



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 October 2022

Reference: LBN/CO/IC/268/22

Country: Lebanon

Description of the assignment: Gender Analyst and Trainer

Project Title: Improving Living Conditions in Palestinian Gatherings Host Communities

Period of assignment/services: 15 working days spread over 2 months

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **04 November 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. 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

Palestinian Gatherings were first identified by Fafo (2003) as informal areas that constitute relatively homogenous refugees' communities of a minimum of 25 households exhibiting humanitarian needs. In 2017, the Lebanese-Palestinian Dialogue Committee (LPDC) survey identified a total of 154 gatherings, while dropping the number of minimum households to 15. According to this study, 55% of Palestinian refugees live outside camps, in informal gatherings.

While Palestinian refugees in Gatherings are registered with UNRWA and/or the Lebanese Government, their place of settlement, unlike camps, is not officially recognized. This has reflected on refugees' living conditions, marked by run-down physical environments, limited access to income-generating activities, and weak tenure security and access to basic urban services, mainly WASH. While municipalities generally retract from extending development plans or providing services in these informal gatherings, UNRWA's mandate to provide basic urban services is restricted to the borders of the 12 recognized camps. To access urban services, resources and jobs, refugees in Gatherings rely on short-term alternative solutions, which are usually associated with informality, risks and lack of efficiency. This situation has been leading to increased tensions and conflicts within the gatherings and with

surrounding communities, undermining stability and promoting risky behaviors, particularly among youth.

In an effort to advance gender transformative programming, UNDP is applying the “Gender Equality Seal” - a certification process aiming to evaluate the level of gender responsiveness of different UNDP Country Offices. The UNDP Country Office in Lebanon is committed to effectively take part in this process, through the active engagement of all its key projects.

In this context, the UNDP project in Palestinian Gatherings aims at advancing gender equity in the communities it serves, through gender-responsive design, implementation, monitoring and reporting of all its activities. For this objective, the UNDP project seeks to recruit a Gender Analyst and Trainer to (1) support the project team in mainstreaming gender in the design, implementation and monitoring of project activities following a comprehensive gender analysis of the project and to (2) contribute to the capacity building of project’s partners through tailored training on gender and development.

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

Under the supervision of the Project Manager, the Individual Consultant will be responsible for the following tasks:

1. **Gender Analysis:** The consultant, together with the project team, will conduct a comprehensive gender analysis of the project and (s)he will present it in a written analytical report and a PowerPoint presentation. Data collection tools will include desk review, meetings with project staff and main partners, and focus group discussions with beneficiary groups. The presented gender analysis is expected to:
 - Provide an in-depth analysis of the gender dynamics of the project’s context, a detailed review of the project’s activities and practices as well as monitoring and reporting tools in relation to gender equity;
 - Highlight roots of gender inequality in the context of Palestinian Gatherings and challenges to achieving gender equality in the design and implementation of project activities;
 - Highlight opportunities to support inclusive engagement of men and women in various project activities;
 - Provide strategic and technical recommendations for the advancement of gender equity through the effective design, implementation, monitoring and reporting of the project outputs and activities. Recommendations should include tailored approaches and tools to identify and support women’s needs and their active participation in the context of Palestinian Gatherings;
 - Suggest effective and feasible tools and methodologies to support gender mainstreaming around the project cycle, to be reflected in the project proposals, annual work planning, data collection, monitoring, reporting and evaluation, including SMART indicators to assess project’s progress at this level;
 - Highlight best practices to support the communication of project results in relation to gender equality and women’s empowerment to the project’s various stakeholders;
 - Translate suggested recommendations into a project action plan summarizing specific actions, responsible parties and timeline.
 - Share results including clear action points with project team.

2. **Training Project Partners:** Based on the findings of the gender analysis, the consultant will design and facilitate a six-hour training to sensitize the project's local partners' personnel on gender concepts and the basics of gender transformative programming, with particular focus on applied tools to include gender in project planning and proposals, actively engage women and men in project activities, report sex desegregated data, capture gender transformative impact, among other gender mainstreaming practices. This training shall also include gender-related core values, approaches and practices favored by 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:

I. Academic Qualifications:

- At least Master's degree in gender, women's studies, social sciences, international development, or other development-related fields

II. Years of experience:

- A minimum of four years of experience in designing and implementing gender mainstreaming activities across a variety of sectors within development projects;
- At minimum, two proven similar experiences in designing and conducting trainings on gender and development;
- At minimum, one demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis.

