

## Terms of Reference for Individual Contractor (IC)

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**National or International consultants:** International

**Description of the assignment (Title of consultancy):** 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:** Estimated 20 working days for a duration of 8 weeks from Contract signature

**Is this a LTA (yes/no):** No

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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;

### 3. Expected Outputs and Deliverables

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

The international consultant is expected to submit the following deliverables:

Deliverable 1: Work plan and methodology of work;

Deliverable 2: Short report (maximum 5 pages) covering the results of the desk review;

Deliverable 3: Draft Exit strategy covering the results of the engagement with LMAC, the field visits and the thematic discussions;

Deliverable 4: Report on Workshop and discussions

Deliverable 5: Final Draft Exit strategy for Lebanon

<b>Deliverables</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Deliverable 1: Workpan 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	

#### **4. Institutional arrangement**

The consultant will work under the overall guidance of the UNDP project manager and in close coordination with LMAC senior staff (sections heads and director).

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 (and cover fees) related to meetings, field visits and thematic discussions.

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 consultancy will require a total of 20 working days to be completed during 8 weeks.

##### **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**

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. Requirements for experience and qualifications**

The ideal individual to perform the works in this TOR shall possess the following:

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.

**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<sup>1</sup>” and the contract price is fixed regardless of changes in the cost components.

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 all 5 deliverables.

**9. 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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
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<sup>1</sup> 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

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

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