

## Terms of Reference (TOR)

**A. Programme Title: Social and Local Development Programme**

**B. Type of Contract: Long Term Agreement**

**C. Subject: Two National Civil Engineers for the Bekaa region**

**D. Programme Description**

UNDP Social and Local Development Programme focuses on eradicating poverty, strengthening local capacities and supporting government policies for development. The Programme targets four regions across Lebanon with solid and diversified networks and partnerships within the four targeted-regions (South Lebanon, North Lebanon, Bekaa region and Mount Lebanon).

UNDP's support in the area of poverty reduction focuses on policy and operational support. At the upstream level, UNDP provides policy advice for the development of national policies for social development and poverty reduction, in addition to building the country statistical database for poverty measurement and monitoring. At the downstream level, UNDP supports the implementation of local development/ local governance initiatives in four areas of the country.

**E. Scope of Work**

UNDP Social and Local Development Programme wishes to make a long-term agreement with two National Civil Engineer consultants for the Bekaa region. The National Civil Engineers shall provide the technical support by providing technical follow-up on the implementation of community infrastructure rehabilitation projects. The required tasks will be fulfilled under direct supervision of the Senior Civil Engineer and in close coordination with the Area Manager. The National Civil Engineers are expected to undertake site visits, follow up technically with the local authorities to ensure proper implementation, and submit reports afterwards.

**F. Expected Outputs and Deliverables**

As per the request of the Senior Civil Engineer and in close coordination with the Area Manager, the National Civil Engineer will be asked to follow-up on the preparation and implementation of an identified initiative. In this respect, the National Civil Engineers are expected to execute at least three site visits per initiative to:

- I- Provide technical support to local authorities and communities on issues related to public works with close coordination with the Project Manager.
- II- Design and / or review technical engineering feasibility studies, and assist the Area Manager in the formulation of relevant projects.

- III- Follow-up technically on the implementation of the identified projects.
- IV- Actively initiate discussions with local government bodies and local communities to ensure proper implementation of projects.
- V- Monitor the implementation of selected projects through conducting site visits and provide reports on the implementation of assigned tasks.

#### **G. Institutional Arrangement**

- a) The National Civil Engineer will work under the direct supervision of the Senior Civil Engineer and in close coordination with the Area Manager.
- b) For each initiative, the National Civil Engineer shall submit reports after conducting the sites, and a final report after the completion of the work.

#### **H. Duration of the Work**

Three years based on satisfactory performance of services.

#### **I. Duty Station**

The National Civil Engineer is expected to follow up on the implementation of the initiatives in the Bekaa region.

#### **J. Qualifications of the Successful Individual Contractor**

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

- a. Bachelor degree in Civil Engineering or related field.

##### **II- Years of Experience:**

- a. Relevant experience of not less than 5 years in operational experience.
- b. Experience in community based assistance and participatory community actions are an asset.
- c. Previous experience with UN agencies is an asset.

##### **III- Competencies:**

- a. Proficiency in the use of computer programs such as outlook, power point and social tools.
- b. Excellent writing, editing and oral communications skills in English and Arabic. Spoken French knowledge is an asset.
- c. Excellent public speaking and presentation skills
- d. Networking and customer service oriented attitude
- e. Team player with the ability to maintain good work relations with individuals of different backgrounds, and to work under pressure.

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

The consultant shall be paid upon completion of each initiative and submission of the related final report. In this respect, the consultant shall take into consideration the following:

- i) The Site Visit fee must be all-inclusive (professional fees, travel costs, living allowances, communications, consumables); and
- ii) For each initiative, a report after each site visit duly approved by the Project Manager, and a related final report which shall serve as the basis for the payment of fees.