

# Employment Intensive Infrastructure Programme in Lebanon

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## Call for Proposal 001-2021

For the design and supervision of *“employment creation and enhanced agriculture productivity through construction and rehabilitation of farm infrastructure”*.

### 1 Background

The ILO, with funding from Germany through KfW Development Bank, is implementing the Lebanon Employment Intensive Infrastructure Programme (EIIP) as part of its response to the Syrian refugee crisis to create decent jobs for vulnerable Lebanese host community members and Syrian refugees and ease the strain on local infrastructure. The COVID-19 outbreak in combination with the economic crisis has impacted heavily the critical agro-food supply chain. The proposed intervention will support local farmers to reclaim land that has been unproductive and to increase yields, while at the same time generating short-term job opportunities for vulnerable Lebanese families and Syrian refugees.

### 2 Objective

ILO will engage an Implementing Partner (hereinafter referred to as “the IP”) to design and supervise agricultural infrastructure activities under the Employment Intensive Infrastructure Programme (EIIP)<sup>1</sup> to *“generate employment and enhance agriculture productivity through construction and rehabilitation of farm infrastructure”* hereinafter referred to as the “Project”. The work will be carried out in close collaboration with Green Plan<sup>2</sup>.

The proposed collaboration between ILO and Green Plan responds to the reduced livelihood and food security levels resulted from the Syrian crisis, the economic downturn and the COVID19 pandemic, and tackles its negative impact on the host communities, through the support to the agriculture infrastructure development in small mountainous exploitations, thus improving the agricultural productivity and the farmer's income in addition to the creation of employment opportunities for both host communities and displaced Syrians. It will secure soil and water conservation where natural resources are subject to overexploitation and degradation.

The project meets with the Strategy of the Ministry of Agriculture priorities through improving food security, rural development, and sustainable natural resource management, and the strategy of the Green Plan to assist poor farmers in deploying agriculture infrastructure.

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<sup>1</sup> EIIP is funded by Germany through the German Development Bank (KfW). EIIP has been implemented since 2017 and focuses on employment generation for Lebanese host communities and Syrian refugees through labour-intensive infrastructure development. EIIP Phase IV 2021-2022 includes an allocation of USD 4 million towards agricultural infrastructure interventions and job creation.

<sup>2</sup> Green Plan is a government investment instrument that was established under Law No. 13335, on 10 July 1963 as an autonomous authority under the Minister of Agriculture (MoA). The mandate of the GP is to study and execute land reclamation and agricultural development projects with a focus on supporting smallholders, particularly in hilly and deprived areas, covering all Lebanese regions.

The activity will generate green jobs through green works that contribute to environmental preservation and improvement, land reclamation and watershed management for enhanced agricultural and economic productivity. These activities will target vital agricultural infrastructure on private farm lands including terracing, retaining walls, irrigation networks and water cisterns, and two major watersheds to secure soil and water conservation where natural resources are subject to overexploitation and degradation.

## **Objectives**

The two immediate Project Objectives are to:

- 1) Enhance agricultural production and improve the livelihoods of small and medium farmer communities through land reclamation and water shed management.
- 2) Create job opportunities<sup>3</sup> in the agriculture sector.

The project will create new employment and income opportunities at different levels:

- Short-term construction work (e.g. construction of retaining walls and water reservoirs, etc.)
- Seasonal employment for agriculture workers
- Increased income for farmers as a result of higher productivity and production

## **Approach**

Two types of agriculture infrastructure activities are foreseen under this collaboration

- (1) Interventions with single farmers, in one to three clusters in each of the eight regions of the GP, targeting 400 small-scale farms (maximum of 16 clusters). Budget allocated to this activity is USD 2.4 million, with at least 35% earmarked for wages.
- (2) Rehabilitation of two watersheds at Bekaa North: Ras Baalbak watershed and Wadi al Al Karm - Wadi al Dabour (Hermel /Assi) by the Installation of hafeers, stone check dams, and gabions to reduce the flash flood. Budget allocated to this activity is USD 1.5 million, with at least 35% earmarked for wages.

Beneficiary farmers clusters under (1) will be identified by Green Plan database based on criteria developed by the ILO in consultation with Green Plan.

