



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 June 2022

Reference: LBN-CO-IC-172-22

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**Country:** Lebanon

**Description of the assignment:** National Research associate - Support the review and analyze the 2001 and 2011 Public Administration Reform Strategies to inform the design of a Public Administration Reform agenda, reflective of the current crisis context.

**Period of assignment/services:** 45 Working Days spread over a period of 5 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than: **11 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

In Lebanon, decades of maladministration, corruption and mismanagement have culminated in enduring popular uprisings since late 2019: a sovereign debt default in early 2020, a shut-down of the banking systems, and a run on the lira with rapidly increasing prices on basic necessities. Prospects for improvement have been dampened by the ongoing political deadlock in which no Cabinet meeting have been held since October 2021. In this context, core state functions and institutional performance are failing and faces the real prospect of collapse. If Lebanon's administrative machinery continues to erode, reestablishing rule of law, public administration, and basic services will be a very long and difficult process. Consequently, preserving and strengthening core state functions call for immediate attention and cannot wait.

Ambitious attempts at improving and revamping the public administration have not been lacking. The Government of Lebanon, through the Office of the Minister of State for Administrative Reform (OMSAR) has developed two administrative reform strategies, in 2001 and 2011. However, the two strategies were never formally adopted, nor has any review or evaluation of their actual implementation been conducted.

In light of the ongoing crisis situation where large-scale collapse of Lebanon's administrative machinery is a real risk, H.E. Minister Riachi, The Office of the Minister of State for Administrative Reform (OMSAR) has requested UNDP to support OMSAR undertake a review and evaluation of the 2001 and 2011 strategies concerning the methods applied, the substantive content, the implementation processes, and the impact (including from a gender perspective) that they have generated. Ultimately, the findings from the review and evaluation of the two strategies are expected to inform the design of a Public Administration Reform agenda reflective of the current crisis context.

In response, UNDP is seeking the services of a Research Associate who will assist a Senior Governance Expert to analyze and take stock of previous public administration reform efforts as well as to develop a project concept note to inform the formulation of a public administration reform strategy reflective of the current crisis context in Lebanon.

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

Working under the direct supervision of the Senior Governance Expert, and in consultation with the President, Civil Service Board, the Governance Team of UNDP Lebanon, and the Chief Technical Advisor on Anti-Corruption and Integrity at the UNDP Regional Hub for the Arab States, the Research Associate will support the Senior Governance Expert in realizing deliverables 1 and 2 below, by providing:

1. assistance in collecting, compiling, and analyzing data and information,
2. assistance in conducting desk review, interviews, collection, and analysis of data from primary and secondary sources,
3. assistance in preparing relevant summaries, fact sheets, and presentations,
4. assistance in organizing meetings, roundtable discussions, record minutes,
5. supporting the Senior Public Administration Reform Expert with other related tasks as and when required that may emerge throughout the assignment.

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

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

### **A. Requirements for experience and qualifications**

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

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

II. Years of experience:

- Two years of research related work experience in the fields of governance, public administration and/or public law in Lebanon,

III. Technical experience:

- Track record of analysis and report development in the Arab States region,
- Strong editing and writing skills,
- Attention to detail and commitment to high quality standards across all assignments,
- 2 years' experience and expertise in research and qualitative research including experience in conducting qualitative interviews.

IIV. Competencies:

- Demonstrated experience producing high-quality research reports in English in engaging and simple language.
- Strong written and oral communication skills in Arabic, and English or French.

**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.

**(IV) The applicant is supposed to submit a technical proposal including at least 2 sample of reports produced previously - Demonstrating experience producing high-quality research reports and technical guidance notes in English in engaging and simple language.**

## 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.

### **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: Academic Qualifications:</b> <ul style="list-style-type: none"> <li>- Bachelor's degree = 14 points</li> <li>- Master's Degree or above: 20 points</li> </ul>		20
<b>Criteria B: Years of Experience</b> <ul style="list-style-type: none"> <li>- Less than 2 years = Zero points</li> <li>- 2 years of relevant experience = 14 points</li> <li>- Above 2 years = 20 points</li> </ul>		20
<b>Criteria C: Technical Experience</b> <ul style="list-style-type: none"> <li>- Track record of analysis and report development in the Arab States region = 10 points</li> <li>- Strong editing and writing skills = 10 points</li> <li>- 2 years' experience and expertise in research and qualitative research including experience in conducting qualitative interviews.</li> <li>- = 10 points</li> </ul>		30
<b>Criteria D: Competencies</b> <ul style="list-style-type: none"> <li>- Demonstrated experience producing high-quality research reports and technical guidance notes in English in engaging and simple language (The applicant is supposed to submit a technical proposal including at least 2 sample of reports produced previously) = 20 points</li> <li>- Excellent knowledge of English and fluent in Arabic. – 10 points</li> </ul>		30
<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>
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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. Technical proposal
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 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**