



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 June 2022

Reference: LBN-CO-IC-174-22

Country: Lebanon

Description of the assignment: National Gender and Public Administration Expert

Period of assignment/services: 40 Working Days spread over a period of 4 months.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **12 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

Public administration is often viewed as a gender-neutral topic. However, lack of attention to gender in this area can reinforce existing gender imbalances in the public sector workforce, public decision making, and the provision of public services. On the other hand, thoughtful attention to gender issues in public administration can promote gender equality in the public service and improve the quality and responsiveness of public services to the population as a whole, and poor citizens in particular. Accordingly, closing gender gaps in public administration is crucial for inclusive development and democratic governance, restoring confidence in public institutions, and enhancing the sustainability and responsiveness of public policies.

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. Accordingly, UNDP is in the process of recruiting a Senior Public Administration Reform expert to conduct the review and analysis of the 2001 and 2011 Public Administration Reform Strategies (PAR) to inform the design of a Public Administration Reform agenda reflective of the current crisis context. To ensure the design of a gender-responsive PAR agenda, UNDP plans to engage a gender expert to conduct a participatory gender review for the 2001 and 2011 strategies for the reform and development of public administration in Lebanon, with the aim of contributing to the development of a practical, actionable and evidence-based guidance note for improving the integration of gender lens within the public administration reforms. The gender review process should be aligned with the overall review and analysis of PAR strategies; accordingly, the gender expert is expected to work in close coordination and under the overall guidance and lead of the senior public administration reform expert.

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

The purpose of this consultancy is to conduct a comprehensive, participatory and gender review for the public demonstration reforms (PAR) strategies developed in 2001 and 2011 by OMSAR including a gender impact assessment of its related programmes / projects, and also to develop a technical and practical guidance note for strengthening the integration of gender within PAR strategies, policies, and interventions.

The specific objectives are to:

- Examine and review the extent to which gender priorities and concerns have been effectively integrated in the 2001 and 2011 PAR strategies, including their design, implementation, and monitoring and evaluation.
- Evaluate the gender impact of programmes and projects that were implemented as part of administrative/public sector reform, under the leadership of OMSAR, focusing mainly on intended and unintended, positive and negative, long-term effects on gender equality.
- Identify the obstacles that have been encountered in the different institutional settings and highlights the opportunities for further progress.
- Propose a preliminary framework and set of indicators to incorporate gender perspectives in the Public Administration Reform agenda reflective of the current crisis context.

Identify resources, processes, capacities and systems required to integrate gender priorities and facilitate gender integration in PAR. Findings from the gender review will be used to:

- Contribute to the broader evidence base: inform future policy and practice by OMSAR.
- Lobby and advocate for the inclusion of gender equality in public administration reforms.
- Develop capacity-building strategy on gender-mainstreaming in public administration reforms.

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:

- Six years of advisory and operational experience in integrating gender within Public Administration/Sector reform work in Lebanon.

III. Technical experience:

- Solid knowledge and understanding of global frameworks such as CEDAW and Beijing Declaration and how to operationalise these for women in Lebanon.
- 4 years' experience designing and implementing gender-mainstreaming strategies in public institutions.
- 4 years' experience and expertise in research and qualitative research methods in gender programming including experience in conducting qualitative interviews.

IIV. Competencies:

- Demonstrated experience producing high-quality research reports and technical guidance notes in English in engaging and simple language.
- Good knowledge of English and fluent in Arabic.

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:

- 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.

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 6 years = Zero points - 6 years of relevant experience = 14 points - Above 6 years = 20 points 		20
Criteria C: Technical Experience <ul style="list-style-type: none"> - Solid knowledge and understanding of global frameworks such as CEDAW and Beijing Declaration and how to operationalize these for women in Lebanon = 10 points - Minimum 4 years' of experience in designing and implementing gender-mainstreaming strategies in public institutions = 10 points - Minimum 4 years' of experience in research and qualitative research methods in gender programming including experience in conducting qualitative interviews = 10 points - 		30
Criteria D: Competencies <ul style="list-style-type: none"> - 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 - Excellent knowledge of English and fluent in Arabic. – 10 points 		30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	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