

## **Terms of Reference**

**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Civil Engineers for Beirut Area (2)

**Project Title:** Crisis Prevention and Recovery Programme

**Period of assignment/services:** Long Term Agreement - 2 years. 1 additional year extension is possible.

### **1. Background**

UNDP has been working in risk reduction, recovery, and peace building for many years under its Programme Crisis Prevention and Recovery (CPR) and through a range of interventions, including: Supporting spaces for peaceful dialogue at national, regional and local levels; Strengthening local peacebuilding mechanisms; Working with the media to promote the peace agenda; Enhancing the delivery of justice and security for vulnerable groups including women, youth and marginalized groups, refugees; Improving living conditions of Palestinian Refugees; Supporting the Lebanese Palestinian Dialogue Committee; Enhancing the Capacity of the Lebanon Mine Action Center; Strengthening Disaster Risk Management Capacities in Lebanon.

### **2. Scope of work, responsibilities and description of the proposed analytical work**

Crisis Prevention and Recovery Programme wishes to make a long-term agreement with Two (2) Civil Engineer consultants from Beirut to provide technical support for community infrastructure, roads, sewage, water networks and plants, construction, rehabilitation projects, etc. to be designed and implemented in Beirut area. The required tasks will be fulfilled under direct supervision of the Projects Managers and in closed coordination with the Programme Manager. The Civil engineers are expected to:

- (1) undertake site visits in Beirut area for identified projects;
- (2) prepare and / or review feasibility studies and formulate projects; the Civil Engineers will meet with the local authorities and projects' staff, prepare BOQs and cost estimate as well as technical specifications for the required works; prepare the drawings if required; provide pictures and the list of potential bidders (name, contact details of contractors); propose solutions and recommendations; etc.
- (3) provide technical support on bidders' queries;
- (4) participate in the evaluation of offers;
- (5) follow up technically with the local authorities and projects staff;
- (6) supervise and monitor works implemented by contractors to ensure proper implementation; provide technical guidance and make sure that works are compliant with technical specifications, drawings and timeframe of implementation; validate quantities and quality; approve receiving of goods on behalf of UNDP; communicate to UNDP any delay or amendment;
- (7) other miscellaneous tasks related to civil engineering function.

### 3. Expected Outputs and deliverables

Upon request of the UNDP Crisis Prevention and Recovery Programme and its projects, the Civil Engineers will be asked to design and supervise the implementation of identified projects. In this respect, the civil engineers are expected to achieve the following outputs per project and submit the related deliverables. All deliverables shall be submitted in Word, Excel or PDF formats and in English.

Output per project	Deliverable	Maximum estimated working days per deliverable
Site visit	The consultant shall conduct one (1) site visit upon demand to do a needs assessment and a feasibility study	1 full day for the site visit (depending on the complexity of the project and value)
Feasibility study	The consultant shall submit a report including minutes of meeting with local authorities and project's staff, prepare BOQs, provide technical specifications, prepare drawings, provide cost estimate and list of potential bidders (name + email + phone number of contractors), recommendations, etc.	2 full days for preparing and/ or reviewing the report.
Technical support during solicitation of contractors offers and evaluation of received offers	The consultant shall provide instant answers on bidders' queries and participate as panel member in the evaluation of received offers and sign on the evaluation report.	1 half day for the answers; 1 half day for the evaluation of offers for projects below USD 50,000; 1 full day for the evaluation of offers for projects above USD 50,000.
Supervision and Monitoring the implementation of the works	The consultant shall supervise and monitor the implementation of works on site and submit progress reports (on daily or weekly basis and depending on the complexity of the works)	1 full day per report
Completion	The consultant shall submit a final report upon completion of the works including final BOQs, pictures, etc.	1 full day per report

### 4. Institutional arrangements

The Civil Engineers will work under the direct supervision of the Programme Manager as well as Projects Managers.

The Civil Engineers will rely on their private means of transportation and communication.

The Civil Engineers should be available for any call, for a meeting or any emergency as part of the process preparation and implementation.

UNDP will be responsible of providing the Civil Engineers with all necessary information related to the project in a timely thorough and transparent manner.

## REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones. It is expected that such approval shall not exceed five working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Projects' Managers shall respond within maximum of five working days and the decision may either be:

- Approval,
- Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- Rejection with clear justifications.

## **5. Duration of work**

Two years based on satisfactory performance of services. An extension for one additional year is possible if required by UNDP.

## **6. Duty station**

The Consultancy is in Beirut, Lebanon.

If required, meetings with Programme staff are to be held in Beirut at projects' offices.

## **7. Requirements for experience and qualifications**

### **I. Academic:**

- a. Bachelor Degree in Civil engineering or related field.

### **II. Experience:**

- a. At least five years of experience as civil engineer;
- b. Proven track record of experience with UN agencies and NGOs.

### **III. Competencies:**

- a. Resident in Beirut area;
- b. Excellent command of both English and Arabic;
- c. Good communication skills;
- d. Proven ability to work under pressure and in less comfortable situations.

## **8. Scope of Price Proposal and Schedule of Payments**

The Civil Engineers shall be paid upon satisfactory completion of each output and submission of the related deliverable (s) per identified project.

All proposals must be expressed per Daily Fee taking the following into consideration:

- i) The full daily fee amount;
- ii) The half daily fee amount;
- iii) Fees must be all-inclusive<sup>1</sup> (professional fees, travel costs, living allowances, communications, consumables, transportation, etc.); and any additional costs that could possibly be incurred by the Consultant.

The following financial proposal table is for the Civil Engineers reference:

<b>Fees of the outputs and deliverables in USD</b>	<b>Half day</b>	<b>Full day</b>
Site visit		
Technical support which can be: 1- Conduct or review a feasibility study where the Engineer will submit and/ or revise tender documents such as BOQs, technical specifications, standards, cost estimate, potential bidders, drawings, pictures, recommendations, solutions, minutes of meeting with local authorities and project staff), etc. 2- Answer to Contractors' queries generated from bidding processes 3- Evaluate received offers 4- Other tasks that require engineer's technical support		
Supervision and monitoring of works: The Engineer shall supervise and monitor the implementation of works on site till final completion and shall submit progress reports and a final report		

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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.