the advantages of having formal Information Sharing & Cooperation mechanisms, structures and best practices
 - Provide discussion points and encourage input from participants
 - Record key stakeholders' views and inputs to be considered while drafting the preliminary SoPs;
- Engage/meet with different section heads at LMAC and, in particular operations and quality department to collect needed information about the different sections and their practices/unformal Sops or rules...;
- Draft preliminary SOPs incorporating different inputs collected from the first joint consultative meeting and from the individual meetings; SOPs shall follow the Lebanon NMAS and other requirements
- Coordinate with the stakeholders during the drafting process for continuous technical input;
- Present the draft SOPs at a workshop and make changes with a view to achieving consensus while preserving operational efficiency of the SoPs
 - Present the draft Institutional SOPs';
 - Encourage critical assessment of the draft and solicit inputs to promote 'ownership' by those attending;
 - Record the comments/inputs shared during the workshop.
- Finalize the SoPs document based on the consultative meeting/workshop, will be subject to regular Quality Management review and improvement as appropriate and needed;
- Present the final draft to the UNDP Project Manager and to the LMAC Director.

2- Develop a regional assessment of training and capacity building needs In order to achieve that, the national consultant will:

- a. Present work plan and methodology
- b. **Conduct and facilitate a first pre-development joint consultative meeting/Workshop** stakeholders

3. Expected Outputs and deliverables

The national consultant is expected to submit the following deliverables as per the below schedule:

Output	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Regional School for Humanitarian Demining in Lebanon (RSHDL) needs assessment and drafting Standards Operating Procedures (SOPs) for Engineering Regiment	First draft 'Institutional SOPs'	15 working days	4 weeks from contract signature from contract signature	Project Manager
	Revised Draft LMAC Institutional SOPs	10 working days	6 weeks from contract signature from Contract signature	
	Draft HMA regional demand assessment	15 working days	10 weeks from contract signature from contract signature	
	Final assessment for Regional School for Humanitarian Demining in Lebanon (RSHDL)	10 working days	12 weeks from contract signature from contract signature	

4. Institutional arrangements

The national consultant will work under the overall guidance of the UNDP project manager and in close coordination with the LMAC. The national consultant shall rely on his/her own means of communication and shall commute from/to place of residence to duty station at his own expenses.

UNDP is responsible for providing the national consultant with all necessary information, related to the project, in a timely, thorough and transparent manner.

Title Rights and Copy Rights

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP.

5. Duration of work

50 working days for a duration of 12 weeks from Contract signature.

6. Duty station

The National Consultant will report to work at LMAC Fayadieh, Mount Lebanon.

7. Requirements for experience and qualifications

The Individual Consultant should possess the following minimum qualifications:

Academic Qualifications:

At least Bachelor's degree in humanities, International affairs or related studies

Experience:

- At least 2 years of proven experience in Mine Action on an operational, strategic and programming level;
- At least 2 years' experience in management;
- Cross-cultural working experience;
- Demonstrated understanding of the key Mine Action Stakeholders in Lebanon and the context in which they operate. (at least 5 years of experience).

Competencies

- Excellent written and oral communication skills;
- Excellent command of the English language;

8. Scope of Price Proposal and Schedule of Payments

The proposal must be expressed in a lump sum amount:

- The lump sum amount must be "all-inclusive¹";
- The contract price is fixed regardless of changes in the cost components.

The lump sum amount will be paid to the national consultant in the following manner:

- 50% of the total lump sum upon submission and approval of deliverables 1 and 2.
- 50% of the total lump sum upon submission and approval of deliverables 3 and 4

¹The term "All inclusive" implies that all costs (illustration in three language, social media posts, any other professional fees, travel costs, living allowances, communications, consumables, equipment rental, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

8. Criteria for selection of the best offers

This section indicates all the criteria which shall serve as basis for evaluating offers, which will be done in the following manner:

- a) Combined Scoring method – where the qualifications, portfolio and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
At least bachelor's degree in related field to humanities, international affairs, or any other related field. Less than bachelor's degree: 0 points Bachelor's degree: 21 points Master's degree and above: 30 points		30
A minimum of 2 years of relevant experience in in Mine Action on an operational, strategic and programming level. Less than 2 years of experience = 0 points 2-3 Years of experience = 18 points 4 years and above of experience = 25 points		25
A minimum of 2 years of experience in management. Less than 2 years of experience = 0 points 2-3 Years of experience = 7 points 4 years and above of experience = 10 points		10
Demonstrated understanding of the key Mine Action Stakeholders in Lebanon and the context in which they operate. Less than 5 years of experience = 0 points 5 to 7 Years of experience = 11 points 8 years and above of experience = 15 points		15
Fluency in Arabic and English: Not fluent in English: 0 point Fluent in English: 10 points Not fluent in Arabic: 0 point Fluent in Arabic: 10 points		20
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

- b) Only candidates obtaining minimum 70% of technical score will be considered for financial evaluation.