



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29/09/2022

Reference: LBN-CO- IC-254-22

National or International consultant: National Consultant

Title of consultancy: Provision of services of a Mushroom Field Specialist

Project Title: STEPping up Nature Reserves Capacity – STEP4Nature

Period of assignment/services: 70 working days spread over a period of 7 months (no later than 31 May 2023)

Is this a LTA (yes/no): No

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **13 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 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.

I. Background

The UNDP “STEPping up Nature Reserves Capacity – STEP4Nature” project aims at directly tackling 7 targets in full or in part although a number of others are targeted indirectly through NBSAP 2030 targets: (target 5) the total percent coverage of nature reserves is increased to reach at least 5% of Lebanon’s area; (target 9) rehabilitation plans are implemented in at least 20% of degraded sites that they can safeguard the sustained delivery of ecosystem services; (target 14) vulnerable ecosystems to climate change are identified and adaptation plans are developed and implemented; (target 15) research on biodiversity is improved in Lebanon, and research outputs and biodiversity related reports are shared through a centralized platform (from both public and private institutions), which is updated

and made accessible to the public (CHM); (target 16) traditional knowledge, uses, and practices of local communities relevant to biodiversity and sustainable use of resources are documented, preserved and shared/published; (target 17) the relevant institutional and legal framework and government policies are reviewed, updated and reinforced where necessary to ensure effective biodiversity conservation and sustainable use; and (target 18) Lebanon has developed and is implementing a robust resource mobilization strategy with a sustainable mechanism to finance biodiversity initiatives.

To this end, the project will strengthen MOE legal and institutional NR framework, improve NR management, monitoring and evaluation plans, assess the NR vulnerability to climate change and disaster risks, set up a knowledge platform, carry out needed natural capital valuation and scientific research while formulating and implementing inclusive participatory and gender equality green and grey investments where communities living surrounding the official NR boundaries will be targeted.

The project is funded by the Ministry of Foreign Affairs and International Cooperation of the Italian Republic through the Italian Agency for Development Cooperation (AICS) and is implemented by the United Nations Development Programme (UNDP) in coordination with the Ministry of Environment of Lebanon.

Nature Reserves in Lebanon harbor relatively high concentration of endemic/threatened/rare species and is vulnerable to biodiversity loss due to catastrophic events and long-term human induced habitat changes or Climate Change. Current knowledge of Nature Reserves' biodiversity lacks accuracy given the fact that documented inventories are either nonexistent for some nature reserves or outdated for some others and that over the last decade there has been several climatic events and anthropogenic activities that have probably impacted the Lebanon's biodiversity habitats in a significant way.

The ecological assessment ought to validate and update existing biodiversity surveys and shed the light on species of important biological and patrimonial value, namely endemic species, rare species at the national level and endangered species and ways to conserve them.

It is in this context that the Step4Nature project is seeking the services of a specialist to support the project in carrying out, in close coordination with the Mushroom Senior Expert, a mushroom assessment within Nature Reserves in Lebanon and develop priority conservation and site-specific monitoring plans.

This assignment is expected to allow the project team, for each of the eighteen (18) nature reserves, to validate and update previous mushroom surveys (whenever available) otherwise establish first time checklists based on a standardized methodology and develop priority conservation and site-specific monitoring plans.

This consultancy is divided into the following tasks:

- **Task 1** - Desk Review
- **Task 2** - Methodology/ies and work plan
- **Task 3** - Field work
- **Task 4** - Integrated Monitoring Plan

II. Scope of work

The tasks mentioned in the next section shall be performed in close cooperation with the UNDP-STEP4Nature team and in close coordination and consultation with concerned stakeholders.

It is understood that the Consultant shall perform all the services/work as necessary to fulfill the objectives of the Consultancy Contract.

3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Deliverable 1: Inception Report including Desk Review (Task 1) and Methodology/ies for the Mushroom assessment including all needed templates and annexes (Task 2)	10 Working days	1 month from contract signature	Project Officer
Deliverable 2: Mushroom assessment field report and data analysis (Task 3)	50 Working days	5 months from contract signature	Project Officer
Deliverable 3: site-specific conservation and an integrated monitoring plan (IMP) for each nature reserve (Task 4)	10 Working days	7 months from contract signature	Project Officer

All deliverables must be submitted in English language and should be handed out in three hard copies as well as one soft copy (word format and excel format for tables) and a PDF format for all collected documents and publications. If relevant, copies of high-resolution maps and graphics should also be handed out to the project management team.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Academic Qualifications:

Master's degree in biology, ecology, biodiversity, or related fields.

- Years of experience:

At least 5 years of proven relevant experience in ecological and biodiversity assessments, surveying and/or related fields at a local and regional level, preferably related to mushrooms

- Technical experience:
 - Knowledge, understanding, and practical implementation of mushrooms' survey methodologies (at least 3 projects in Lebanon and the region).
 - Experienced in, or extensive knowledge of, biodiversity related issues and conservation management solutions in terrestrial ecosystems, preferably in Mediterranean ecosystems.
 - Experience in working with UNDP or other local or international non-governmental organizations on similar contracts is an asset.

- Competencies:
 - Good analytical and report-writing skills
 - Proficiency in the use of computer and related software.
 - Commitment to team and cross-disciplinary work
 - Emphasis on delivery of results and reacts well to constructive criticism
 - Proficiency in English and Arabic languages;

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

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR as follows:

Task	Payment	Deliverables	Potential Dates
1	14.3%	Deliverable 1: Inception Report including reviewed Desk Review (Task 1) and Methodology/ies for the Mushroom assessment including all needed templates and annexes (Task 2)	10 Working days
2	71.4%	Deliverable 2: Mushroom assessment field report and data analysis (Task 3)	50 Working days
3	14.3%	Deliverable 3: site-specific conservation and an integrated monitoring plan (IMP) for each nature reserve (Task 4)	10 Working days

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. 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.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<ul style="list-style-type: none"> Criteria A: Academic qualifications Bachelor's Degree: 10 points Master's Degree or above: 15 points Relevant trainings/Certificates: Additional 5 points		20
<ul style="list-style-type: none"> Criteria B: Years of relevant experience in the field Less than 5 years: 0 points 5 years: 21 points 6 to 8 years: 26 points More than 8 years: 30 points		30
<ul style="list-style-type: none"> Criteria C: Technical Experience Knowledge, understanding, experience and practical implementation of mushrooms' survey methodologies (at least 3 projects in Lebanon and the region). (30 points) Experienced and extensive knowledge of, biodiversity related issues and conservation management solutions in terrestrial ecosystems, preferably in Mediterranean ecosystems. (15 points) Experience in working with UNDP or other local or international non-governmental organizations on similar contracts is an asset. (5 points).		50
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	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.

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 four (4) 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