



SERVICE CONTRACT NOTICE

Road Safety Capacity development and Awareness raising in Menieh UoM

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.

The consortium of the European partners agreed that ACCD would focus its intervention in Lebanon, more specifically in the coastal plain north of Tripoli.

One of the project proposals is the improvement of Road Safety in the Union of Municipalities of MENIEH.

ACCD is implementing a pilot project to capacitate Menieh Union of Municipalities on Road Safety management and awareness including infrastructure improvement.

The aim of the assignment is to support the Union of Municipalities in development of capacities of the local police in the field of traffic law enforcement. It also aims at implementing an awareness programme on safety behaviour in the schools of the UoM.



Based on the Road Safety Report on Menieh (May 2021) commissioned by ACCD under MASAR, the expert will define the contents of the capacity development for police and municipal representatives stressing:

- the concept of road safety and its different dimensions;
- the legislative framework for road safety and the mandate of municipalities;
- the role and responsibilities of the police and its principal tools and methods;
- organisational structure for road safety operations at local level and coordination with other first responders.

Regarding youth road safety awareness, the Expert/firm will prepare a public education programme suitable to be used by schools that includes

- communication materials on road safety as “survival guidelines” for children
- train teachers on safety education – Training of trainers’ approach
- organise demo sessions at schools with policemen

The expert will work with ACCD under direct supervision by the MASAR Front Officer in the coastal plain north of Tripoli, including areas within the Governorates of North Lebanon and Akkar. See annex for ACCD’s geographical area of intervention

The two main objectives of this tender are:

- Capacity development on road safety, law enforcement and public awareness;
- Public consultations and debate on safety.

➤ **Key Responsibilities:**

The expert/firm will be responsible for:

- Identify, other than municipal and UoM police, other organisations to be targeted for capacity development – example ISF
- Design capacity-building curriculum
- Produce training materials
- Conduct the training sessions
- Provide recommendations at institutional level for the organisation of road safety response and maintenance of the improved infrastructure
- Produce a road safety manual for municipal police
- Organise site visits to the black spots and demonstration sessions



- Liaise with the key stakeholders (mayors, head of municipalities/ unions, municipal and Union staff, local community consultations) under the guidance of ACCD staff;
- Coordinate and consult with other experts working for ACCD as required
- Draft the required reports with actionable, realistic recommendations
- Main Deliverables:

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

- Brief recommendations report on consultations with first responders
- Organisational recommendations for the UoM
- Capacity building curriculum and training materials for police officers
- Manual for municipal police
- Awareness programme overview
- Awareness materials for schools and training materials for school teachers
- Evaluation reports of capacity building and awareness campaigns

8. Number and titles of lots

One lot composed only of the following phases, defined in the Terms of Reference:

- Capacity development on road safety, law enforcement and public awareness
- Public consultations and debate on safety

9. Maximum budget

EUR: 20.000 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

September 2021 (TBC)

15. Implementation period of the tasks

45 days since the signature of the contract (September –December 2021- TBC)

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., 20.000 Euros.

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:

✓ **Education:**

- Higher education degree (Masters level) in Engineering or postgraduate degree in Traffic Engineering.

✓ **Professional Experience:**

- At least 8 years of experience as a Traffic Engineer managing or Road Safety training

- At least 3 similar assignments in the last 5 years, preferably in Lebanon



- Experience in engineering design of Road Safety interventions for local governments in Lebanon
- Extensive knowledge with Lebanese municipal context and development processes and institutions;
- Proficiency in report writing, compiling action plans and related documentation;
- Proficiency in English and Arabic
- Experience in public procurement (preferably EU-funded)

✓ **Competencies:**

- Autonomy, creativity, pragmatism and orientation towards results;
- Reliability and professionalism: fulfilling obligations in a highly responsible manner;
- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
- Attention to details, good information management;
- Tolerance and adaptability.

✓ **Languages:**

Fluency in written and spoken English and Arabic. Working knowledge of French.

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 15.000 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