INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12 July 2022
Reference: LBN-CO-IC-183-22

Country: Lebanon

Description of the assignment: National gender consultant.

Project title: Integrating Gender Equality in the Lebanese Institutions.

Period of assignment/services: 105 working days spread over a period of 8 months.

Proposals should be submitted online through the UNDP job site at https://jobs.undp.org/ no later than; 26 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

Gender equality is a fundamental human right and a necessary foundation for a peaceful, prosperous, and sustainable world. Gender equality is central to implement and achieve the 2030 Agenda for Sustainable Development and the Sustainable Development Goals. The 2030 Agenda envisions a world “of universal respect for human rights and human dignity” in which “every woman and girl enjoys full gender equality and all legal, social and economic barriers to their empowerment have been removed.” Gender equality is an essential aspect of “leaving no one behind,” one of the guiding principles of the 2030 Agenda, as women are over-represented among those furthest behind.

The impact of the Syria crisis on Lebanon is reaching a scale unprecedented in the history of complex, refugee-driven emergencies. The crisis is not only challenging the country’s existing social and economic infrastructure, it also brings to Lebanon a new set of disparities, cleavages and tensions that threaten to undermine Lebanon’s delicate social and political stability. The LCRP is an integrated humanitarian and
stabilization strategy. The main objectives are to: (1) Ensure protection of vulnerable populations, (2) Provide immediate assistance to vulnerable population, (3) Support service provision through national systems, and (4) Reinforce Lebanon's economic, social, and environmental stability by investing in Lebanese institutions, services and systems in a manner that helps maintain Lebanon's stability throughout the crisis.

The plan covers 10 sectors, and all activities are coordinated by line ministries through sector working groups. Response partners thus work across a range of areas: Food Security and Agriculture, Basic Assistance, Education, Health, Water, Protection, Social Stability, Livelihoods, Energy, and Shelter.

Women and girls’ participation is limited in many sectors, including the aid sectors. Several women’s grassroot organizations are the first responders in their communities, although their interventions are not formalised and adequately supported.

The 2022 Lebanon Crisis Response Plan has prioritised across sectors engagement with women’s grassroot organizations (both Syrian and Lebanese) to ensure strengthened women and girls’ participation in assessments, implementation, and feedback mechanisms. However, there is no comprehensive mapping and understanding of the number, type, capacity, and fields of intervention of these organisations. In addition, LCRP sectors need strategic guidance to engage with these organisations and better support them.

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

UNDP is seeking to contract a gender consultant to support the mainstreaming of gender across the LCRP, with a focus on:

- Conducting a gender stakeholders’ mapping and analysis to inform LCRP’s engagement with women’s grassroot organizations. Leading on capacity-building initiatives for LCRP partner organizations with a focus on local NGOs and WROs.

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 gender studies, sociology, social work, development studies or other field related social sciences

II. Years of experience:
Five years of relevant professional work experience in field-based humanitarian and gender related work. Experience to implement humanitarian and gender programs in Lebanon.
III. Technical experience:
- Field experience in implementing humanitarian gender and GBV programmes;
- Proven experience in conducting gender assessments, gender mainstreaming and capacity building;
- Proven experience of working with civil society;

IV. Competencies:
- Ability to produce well-written reports, demonstrating excellent analytical and communication skills;
- Excellent 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.

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<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
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<tr>
<td>Criteria A: Academic Qualifications:</td>
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<tr>
<td>- Bachelor’s degree = 14 points</td>
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<td>20</td>
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<td>- Master’s Degree or above: 20 points</td>
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<td>Criteria B: Years of Experience</td>
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<td>- Less than 5 years = Zero points</td>
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<tr>
<td>- 5 years of relevant experience = 14 points</td>
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<td>- Above 5 years = 20 points</td>
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Criteria C: Technical Experience
- Field experience in implementing humanitarian gender and GBV programmes = 10 points
- Proven experience in conducting gender assessments = 10 points
- Experience working with civil society = 10 points

Criteria D: Competencies
Proven experience to deliver trainings, demonstrating excellent analytical and communication skills = 20 points
Excellent knowledge of English and fluent in Arabic = 10 points

Financial (Lower Offer/Offer*100)

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<tr>
<th>Technical Score</th>
<th>Financial Score</th>
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<tr>
<td>30%</td>
<td>0.7 + 0.3</td>
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Total Score

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