

## Terms of Reference for Individual Contractor (IC)

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**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Surveyor (3 in each Area: North, Bekaa, Mount Lebanon, South)

**Project Title:** Lebanese Host Communities Support Project

**Period of assignment/services:** Two years with an option to extend for One year based on the performance of the first two years

**Is this a LTA (yes/no):** Yes

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### **1. Background**

The United Nations Development Programme jointly with the Ministry of Social Affairs (MoSA) launched the "Lebanese Host Communities Support Project" (LHSP) as a comprehensive, coordinated and durable response towards the Syrian Crisis and its implications on the country. The project is developed under a number of guiding principles which drive the activities of UNDP to support Lebanon and the host communities, as well to support national and local institutions through capacity building to respond to the impact of the Syrian crisis in Lebanon and the pre-existing problems before the Syrian crisis and exacerbated by the current situation. These include: efficient utilization of funds by targeting the national and local mechanisms that can impact positively the response to the challenges, and have a multiplier effect across sections; and by targeting most vulnerable host communities; ensuring stakeholder participation in the affected areas in the identification, implementation and monitoring of interventions in a transparent manner; treating social stability as both a targeted activity as well as a cross cutting theme; and, developing local capacities to operate and maintain the interventions after completion to ensure sustainability.

The Lebanon Crisis Response Plan (LCRP) serves these collective aims for Lebanon's poor and Syria's displaced families. Led by the Government of Lebanon, it increases attention and investments for Lebanon's needs - strengthening the link between international humanitarian aid for those displaced by Syria's conflict and Lebanon's national stability.

The Project seeks to help increase stability, specifically in the areas affected by the Syrian crisis, through improving livelihood and service provision in a conflict sensitive manner. It aims at contributing to improved community security, economic recovery and social stability in the affected areas through a community-based approach which will increase livelihood options and local level service delivery.

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

Under the overall guidance of the CTA and the direct supervision of the Head of the Engineering Unit, the consultant be responsible for survey works needed for LHSP projects. The projects vary from construction of buildings, public gardens, playgrounds, infrastructure works (Sewage, rain water and water supply networks) etc... The surveyor will primarily perform the following:

- Determine the limit and area around project limit
- Provide any legal paper needed for the topography
- Provide the legal paper needed for plot limits
- Provide topography survey with all related points (Coordinates and levels)
- Provide the existing utilities network.
- Provide the As built drawings from the related ministries or beneficiaries if they exist.
- Provide the existing utilities with the relevant points: Top of the manholes, bottom of the manholes, invert levels, opening levels in the manholes etc...
- Provide existing buildings, trees, walls, roads and their types, infrastructure utilities etc... In the surveyed area.
- Provide points and levels within 20 meters offset of our project limit
- Provide number of points and levels should be agreed with UNDP for each project (method of calculation and number of points).
- Provide calculation for the excavation and backfilling when requested
- Survey profiles for the existing roads
- Review the Consultant survey with Consultant equipment or Surveyor equipment
- Review the Contractor survey with Contractor equipment or Surveyor equipment
- Provide the reference points to the Consultant and Contractor when needed

## **3. Expected Outputs and deliverables**

The individual consultant is expected to submit an assessment report for each deliverable after undertaking the following tasks and activities for each project:

Deliverable 1: The Surveyor is requested to do the site visit and check the Consultant (Designer) Survey works as per the following:

- Confirm the project area and exact plot limits where the project will be implemented.
- Provide any legal paper needed for the topography (the cost of this action shall be included in the surveyor fees)
- Provide the legal paper needed for plot limits (the cost of this action shall be included in the surveyor fees)
- Validate the provided data from the consultant using the constant (designer) or Surveyor's own equipment.
- To provide the latest Satellite image for the area of the project

Deliverable 2: The Surveyor is requested to do the site visit and check the Contractor works as per the following:

- Provide the Contractor with the reference points of the project
- Inspect the works of the contractor related to survey when requested using Contractor's or Surveyor's own equipment.
- Send Report to UNDP after each visit.

- Check and take quantities of backfill and excavation.

Deliverable 3: During implementation of the project, UNDP might request from the surveyor to perform the following:

- Check the levels of the project and its surrounding using surveyor's own equipment.
- Provide the coordinate points of the project and its surrounding
- Provide any legal paper (the cost of this action shall be included in the surveyor fees)
- Check or Provide quantities of excavation & backfilling for the requested area.

