

## Terms of Reference for Individual Contractor (IC)

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**National or International consultants:** National

**Description of the assignment (Title of consultancy):** Long Term Agreement for Three National Architects Engineer

**Project Title:** Enhancing community Security and Access to Justice in the Lebanese Host communities

**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 Enhancing Community Security and Access to Justice in Lebanese Host Communities Project works on promoting the culture of community policing in Lebanon in partnership with the Ministry of Interior and Municipalities (MoIM) and the Interior Security Forces (ISF).

The Project supports 19 pilot municipalities and multiple ISF units and stations to implement the new municipal police strategic framework and ISF five-year strategy on delivering community security services to the population. The project uses a comprehensive approach to provide the ISF and municipalities with technical support as well as physical rehabilitation.

The Enhancing Community Security and Access to Justice project wishes to make a long-term agreement with 3 Architect Engineers to provide technical support through undertaking site visits, following up technically with local authorities, preparing proper design and tender documents as well as following-up on the implementation of infrastructure rehabilitation projects. The required tasks will be fulfilled under direct supervision of the Chief Technical Advisor (CTA)/Project Manager or the projects' officer and in close coordination with the ISF personnel and municipalities.

The 3 selected Architects may also work with other UNDP projects, if and when required, based on the demand of those projects.

### 2. Scope of work, responsibilities

The Architect Engineer may be asked to undertake the following tasks or activities:

- A. Conduct site visits to UNDP projects implemented by third parties;
- B. Provide technical support to UNDP teams related to engineering projects; and Follow-up technically on the implementation of identified projects by assisting projects in the review of contractor submittals if deemed necessary;
- C. Prepare required tender documents, including but not limited to:
  - Tender drawings for Architectural trades;
  - Required specification related to all Architectural divisions including furniture and equipment (if necessary) (from division 1 to division 16) including any required detail;
  - Ensure the general/specific condition of contract is in line with UNDP rules and regulations;

- Coordinate with all required authorities (national or local) along with UNDP in order to prepare all required documents for issuing the required permits;
- Prepare all Architectural BOQs related to the project including general requirements;
- Submit calculation notes needed to any design requirement related to Architectural trades;
- Specify which design code shall be followed;
- Draft any specific report needed to complete the design drawings;
- Submit the Health, Safety & Environment HSE manual requirement & penalties.
- Assist the UNDP team during the design phase to choose the type and quality of materials to be used in the project.
- Coordinate with any specialist appointed by UNDP in order to complete the tender documents.
- Provide all necessary documents that UNDP requests in order to have complete set of tender documents.

All deliverables shall be submitted in Word, Excel or PDF formats and in English noting that the Architect must submit 2 hard copies (1 A1 and 1 A3 for drawings and the remaining 2 A4) and 1 edible soft copy for all the below mentioned items:

### 3. Expected Outputs/Deliverables

#	Expected Deliverables	Due Date	Review of submittals
1	<b>Site Visit Reports and Minutes of Meetings with Contractor/stakeholders in relation to task A.</b> <i>(Reports must include number of working days completed)</i>	Based on the Purchase Order	Project Manager or Assigned UNDP Engineer or staff
2	<b>Progress Reports including submittals approved by the Architect and support provided to UNDP in relation to task B</b> <i>(Reports must include number of working days completed)</i>		
3	<b>Reports including Tender documents, drawings, specifications, general/specific conditions, Minutes of meetings with local/national authorities, permits, calculations notes, BoQs, General requirements, design codes, HSE requirements and any other information related to task C</b> <i>(Reports must include number of working days completed)</i>		

### 4. Institutional arrangements

- a) The Architect Engineers will work under the direct supervision of the CTA/Project Manager or any other UNDP staff assigned by the Project Manager and in close coordination with all project stakeholders or beneficiaries, as indicated by UNDP;
- b) For each initiative/project, the Architect Engineers shall submit a report after conducting any site visit, and a final report after the completion of the work/assignment.
- c) The Architect Engineers will rely on their private means of transportation and communication when implementing the needed tasks or activities.
- d) The Architect Engineers should make themselves available for calls, meetings or

emergency interventions as part of the assignment/task or activities they will be handed by UNDP.

## **5. Duration of work**

The long-term agreement will be signed for Two years with an option to extend for One year based on the performance of the first two years.

## **6. Duty station**

The Architect Engineers are expected to complete their assignments related to office work from their own private office/home and to conduct site visits when required, to any requested region in Lebanon (Akkar, North, South, Nabatieh, Bekaa, Baalbek & Hermel, Mount Lebanon, Beirut).

