CONSULTANT PROCUREMENT NOTICE

Date: 04 July 2022
Reference: LBN-CO-IC-178-22

Country: Lebanon

Description of the assignment: National Gender Expert to Conduct a Gender Review of Work with Lebanese Institutions.

Project title: Integrating Gender into Lebanese Institutions

Period of assignment/services: 30 Working Days spread over a period of 2 months.

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 18 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

UNDP is implementing a three-year project aiming at integrating gender into Lebanese institutions (IGLI). While the overall project’s purpose is to improve the equality and enjoyment of human rights for women and girls in Lebanon, UNDP designed activities to tackle two levels of interventions: one that directly targets and work with the Lebanese government and the other which covers the Lebanon Crisis Response Plan (LCRP). Accordingly, the project supports national institutions and LCRP partners to strengthen institutional mechanisms, policies, and response for promoting gender equality and women’s empowerment. The project’s engaged and directly targeted stakeholders are the Ministry of Social Affairs (MoSA), Ministry of Interior and Municipalities (MoIM), Office of the Minister of State for Administrative Reform (OMSAR), Lebanese Parliament, and LCRP partners organizations.
The project is in line with the 2030 Sustainable Development Agenda, which recognizes gender equality as a crucial driver to progress across the 17 goals, and as a standalone goal (SDG 5). Gender equality and women’s empowerment were re-affirmed as essential to the development of just, inclusive, and prosperous societies through the United Nations Sustainable Development Goals (SDGs) 2016-2030. The SDG 5 commits to “achieve gender equality and empower all women and girls” through nine targets, three of which are linked to ending all forms of discrimination against women and girls, ensuring women’s full and effective participation and equal opportunities for leadership at all levels of decision-making, and adopting and strengthening sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels. Further, SDG 16: Peace, Justice and Strong Institutions, asserts the promotion and enforcement of non-discriminatory laws and policies as essential for sustainable development.

Accordingly, UNDP is commissioning a review of previous and ongoing interventions to institutionalize gender within national and public institutions in Lebanon. More specifically, the review will map, analyze and assess the effectiveness of programmes seeking to support Lebanese ministries and public institutions in mainstreaming and promoting gender equality. The review findings will guide the implementation of IGLI project by providing indication on needs and evidence-based approaches to institutionalize gender.

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

The gender review of work with Lebanese institutions will focus on the following:

- Presenting a brief rational focusing on needs for working with Lebanese institutions to promote gender equality.
- Presenting a mapping of interventions supporting Lebanese institutions to mainstream and promote gender. The mapping is expected to include projects / programmes / interventions that either directly or indirectly supported gender equality; actors, organisations and institutions involved; type and scope of support provided; and duration of implementation.
- Identifying different areas of working with Lebanese institutions to mainstream and promote gender equality, discussing the different approaches of work in each area. This includes a discussion of programme examples and a presentation of the overall evidence base of these approaches when applicable.
- Synthesizing the challenges faced in, and the lessons learnt from, interventions and strategies engaging Lebanese institutions.

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:

Minimum of five years of relevant professional work experience in conducting gender related work.

III. Technical experience:

- Demonstrated deep understanding of the gender equality landscape in Lebanon (key actors, processes, policies etc).
- 4 years’ experience and expertise in research and qualitative research methods in gender programming including experience in conducting qualitative interviews.
- Familiarity with Lebanese institutions, WROs, CSOs and networks in Lebanon.

IV. Competencies:

- Demonstrated experience producing high-quality research reports.
- 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.*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
</tr>
<tr>
<td>Criteria A: Academic Qualifications:</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>- Bachelor’s degree = 14 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Master’s Degree or above: 20 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria B: Years of Experience</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Less than 5 years = Zero points</td>
<td></td>
</tr>
<tr>
<td>- 5 years in conducting gender related work</td>
<td>14</td>
</tr>
<tr>
<td>- Above 5 years = 20 points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria C: Technical Experience</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Demonstrated understanding of the gender equality landscape on Lebanon (key actors, processes, policies) = 15 points</td>
<td></td>
</tr>
<tr>
<td>- Minimum 4 years’ of experience in research and qualitative research methods in gender programming including experience in conducting qualitative interviews = 15 points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria D: Competencies</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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) = 20 points</td>
<td></td>
</tr>
<tr>
<td>- Excellent knowledge of English and fluent in Arabic. – 10 points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial (Lower Offer/Offer*100)</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Score</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Score * 0.7 + Financial Score * 0.3</td>
<td></td>
</tr>
</tbody>
</table>

**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