



Terms of Reference

Engineering consultancy for Water System mapping and development plan in Aarsal Municipality – Baalbeck Hermel

Project: Humanitarian WASH Response to the Conflict Affected Population in the Bekaa Valley, Lebanon

1. Introduction/Programme Information

Under the scope of the programme *Humanitarian WASH Response to the Conflict Affected Population in the Bekaa Valley, Lebanon*, funded by UNICEF, ACF is implementing a series of Water, Sanitation and Hygiene Promotion activities. In order to plan the Water solutions for the coming years, ACF is seeking a Water engineer consultancy that will perform a diagnostic of the existing water systems and propose solutions for a Sustainable Water Development Plan in the Municipality of Aarsal. The results of this consultancy will allow ACF and UNICEF to take informed decisions about water solutions to be implemented in the coming years.

- **Consultancy Title:** Water System mapping and development plan in Aarsal Municipality – Baalbeck Hermel
- **Starting Date:** 25th of November 2016 **End date:** 31st December 2016
- **Objective:** A thorough mapping and analysis of the water system, comprehending capacity, quantity, quality and service coverage is completed in Aarsal;
- **Donor Agency:** UNICEF
- **Beneficiary:** ACF – Action Contre La Faim, Liban

2. Objective of the Consultancy

The objective of this consultancy is to:

- 1- To analyse, assess and map water sources, water quality, sources of contamination, operational capacity at treatment facilities and gaps to optimize the distribution process.
- 2- To design and develop a comprehensive report on Water Management for the Municipality of Aarsal.

The Consultant should possess proved skills and history of both water related technical assessments and development of water safety plans for governmental and local authority entities. The consultant will also need to have the capacity to enter and work in Aarsal uninterruptedly.



3. Expected Products

The Consultant is expected to deliver, on an agreed schedule, the serial of documents listed below:

A- Water System & Water Management Assessment:

- Mapping of the existing water systems: sources, transmission and distribution, storage facilities and quality, indicating locations and the status of these structures;
- Inspect gaps and malfunctions of the management system from the administrative and the technical points of view;

B- Key Informants Workshop with Aarsal Municipality and water focal points:

- Design and deliver a workshop for the municipal water focal points, covering the topics of water quality regulation and metering, leakage detection, energy efficiency, illegal connections and illegal production, operation and maintenance or any other topic deemed necessary through the needs assessment.

C- Water Management Report, according to the main objectives of the consultancy:

- Suggest correction measures, and elaborate a report according to the findings, while considering all the limiting factors and constraints that may face its implementation.

Minutes of meetings: draft and prepare minutes of meetings with the different actors involved in the process. *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 to ACF and Aarsal municipality 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: 25th of November 2016
- End date: 31 December 2016
- Duration: 6 weeks



| Products | Weeks | | | | | | | | | | |
|---|--------|--------|--------|--------|--------|--------|--------|---|---|--------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| A- Water System & Water Management Assessment | Orange | Orange | Orange | | | | | | | Yellow | Yellow |
| B- Key Informants Workshop with Aarsal Municipality and water focal points: | | | | Orange | | | | | | Yellow | Yellow |
| C- Water Management Report | | | | Orange | Orange | Orange | Orange | | | Yellow | Yellow |
| D- Minutes of meetings | | | | | Orange | Orange | Orange | | | Yellow | Yellow |

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 applicant shall have proven of at least 5 years of experience in design, management and provision of specialized advisory in Water Management plans.
- Capacity to operate within Aarsal Municipality.
- The applicant shall be registered in the Ministry of Finance and have proven record of financial solvability;
- The applicant 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:

- PART I – Technical
 - 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%
- PART II – Financial
 - E) Financial offer according to the calendar and expected budget for the execution: 35%

5.3 Selection Process

A Consultant Selection Committee will evaluate proposals, technically and financially, according to the requirements and criteria defined above. Evaluators will first independently assess whether the technical proposals comply with submission requirements. Only those technical submission passing will have the financial part considered. Financial offers need to be separately packaged and only opened based on technically compliant proposal being accepted. 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
- 70% upon delivery of products A, B, C, D and ACF staff approval on the quality of the works.

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 in three separate envelopes: I – Minimum Requirements (see 5.1), PART I – Technical Offer, and PART II – Financial Offer, until the **21st of November 2016, 5.00pm**. Offers received after this date will not be considered.

Offers will be sent to the following e-mail address:

- **Mr. Ayack Montalvan, Logistics Coordinator:** amontalvan@lb.acfspain.org ;

Or physical address:

- **ACF Office, Sursock Street, Sasco Building, 4th floor – Achrafieh, Beirut;**

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

The offer dossier should contain all items listed in this ToR. If the dossier is not completed it will not be considered.

10. Selection of Consultant

The final selection will be communicated on the **25th of November 2016**.