



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 June 2022

Reference: LBN-CO-IC-170-22

Country: Lebanon

Description of the assignment: National consultant - Support the Implementation of the Gender Equality Seal for Public Institutions in Lebanon.

Project name: Integrating Gender into Lebanese Institutions.

Period of assignment/services: 60 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: **06 July 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

The Global Agenda of the Sustainable Development Goals (SDGs) provides a great opportunity to achieve, in the next 15 years, reversing gender gaps and removing existing obstacles in the different spheres of human development. But in these efforts governments face some challenges. It is not easy to translate the SDGs into national development agendas. Likewise, the follow-up of the SDGs requires developing effective mechanisms to promote equality, non-discrimination, and the empowerment of women within the framework of harmonized agendas.

It is imperative to consolidate mechanisms that allow the achievement of essential objectives for the State to include equality as a central axis of its public policies. The first step is the institutionalization

of gender equality in the daily actions of the state operations to ensure that commitment is internalized and reflected in the mandates, regulations, processes and budgets of public institutions. A second step is the mainstreaming of gender issues so that the State positions itself as a central actor in the achievement of substantive equality.

This double process of institutionalization and mainstreaming will seek to develop clear and accessible tools and concepts to consolidate architectures and capacities for coordination, spaces for participation, development of programs and public policies within the framework of the SDG Agenda and indicators for monitoring and impact of public policies.

One of the greatest concerns to achieve an inclusive State concerns the processes and mechanisms to achieve better coordination between the different sectors, policies and programs. There are various international experiences that seek to install integrative structures, government institutions and other forms of articulation within the State to avoid the fragmentation of policies. In the area of gender equality, Jordan has experiences of integration of perspective in public policy in different departments of the State institutions.

The Gender Equality Seal for Public Institutions is the culmination of the efforts made in the implementation of Public Management Systems for Institutionalization and Gender Mainstreaming. The seal recognizes the efforts made by institutions at three levels. First, in the degree of political commitment to gender issues inside and outside the institution. Second, in the management of the public policy cycle in all its phases, from planning, execution, monitoring and evaluation. And third, in its own organizational and institutional management, enabling the integration of the gender perspective in all its areas and levels.

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

Based on the above objectives, the consultant in coordination with the National Gender Analyst, is expected the following main tasks and responsibilities:

- A. Support 2 – 3 institutions in the development of the Gender Seal process throughout all its steps:
 - Online self-assessments: a) Accompany the public institutions in the implementation of staff surveys and the collection of quantitative data; b) Provide permanent advice and technical assistance to the public institutions in the collection of evidence; and c) Support the Public Institutions in the use of the GES online platform.
 - Development, implementation, and monitoring of the Action Plan for Improvement: a) Based on the self-assessment's findings, support institutional staff in developing a customized plan outlining concrete and time-bound steps for institutionalizing gender; b) accompany and support the institutional staff throughout the action plan's implementation; c) monitor and track progress of institutional staff throughout the action's plan implementation including a mid-term review.

- Preparation for the external evaluation: Support the PI in the evaluation process to obtain the Gender Equality Seal, working on the requirements of evidence and necessary documentation of the institutions.
- B. Support capacity-building for targeted institutions:
- Develop tailored capacity-building plans to support each targeted public institution in the implementation of action plans.
 - Conduct training sessions on gender equality and the Gender Equality Seal for Public Institutions, to targeted institutional staff, under the coordination of the Global Gender Equality Seal Team and the National Gender Analyst.
 - Provide technical assistance to targeted institutional staff on gender equality and mainstreaming. This includes the provision of mentoring and coaching sessions, development of technical guidelines and tools, and the provision of regular advice on timely response to ensure adequate and sustained support to the participant public institutions.
- C. Support the CO in reviewing adapted training materials and assessments to the Lebanese context.
- D. Participate in all capacity building activities organized by the Gender Equality Seal, necessary for the advisor to provide adequate support to the institutions advised.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum a bachelor's degree in Political Science, Public Administration, Gender Studies, Development Studies, Public Policy or a relevant field.

II. Years of experience:

- At Least five years of relevant professional work experience in gender equality, particularly in the development of gender analysis, gender research and assessments. Experience in gender equality certification systems would be an asset.

III. Technical experience:

- At least 5 years of experience in designing and facilitating capacity building activities on gender equality.
- At least 3 years of experience working in public administration/governance related areas or institutions. Experience on gender mainstreaming in public administration would be an asset.

IIV. Competencies:

- Excellent writing and communication skills in English and fluent in Arabic.
- Excellent methodological and participatory planning skills.

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
Criteria A: Academic Qualifications: <ul style="list-style-type: none">- Bachelor's degree = 14 points- Master's Degree or above: 20 points		20
Criteria B: Years of Experience <ul style="list-style-type: none">- Less than 5 years = Zero points- 5 years of relevant experience = 14 points- Above 5 years = 20 points		20
Criteria C: Technical Experience <ul style="list-style-type: none">- At least 5 years' experience in designing and facilitating capacity building activities on gender equality = 25 points.- At least 3 years' experience working in public administration/governance related areas or institutions = 25 points		50
Criteria D: Competencies <ul style="list-style-type: none">- Excellent writing and communication skills in English and fluent in Arabic = 10 points-		10
<u>Financial (Lower Offer/Offer*100)</u>	30%	100

<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3
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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 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