



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: Thursday 26th March 2015

Reference: LEB/CO IC/46/15

Country: Lebanon

Description of the assignment: Provision of Individual Services of Two National Civil Engineers for the Bekaa Region

Project name: Social and Local Development Programme

Period of assignment/services: Three (3) years based on satisfactory performance of services

Proposals should be submitted to the below e-mail address no later than **Wednesday 22nd April 2015, at 3:00 PM Beirut Local Time:**

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon Arab African International Bank Building Third Floor, Room # 310 Riad El Solh Street, NejmeH, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. 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

UNDP Social and Local Development Programme focuses on eradicating poverty, strengthening local capacities and supporting government policies for development. The Programme targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted-regions (South Lebanon, North Lebanon, Bekaa region and Mount Lebanon).

UNDP's support in the area of poverty reduction focuses on policy and operational support. At the upstream level, UNDP provides policy advice for the development of national policies for social development and poverty reduction, in addition to building the country statistical database for poverty measurement and monitoring. At the downstream level, UNDP supports the implementation of local development/ local governance initiatives in four areas of the country.

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

UNDP Social and Local Development Programme wishes to make a long-term agreement with three National Civil Engineer consultants for the Bekaa region. The National Civil Engineers shall provide the technical support by providing technical follow-up on the implementation of community infrastructure rehabilitation projects. The required tasks will be fulfilled under direct supervision of the Senior Civil Engineer and in close coordination with the Area Manager. The National Civil Engineers are expected to undertake site visits, follow up technically with the local authorities to ensure proper implementation, and submit reports afterwards.

For detailed information, please Refer to Annex I – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor degree in Civil Engineering or related field

II. Years of experience:

- Relevant experience of not less than 5 years in operational experience.
- Experience in community based assistance and participatory community actions are an asset.
- Previous experience with UN agencies is an asset.

III. Competencies:

- Proficiency in the use of computer programs such as outlook, power point and social tools.
- Excellent writing, editing and oral communications skills in English and Arabic. Spoken French knowledge is an asset.
- Excellent public speaking and presentation skills

- Networking and customer service oriented attitude
- Team player with the ability to maintain good work relations with individuals of different backgrounds, and to work under pressure

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) Provide a brief **methodology** on how you will approach and conduct the work
- (iv) Personal **CV** including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

- **A Framework Agreement** (also known as Long-Term Agreement) with the Individual Consultant to provide services that are needed on an intermittent basis.

The financial proposal should identify a price proposal that is based on the following:

The consultant shall be paid upon completion of each initiative and submission of the related final report. In this respect, the consultant shall take into consideration the below two points:

- i) The Site Visit fee must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and
- ii) For each initiative, a report after each site visit duly approved by the Project Manager, and a related final report which shall serve as the basis for the payment of fees.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the enclosed format of Annex 2.

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
• <i>Criteria A: Academic Qualification</i>		20
• <i>Criteria B: Years of Experience</i>		40
• <i>Criteria C: Competencies</i>		40
<u>Financial (Lower Offer/Offer*100)</u>	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

<i>Weight per Technical Competence</i>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

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