

Terms of Reference

National or International consultants: National consultant

Description of the assignment: Updating Beirut Rafic Hariri International Airport Assessment within the GARD Response Plan.

Project Title: Strengthening Disaster Risk Management Capacities – DRM

Period of assignment/services: 60 working days spread over the period of 4 months

1. Background / Project Description

In 2012, the Disaster Risk Management Unit (DRM) at the Presidency of the Council of Ministers developed the Beirut Rafic Hariri International Airport (BRHIA) Response plan in collaboration with the Directorate General of Civil Aviation. The response plan was based on the GARD (Get Airport Ready for Disasters) international standards developed by DHL and UNDP.

The BRHIA Response Plan was prepared based on a detailed assessment conducted within the Airport and in line with the National Disasters Response Framework (NDRF) that identifies the management mechanism of disasters in terms of coordination and cooperation among different response agencies during response operations, and according to the roles and responsibilities of the Directorate General of Civil Aviation (DGCA).

The development of the plan included:

- Training of concerned agencies at the Airport on GARD concept, methodology and implementation.
- Conducting BRHIA GARD field assessment about the different facilities and services of the Airport during disasters including passengers and cargo services.
- Initiating a sub-committee of key agencies directly involved in disasters management in the Airport.
- Holding regular meetings to develop the response plan with the technical support of the Disasters Risk Reduction Unit at the Prime Minister's Office.
- Validation of information and roles and responsibilities of the various agencies during disasters.
- Developing training activities to practice the response plan.

In light of the different crisis that Lebanon faced during the last year including the Beirut Port Explosion and activation of the GARD plan with regards to the organization of international assistance provided to Lebanon through the Airport, there is a pressing need to update the Airport Plan in case of emergencies taking into consideration all the changes within the premises of the Airport since 2012.

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

The UNDP DRM project wishes to procure the services of an individual consultant to provide technical support to update the Beirut Rafic Hariri International Airport Assessment within the GARD Response Plan. The required tasks will be fulfilled under direct supervision of the DRM project including the following:

1. Conduct meetings with the all the Department and Divisions involved at the airport to collect the needed information for the assessment covering:
 - Runways, taxiways, and lightings
 - Cargo Terminal
 - Passenger Terminal
 - Auxiliary facilities
 - Air traffic Control (ATC)
 - Ramp Operations
 - Fuel Supply
 - Utilities
 - General Maintenance
 - Temporary warehousing
 - Aid distribution
 - Medical Centers / Hospitals
 - Accommodation
 - Disasters Operations Room
2. Conduct weekly meetings with the Project Manager to discuss the progress achieved.
3. Data validation and compilation and integration of the changes in the Airport assessment.
4. Write the final updated version of the assessment in Arabic and English.
5. Other miscellaneous tasks related to BRIHA GARD update.
6. Ensure that any collected information is considered confidential and act accordingly.

3. Expected Outputs and deliverables

To provide technical support to update of Beirut Rafic Hariri International Airport Assessment within the GARD Response Plan. All deliverables shall be submitted in Word and Excel formats and in English and in Arabic:

Outputs	Deliverables	Estimated duration for completion	Target Due dates	Review and Approvals Required
Output 1: Produce a preparatory progress report	Deliverable 1: The consultant shall submit a progress report after preparing the below: <ul style="list-style-type: none"> - List of stakeholders to meet with at the airport. - Proposed schedule of meetings. - Reports of conducted meetings including minutes and outputs, list of participants, photos. 	30 Workings days	2 months from contract signature date	Project Manager

Output 2: Draft of the updated GARD BRHIA Output	Deliverable 2: - Submit the draft of the updated GARD BRHIA assessment	20 working days	3 months from contract signature date	
Output 3: Final GARD BRHIA Assessment	Deliverable 3: Based on the final validation of information, the Consultant shall finalize the assessment including translation to English and submit to the Project Manager.	10 working days	4 months from contract signature date	

4. Institutional arrangements

The consultant will work under the direct supervision of the UNDP DRM Project Manager.

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

The consultant 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 consultant with all available necessary information related to the project in a timely thorough and transparent manner and will facilitate meetings with stakeholders where necessary.

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

The consultancy will require a total of 60 working days spread over the period of 4 months.

6. Duty station

The Consultancy is in Beirut with meetings at the Airport.

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

The consultant shall rely on his/her own means of transportation, communication, etc. and shall take these fees into consideration while preparing the financial offer.

The consultants shall take into consideration any possible restrictions and instructions related to the Covid-19 pandemic, and thus have a contingency plan prepared accordingly.

7. Requirements for experience and qualifications

I- Academic qualifications:

- Bachelor's Degree in communication, disaster management or related field.

II- Experience:

- Five years of experience in safety and airport safety and security regulations (Knowledge of GARD is an asset)
- At least 1 proven experience at the Lebanese airport or with MEA /airways company on matters related to coordination and safety
- Proven experience working with UN agencies.

III- Competencies:

- Excellent command of English, Arabic and French (English, Arabic are a must and French is an asset).
- Excellent communication skills.
- Proven writing and reporting skills.
- Proven ability to work under pressure and in less comfortable situations.