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EU REGIONAL TRUST FUND 'MADAD'

الصندوق الاستئماني الأوروبي 'مدد'



6984

## Terms of Reference

### Consultancy for the Equipping of a Well and Pumping Station in Baaloul – West Bekaa

#### Introduction

A consortium comprised of the Norwegian Refugee Council (NRC) as the lead, in partnership with Gruppo di Volontariato Civile (GVC), OXFAM and World Vision (WV) has been formed to provide support to the vulnerable communities of several municipalities of the Bekaa region. The consortium will work together in close collaboration, using complementary skills and expertise in the planned sector of intervention. The proposed project will build on the experiences and lessons learned throughout the partners' related activities in the region. The consortium's overall goal is to contribute to the effective and sustainable multi-level water governance in crisis affected Lebanon. Through well-defined activities, the consortium members aim to promote sustainable water services and provide an enabling environment that improves living conditions of vulnerable Lebanese and Syrian refugee communities.

Following consultations and discussions with the Bekaa Water Establishment (BWE) and Ministry of Energy and Water (MoEW) on requirements to improve the water supply and management in the Bekaa region, and as a part of this consortium and under the project "Water, Sanitation and Hygiene (WASH) programme for Syrian refugees and Lebanese host communities" funded by the European Union MADAD Trust Fund, World Vision will undertake several infrastructure works in the Bekaa. In particular, World Vision will be in charge of equipping a well and pumping station in Baaloul – West Bekaa. The well has already been drilled and a pumping test has been carried out.

#### Overall Objective

World Vision is seeking the services of a professional design / supervision consultant with substantial experience in design, tendering and supervision of civil and electromechanical engineering projects.

#### Purpose

The purpose of this contract is to hire a consultant to support World Vision in the design and supervision of equipping a well in Baaloul. The consultant shall provide engineering services as detailed in the below purpose:

1. Assess the current situation of the newly drilled well in Baaloul (See *location of the well in Annex A*)
2. Design the project including detailed electro-mechanical study, design drawings (civil and electro-mechanical), technical specifications, BOQ, and detailed cost estimate
3. Supervise the construction work



## Design Phase

The design phase of equipping a well in Baaloul encompasses the design of the following:

- Pumps that need to be supplied and installed (*a pumping test has already been carried out*)
- Valves and hydraulic accessories that are required to fit the new system
- Electrical equipment including cables, control panels, transformers, stand-by generators and the subscription to EDL
- Piping system, flowmeters water level monitoring (piezometers), electrical panels and fixtures, emergency power units, as well as all necessary electrical, mechanical, instrumentation, and control details to be included in the design
- Finishing works of the existing electromechanical and chlorination room such as block works, plastering, tiling, painting, electrical and mechanical works
- Any other works deemed necessary

## Tender Phase

The tender phase of this project includes the following:

- The detailed design of the items described in the above section including design drawings for the electromechanical and civil works
- The preparation of the complete technical specifications including the details of all materials and execution works, as well as the details for procuring and installing the equipment needed for the works. The implementation details which are not reflected in the execution drawings should be explained in the technical specifications. Whenever special methods are needed for a precise and correct execution of the works, the Consultant shall prepare them according to approved international standards.
- The Consultant shall estimate the work quantity for each of the project components according to the most suitable work breakdown structure in order to allow the prospective bidder (Contractor) to determine a competitive unit price and estimate of the total construction cost. A preamble to the BOQ shall be prepared to explain the items mentioned in the BOQ. The Consultant should also prepare a cost estimate

## Supervision Phase

The Consultant is expected to provide technical assistance in the form of site supervision and contract administration during the construction period of the assigned supervision contract and shall include the following:

- Review the Contractor's work program for compliance with major planning standards and techniques
- Ensure that the project is planned and implemented effectively
- Identify potential problem areas and obstacles that may affect the works and progress, and recommend appropriate actions
- Monitor construction progress to ensure compliance with the agreed construction schedules and propose measures to expedite implementation. Weekly site visits are required (up to 5 visits per month) to enable the Consultant to follow up on the construction work



- Approve the materials supplied by the Contractor, based on the specifications
- Approve the as-built drawings prepared by the Contractor during construction
- Approve the operation and maintenance manuals prepared by the Contractor during construction
- Supervise the commissioning of the works and handover to the BWE
- Sign off provisional and final taking-over certificates and prepare contract closure

