UNICEF Lebanon Terms of reference (TOR) for
Provision of Engineering Consulting Services

PROJECT/ASSIGNMENT TITLE:

Provision of Engineering Consultancy (WASH projects pre-design assessments & studies, project designs and tender packages, and supervision, monitoring and reporting during implementation).

Objectives:

UNICEF requires the services of an engineering consultancy firm(s) to provide the following engineering services, for the WASH Programme in support of the MoEW and Water Establishments throughout Lebanon:

Through the services of the engineering firm(s), UNICEF will support the MoEW in developing project design for implementation, through:

1. UNICEF direct implementation, or
2. MoEW through WASH Sector partners of direct implementation by MoEW.

The engineering firms(s) shall:

1. Validate, prepare, review and adjust, as on as needed basis, water and sanitation project designs, and tender documents (including tender and contract documents (specifications, Bill of Quantities (BoQ's), as required by the Ministry of Energy and Water - MoEW and Water Establishments (Beqaa - BWE, North Lebanon- NLWE, Beirut & Mount Lebanon- BMLWE and South Lebanon- SLWE) and Municipalities.
2. Validate, prepare, review and adjust, as on as needed basis, water and sanitation project designs, and tender documents (including tender documents (specifications, Bill of Quantities (BoQ's), Prepare, as need be and upon UNICEF WASH section request, tender and contractual documents (specifications, BoQ's, contractual documents) of water and sanitation projects requested by the Ministry of Energy and Water- MoEW, the 4 Water Establishments- WEs (Beqaa- BWE, North Lebanon- NLWE, Beirut & Mount Lebanon- BMLWE and South Lebanon- SLWE) and Municipalities.
3. Advise UNICEF WASH Programme on project feasibility, priority and relevance of all stabilization projects
4. Work closely with UNICEF WASH and Supply sections to launch and conduct the bidding process including submitted bids' technical analysis and selection of successful bidders.
5. Work closely with UNICEF WASH and Supply sections and with respective Clients (MoEW, BWE, NLWE, BMLWE, SLWE and Municipalities) to finalize works implementation plans and schedules to be included in the contract
6. Advise UNICEF on finalization of contract including clauses that are relevant to the works following best engineering practice
7. Work closely with UNICEF WASH and Supply sections and with respective Clients

(MoEW, BWE, NLWE, BMLWE, SLWE and Municipalities) to supervise and monitor closely, from project start to final official handing over to Client (MoEW, WEs or municipalities), the timely implementation of projects ensuring that the quality of the works delivered matches the specifications and quantities mentioned in the signed Tender and Contractual documents.

Background

UNICEF WASH Programme has been scaled up in response to the Syrian crisis, providing support and services to both refugees and host Lebanese communities bearing the greatest burden of impact of the Syria Crisis on Lebanon.

WASH Programmes' are being formulated and delivered within the framework of the Humanitarian Regional Response Programme to the Syrian Crisis and also shaped by the emerging Stabilization Programme led by the Government of Lebanon with World Bank, EU & UN support. UNICEF performs sector coordination roles in both the Humanitarian and Stabilization domains, providing senior technical advisors to Co-Lead Humanitarian Partners with UNHCR and support to the Stabilization WASH sector review together with the World Bank.

Humanitarian WASH services are provided with the primary purpose of satisfying vital needs (water), dignity (sanitation) and prevention of public health risks (hygiene). These three components factored into humanitarian emergency response make WASH activities complementary to the wider scope of protection for the most vulnerable

WASH stabilization measures are being planned to restore/ strengthen pre-Syria Crisis levels of public water access, sanitation and hygiene services in those most impoverished Lebanese communities, and to stem further environmental damage caused by poor water supply and wastewater disposal practices, both of which are compounded by underlying capacity and institutional reform weaknesses. Central and local government partnerships have been long established with the Ministry of Energy and Water and all Water Establishments which manage water and wastewater services and municipalities as well in the areas most directly affected by the Syrian refugee influx.