IIV. Competencies:

- Fluency in written and spoken Arabic and English

Core Competencies:

- Fluency in written and spoken Arabic and English

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) **Methodology.**

(v) An interview will be performed, and the result will be part of the evaluation scoring criteria.

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

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Percentage of Payment per Deliverable/s | Review and Approvals Required |
|---|---------------------------------------|---------------------------|--|--------------------------------------|
| 1- Gender Analysis Report and Presentation | 10 working days | 1 month from signature | 60% of the total contract amount | Project Manager |
| 2- Report on the training to Project Partners | 3 working days | 1.5 months from signature | 40% of the total contract amount | |
| 3- Final Report | 5 working days | 2 months from 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 not report to a particular duty station; Trainings will be conducted in Beirut.

Meetings with project team will take place at UNDP CO and online. Data collection tools such as FODs with beneficiary groups will take place in areas of implementation in the various regions, facilitated by UNDP project team.

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.

| Criteria | Weight | Max. Point |
|---|---------------|-------------------|
| <u>Technical Competence</u> | 70% | 100 |
| Academic Qualifications: | | 20 |
| <i>Educational background: Degree in gender, women's studies, social sciences, international development, or other development-related fields</i> <i>Less than Master's degree: 0 points</i> <i>Master's degree: 14 points</i> <i>PhD: 20 points</i> | | 20 |
| Experience: | | 50 |
| <i>Experience in designing and implementing gender mainstreaming activities across a variety of sectors within development projects</i> <i>Less than 4 years = 0 points</i> <i>4 years = 14 points</i> <i>5 years or more = 20 points</i> | | 20 |
| <i>Similar experiences in designing and conducting trainings on gender and development</i> <i>Less than 2 experiences = 0 points</i> <i>2 experiences = 14 points</i> <i>3 experiences or more = 20 points</i> | | 20 |
| <i>Demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis</i> <i>No evidence = 0 points</i> <i>At least proof of one document including gender analysis section = 7 points</i> <i>2 or more documents including gender analysis section = 10 points</i> | | 10 |
| Methodology | | 15 |
| <i>Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services (15 points)</i> | | 15 |

| | | |
|---|---|-----------|
| <i>Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services (10.5 points)</i> <i>Proposed methodology reflects poor understanding of the required services and reflects little experience in the provision of similar services (5 points)</i> <i>Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services (0 points)</i> | | |
| Competencies: | | 15 |
| <i>Interview assessment/presented documents verify information obtained through applications and provides evidence of strong key interpersonal communication skills, including verbal communication in English and Arabic, active listening and problem-solving reasoning</i> <i>Interview does not match information obtained in application and/or no command of English or Arabic = 0 points</i> <i>Interview matches information obtained in application but shows poor written and spoken Arabic and English= 7 points</i> <i>Interview matches information obtained in application and shows good written and spoken Arabic and English= 10.5 points</i> <i>Interview matches and elaborates information obtained in application and proves excellent written and spoken Arabic and English= 15 points</i> | | 15 |
| <u>Financial</u> (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
- Methodology

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**

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 **Gender Analyst and Trainer (National consultant)**.
- 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:
-

- 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 learning platform at <https://agora.unicef.org/login/signup.php>

Full Name and Signature:

Date Signed:

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 |
|---|-----------|------------------------|---------------------|
| I. Personnel Costs | | | |
| Professional Fees | | 15 working days | |
| Life Insurance | | | |
| Medical Insurance | | | |
| Communications | | | |
| Land Transportation | | | |
| Others (pls. specify) | | | |
| | | | |
| II. Travel Expenses to Join duty station | | | |
| Round Trip Airfares to and from duty station | | | |
| Living Allowance | | | |
| Travel Insurance | | | |
| Terminal Expenses | | | |
| Others (pls. specify) | | | |
| | | | |
| III. Duty Travel | | | |
| 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:

| Deliverables/ Outputs | Estimated working days | Amount to be paid to the individual in USD |
|------------------------------|-------------------------------|---|
| 1 st payment | 10 days | |
| 2 nd payment | 5 days | |

Full Name and Signature:

Date Signed:
