



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 June 2012

Reference: LEB/CO IC/53/12

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**Country:** Lebanon

**Description of the assignment:** Procurement of Individual Consultancy Services of an International Consultant to develop the curriculum on Disaster Risk Reduction.

**Project name:** Support to the Prime Minister's Office - Strengthening Disaster Risk management capacities.

**Period of assignment/services:** Six (6) months.

Proposals should be submitted to the below e-mail address no later than **Thursday, 21 June 2012, 3:00 p.m., 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:	<a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a>

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.

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## 1. BACKGROUND

Earthquakes pose key risks to Lebanon, which has historically experienced severe losses from seismically induced disasters. The country has also experienced tsunamis generated by earthquakes. The country suffers from localized droughts and floods. Disaster Risk Reduction is a government priority, however, with more emphasis on post-disaster response. The establishment of appropriate policy and legal frameworks and strategies and the improvement of coordination mechanisms among national and international organizations are also important gaps that require further support.

In this context, UNDP Lebanon launched in 2010 a project, “Strengthening Disaster Risk Management Capacities in Lebanon”, based in the Prime Minister’s Office, which aims to improve the Government’s capacities in disaster preparedness and to support the elaboration of a National Strategy for Disaster risk Management. An important component of the project is to strengthen the knowledge and expertise of key national institutions in disaster preparedness and prevention.

To this end, UNDP undertook in 2011 an assessment of existing training programmes and facilities focused on disaster management and disaster risk reduction. The main findings of the assessment were that there are a range of important subjects of DRM for which no training programme or facilities exist in Lebanon. The training needs in Lebanon are:

- . Emergency Response/ Crisis Management
- . Disaster Mitigation and Prevention
- . Public Safety

On this basis, a DRR training strategy was developed and intends to provide a blue print for the human resource development for DRR in the country, with a focus on the integration of DRR into the curriculum of existing training facilities in Lebanon. In this context, the DRM unit is in process of recruiting a consultant to develop a training programme for the Lebanese Army Forces and the National School of Administration, targeting respectively the Army and civil servants.

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

Under the overall supervision of the project manager, and in partnership with the Training Institute within the LAF, and the National School of Administration, the consultant will undertake the following tasks:

1. Review existing training materials developed in Lebanon, in the region and globally on the areas covered by the proposed curriculum.
2. Prepare a Participant's workbook for the Course. The participants workbook shall include the following for each topic:
  - a. Learning Objectives for the Module
  - b. Learning Objectives for the Session
  - c. Technical write up on each session (4-5 pages), explaining the key concepts related to the topic/session
  - d. List of sources for further reading for each session
3. Prepare a Trainer's Guide for the Course in line with the following Outline:
  - a. Teaching Objectives for the Module
  - b. Teaching Objectives for each session
  - c. Write up on methodology for delivering each session – along with key concepts of each topic/session
  - d. Materials required to conduct the session
  - e. Time duration of the session
  - f. Sources for reading on the topic
4. Revise the draft curriculum, based on comments received from the Project Manager and the relevant national partners
5. Design, with UNDP and the two national partners, the programme for a training of trainers (ToT) where the draft curriculum will be piloted and an initial group of trainers trained on DRR related issues.
6. Facilitate and support the implementation of the ToT with UNDP and the two national partners.
7. Finalize the curriculum based on lessons learnt from the ToT.

**For the list of deliverables and the schedule of implementation, please refer to the Annex 1 – Terms of Reference.**

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

#### I. Academic Qualifications:

- Advanced university degree in the area of disaster risk management or relevant field.

#### II. Years of experience:

- At least 5 years experience in disaster risk management;
- At least 5 years experience in designing and conducting DRR training courses for government officials, NGOs and other stakeholders;
- Knowledge of the Lebanese context and previous work in similar fields in Lebanon is a must;
- Excellent writing skills and previous experience in writing training manuals and materials in Arabic;
- Experience and knowledge about UNDP's approach to DRR capacity development;

#### III. Languages:

- Fluency in oral and written Arabic and English

#### IV. Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Has the ability to produce high quality documents and reports according to strict timeframes;
- Proven ability to synthesize and summarize complex information;
- Must have the maturity to handle confidential information;
- Excellent technical knowledge and conceptual understanding about the establishment and management of national/provincial/state response systems;
- Excellent training and facilitation skills;
- Ability to work with government officials and other technical agencies; and
- Excellent skills in technical writing.

### **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) **Proposal Submission Form**

(ii) **Explaining why** you are the most suitable for the work

(iii) Provide a brief **methodology** on how they will approach and conduct the work (if applicable)

(iv) Personal **CV** including past experience in **similar projects** and at least **3 references**

(II). **Financial proposal**

**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 and as follows:

- **30% of the contract value will be paid upon submission and UNDP approval of the draft Participants workbook and Trainer's Guide.**
- **20% of the contract value will be paid upon submission and UNDP approval of the services to design the programme for a training of trainers (ToT).**
- **20% of the contract value will be paid upon completion and UNDP approval of the services to facilitate and support the implementation of the training of trainers (ToT).**
- **30% of the contract value will be paid upon submission and UNDP approval of the Final Curriculum and successful completion of the requested services.**

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 Annex 4.

**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.

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i>Technical Competence</i>	70%	100
• <i>Criteria A: Academic Qualifications</i>		(25)
• <i>Criteria B: Years of Experience</i>		(30)
• <i>Criteria C: Languages</i>		(15)
• <i>Criteria D: Competencies</i>		(30)
<i>Financial (Lower Offer/Offer*100)</i>	30%	100
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<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 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- PROPOSAL SUBMISSION FORM**

**ANNEX 4- FINANCIAL PROPOSAL**