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

### **I- Academic Qualifications:**

- Graduate degree in Architecture, master's degree is a plus.

### **II- Previous Experience:**

- Previous relevant professional experience in architecture including in development of tender documents, technical specifications, drawings, calculation notes, general and specific contract conditions;
- Previous field Experience in complex environments in Lebanon, such as remote areas, ect...
- Previous experience is working on large infrastructures projects, civil works and sewage; Rehabilitation projects;
- Previous experience in space design and redesign;
- Previous experience in development of tender documents, including technical specifications, drawings, calculation notes, general and specific contract conditions;
- Previous experience with UN agencies or international NGOs is an asset;

### **III- Competencies:**

- Excellent writing and oral communications skills in English and Arabic. French is an asset
- Excellent public speaking and presentation skills
- Ability to maintain good work relations with individuals of different backgrounds, and to work under pressure
- Excellent knowledge of engineering programing, Autocad, 3D max, Revit

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

The Architect Engineers shall be paid upon satisfactory completion of each initiative/assignment and submission of the deliverables/final report and UNDP acceptance.

Payments shall be calculated based on the number of working days completed.

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

For site visit fees, it must be all-inclusive<sup>1</sup> (professional fees, travel costs to different regions, living allowances, communications, consumables, transportation, etc.); and any additional costs that could possibly be incurred by the Consultant.

	Daily fee (in USD)							
Description	Akkar	North	South	Nabatieh	Bekaa	Baalbek & Hermel	Mount Lebanon	Beirut
Site visits (all costs inclusive)								
Site visit excluding transportation (In case provided by UNDP from UNDP offices)								
Private office/home-based work (related to tasks B and C or deliverables 2 and 3)								

## 9. Recommended Presentation of Offer

Interested candidates must submit the following documents:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- Financial Proposal** that indicates the all-inclusive fixed daily fees and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. The number of days for each project will be set mutually by the UNDP and the Engineer before starting the project design. The below financial proposal table is for the Architect Engineer reference:

## 10. Criteria for selection of the best offers

The criteria for the selection of the best offers is the **Combined Scoring method** – where the qualifications 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:

Summary of evaluation criteria		
Criteria	Weight	Max. Point
<b>Technical Competence</b>	70%	100
• Criteria A: <u>Academic Qualifications</u>		25
• Criteria B: <u>Previous Experience:</u>		55
• Criteria C: <u>Competencies</u>		20
<b>Financial (Lower Offer/Offer*100)</b>	30%	100
<b>Total Score</b>	Technical Score * 0.7 + Financial Score * 0.3	

<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.

<b>Detailed Evaluation Criteria</b>		
<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical Competence</u></b>	<b>70%</b>	<b>100</b>
<b>Criteria A: Academic Qualifications</b>		<b>25</b>
<ul style="list-style-type: none"> <li>Bachelor's degree in Architecture: 19 points</li> <li>Master's degree in Architecture: 25 points</li> </ul>		<b>25</b>
<b>Criteria B: Previous experience</b>		<b>55</b>
Previous relevant professional experience in architecture, including in development of tender documents, technical specifications, drawings, calculation notes, general and specific contract conditions <ul style="list-style-type: none"> <li>Less than 2 years of experience: 0 points</li> <li>Between 2 and 4 years of experience: 10 points</li> <li>between 5 and 7 years of experience: 19 points</li> <li>8 years or more: 25 points</li> </ul>		<b>25</b>
Previous field Experience in complex environments in Lebanon, such as remote areas, ect... <ul style="list-style-type: none"> <li>1 year of experience: 5 points</li> <li>2 years of experience: 11 points</li> <li>3 years or more: 15 points</li> </ul>		<b>15</b>
Previous experience in space design and redesign <ul style="list-style-type: none"> <li>Less than 1 year of experience: 0 points</li> <li>Between 1 and 2 years of experience: 5 points</li> <li>between 3 and 4 years of experience: 11 points</li> <li>5 years or more: 15 points</li> </ul>		<b>15</b>
<b>Criteria C: Competencies</b>		<b>20</b>
Excellent writing and oral communications skills in English and Arabic		<b>10</b>
Excellent knowledge of engineering programing, Autocad, 3D max, Revit		<b>10</b>
<b><u>Financial</u> (Lower Offer/Offer*100)</b>	<b><u>30%</u></b>	<b>100</b>
<b><u>Total Score</u></b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	