Deliverable 4: The surveyor should do the site survey during project identification to determine the followings:

- to determine the limit of the public domain and area around project limit
- To provide any legal paper needed for the topography
- To provide the legal paper needed for plot limits (land of our projects, lands surrounding our project, roads, public domain)
- To provide topography survey with all related points (coordinate and levels)
- To provide the existing utilities network. To provide the As built drawings from the related ministries or beneficiary if exist.
- To provide the existing utilities with the relevant points: top of the manholes, bottom of the manholes, invert levels, opening levels in the manholes etc...
- To provide points and levels within 20 meters offset of our project limit
- To provide number of points and levels that should be agreed with UNDP for each project (method of calculation and number of points).
- To provide calculation for the excavation and backfilling when requested
- Survey profiles for the existing roads when requested
- The existing buildings, trees, walls, roads and their types, infrastructure utilities etc... In the surveyed area.
- The existing and the proposed alignments of the project/storm network/utilities with the LHSP engineering team.
- The limits of the existing channel/ building/trenches/manholes etc... (bottom and top coordinates of the channel from both sides).
- The parcel limits with their numbers and the public domains (DP) in the surveyed area.
- To provide the latest Satellite image for the area of the project
- To provide the existing agriculture road limits on the official maps of the government.

For All deliverables, the Surveyor should submit a report at the end of each deliverable for approval. The surveyor should provide UNDP with a drawing (AutoCAD) showing all the information listed in each deliverable. Furthermore, the surveyor should give UNDP the coordinate of the several points that allow any future surveyor to use those points to determine the limit of the channel.

The below is a simplified table for deliverable:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Site visit to verify the designer consultant Works using designer equipment (Deliverable 1)	7 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to verify the designer consultant Works using surveyor equipment (Deliverable 1)	7 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to verify or inspect the Designer Consultant works using designer equipment (Deliverable 2)	7 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to verify or inspect the designer consultant works using Surveyor equipment (Deliverable 2)	7 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to the project using surveyor equipment (Deliverable 3)	7 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to the project related to utilities ( water, electrical, telecome, sewage, channels, irrigation) and infrastructure  (Deliverable 4)	30 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to the any project such as but not limited to land, building,  (Deliverable 4)	7 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to the project related to agriculture roads projects with quantity below or equal 6km ( in 1 village or several ones)  (Deliverable 4)	10 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP
Site visit to the project related to agriculture roads projects with quantity above 6km and below 25 km ( in 1 village or several ones)  (Deliverable 4)	30 Calendar days from UNDP confirmation/Po issuance date	The Engineering Unit of LHSP

#### **4. LIQUIDATED DAMAGES/ PENALTIES**

If the Surveyor fails to handover the deliverables as per the schedule of delivery, a penalty of 0.5% per day for each day of delay until 10% of the contract value before VAT will be applied. After the full penalty is reached UNDP might consider terminating the signed PO with the surveyor. The deliverable is considered handed over once the surveyor receives the final approval from UNDP. If the comments of UNDP sent on deliverables were not answered, UNDP will not consider the deliverables as handed over to UNDP; therefore, liquidated damages will be applied until the surveyor completes the task and answers all UNDP comments.

During Implementation of the project:

- 1- In case an error/ problem is discovered in the survey deliverables the following will be applied:
  - UNDP will assess the relevance of the error/problem to the surveyor deliverables
  - UNDP will contact the surveyor and will provide all supporting documents that shows the error /problem is due to faulty surveyor deliverables.
  - UNDP/Contractor and Surveyor will assess the costs resulted from the faulty surveyor deliverables.
  - UNDP will deduct from the deliverable fees the amount needed to cover the cost of the variation up to 30% maximum of the deliverable fees.

#### **5. Distribution of Projects**

Survey projects will be dispersed as single project or a batch of projects. Due to the nature of work of UNDP it is not possible to provide specific schedule for the distribution of projects. Surveyors will have to assess their capacity to accommodate the additional projects based on the delivery schedule and the surveyor's workload. The surveyor has the right to decline accepting new projects if his maximum workload has been reached. The projects will be distributed as per the combined (technical & financial) ranking. Each surveyor will not have more than 4 ongoing projects at the same time.

At the end of each assignment an evaluation shall be conducted for the consultant performance. UNDP reserves the right to stop awarding new projects to surveyor who has three (3) negative evaluations. In this case the surveyor can propose remedies to the problems presented in the evaluations and UNDP can assess these measures and reserves the right to continue working with this surveyor.

#### **6. Institutional arrangements**

The Surveyor will work under the overall guidance of the CTA and the direct supervision of the Head of engineering unit and Area Manager of the related area

The holder of this LTA should take into consideration the following:

- Each surveyor will not have more than 4 tasks to be done at the same time. this means that any request will be given to another surveyor if the first surveyor has already 4 ongoing tasks to perform.

## **7. Duration of the Long Term Agreement**

Two years and extendable for one year upon good performance in the first two years

## **8. Duty station**

The selected three surveyors for each area shall work in each relative region:

1. The selected surveyors for the North shall work for projects located in North and Akar governate
2. The selected surveyors for the South shall work for projects located in South and Nabatieh governate
3. The selected surveyors for the Mount Lebanon shall work for projects located in Mont Lebanon governate
4. The selected surveyors for the Bekaa shall work for projects located in Bekaa and Baalback governate

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

### **I. Academic Qualifications:**

Technical degree in topography or surveying or equivalent

### **II. Years of experience:**

5 years of experience in surveying works as surveyor.