The IP will develop project designs both for individual farmers and for the proposed work on the two watersheds, in coordination with ILO and Green Plan. ILO will procure contractors for the actual works through competitive tendering process. The IP will supervise the works under the overall guidance of the ILO and in coordination with Green Plan regional staff. The work process and timeline is included in Annex 1 to this MoU.

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<sup>3</sup> The total investment will generate at least 150,000 worker-days for 3,750 beneficiaries working on average 40 days on the project, both Lebanese and Syrians, men and women.

### 3 Scope of work for the IP

The IP will have to cooperate with Green Plan in the implementation of the Project and adopt the ILO EIIP approach, with the aim to generate employment opportunities and improve livelihoods for farmers through development of sustainable farm infrastructure using cost effective local resource based technology and principles of decent work.

Activities for the IP include:

- The IP will propose an engagement mechanism for the collaboration with Green Plan, which will utilize Green Plan capacity to the maximum extent possible, including coordination at central level and technical support at regional level. See also Annex 1.
- The IP will physically visit and verify each applicant and collect further socio-economic data to confirm they meet the criteria and the final scope of work. The visit will reconfirm activities that can be included for each farmer. Each identified farmer will be entitled to an investment of up to a maximum of USD 6,000 (all costs included).
- The IP will in coordination with Green Plan identify scope of works within the two watersheds that can be undertaken through the project.
- The IP will be responsible for technical design, specifications and BoQ's for identified works (for private farms and watershed management works). This will be done in coordination with Green Plan where necessary.

***For farms (400):*** Designs would be rather simple and standardized for the farm infrastructure including small concrete water tanks, retaining walls and irrigation channels, etc.

***For watersheds (2):*** Interventions would be relatively simple and labour intensive, including contour stone walls, check dams, vegetation barriers, and potentially small earth dams etc. The main principle of flood risk management is to lower the peak flow rate of runoff water in the watershed. (Design should be done in coordination with Green Plan who have studied the watersheds and can provide technical input to the design, and facilitate any necessary licences).

- The IP will recommend to the ILO implementation and engagement modality for the work on private farms, e.g. through private contractors or local NGOs etc. (work on the two watersheds will be contracted to private contractors trained by the ILO)

ILO will based on this recommendation and technical input prepared by the IP prepare tender documents for the works. ILO will tender and award works to contractors or NGOs trained in labour-based technology (tenders will be packaged by District for the farm works and additional tenders for the watershed management activities)

- The IP will coordinate with Green Plan any necessary inter-ministerial coordination and will ensure all necessary licenses have been obtained ahead of works.
- The IP will be responsible for works supervision, in coordination with Green Plan and under the overall guidance of the ILO. (see 5 below)

## 4 IP Works Supervisory Tasks

- While the winning contractors/NGOs are responsible for managing the works, the IP will function as ILO’s technical consultant, providing oversight and ensuring technical quality and adherence to decent work principles etc. The ILO EIIP team will carry out spot checks.
- The ILO EIIP team will organize an upstart meeting with the IP and participating contractors, explaining the procedures, determine the activities, work plan and inputs, and procedure for worker registration and payment. ILO will in this meeting cover principles of decent work, labour management and OSH aspects including special COVID-19 health and safety requirements.
- The Contractor is responsible for registering each worker, to keep a daily muster roll and to ensure timely payment. Inspection and attendance records are to be kept and used to determine the actual amounts to be paid to each person. Duration of employment is in general 40 days and payments shall be made on a bi-weekly basis (or if agreed on a monthly basis).
- An inspection record and attendance record of the workers is to be submitted by the IP to the ILO on a monthly basis.

## 5 Proposed Input

Activity	Estimated no of days
Visit all 400 farmers to confirm scope of work and prepare reports to ILO incl. proposed intervention by farm and standard designs: 8 field staff	8 field staff x 1 month = 8 w/m
Design of intervention for two watersheds	2 tech staff x 1 month = 2 w/m
Supervision: 8 supervisors for farm works and 2 supervisors for watersheds	10 field staff x 12 months = 120 w/m
Operations and overhead	15-20%

## 6 Main Deliverables (to be detailed in the budget)

- Collaboration or coordination mechanism with Green Plan
- Confirmed selection of farmers (based on lists from Green Plan and criteria provided by ILO)
- Design, specifications and quantities for farm infrastructure (400 farmers) and recommended implementation strategy
- Design, specifications and quantities for watersheds (2 watersheds)
- Input during procurement process (pre-bid meetings)
- Monthly supervision monitoring reports
- M&E and Project Completion reports

## 7 Reporting, Coordination and timeline

The IP will work under the overall supervision of the EIIP CTA and shall coordinate closely with the EIIP focal point that will be assigned to support the work. An upstart meeting will be organised with ILO and Green Plan upon signature of the Implementation Agreement and again with Construction companies/NGOs once they are on-board.

