



SERVICE CONTRACT NOTICE

SERVICE CONTRACT ROAD SAFETY EXPERT/FIRM IN MENIEH

Location: Lebanon – Governorate of North Lebanon, UoM Menieh

1. Reference

TF-MADAD/2018/T04.136

2. Procedure

Single tender

3. Programme title

“MASAR for Local Governments: Maintaining Strength and Resilience for Local Governments”
funded by the MADAD EU Regional Trust Fund in Response to the Syrian crisis.

4. Financing

EUTF-MADAD

5. Contracting Authority

For indirect management: Agència Catalana de Cooperació al Desenvolupament

Nationality: Spanish

CONTRACT SPECIFICATION

6. Nature of contract

Global price contract

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, namely in the Unions of Municipalities of *Menieh* and *Oussat oua Sahil El Qaytaa*.

ACCD is implementing a pilot project to capacitate the local governments on Road Safety management and awareness including small infrastructure improvement.

The overall aim of this assignment is: to provide a full assessment of the status of the road network in Menieh and identify key activities for an action plan under MASAR. The action plan will follow the 5 “E” approach and therefore will combine: infrastructure work, capacity building for law enforcement at local level, and safety awareness for the community.



This assignment contributes to the implementation of the following activities:

- Evaluation of the existing Road Safety Management system within Menieh.
- Identify, in consultation with the UoM, the high-risk roads and the black spots and what could be the needed infrastructure work for improvement.
- Leading a stakeholders mapping on both national and local levels, identifying the key institutions involved in infrastructure works approvals as well as local actors relevant for project implementation.
- Developing comprehensive awareness materials for the different population categories.
- Developing training materials for Municipal Police (law enforcement).
- Develop an advocacy campaign action plan for the UoM and its municipalities.

Expected Deliverables:

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

1. Road Safety Audit Report and Improvement Plan.
2. Capacity needs assessment and programme
3. Validation Workshop report
4. Infrastructure improvement plan with technical specifications
5. Awareness programme outline
6. Road Safety action plan with estimated budget

8. Number and titles of lots

One lot only.

9. Maximum budget

In figures **11.500 Euros**

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 of January 2021 (tbd).

15. Implementation period of the tasks

Approximately 5 weeks (tbd by the Tender).

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.

Economic, technical and professional capacity of the tenderer

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

1. Education:
 - Higher education degree (Masters level) in Engineering or postgraduate degree in Traffic Engineering or Road Safety Management.
2. Professional Experience:
 - At least 8 years of experience as a Traffic Engineer managing the road safety issues



and/or establishing traffic management and road safety units;

- Sound in-depth knowledge of global findings and directions in road safety strategies and action management, particularly in the engineering, regulatory, enforcement, monitoring and evaluation, costing, planning, education, communication and advocacy aspects;
- Extensive knowledge with Lebanese municipal context and development processes and institutions;
- Experience in designing Road Safety interventions for local governments in Lebanon
- Proficiency in report writing, compiling action plans and related documentation;
- Conducted at least three similar consultancies, preferably in Lebanon;
- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
- Experience in conducting training and preparation of training materials/ curriculum;
 - Proficiency in English and Arabic.

3. 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.

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 either allowed to refer 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 global-price 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

The contract will be awarded to the tenderer with the highest score (100 points maximum) according to the following criteria:

- Technical offer + assessment of candidate's CV / expertise + sample reports: 80%
- Financial offer: 20%

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 Service Tender Submission Form for Single Tender 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.

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