



SERVICE CONTRACT NOTICE

National GIS Governance Expert, Lebanon

1. Reference

TF-MADAD/2018/T04.136

2. Procedure

Competitive negotiated

3. Programme title

Dealing with Displacement – resilient subnational government in communities in the region affected by the Syrian crisis

Madad EU Regional Trust Fund in Response to the Syrian crisis

4. Financing

TF-MADAD

5. Contracting Authority

For indirect management: Agència Catalana de Cooperació al Desenvolupament

Nationality: Spanish

CONTRACT SPECIFICATION

6. Nature of contract

Based on price.

7. Contract description

The *Agència Catalana de Cooperació al Desenvolupament*, through a consortium led by the Dutch organization of municipalities VNG, is participating in the MASAR project, a project funded by the European Union focused in the areas affected by the Syrian crisis.

MASAR for Local Governments is a programme funded by the EU MADAD Trust Fund. The program's overall aim is to strengthen the long-term resilience of targeted subnational governments and their host, refugee, and IDP populations to deal with displacement. Sub-national governments in Iraq and Lebanon have been the first to be confronted by the repercussions of the Syrian refugee crisis: increased pressure on local services, competition for local employment opportunities, corroding social cohesion, faster urbanization trends, rent-seeking behaviour, and inflation due to externally injected funds in the local economy, and so forth.

MASAR focuses on the urban setting, which is the background of processes of displacement, investment, employment, and service delivery.

In Lebanon, the programme aims to help governorates of Baalbek-Hermel, Akkar, coastal plain north of Tripoli, and their unions of municipalities to deal with accelerated urbanization caused by the crisis.



This programme will mobilize municipal experts from Lebanon and Europe to contribute to building the capacity of subnational governments.

This capacity development can include, among others:

- Provision of technical advice.
- Training.
- Coaching and mentoring addressed to municipal Planning Units or Service Departments.

Capacity-building activities will be complemented by pilot quick impact projects aiming to, for instance, designing an urban layout to improve an existing network of streets and roads to accommodate a higher influx of traffic better or to set up a municipal solid waste sorting plant to better cope with increasing volumes of litter.

A consortium of European entities is implementing the MASAR project: VNG International (the association of municipalities of the Netherlands), the Polish Center for International Aid (Polish acronym PCPM), the Catalan Agency for Development Cooperation (Catalan acronym ACCD), and Local Government Denmark (Danish acronym KL).

The expert will work with VNGI (Baalbek- Hermel), PCPM (Akkar), and ACCD (Akkar and North Lebanon) in coordination with the Municipal Strategic Planning Thematic Coordinator and under the supervision of the Team Leader and the Front Officers of each geographical area corresponding to each of the MASAR Partners.

Assignment:

The assignment aims to support the UoMs/Municipalities in the institutionalization and operationalization of a Municipal GIS by assisting MASAR in developing a uniform and fully operational GIS. The latter is supported by adequate data & maps, allowing the Unions/Municipalities to make informed decisions regarding investments, operation, and maintenance of (at minimum) MASAR pilot/demonstration service delivery and LED projects.

The National GIS and Data Governance expert will:

- Provide technical support for MASAR partners (VNGI, PCPM & ACCD) and UoMs/Municipalities in creating an tailored institutional structure for the implementations of GIS, such as establishing a GIS & Planning unit.
- Consolidate employee's function descriptions, ToRs.
- Identify training needs, develop training materials and build the capacity of the Technical Unit employees, UoMs/Municipalities, Field volunteers.
- Develop and consolidate a data governance strategy, with policies and Standard Operating Procedures, work plan, and Technical Unit budget for 2021 (and if possible beyond),



- Provide technical assistance and coaching for adopting and implementing of the Technical Unit Road Map – from planning to operations.
- Take the lead in the preparation GIS & Data Governance Seminar in early 2022.

Geographical Scope of Work:

VNGI (Baalbek- El Hermel)

- Union of Municipalities of Deir El Ahmar, 8 municipalities
- Aarsal Municipality

PCPM (Akkar)

- Union of Dreib Al Awssat Municipalities, 12 municipalities
- Union of Dreib El Gharby Municipalities, 7 municipalities
- Union of Dreib El Chemali Municipalities, 10 municipalities

ACCD (Akkar-North Lebanon)

- Union of Oussat wa Sahil al Qaytaa, Governorate of Akkar, 14 municipalities
- Union of Menieh, Governorate of North Lebanon, 5 municipalities

- **Key responsibilities:**

The expert/firm will be responsible for:

- Review the GIS Road Map, GIS assessments, capacity building, and all related deliverables.
- Set a clear and detailed work plan for the Road Map Implementation: timeframe (per Aol), objectives, expected results, coaching tools, activities, required logistics, and equipment.
- Facilitate the implementation of pre-requisite interventions.
- Develop the data governance strategy, policies, and SOPs.
- Draft the necessary ToRs.
- Draft the coaching plan.
- Develop KPIs framework.
- Work in close collaboration with 'MASAR's technical experts.



