Terms of Reference for Individual Contractor (IC)

National or International consultants: International

Description of the assignment (Title of consultancy): Mine Action Standards Expert

Project Title: Addressing the Humanitarian and Development Impact posed by mines, cluster munitions & explosives remnants of war

Period of assignment/services: 20 working days for a duration of 2 months from Contract signature

Is this a LTA (yes/no): No

1. Background

Over the past couple of years, the Lebanon Mine Action Centre (LMAC) LMAC has been ranked amongst the top Mine Action Centers worldwide. The institution is divided into several sections: Operations, Quality Management, Information Management, Arab Regional Cooperation Program, Administration and Finance, Mine Risk Education and last but not least Mine Victims assistance. The operations department focuses on a systematic process with meticulous procedures and checks. Amongst its responsibilities, is the development and update of the National Mine Action Standards. These standards are essential in governing the Humanitarian Mine Action activities as they are developed to ensure that all reasonable effort has been made to safeguard life and conform to standards of safety, effectiveness and efficiency.

The UNDP project has been supporting the centre since 2010. The latest project entitled “Addressing the Humanitarian and Development Impact posed by mines, cluster munitions & explosives remnants of war” funded by the Netherlands, focuses on the institutional strengthening of every department. The National Mine Action Standards affect and shape activities in all department ensuring that they are in line with International Mine Action Standards.

In this context, the UNDP project requires the service of a Mine Action Standards Expert for a period of 2 months to undertake the scope of work stipulated below. LMAC will designate a steering committee that will review and support the tasks of this mission.

2. Scope of work, responsibilities and description of the proposed analytical work

The international consultant will undertake the following task and responsibilities:

1. Review the National Mine Action standards of the Lebanon Mine Action Centre (LMAC),
2. Conduct and facilitate a first pre-development joint consultative meeting/Workshop with the stakeholders’ regarding the recommended changes in line with developments in the International Mine Action Standards,
3. Engage/meet with different section heads at LMAC and, as appropriate, with section staff to collect needed information,
4. Draft preliminary reviews incorporating comments and information from the first joint consultative meeting and from the individual meetings,
5. Coordinate with the heads of sections and the Steering Committee during the drafting process for continuous technical input,
6. Conduct and facilitate a second consultative meeting/workshop with stakeholder,
   - Present the reviews and changes that will be added into the updated NMAS,
- Record the comments/inputs shared during the workshop.

7. Finalize the NMAS document based on the second consultative meeting/workshop.

8. Following the second consultative meeting/workshop, make the final modifications/revisions as necessary and submit the final version of the revised NMAS to the UNDP Project Manager and the LMAC Director, prepare a report explaining all the changes that has been introduced to the NMAS 2020;

9. Present the final draft to the LMAC Director.

10. Prepare a short final report covering the work conducted by the consultant under this consultancy.

3. **Expected Outputs and deliverables**

Deliverable 1: draft ‘NMAS UPDATE’
Deliverable 2: Final NMAS 2022 update
Deliverable 3: Report detailing all changes made to the NMAS 2020

<table>
<thead>
<tr>
<th>Deliverables / Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Total in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable 1</strong>: Draft NMAS update (Mission to Lebanon for 5 working days)</td>
<td>10 working days</td>
<td>4 weeks from contract signature</td>
<td>UNDP Project Manager</td>
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<tr>
<td><strong>Deliverable 2</strong>: Final NMAS 2022 update (Mission to Lebanon for 5 working days)</td>
<td>8 working days</td>
<td>7 weeks from contract signature</td>
<td>UNDP Project Manager</td>
</tr>
<tr>
<td><strong>Deliverable 3</strong>: Report detailing all changes made to the NMAS 2020</td>
<td>2 working day</td>
<td>8 weeks from contract signature</td>
<td>UNDP Project Manager</td>
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</tbody>
</table>

All written deliverables shall be delivered in electronic soft copy (in Word) in English to the UNDP Project Manager and the Steering Committee.

4. **Institutional arrangements**

The international consultant will work under the overall guidance of the UNDP project manager and in close coordination with the LMAC head of operations. The consultant shall rely on his/her own means of communication and shall commute from/to place of residence to duty station at his own expense.

