



Terms of Reference

Engineering consultancy for project design and contract follow up – Agriculture Infrastructure Construction, rehabilitation and maintenance in Bekaa

Project: Agriculture sector development support program through labour intensive works

1. Introduction/Programme Information

The above mentioned programme aims to contribute to improve the agriculture irrigation infrastructure in Bekaa. Specifically, this programme will do so by:

- 1) Construction of new irrigation channels based on local plans
- 2) Rehabilitation and maintenance of existing irrigation channels, springs and their networks based on local plans
- 3) Maintenance and rehabilitation of other parts of irrigation networks

The Project, financed by the World Food Programme and executed by ACF (Action Contre La Faim – Liban) in collaboration with the local municipalities in Bekaa and South, will be implemented from the 19th of September 2016 until the 31st of December 2016.

Within this framework, the engineering consultancy will focus particularly in the activity related to the construction and rehabilitation of essential irrigation infrastructures (as detailed below), involving namely the design, specifications, work-plan, budget estimations, technical advisory and follow up of the Works, ensuring timely implementation as well as the quality of the Works.

- **Project Title:** Agriculture sector development support program through labour intensive works
- **Starting Date:** 19 September 2016 **End date:** 31 December 2016
- **Specific Objective:** *the socio-economic condition of vulnerable refugee households is improved through labour intensive work supporting the development of the agriculture sector in Bekaa Valley and South*
- **Donor Agency:** World Food Programme

2. Objective of the Consultancy

The objective of this consultancy is to ensure adequate assessment, technical design, legal requirements and follow up of the execution of the agriculture infrastructure improvements works that will be implemented under this programme, namely:

- (Re-)Construction, rehabilitation and maintenance of up to 6,000 meters of irrigation channels (in total) in Bekaa and South
- Rehabilitation and maintenance of up to 10 springs and their networks
- Rehabilitation and maintenance of other segments of the irrigation network (up to 1,000 meters)

Estimated cost of the infrastructure: USD 100,000.00

3. Expected Products

For all the Works above, this consultancy is expected to deliver the following products:

A) Pre-engineering report

- Conduct all the pre-engineering surveys and investigations (topography, geology, hydrology, environmental and others as required);

B) Preliminary designs

- Prepare the preliminary designs and report for the facilities and connections, including necessary feasibility studies (surface and underground services where required, the associated landscaping around the proposed works, identifying property requirements and impacts, and preliminary cost estimate);

C) Detailed designs

- Detailed structural drawings, electrical drawings, mechanical drawings (if applicable), technical specification, bill of quantities for each work, and any other document necessary for any procurement process & construction permit and final cost estimate;

D) Tenders for construction and contract drawings

- Per request, prepare the procurement documentation according to the designs with a summary of the technical specifications and contract minutes;

E) Technical advisory

- Provide technical advice to ACF and municipality for works undertaken by their staff
- Provide technical advice to bidders during tendering process and assist in the review of tenders and recommendation for contract award;

F) Quarterly Construction administration Reports

- Following contract award, provide general contract administration and resident inspection services until the completion of works and contract and correspondent reports;

G) Final Report

- Provide final report detailing the result of the works, with qualitative and quantitative data, conclusions and recommendations and lessons learnt if applicable;

Note: Any product required that is not part of the above mentioned should be discussed between the signatory parties prior to any commitment.

3.2 Product Delivery:

The consultant must deliver the required products (excluding E) to ACF in the following format and conditions:

- The final version of each product should be delivered in two hard copies and one soft copy (CD or DVD);
- Soft copies should be provided in general programmes without requiring specialized software (i.e. Office, PDF or others);
- Quality of the soft copies should ensure good printing quality without requiring configurations;
- The calendar for the products delivery is set forth in chapter 4 below.

4. Calendar for the Consultancy

- Starting Date: 5th of October
- End date: Upon completion of the works
- Duration: 3 months (maximum)

Products	Month			
	1	2	3	4
Pre-engineering report	■			
Preliminary designs	■			
Detailed designs		■		
Tenders for construction and contract drawings		■		
Technical Advisory		■	■	■
Contract Administration			■	■
Final Report				■

5. Consultant Selection

- 5.1 Requirements

- The applicant should be registered and accredited in the Republic of Lebanon for the purpose of this work
- The firm shall have proven experience in design, project management and supervisory of water related infrastructure projects as well as implementation of at least 15 years;
- The firm shall be registered in the Ministry of Finance and have proven record of financial solvability;
- The firm shall not have any pending judicial lawsuit that can endanger the objectives of the proposed consultancy;

- 5.2 Selection Criteria

The selection of the consultancy firm will have in consideration the following points:

- A) Qualification and General experience: 10%
- B) Project Related Experience (expertise of at least 5 similar projects is required): 20%
- C) Personnel biodata – experience of the applicant and team in the related areas: 20%
- D) Suggested approach and methodology for achievement of the outcomes: 15%
- E) Financial offer according to the calendar and expected budget for the execution: 35%

5.3 Selection Process

A Consultant Selection Committee will evaluate technical proposals according to the requirements and criteria defined above. Evaluators will first independently assess whether the technical proposals comply with submission requirements, and will then evaluate each proposal. The CSC will be composed of 3 ACF staff. An assessment table will be filled and will be made available for consultation.

6. Role and Responsibility of the Consultant

- Develop the activities and produce the products set above with maximum diligence and transparency;
- Follow the laws and regulations required for the execution of this consultancy, including all necessary authorizations for the scope of this work;
- Inform ACF of the course of the consultancy whereas necessary;
- Facilitate the necessary means and equipment for the development of the consultancy;



- Provide insurance to the staff dedicated to the consultancy;

7. Role and Responsibility of the Contracting party

- Facilitate all the necessary documentation, information and contacts for the accomplishment of the consultancy;
- Provide the payment according to the disbursements set below;

8. Payment methods

- 30% upon contract signature
- 40% upon delivery of products A,B, C, D, E and F;
- 30% upon delivery of product G;

All payments will be made upon reception of invoice and signature of the Supplier Purchase Agreement (SPO), by cheque or wire transfer in USD, under the name of the contracting parties. The offer and payments are subject to the fiscal regulations applicable in Lebanon, at the responsibility of each party.

9. Submission of Offers

Offers should be submitted until the **October 2nd 2016, 5:00pm**. Offers received after this date will not be considered. Offers should be sent to the following address:

Ayack Montalvan
ACF Office, Surssock Street, Sasco Building, 4th floor – Achrafieh, Beirut;

A reception note should be provided to the courier or the person in charge of delivery.

The offer dossier should be sealed and contain all items listed in section 5.1 and 5.2. If the dossier is not completed it will not be considered.

10. Selection of Consultant

The final selection will be communicated on the **5th of October**.