- Report of the work plan progress for MASAR team and the UoMs
- Co-organise and facilitate learning and exchange of experience GIS & Data Governance seminar with UoMs/Municipalities (1st Quarter 2022)

- **Main Activities**ⁱ

1. Output 1: Set up the structure of the Road Map Implementation (10 days)
 - Review all the GIS assessments for each Area of Intervention (AoI), capacity-building reports and deliverables, and GIS Road Map ToR.
 - Facilitate brainstorming meetings with MASAR's partners (VNGi, PCPM and ACCD) to understand the context and explore the existing learnings, challenges, success factors, and assignment expectations
 - Conduct introductory Field visits to meet MASAR's Technical Unit/GIS specialist team in each Uo M to understand the current municipal situation and explore their expectations regarding the Municipal GIS System and technical support.
 - Facilitate brainstorming meetings with MASAR's experts (Strategic Planning, GIS, Solid Waste, Wash, Local Economic Development, Road Safety) for developing an integrated approach and data requirements.
 - Propose and validate a customized Work Plan for the Road Map guiding the implementation within MASARs partners Areas of Interventions.
 - Develop a briefing paper for the Best Practices for Municipal GIS in Lebanon¹.
2. Output 2: Oversee and support the implementation of the GIS Road Map within the three Areas of Interventions (20 days).
 - Consolidate (key) GIS technical requirements, functionality, and applications.
 - Institutional requirements
 - Set up an operational GIS system, at a minimum, allowing to support MASAR pilot projects operation, maintenance, and decision-making.
 - Develop the key employees' function descriptions.
 - Develop and roll out the essential policies and Standards Operating Procedures.
 - Develop and roll out data governance strategy, including regulatory



requirements.

- Consolidate data & mapping requirements, database set up, and collection requirements.
3. Output 3: Provide technical support and hands-on coaching for TU employees and, UoMs/Municipalities (15 days) :
- Develop and implement an on-the-job coaching plan for Technical Unit employees, field volunteers, and UoMs/Municipality: hands-on sessions, reports review, project management, etc.
 - Provide technical assistance for Technical Unit employees, field volunteers, and UoMs/Municipalities to implement the developed ToRs and action plans under output 2.
 - Develop GIS Key Performance Indicators (KPIs) for monitoring and evaluating the progress of the GIS and performance Human Resources involved in the management.
4. Output 4: Prepare for the MASAR Policy component (10 days):
- Consolidate the success elements, the challenges, the learnings of the Municipal GIS.
 - Recommend actions for policy uptake in collaboration with MASAR's Partner DRI.
 - Consolidate and milestones specific documents
5. Output 5: Preparation & conduct GIS & Data Governance seminar (20 days)
- Lead a final discussion of the produced documents and materials with MASAR Partners regarding technical guidance and recommendations.
 - Lead an exchange of learning and best practices seminar with 'MASAR's partners and beneficiaries in early 2022.
 - Provide a final report of the assignment with recommendations and long- term sustainability plan.
 - Develop the milestones for developing a Municipal GIS capacity building program for external partners such as MERP/EU Delegation

- **Expected deliverables:**

The expert will prepare and submit the following outputs/deliverables:

- ✓ Customized and integrated work plan for the Road Map Implementation –



per Areas of Interventions.

- ✓ Consolidated GIS technical requirements, functionality, and applications document.
- ✓ ToR for Technical Unit employees per Areas of Interventions.
- ✓ Data Governance Strategy.
- ✓ Policies documents and SOPs.
- ✓ KPIs document.
- ✓ Learning Report.
- ✓ Progress Report.
- ✓ Final Report of the mission with recommendations for a long term action plan
- ✓ Seminar Documents and Report

9. Maximum budget

EUR: 32.000 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

13. Sub-contracting



Subcontracting is allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

Mid July 2021 (TBC)

15. Implementation period of the tasks

75 full working days from mid-july 2021 until march 2021 (refer to ToR for detailed implementation period of tasks)

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer

The average annual turnover of the tenderer must be higher to this contract's value, i.e, 30.000 Euros.

1. Education:

- High education degree in GIS or a related field.

2. Professional Experience:

- Minimum of 10 years of experience in GIS planning and development;
- Minimum 7 years of experience with the Union of Municipalities or Municipalities
- Extensive knowledge of Lebanese municipal context and development processes and institutions;
- Having at least four similar consultancies, familiarity with other GIS best practices.
- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
- Minimum 5 years in conducting training, hands-on sessions, and preparation of training materials/ curriculum;
- Proficiency in English and Arabic

3. Competencies

- Autonomy, creativity, pragmatism, and orientation towards results;



- Reliability: fulfilling obligations in a highly responsible manner;
- Self-Control and maintaining composure;
- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
- Attention to details, proper information management;
- Tolerance and adaptability.

2) Professional and Technical capacity of the tenderer

The tenderer shall meet the following educational and professional qualifications of the person responsible for the execution of the contract. Criteria:

To be eligible for this assignment, the expert will provide MASAR through ACCD with the following:

- Preliminary technical proposal
- Financial proposal

MASAR will evaluate the proposal and select the expert accordingly.

It will be necessary to prove that there has been a minimum of 3 similar contracts in the last five years with an annual amount of at least 30.000 Euros.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its



disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.



22. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and EUTF.

Director
Agència Catalana de Cooperació al Desenvolupament

ⁱ Please refer to ToR for details