The planning and design work will start immediately after signing the contract with the ILO (expected May 2021). The assignment shall span for a maximum of 18 months, see Annex 1.

## 8 IP Payment Schedule

The IP will propose payment plan. However, the following is a tentative plan:

- ILO will advance 10% of the total Implementation Agreement value based on submission and approval of the inception report, including detailed work plan and staffing plan and operational modality including any agreement with Green Plan.
- 2<sup>nd</sup> Payment will be linked to complete design for two watersheds 20%
- 3<sup>rd</sup> Payment will be linked to complete design of farm interventions 20%
- 4<sup>th</sup> & 5<sup>th</sup> Payments linked to quarterly progress of physical works 30% (15%+15%)
- 6<sup>th</sup> / Final Payment corresponding to 20% of the total IA amount paid upon successful completion of works to the ILO satisfaction.

All payment requests must be accompanied by signed progress reports and forecasts, including the expenditure report (ILO Template)

## 9 Quotation Submission & Qualification

The proposal shall include:

- Methodology describing all key activities including proposal for engagement with Green Plan. *The proposal may include observations on the proposed approach and assumptions.*
- Draft work plan with resources linked to the activities
- Detailed budget, showing detailed breakdown by activity and staff costs. Note that the Supervision component shall be included but budgeted separately since ILO may opt not to include this component in the IA.
- Financial management system
- M&E Framework for the assignment
- A resume of past work of similar nature and references, and CV including contacts for key staff for this assignment, address and date of birth;
- Assigned personnel must have a degree in Civil Engineering or Agricultural Engineering with knowledge and experience in working with government (e.g. MoA/Green Plan) and small holder farmers
- Legal registration documents.

- Certificates of previous project completion.

Quality of proposal, proposed input and cost and relevance of previous experience will be considered in selection of IP. Specific evaluation criteria are included in Annex 2. Outcome of preliminary discussions and negotiations with Green Plan will be taken into consideration. Contract will be negotiated with the most suitable bidder.

## 10 Bid Submission and Request for clarifications

All requests for clarifications must be submitted by email through [bey-procurement@ilo.org](mailto:bey-procurement@ilo.org) on or before **23 April 2021**.

The Deadline for bid submission is **6 May 2021 before 15:30** through [bey-procurement@ilo.org](mailto:bey-procurement@ilo.org).

- **Note:** *All Proposals received will be evaluated technically and financially between 19 & 22 May 2021. However, the decision and award of agreement will be declared to selected NGO as soon as the MoU between the ILO and GP is signed (expected before mid-May 2021).*

Annex 1 Work Process and Timeline

Annex 2 Evaluation Criteria

## Annex 1 Work Process and Timeline

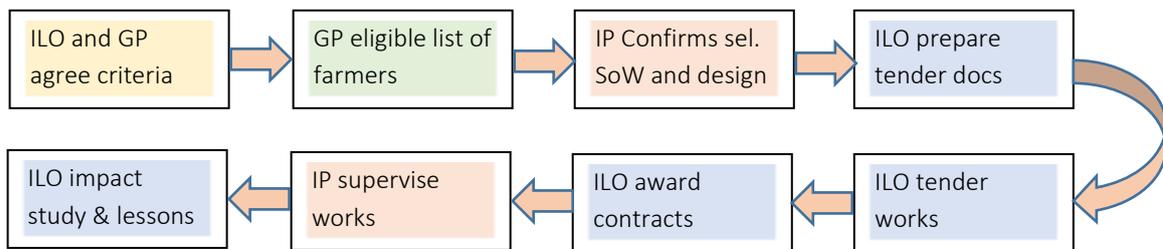
ILO will provide overall guidance and oversight for the project and procure all works. ILO will engage an Implementing Partner to support technical design and supervision. The Implementing Partner recruited by the ILO will collaborate with Green Plan, who is responsible for farmer selection and will to the extent their capacity allow provide coordination support at central level and technical support at regional level.

