



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 June 2022

Reference: LBN/CO/IC/154/22

Country: Lebanon

Description of the assignment: Mine Action Programming Expert

Project name: 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

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **20 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 lb.bidding@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 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 organizing classes for the national regional and international teams. With the increased 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

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

3. 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.

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

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. The payments will be monthly lump-sum issued based on completion and approval of each deliverable

Output	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Percentage of Payment per Deliverable/s	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	50% of the total lump sum upon submission and approval of deliverables 1 and 2	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	50% of the total lump sum upon submission and approval of deliverables 3 and 5 4	
	Final assessment for Regional School for Humanitarian Demining in Lebanon (RSHDL)	10 working days	12 weeks from contract signature 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. Duty station

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

7. 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
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

<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 consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal <https://jobs.undp.org/>.

Submissions through any other media will not be considered.

The application must include all of the following documents:

- P11,
- Annex 3 (Offerors Letter) and
- 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 Three (3) 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

ANNEX III

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Melanie Hauenstein
Resident Representative
United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **Mine Action Programming Expert**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]:*
 - ☐ A total lump sum of _____ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned **all-inclusive amount** is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*
- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
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- k) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.

Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF learning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

APPENDIX a

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Estimated Working days	Total Amount in USD
I. Personnel Costs			
Professional Fees		50 working days	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables

Please fill the below schedule of payment:

Deliverables/ Outputs	Estimated working days	Amount to be paid to the individual in USD
1 st payment	25 days	
2 nd payment	25 days	

Full Name and Signature:

Date Signed:
