



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 September 2022

Reference: LBN/CO/IC/245/22

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**Country:** Lebanon

**Description of the assignment:** Provision of Individual Contractor for 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 8 weeks from Contract signature

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **10 October 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 [lb.bidding@undp.org](mailto:lb.bidding@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

Since 1998, the Lebanon Mine Action Center (LMAC) has been managing Humanitarian mine action (HMA) program in Lebanon. Through the year and with the proper dedication it has become one of the best managed mine action centers in the world.

This was a result of continuous improvement and reassessment in the aim of rendering the program more effective efficient while addressing humanitarian and socio-economic issues.

UNDP has been the lead agency for supporting the Lebanon mine action authority LMAC since February 2010. UNDP Lebanon aims to assist the LMAC to be a national institution that effectively leads and manages mine action functions and responsibilities

UNDP supported LMAC in developing a new strategy for the years 2020-2025.

Despite considerable achievement through the years, LMAC faced equivalently significant challenges that put the Mine Action Community through some trials.

It is evident that the closer Lebanon comes to achieving an Explosive Ordnance (EO) free status, the more important it will be for international donors and the Government of Lebanon (GoL) to define and agree on an end state (end of international financial and technical support). While the end state for Mines is expected to take up to 10 years, LMAC requested an extension of 5 years to the Convention of Cluster Munitions (CCM) thereby setting a deadline for obligations to 2026.

UNDP LMAC project request the support of an HMA expert to develop the exit strategy, which should define and formulate the desired end state. This desired situation should be articulated with clear outputs and indicators, as the achievements of these agreed outputs will serve as preconditions for when international support should end. Accordingly, a joint exit strategy needs to be agreed upon to ensure a smooth transition to a fully sustainable and nationally owned, managed, and executed HMA program.

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

The consultant will develop an exit strategy that will integrate the next 5 years involvement of all stakeholders. In order to achieve that, the international consultant will undertake the following tasks and activities:

- Present work plan and methodology for the Strategy development
- Conduct a desk review including (at minimum) the following:
  - Current strategy 2020-2026
  - Exiting strategies of the implementing partners and key donors to HMA in Lebanon,
  - Information Management System for Mine Action (IMSMA) database for Lebanon
- Continuously engage with LMAC section heads and senior LMAC staff while working on the strategy.
- Meet all the key HMA actors in Lebanon including but not limited to UN agencies, International Non-Governmental Organizations (INGOs), Non-Governmental Organizations (NGOs) and donors.
- Host meetings with relevant stakeholders on core topics; such as residual risk, exit, , CCM completion plan, Landmine survey/clearance, completion plan, and fundraising and encourage the various actors to suggest and formulate outcomes, outputs and activities for the strategy with corresponding indicators, means of verification and assumptions/risks.
- This paper will discuss the different options that the Government of Lebanon has regarding developing a sustainable national capacity (and recommend a solution).
- Prepare a first draft of an exit strategy, including a Logical Framework Matrix (LFA) matrix, incorporating inputs from all the key stakeholders.
- Present the draft Strategy at a workshop and make changes with a view to achieving consensus;
- Finalize the strategy and submit it for validation by LMAC and UNDP.

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

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

The Individual Consultant should possess the following minimum qualifications:

### Academic Qualifications:

- A bachelor's degree or equivalent in business management, administration or any related field

### Years of experience:

- At least 10 years of proven international experience in Mine Action on an operational, strategic and programming level;

- At least 3 years of experience in drafting strategies
- At least 3 years of demonstrated experience in moderating and organizing workshops and seeking consensus;

### Competencies

- Excellent written and oral communication skills;
- Excellent command of the English language;
- Cross-cultural working experience;
- Military background is an asset;
- Proven knowledge of the HMA programme in Lebanon
- Prior understanding of the key Mine Action Stakeholders in Lebanon and the context in which they operate.

## 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) **Financial Proposal as per the attached template (Annex 3)**

## 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. The payments will be monthly lump-sum issued based on completion and approval of each deliverable

<b>Deliverables</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Deliverable 1: Workplan and methodology of work	1 working day	1 week from contract signature	UNDP Project Manager
Deliverable 2: Short report (maximum 5 pages) covering the results of the desk review;	5 working days	3 weeks from contract signature	

Deliverable 3: draft exit strategy report covering the results of the engagement with LMAC, the field visits and the thematic discussions;	5 working days	5 weeks from contract signature	
Deliverable 4: Report on Workshop and discussions	5 working days	7 weeks from contract signature	
Deliverable 5: Final Exit strategy	4 working days	8 weeks from contract signature	

In order to assist the requesting unit in the comparison of financial proposals, **the financial proposal shall include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).**

**The financial proposal shall be presented using the enclosed 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. Duty station**

The Consultant will work from home and from LMAC offices in Fayadieh, Mount Lebanon. Thematic discussions/workshops will take place in Mount Lebanon or Beirut.

**7. 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>
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<u>Technical Competence</u>	70%	100
Bachelor's degree in business management, administration or any related field  Less than Bachelor's: 0 points Bachelor: 19 points Maste's degree: 30 points		30
At least 10 years of proven international experience in Mine Action on an operational, strategic and programming level;  Less than 10 years of experience = 0 points 10 to 13 Years of experience = 14 points 14 years and above of experience = 20 points		20
At least 3 years of experience in drafting strategies  Less than 3 years of experience = 0 points 3 to 5 Years of experience = 11 points 6 years and above of experience = 15 points		15
At least 3 years of demonstrated experience in moderating and organizing workshops and seeking consensus;  Less than 3 years of experience = 0 points 3-5 Years of experience = 11 points 6 years and above of experience = 15 points		15
Fluency in English: Not fluent in English: 0 point Fluent in English and Arabic: 20 points		20
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

### 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 <https://jobs.undp.org/>.

### Submissions through any other media will not be considered.

The application must include all of the following documents:

- P11,
- Annex 3 (Offerors Letter) and
- 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 three (3) 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**

**ANNEX III**  
**OFFEROR'S LETTER TO UNDP**  
**CONFIRMING INTEREST AND AVAILABILITY**  
**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

**Melanie Hauenstein**  
**Resident Representative**  
**United Nations Development Programme**

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a **Provision of Individual Contractor for Mine Action Standards Expert**.
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
  - A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned **all-inclusive amount** is attached hereto as Appendix a;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

- h) This offer shall remain valid for a total period of 90 days after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*
- Sign an Individual Contract with UNDP;
  - Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:
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- k) I hereby confirm that *[check all that applies]:*
- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
  - I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.



- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
- o) UNDP is committed to provide security measures for all Contractors and to address the issue of Harassment, Sexual Harassment, Discrimination, and Abuse of Authority.
- Therefore, I confirm that if I am engaged as an Individual Contractor, before signing the contract, I will have to pass the online BSAFE training course (ca. 2 hrs) and the online training course (ca. 90 min) on prevention of sexual exploitation and abuse (PSEA) that can be accessed through the UNICEF leaning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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**Annexes *[pls. check all that applies]:***

- Duly signed P11 Form, in addition to at least 3 References' e-mails addresses
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

**APPENDIX a**

**BREAKDOWN OF COSTS  
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A. Breakdown of Cost by Components:**

Cost Components	Unit Cost	Estimated Working days	Total Amount in USD
<b>I. Personnel Costs</b>			
Professional Fees		<b>20 working days</b>	
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables**

Please fill the below schedule of payment:

<b>Deliverables/ Outputs</b>	<b>Estimated working days</b>	<b>Amount to be paid to the individual in USD</b>
First and Final Payment	20 days	

Full Name and Signature:

Date Signed:

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