### Green Plan – tentative Project Engagement

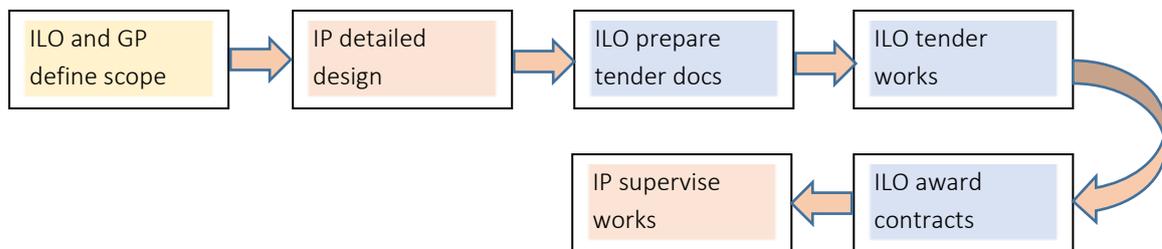
- Review and identify farmers based on criteria developed by the ILO
- Assist with identification and scope of works for watersheds
- Offer input to technical design and technical specifications
- Assist with inter-ministerial coordination and licenses
- Assist in regional coordination and works monitoring
- Involvement in Project communication, with farmers and external

### Process Flow

#### 1. Farm infrastructure



#### 2. Watershed Management



*Tentative time line overleaf*

## Timeline

Year	2021										2022				
Month	A	M	J	J	A	S	O	N	D	J	F	M	A	M	
Prep of MoU (ILO/GP)															
Prep of IA (ILO/IP)															
Criteria & process															
List of eligible farmers*															
Sel. SoW, design farms*															
Procurement for farms															
Implementation farms															
Scope watersheds															
Design & BoQ watersh.*															
Procurement watersh.															
Implement. Watersh.															

*\*these are time sensitive activities and must be completed as planned or the project may have to be reduced or cancelled.*

## Annex 2 IP Evaluation Criteria

Detailed evaluation criteria in the table below

Sector experience and technical expertise (35%)
<ul style="list-style-type: none"> <li>▪ Prospective partners are required to have the specific skills, sector specialists, knowledge and human resources. Including relevant references.</li> <li>▪ Capacity to work on many project sites simultaneously throughout the country</li> <li>▪ Proven experience in coordination with government, municipalities and farmers is required</li> </ul>
Project management (20%)
<ul style="list-style-type: none"> <li>▪ Ability to deliver project objectives, accountability mechanisms and sound financial management (proven external audit of partners' financial statement is an asset)</li> <li>▪ Coordination with agencies working under the same sector.</li> <li>▪ Capacity to deliver quality reporting and adhere to ILO reporting requirements</li> </ul>
Local experience, presence and geographical focus (20%)
<ul style="list-style-type: none"> <li>▪ Ongoing programme in the area of operation.</li> <li>▪ Local presence and ability to access all municipalities</li> <li>▪ Knowledge of the geographical location</li> </ul>
Partner's capacity to undertake procurement (10%)
<ul style="list-style-type: none"> <li>▪ The applicant must demonstrate proven experience to undertake procurement in line with ILO/ UN procurement guidelines</li> <li>▪ Functioning procurement unit in the country of operation.</li> <li>▪ Established effective internal-controls.</li> </ul>
Cost effectiveness (10%)
<ul style="list-style-type: none"> <li>▪ Level of administrative costs should not exceed 15% on the Project in relation to project deliverable.</li> <li>▪ Proposed budget will be assessed in comparison with ILO estimate.</li> <li>▪ Ability to receive and disburse funds in USD</li> </ul>
Experience working with ILO or UN (5%)
<ul style="list-style-type: none"> <li>▪ Global and/or local partnerships including knowledge of ILO policies, practices and programme, including an understanding of and ability to work within ILO's funding limitations and associated inherent risks is an asset. Commitment to ILO's core values and Age, Gender and Diversity approach is expected from all ILO partners</li> <li>▪ Participation in LCRP livelihoods and/or basic assistance coordination</li> </ul>