



SERVICE CONTRACT NOTICE

Design of Solid Waste collection scheme and capacity Building in the Union of Oussat Wa Sahel El Qaytaa, North 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.

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 the irrigation canal in the Union of Municipalities of OUSSAT WA SAHIL AL QAYTAA.

At the beginning of 2021, ACCD in partnership with the local governments of the Uom Oussat wa Sahel al Qyataa completed an assessment of Solid Waste Management capacities and equipment at the UoM Oussat wa Sahel al Qaytaa. The assessment analysed the existing facilities, equipment, management modes, gaps and priorities. It subsequently proposed a short-term action plan focusing on the most urgent needs. The proposed actions were chosen for:



- Environmental, social, and economical sustainability.
- Flexibility to fit to any future action plan.

The resulting action plan revolves around 3 axis:

- 1- Upgrading storage and collection by increasing the number of bins and distributing them efficiently using GIS. Improvement of the routing scheme for collection.
- 2- Capacity building for municipalities focusing on creating a data management system, public reporting mechanisms.
- 3- Community awareness organised into different themes: role of citizens, prevention of littering, plastic bag reduction and rural home composting.

Under this consultancy, the expert/firm will lead the implementation of the first two axis: design of the storage and collection plan, and capacity building. The design of the storage and collection plan shall be conducted using GIS data such as: street information, demographic data, land use, location of collection stations and collection frequencies. The expert/firm must therefore lead the data collection necessary for the design of implementation in coordination with the UoM and municipal personnel and the SW Task Force. As a result, the distribution of bins to be acquired shall match the waste generation needs as well as the current collection equipment (type of vehicles) available at each municipality.

Capacity Development shall be conceived in a learning-by-doing approach where municipal staff participate in the design of the collection scheme while receiving specific training. Training shall cover basic principles of municipal SWM, reduction of littering and plastic use, sorting and composting. In addition, capacity development shall revolve around the creation of a sustainable data collection mechanism and information management system. Having reliable data is a pre-requisite for public accountability, which will be one of the core principles of the implementation of this project.

- **Key responsibilities:**

The expert/firm will be responsible for leading the implementation of the SWM activities according to the following responsibilities:

1. Review the pre-existed reports and profiles produced by ACCD
2. Design GIS data collection in coordination with UoM Technical Unit and SW Task Force
3. Align his/her assignment with other pilot project activities of MASAR including coordination with short-term experts under the guidance of ACCD
4. Design storage and collection scheme including location of bins



5. Produce technical specifications of bins and assist ACCD in technical aspects of procurement
6. Build capacities of municipalities by conducting tailored training workshops and producing specific material
7. Design data collection scheme and public reporting mechanism in view of sustainability
8. Conduct workshops with mayors and municipal staff to monitor implementation
9. Meet with ACCD team to report on progress and challenges on regular basis
10. Draft written reports on activities as described in the ToR.

- **Main Activitiesⁱ**

Output 0: Inception Phase

Output 1: Design Storage and Collection Plan

Output 2: Capacity Development and Management Plan

Output 3: Installation of bins

Output 4: Final report

- **Expected deliverables:**

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

1. Implementation timeframe
2. Capacity-building programme
3. GIS maps of existing bins
4. New collection plan and distribution of bins
5. Technical specifications for procurement of bins
6. Training materials
7. Plan for data management system
8. Performance indicators scheme
9. SW online portal outline
10. Report on bins installation and GIS map
11. Reports on consultations and workshops



12. Final report

9. Maximum budget

EUR: 40.000 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

15 may 2021 (to be determined)

15. Implementation period of the tasks

20 weeks (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, 40.000 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 solid waste, environmental studies, bio-engineering or similar.

- Postgraduate studies in GIS will be an asset

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

- **Professional Experience:**

- Minimum of 8 years of experience in municipal solid waste management.

- Minimum of 5 years of experience working with local governments in North Lebanon and Akkar

- Extensive knowledge of Lebanese municipal context and development processes and institutions.

- Proficiency in report writing, case studies, and other related documentation.

- Having conducted at least two similar consultancies in Lebanon

- Experience in teaching, training for local governments will be valued.

- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender).

- Experience in conducting training and preparation of training materials/ curriculum.

- **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.



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 35.000 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