UNDP will organize the logistics of the 2 planned consultative meetings/workshops; UNDP will provide the consultant with all available relevant data in a timely manner.

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP. UNDP has full ownership of the activity and of its final product. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance related to the activity should be coordinated and approved by UNDP.

5. **Duration of work**

The individual consultancy will require a total of 20 working days starting from contract signature spread over the duration of 2 months.
Reports validation modalities
Provisional approval of submitted written material shall take place at each of the defined milestones shown in the delivery schedule. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone. On submission of each of the deliverables, the Project Manager shall respond within a maximum of five working days and the decision may either be:
   a) approval;
   b) approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection; or
   c) rejection with clear justifications.

6. Duty station
Meetings with the LMAC sections will take place in Fayadieh and Nabatiyeh. The meetings/workshops may take place in the Mount Lebanon area. The consultant is expected to travel on mission two (2) times to Lebanon during the consultancy. Two missions, each for 5 working days, (total 10 working days) stay in Lebanon.

7. Requirements for experience and qualifications
The ideal individual to perform the works in this TOR shall possess the following:
   Academic Qualifications:
   At least Bachelor’s degree in humanities or related studies.

Years of experience:
   • At least 10 years of proven international experience in Mine Action on an operational, strategic and programming level;
   • At least 10 years experience on the IMAS Review Board
   • At least 3 years of experience of demonstrated experience in moderating and organizing workshops and seeking consensus; and
   • Prior understanding of the key Mine Action Stakeholders in Lebanon and the context in which they operate (At least 5 years of experience).

Competencies
   • Excellent written and oral communication skills;
   • Excellent command of the English language;
   • Experience in drafting NMAS and SOPs; and
   • Proposal writing skills.
   • Proven knowledge of the existing Lebanon NMAS;

8. Scope of Price Proposal and Schedule of Payments
All proposals must be expressed in lumpsum fee, taking the following into consideration: the lumpsum fees amount must be “all-inclusive”1 and the contract price is fixed regardless of changes in the cost components.

1 The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.
The lump sum amount will be paid to the national consultant in the following manner: 100% of the total lump sum upon submission and approval of deliverable 1,2 and 3.

10. Criteria for selection of the best offers

This section indicates all the criteria which shall serve as basis for evaluating offers, which will be done in the following manner:

a) Combined Scoring method – where the qualifications, portfolio and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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</thead>
<tbody>
<tr>
<td>Technical Competence</td>
<td>70%</td>
<td>100</td>
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<tr>
<td>At least Bachelor’s degree in humanities or related studies</td>
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<tr>
<td>Less than Bachelor’s: 0 points</td>
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<tr>
<td>Bachelor: 14 points</td>
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<td>Master and above: 20 points</td>
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<td>A minimum of 10 years of proven international experience in Mine Action on an operational, strategic and programming level.</td>
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<td>Less than 10 years of experience = 0 points</td>
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<tr>
<td>10 to 13 Years of experience = 14 points</td>
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<td>14 years and above of experience = 20 points</td>
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<tr>
<td>At least 10 years’ experience on the IMAS Review Board</td>
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<td>Less than 3 years of experience = 0 points</td>
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<td>3-5 Years of experience = 7 points</td>
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<td>6 years and above of experience = 10 points</td>
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<tr>
<td>Prior understanding of the key Mine Action Stakeholders in Lebanon and the context in which they operate (At</td>
<td>10</td>
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<td>Least 5 years of experience</td>
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<tr>
<td>Less than 5 years of experience = 0 points</td>
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<tr>
<td>5 to 7 Years of experience = 7 points</td>
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<tr>
<td>8 years and above of experience = 10 points</td>
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Fluency in English:

- Not fluent in English: 0 point
- Fluent in English: 10 points

Financial \((Lower\ Offer/\ Offer\times100)\) | 20
---|---
30% | 100

**Total Score**

\[ \text{Total Score} = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3 \]

b) Only candidates obtaining minimum 70% of technical score will be considered for financial evaluation.