

## Annex I Terms of Reference for Individual Contractor (IC)

National or International Consultant	National
Description of the Assignment (Title of Consultancy)	Resident Engineer/Architect
Period of Assignment/Services	60 working days between 1 November 2021 and 31 January 2022
Is this a LTA?	No

### 1. BACKGROUND

UNDP Lebanon is moving to a new workplace scheme in the next several months. Long gone will be the days when UNDP staff reported to a multi-floor building every day from 9 to 5. Instead, under the new plans, colleagues will work from the UNDP offices only three days a week, while continuing to work from home the other two days. A large part of this plan is making sure that UNDP staff are well-equipped to work from home, including high-speed and stable internet. This scheme responds to new research from IBM's Institute for Business Value (IBV) that suggests many employees prefer to continue working remotely, even after the pandemic ends. A study conducted by Owl Lab before COVID-19 also demonstrates that the majority of remote workers report that they are happier, more likely to stay at their jobs, experience less stress, and appreciate not commuting to the office.

Within this new working arrangement, the UNDP Lebanon office space will also change radically, as the Country Office leaves its current home in Downtown Beirut and locates to a space that brings together all Beirut-based presences into one combined premise. The new UNDP Lebanon office space will no longer comprise individual offices that belong to specific people or teams but rather a range of different work environments that are based on particular tasks. Combining the principles of activity-based work, hot desks, and open workspaces, the new UNDP Lebanon office will occupy a single open-concept floor with specially designed workspaces that colleagues will use during their days in the office.

The new premises have two floors of 2,000 sqm combined, a 170 sqm conference room (annex), and a 450 sqm cafeteria and terrace (annex). Plans include meeting rooms, zoom booths, collaborative and multi-purpose spaces, quiet work pods, and free-form areas.

## 2. SCOPE OF WORK

Under the direct supervision of UNDP Lebanon's Head of Experimentation, the Project Architect/Engineer will:

1. Liaise with building owners on a regular basis and coordinate logistics
2. Follow up on accurate execution of all civil, architectural, mechanical, and electrical works in collaboration with project team
  - a. Coordination between contractors and UNDP
  - b. Support with approval of all shop drawings and submittals
  - c. Support with making the necessary on-site modifications in the floorplan
  - d. Participation in weekly site meetings with contractor and UNDP and follow up on subsequent actions
  - e. Production of a detailed snag list (if any) in collaboration with awarded contractor
3. Close follow up on detailed work schedule in collaboration with contractors/suppliers and in line with project timeline
4. Investigate and confirm on all quantities (civil, architecture, mechanical, electrical, furniture)
5. Support with verification of furniture orders and handovers

## 3. EXPECTED OUTPUTS AND DELIVERABLES

DELIVERABLE	ESTIMATED # OF WORKING DAYS	DUE DATE
1. Progress Report #1 (First month)	15 days	22 November
2. Progress Report #2 (Second month)	15 days	13 December
3. Progress Report #3 (Third month)	15 days	3 January
4. Progress Report #4 (Fourth month)	15 days	31 January
Total	60 days	

## 3. INSTITUTIONAL ARRANGEMENT

The individual consultant will be working closely with the UNDP team including weekly meetings as agreed in the induction meeting. UNDP has full ownership of the activity and of its final product and deliverables. Thus, any public mention (including through social media) about the activity should state clearly that ownership. In addition, any public appearance related to the activity should be coordinated and approved by UNDP.

## 4. PERIOD OF ASSIGNMENT/SERVICES

This consultancy will require a total of 60 working days from 1 November 2021 to 31 January 2022.

## 5. DUTY STATION

The Individual Consultant will report to the project site in Sin el Fil and UNDP country office for team meetings. The cost associated with the field work (communication cost, commuting/internal travel costs...) shall be included in the financial offer of the consultant.

## 6. REQUIREMENTS

→ **Academic qualifications:** Master's degree in Architecture or Engineering

→ **Professional experience:** 8 years of experience in interior fit-outs, construction management, approval of shop drawings and submittals, etc.

→ **Competencies:**

- ◆ Excellent skills in coordinating between contractors, subcontractors, and suppliers
- ◆ Excellent skills in developing and modifying architectural drawings and details
- ◆ Excellent skills in communicating with mechanical and electrical engineers
- ◆ Excellent time management skills
- ◆ Strong communication skills
- ◆ Strong knowledge in AutoCAD
- ◆ Knowledge in Primavera or MS Project preferred

## 7. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in lumpsum fee, taking the following into consideration: the lumpsum fee amount must be “all-inclusive<sup>1</sup>” and the contract price is fixed regardless of changes in the cost components.

### **Payments terms:**

- ◆ Payment 1: 25%
- ◆ Payment 2: 25%
- ◆ Payment 3: 25%
- ◆ Payment 4: 25%

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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.