



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23/6/2022

Reference: LBN-CO-IC-164-22

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**Country:** Lebanon

**National or International consultants:** National

**Description of the assignment (external evaluator):** The consultant should employ a combination of qualitative and quantitative evaluation methods and instruments to conduct a coherent evaluation of the project and its different components. The evaluator shall follow a participatory, consultative, and interactive approach to ensure close engagement with the UNDP team, the implementing partners, in addition to direct beneficiaries, both men and women.

**Project Title:** LHSP: Enhance the Socio-Economic Conditions for vulnerable Groups in Tripoli by supporting, sustaining and developing their Livelihoods' Evaluation

**Period of assignment/services:** Fifteen (18) working days spread over eight (8) Weeks

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than **7 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](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 evaluation should employ a combination of qualitative and quantitative evaluation methods and instruments to conduct a coherent evaluation of the projects. The evaluator shall follow a participatory, consultative, and interactive approach to ensure close engagement with the UNDP team, the implementing partners, in addition to direct beneficiaries, both men and women.

The evaluation should employ a combination of qualitative and quantitative evaluation methods and instruments to conduct a coherent evaluation of the projects. The evaluator shall follow a participatory, consultative, and interactive approach to ensure close engagement with the UNDP team, the implementing partners, in addition to direct beneficiaries, both men and women.

### **Suggested methodological tools and approaches that should include but not limited to:**

- Documents/desk review
- Interviews and meetings; including semi-structured interviews, key informant interviews and focus group discussions
- Surveys and questionnaires
- Data review and analysis

- Other methods; observational visits, focus group discussions, outcome harvesting, etc. (optional)

The evaluation should be done taking into consideration the gender and human rights lens. The stakeholders include but are not limited to: beneficiaries (i.e. SMEs, implementing partner, Local Authorities, stakeholders and UNDP-LHSP project team).

#### Minimum evaluation criteria

The evaluation should, at a minimum include the following desired evaluation criteria and below are the suggested associated guiding questions:

Criteria	Question(s)
Relevance/Coherence	- To what extent was the project in line with other national development plans, the current context, and the priorities that were identified in the assessment?
Efficiency	<ul style="list-style-type: none"> <li>- What have been the key results and changes attained for men, women, vulnerable groups (including persons with disabilities) and entities?</li> <li>- In which areas has the project had greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?</li> <li>- Is the project in line with the value for money criteria?</li> </ul>
Effectiveness	<ul style="list-style-type: none"> <li>- To what extent has progress been made towards outcome achievement?</li> <li>- What has been the UNDP contribution to the observed change?</li> <li>- Which geographical areas and areas of intervention are the most relevant and strategic for UNDP to scale up or consider going forward?</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>- To what extent will target men, women, vulnerable persons and entities benefit from the project interventions in the medium and long term?</li> <li>- To what extent will financial and economic resources be available at the local level to sustain the benefits achieved by the project?</li> </ul>

#### Minimum geographical scope

The impact evaluation should be conducted in Tripoli area

#### Sampling minimum standards

To ensure data saturation from the qualitative data collected in this impact analysis, at least three individual interviews – such as key informant interviews or semi-structured interviews – shall be conducted with each distinct group of respondents with shared characteristics selected for this study. Similarly, at least two Focus Group Discussions shall be conducted with each distinct group of respondents with shared characteristics. In addition, and for any qualitative data collected from project beneficiaries, there shall be comparison groups at least for gender (male and female) and nationality.

Random sampling shall be used when collecting quantitative data with at least a 95% confidence level. The level of standard error shall be proposed by the bidder. The bidder shall also propose any clustering of the sample in line with the guidance outlined in the WHO document<sup>1</sup>.

## **PROPOSED METHODOLOGY**

The consultant shall propose the methodological tools and approaches and number of data collection per activity that are necessary to meet the objectives of this evaluation. The final methodological approach including interview schedule, field visits and data to be used in the impact analysis will be finalized in the inception report and fully discussed and agreed between UNDP, key stakeholders, and the evaluator.

### **Evaluation Ethics**

This evaluation should follow the 'Ethical Guidelines for Evaluation'<sup>2</sup>. The bidder should safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The bidder should also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process shall also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

## **REPORTING**

The consultant shall make sure to share progress related to the impact analysis on weekly basis as per the agreement as well as the raw data, data analysis, sources, and final reports. The Consultant will also provide logistical, administrative, and financial information as needed. The reporting template will be developed in direct coordination with UNDP.

## **WORK PLAN**

In the proposal, the consultant is requested to provide a preliminary proposed project work plan covering all the activities described in Section D (a GANTT chart showing detailed list of tasks, duration and schedule per task, list of similar works conducted, professional references, and allocated resources per task shall be included in the bid.

Upon contract award, UNDP shall be provided with a revised project work plan, 2 weeks after contract signature. Once approved, the new plan shall be adopted and shall form the basis for project evaluation and monitoring

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<sup>1</sup> World Health Organization, Steps in applying Probability Proportional to Size (PPS) and calculating Basic Probability Weights, [Microsoft Word - Steps in applying Probability Proportional to Size ABierrenbach.doc \(who.int\)](#)

<sup>2</sup> UNEG, 'Ethical Guidelines for Evaluation', 2020. Access at: <http://www.unevaluation.org/document/detail/2866>

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

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

#### I. Academic Qualifications:

- A master's degree in social sciences, business management, data analysis, project management, or equivalent;

#### II. Years of experience:

- Five (5) years' of relevant experience in the project's evaluation consultancy field
- The Consultant Has managed two similar projects in nature and complexity to the project stated in this TOR such as impact analysis

#### III. Technical experience:

- Solid experience in the project evaluation, impact analysis
- Proven experience in working in remote areas and communities.
- Familiar with the local context, understanding of and ability to relate with a specific culture/religion, etc.

#### IIIV. 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:

- 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.

- **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 (Indicate designation of person who will review output and confirm acceptance)
<b>Upon the submission and approval of Deliverable 1, including:</b> <ul style="list-style-type: none"> <li>- Updated project work plan, timeline, proposal and methodology</li> </ul> Compendium of documents reviewed	3.6 working days	2 weeks from contract signature	LHSP North area Manager and the Senior Socio Economic officer
<b>Upon the submission and approval of Deliverable 2, including:</b> <ul style="list-style-type: none"> <li>- Draft final report</li> <li>- Collected data, raw and cleaned</li> <li>- Data analysis</li> <li>- Notes from stakeholder meeting</li> <li>- Final report</li> <li>- Presentation of findings</li> </ul>	14.4 working days	8 weeks 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
<b>Criteria A: A master's degree in social sciences, data analysis, business management, project management, or equivalent</b> Less than a master's degree = 0 points; Master's degree= 20 points; PHD degree= Phd =25 points		(25)
<b>Criteria B: 5 years of relevant experience in the project's evaluation consultancy field</b> Less than 5 years = 0 points; 5 to 7 years = 20 points; more than 7 years = 25 pointes		(25)
<b>Criteria C: two similar projects in nature and complexity to the project stated in this TOR such as impact analysis</b> Less than 2 projects = 0 points; 2 projects= 10 points, more than 2 projects =15 points		(15)
<b>Criteria D: Technical experience</b> - Solid experience in the project evaluation, impact analysis - 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.		(15) (5) (5) (5)
<b>Criteria E: Methodology and schedule</b> Bidder to submit methodology of work and time schedule		(20) (15)



related to delivery of the requested tasks, considering project duration		
Bidder to submit a sample/or portfolio including all relative previous experience (with photos of work)		(5)
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<b><u>Total Score</u></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**