

Consultant For Rooftop Condition Assessment – Terms of Reference

Organization Background:

Welthungerhilfe (WHH) is a private, non-profit-making, politically independent and non-denominational organization that supports people living in deprivation and poverty, irrespective of the color of their skin, their religious beliefs or their worldview. WHH is working in the fields of development cooperation and humanitarian aid, relief aid, rehabilitation, and reconstruction. In Lebanon, WHH implement projects through local implementing partners with agriculture, livelihoods, food security and social stability as the main working fields.

Objective of the Consultancy:

WHH is seeking a consultant to support our partner JAFRA in assessing the rooftop condition for a “rooftop gardening” activity in Burj Shemali, Ein ElHelweh, Burj El Barajneh and Shatila Palestinians Camps.

Consultancy Context:

In the framework of the project “Empowering women and strengthening the resilience of vulnerable rural and urban communities in South Lebanon and Beirut” funded by BMZ implemented by WHH in partnership with JAFRA, SHEILD and JWF, our partner JAFRA are conducted a rooftop gardening activity by local community. For this, vulnerable beneficiaries will be selected from Burj Shemali, Ein ElHelweh, Burj El Barajneh and Shatila Palestinians Camps, in order to participate in the “rooftop gardening” activity that includes training, coaching, in-kind support and follow up visit. The in-kind support will include pots, water tank, barrels, compost, drip irrigation system, soil, net in addition to other small items.

SCOPE OF WORK

- The consultant's role will encompass:
 - Assessing the structural integrity of 70 rooftops (40 in Burj El Shemali, 10 in each of Shatila camp, burj ElBarajneh and Ein ElHelweh camp)
 - The assessment should consist of a field visit to each of the 70 rooftops in order to make sure that the structure of the building won't be affected by the heavy equipment to be delivered. The assessment should cover all kind of structural damages that can occur from this activity including water leakage, deflection caused by the load, location of the intervention according to the structural status of the roof....
 - Elaborate an assessment report including all the findings while stating clearly if the visited rooftop is validated for the activity or not along with the needed measures
 - Additional visits might be needed in case the target number (70 rooftops) wasn't validated from the first batch

- Expected Number of working days including reporting: 15 days (6 days for Burj el Shemali Camps and 3 days for each of the other 3 camps)

- Report is to be delivered in English

Required competencies:

- Required degree in Civil Engineering with at least 7 years of experience
- Extensive knowledge of structural integrity assessment especially within camps context
- Previous work with INGO is a plus

Timeframe:

The consultancy should be designed to be completed between May and July 2024

Documents to be Submitted:

You are kindly requested to provide us with an official technical and financial proposal as follow:

Technical Proposal:

- **03. A3- Annex III Supplier Declaration (to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.**
- **04. A4- Annex III Terms and Conditions for International Procurement of Goods and Services (to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.**
- Technical Proposal Including Working Methodology.
- Consultant Resume and Cover Letter
- Copy of Consultant ID or Passport
- Company / establishment Registration Certificate (if any)
- MOF Registration (if any)
- VAT Registration (if any)

Financial Proposal:

- Financial offer (financial breakdown for the consultancies / services will be provided)
- **02. RFQ Form - put your Grand total for the financial offer (to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.**

Please also make sure to provide Minimum information on your quotation:

- Name, address, phone and contact person
- Total price including 11% VAT (in case you are registered in VAT)
- Validity of the quotation (Minimum 1 month)
- Please consider to specify transfer fees in your RFQ (10 USD and not considered for VAT).
- In **Annex III Supplier Declaration**, please insure providing too your bank details using the table below since the payment will be done via bank transfer, you can fill the below table and skip the blank in the Declaration form.

Bank name:	
Branch Name	
Bank Address:	
Account number:	
Account Holder:	
IBAN:	
SWIFT CODE	

Payment will be done as following:

- Cash payment for total invoice amount below 250 USD
- Wire transfer for total invoice amount above 250 USD (Fresh Dollar account) within 15 - 20 days.

Submission Deadline:

Applications should be sent to procurement.lebanon@welthungerhilfe.de with email subject “Civil Engineer Consultant” before **Tuesday, May 7, 2024, at 16:00 (Beirut Time)**

If you need further information or clarification, contact procurement.lebanon@welthungerhilfe.de