

Terms of Reference

National or International consultants: National

Description of the assignment (Title of consultancy): Site engineer

Project Title: Sabra Al Jazzar street upgrade

Period of assignment/services: 4.5 months

1. Background

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

UN-Habitat's Programme focuses on the following areas: emergency shelter and housing, water, sanitation and hygiene (WASH), solid waste management, and urban crisis response, including urban crisis analysis such as City Profiles and Neighbourhood Profiles. UN-Habitat works closely with UN agencies, INGO and local NGO partners as well as national and local authorities to implement its programmes at national, governorate and municipal levels.

As such, UN-Habitat Lebanon has launched its neighbourhood profiling exercise, out of which primary data are collected in vulnerable neighbourhoods to help identify risks, challenges, and potential interventions. This tool is a multi-sectoral, multi-cohort exercise, that serves a spatial approach thinking and also as a coordination platform amongst UN agencies, INGOs, NGOs, and local actors.

Aiming to improve the quality of life and support stability in the most vulnerable neighbourhoods of Beirut, UN-Habitat is aiming to upgrade the sub-neighbourhood of Al Jazzar, by renovating buildings' facades, protecting residents from all external weathering factors; manage and upgrade connections to services at buildings level; also rehabilitate mobility, storm water, electricity and lighting issues on the street level.

This assignment is to hire a Site Engineer. The duration of the assignment will be for a total of 4.5 months, upon contract signature.

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

Under the direct supervision of the Senior Planning & Infrastructure Engineer (SPIE), the candidate will be responsible for carrying out the following functions and tasks in Al Jazzar Street:

- 1- Be present on site on daily basis;
- 2- Provide guidance to the contractor on conducting testing pits for the street upgrading;

- 3- Filling daily progress reports, in addition to monitoring daily workers' attendance, material submitted to site, and applied works;
- 4- Ensure that the quality of applied works is according to the specifications;
- 5- Ensure proper coordination on site between UN-Habitat team, contractor, local authorities, service providers, etc.;
- 6- Report to UN-Habitat team on accidents that may occur on site, providing relevant proofs and facilitate problem solving on the field;
- 7- Conduct weekly meetings with all relevant stakeholders of the project;
- 8- Plan tasks ahead of time and communicate them with the SPIE;
- 9- Prepare progress reports and project's completion percentages;
- 10- Take relevant pictures and document work progress.

3. Institutional arrangements

The consultant will report to and work closely with the Senior Planning and Infra-structure Engineer, under the supervision of Programme Manager.

4. Duration of work

The tasks will require a total of 98 full time working days and 19 half working days that shall spread over the period of 4.5 months following the contract signature.

5. Duty station

The Consultant will report to the duty station in Beirut as per a set time table and agreement with supervisor.

6. Requirements for experience and qualifications

I. Academic Qualifications:

University degree in Civil/ Mechanical Engineering, Public Works or any equivalent degree.

II. Years of experience:

Minimum 5 years experience working as an Infrastructure Engineer.

III. Competencies:

- Professionalism; Communication; Coordination; Teamwork;
- Initiative in suggesting innovative research and to advance knowledge development;
- Excellent analytical and communication capacity;
- Ability to work under pressure to meet tight deadlines;
- Solicit input and willing to learn from others;
- Excellent command of English and Arabic.

7. Scope of Price Proposal and Schedule of Payments

The payment will be on monthly basis based on completed services.

9. Criteria for selection of the best offers

This section should indicate all the criteria which shall serve as basis for evaluating offers, which may be done in either of the following manner:

- a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Academic Qualifications (relevant) University degree in Civil Engineering: 24.5 points Specialty in Public Works : 10.5 points		35
Years of Relevant Experience 5 years: 24.5 points 1 additional point for each extra year		35
Technical Experience Experience in projects related to Water, Sanitation, Electricity, and Roads : 20 points Experience in designing infrastructure services: 5 points Experience in construction supervision: 5 points		30
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

- b) Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

Option (a) is ideal for intellectual services where the methodology or approach to the work may differ from one individual to another and directly impacts the quality of the result. Option (b) is ideal for standard type of services where there are not many possible ways of undertaking/performing the work.

If Option (a) is chosen, the key criteria for rating the qualification and methodology must be stated together with their equivalent percentage weight, so that Offerors can craft their offer appropriately.