## Deliverables

- **Draft design and tender documents:** The Consultant is expected to submit the draft design (including electro-mechanical and civil works design drawings and report) and tender documents within 2 weeks from the signature of the contract (including general and particular specifications, BOQ, cost estimate) in two (2) hardcopies and one (1) electronic copy
- **Final design and tender documents:** After receiving feedback, the Consultant is expected to submit the final design (including electro-mechanical and civil works design drawings and report) and tender documents within 1 week (including general and particular specifications, BOQ, and cost estimate) in two (2) hardcopies and one (1) electronic copy
- **Completion report:** This report shall be submitted to the World Vision advisor, after the completion of the construction and supervision works, describing in detail the final taking-over and the time of issuing the completion certificate. The other chapters of this report will be documenting the entire aspects of the administrative closure and project completion in two (2) hardcopies and one (1) electronic copy

## Logistics and Timing

Location: Baaloul – West Bekaa

All bidders are requested to attend a site visit to ensure familiarity with the conditions of work and the site. Interested candidates are to liaise with the World Vision Procurement Department via telephone (04-401-980/1/3 Ext. 1087) or email (LBN\_Procurement@wvi.org)

## Period of Implementation of Tasks

- Tentative start date: October 29, 2018
- 3 weeks for design, after the signature of the contract
- 2 months for supervision, in parallel with the works of the Contractor

## Payment Terms

- All invoices and other necessary documents shall be sent to World Vision Procurement Department
- The first payment will be made after the execution of the final design and tender documents, while the second at the end of the construction and supervision works, provided that WVVL has received an appropriate original invoice from the Consultant along with a Technical / Handover Report from the WVVL representative and a provisional handing over from BWE stating that the Contractor has fulfilled his duties, in alignment with the specifications and the quality of the agreed upon deliverables. Each payment will be made in full within a period of one month from the date of submitting the invoice



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## Monitoring and Evaluation

The Contractor's work will be measured in line with the following standard indicators:

- Time: Adhering to the agreed-upon schedule/work plan for each deliverable
- Quality: Adhering to the minimum professional standard and of quality for each deliverable

## Submission of Sealed Bids

Offers must be submitted in 3 (three) separately sealed envelopes as follows:

- 1 (one) sealed envelope containing Administrative part of the offer
- 1 (one) sealed envelope containing Technical part of the offer
- 1 (one) sealed envelope containing Financial part of the offer

## Content of Administrative Packet

No financial information should be included in the Administrative Offer. Failure to comply may risk disqualification. The administrative offer should include:

- Consultant profile, including legal registration documents
- Certificate of registration at the Ministry of Finance and VAT, if available
- Classification of Consultant, if available
- List of similar works performed in the last 5 years with their corresponding amounts, in addition to work completion certificates
- Previous experience with UN agencies or other international NGOs, if available
- Names and CVs of key personnel proposed for the implementation of the consultancy. Any change of names will require formal approval from World Vision
- Any other information considered useful

## Content of Technical Packet

No financial information should be included in the Technical Offer. Failure to comply may risk disqualification. The technical offer should include:

- Terms of Reference (ToR), signed and stamped
- Detailed work plan, including delivery date of each deliverable
- Method statement for each deliverable
- Any other information considered useful

## Content of Financial Packet

- The currency for the bid shall be in US Dollars
- Items against which no rate or price is entered by the Bidder will not be paid for if executed, and shall be deemed covered by the other rates and prices



- All duties, taxes (except the VAT) and other levies payable by the Bidder under the Contract, or for any other cause, as of the date of the deadline for submission of bids, shall be included in the rates and prices
- Any other expense such as insurance, transportation, or phone bills should also be included in the above rates and prices. No additional expenses will be covered
- The bid shall be for the works specified under **Deliverables**, and shall be broken down as follows:

Item	Price (USD)
Draft design, as per section Deliverables	
Final design, as per section Deliverables	
Weekly supervision, up to 5 site visits per month	
Completion report, as per section Deliverables	
<b>Total</b>	
<b>VAT</b>	
<b>Total (with VAT)</b>	



# Annex A

Well to be equipped

## Legend

• Baaloul

Well to be Equipped

Baaloul

Existing Reservoir

Google Earth

Image © 2018 CNES / Airbus  
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1000 ft