### **III. Technical experience:**

- a. Able to easily manipulate AutoCAD Files and amend plans.
- b. Computers skills: Word, Excel, AutoCAD.
- c. Previous Survey experience in infrastructure projects (reference names to be provided with the list of executed projects)

### **IIV. Competencies:**

- a. Strong organizational, interpersonal, communication and problem-solving skills.
- b. Ability to plan and prioritize own workload.
- c. Strong monitoring and reporting skills.
- d. Ability to work under pressure.
- e. Ability to assume responsibility and to coordinate with others;
- f. Effective oral and written communication skills, as well as research skills;
- g. Attention to detail and ability to handle tasks accurately;

## 10. Scope of Price Proposal and Schedule of Payments

The payment will be issued based on a lump sum amount after submitting the final report and approved by the engineer.

Please fill the below schedule of payment:

Deliverables	Time frame to complete the deliverables	Payment terms	Amount to be paid to the individual in USD using Surveyor transportation	Amount to be paid to the individual in USD using UNDP transportation car from UNDP offices (North: Tripoli; Bekaa: Chtoura; South: Tyre; Mount Lebanon: Hazmiyeh)
Site visit to verify the designer consultant Works using Consultant equipment (Deliverable 1)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms"		
Site visit to verify the designer consultant Works using surveyor equipment (Deliverable 1)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms"		
Site visit to verify or inspect the Contractor works using Contractor equipment (Deliverable 2)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms"		
Site visit to verify or inspect the designer consultant works using Surveyor equipment (Deliverable 2)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms"		

Site visit to the project using surveyor equipment (Deliverable 3)	7 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a “Payment terms”		
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*Price schedule for deliverable 4 per km:*

Deliverables	Time frame to complete the deliverables	Payment terms	Amount per km to be paid to the individual in USD using Surveyor transportation	Amount per km to be paid to the individual in USD using UNDP transportation car from UNDP offices (North: Tripoli; Bekaa: Chtoura; South: Tyre; Mount Lebanon: Hazmiyeh)
Site visit to the project related to agriculture roads projects with quantity below or equal 6km (in 1 village or several ones) (Deliverable 4)	10 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a “Payment terms”		
Site visit to the project related to agriculture roads projects with quantity above 6km and below 25 km (in 1 village or several ones) (Deliverable 4)	30 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a “Payment terms”		
Site visit to the project related to utilities (water, electrical, telecome, sewage, channels,	30 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a “Payment terms”		



irrigation) and infrastructure (Deliverable 4)				
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Price schedule for deliverable 4 per sqm:

Deliverables	Time frame to complete the deliverables	Payment terms	Amount per sqm to be paid to the individual in USD using Surveyor transportation	Amount per sqm to be paid to the individual in USD using UNDP transportation car from UNDP offices (North: Tripoli; Bekaa: Chtoura; South: Tyre; Mount Lebanon: Hazmiyeh)
Site visit to the any project such as but not limited to land, building, (Deliverable 4)	10 Calendar days from UNDP confirmation/Po issuance date	Please refer to paragraph number 10.a "Payment terms"		

#### 10.a. Payment terms:

Deliverables	Milestones
Deliverable 1	<u>Milestone 1: 70% of the total deliverable amount upon submission and approval of the final report by the engineer</u>
	<u>Milestone 2: 30% of the total deliverable amount upon completion of 50% of the implementation works of the surveyed project</u>
Deliverable 2	<u>100% of the total deliverable amount upon submission and approval of the final report by the engineer.</u>

Deliverable 3	100% of the total deliverable amount upon <u>submission and approval of the final report by the engineer</u>
Deliverable 4	Milestone 1: 70% of the total deliverable amount upon <u>submission and approval of the final report by the engineer</u>
	Milestone 2: 30% of the total deliverable amount upon <u>completion of 50% of the implementation works of the surveyed project</u>

#### 11. 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
Technical Competence	70%	100
<ul style="list-style-type: none"> <li>Criteria A: Academic Qualifications <ul style="list-style-type: none"> <li>Technical degree in topography or surveying or equivalent: 25 points</li> <li>Bachelor degree or higher: 30 points</li> </ul> </li> </ul>		30
<ul style="list-style-type: none"> <li>Criteria B: Years of Experience <ul style="list-style-type: none"> <li>5 years of experience= 30 points</li> <li>7 years of experience or higher= 40 points</li> </ul> </li> </ul>		40
<ul style="list-style-type: none"> <li>Criteria C: Technical Experience</li> <li>Previous Survey experience in infrastructure projects:</li> </ul>		30

Survey of 20 projects: 25 points Survey of 30 projects: 30 points		
Financial (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

or

- 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.

Weight per Technical Competence	
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.