As water and wastewater projects are considered one of the priorities in UNICEF WASH program of interventions given the loose hygiene standards and the non-effective and expensive systems in place, detailed needs assessments are on-going at the MoEW, Water Establishments and Municipalities level to determine an appropriate mix of urgent Stabilization response and medium term capacity building measures to be implemented with UNICEF support under the supervision of respective WASH sector partners. Carefully targeted support, in capacity development, technical innovation and institutional reform processes, aims to bridge humanitarian assistance with longer term development objectives to foster more sustainable resource management and practices.

In view of forthcoming assessments, led by UNICEF, to provide further directions for Stabilization in 2017 and beyond, of critical importance for the success of stabilization is the mobilization and empowerment of all concerned stakeholders to better manage water supply and wastewater disposal which has become crucial with the additional load resulting from the Syrian refugees influx and presence in the most vulnerable localities in Lebanon.

Purpose of Assignment and Scope of work:

The Consulting firm(s) will meet and coordinate closely with UNICEF WASH, with advisors/directors/mayors and engineers at MoEW, WE's and Municipalities, and conducting field visits, as need be, to assess and validate the relevance and need for the requested projects and prepare preliminary assessments to advise UNICEF projects selection before finalizing the review and/or preparation of selected projects' corresponding tender documents (specifications, BoQ's and contractual documents).

This will include the preparation of feasibility studies or preliminary assessments as a prelude to the development of full documentation for project selected by UNICEF for further development and possible implementation either directly by UNICEF or by MoEW. In determining the feasibility of any particular study, the consulting firm shall investigate all matters relating to the constructability of a project including informing UNICEF of any land tenure issues that require appropriation or easement creation by the responsible Authorities.

Preliminary assessments shall include all relevant technical and geographically specific data, including but not limited to the Vulnerability, demographics (Lebanese and Syrian population numbers), land tenure constraints, project technical information including budgetary estimation and likely project duration.

Projects that are deemed to satisfy the objectives of UNICEF will then be selected for full tender preparation.

The consulting firm(s) will prepare all the necessary technical documentation necessary for bidding, including rated and unrated Bills of quantities, specifications and designs.

The consulting firm(s) may also be required to provide full supervision, monitoring and reporting during the construction of projects that are tendered by UNICEF (UNICEF direct implementation).

Such supervisory engagements will include all necessary consultations and liaisons with Municipal, Establishment and or Ministry Authorities, prior to construction commencement. The supervisory role will include attendance at project kick-off meetings with UNICEF and the successful bidders. Full supervision, oversight, quality assurance and full reporting will be required during the construction phase, with the engineering firms leading on commissioning and handover formalities to the relevant Authorities.

All works undertaken by the engineering firm(s) shall be in close coordination with UNICEF WASH staff in Beirut Office and Field Offices and with concerned stakeholders (MoEW, WE's and Municipalities)

The Consulting firm will be reporting to the Chief of WASH Programmes' in Beirut and UNICEF WASH Experts in the Field Offices to update them on the progress of works and key achievements and will also be holding regular coordination meetings with them as well as with engineers at MoEW, WE's and Municipalities and the Chief of Field Office and/or Chief of

WASH Programmes' to monitor projects' timely implementation and compliance with standards, quantities and specifications.

The consulting firm will primarily support UNICEF and its stakeholders in assessing, validating, and designing and implementing water and sanitation projects following the best standards and practices of the trade taking into consideration national and regional master plans, national strategies and standards, national and/or international building regulations and codes as applicable and existing infrastructure, local capacity and context.

Deliverables

1. Prepare preliminary assessment and support UNICEF WASH section in the validation and selection of the relevant water and sanitation projects from the lists of projects requested by MoEW, WE's and municipalities;

In preparation of the preliminary assessments the following mandatory requirements shall be included:

a) Population numbers, including Lebanese, Syrian, & Palestinian
b) Potential beneficiaries resulting – directly and indirectly
c) Vulnerability Ranking (251) including poverty analysis
d) Network Length estimation, including diameters of mains and secondary lines
e) Corresponding requirement for additional reservoir needs and capacity (m3), and or new well installations.
f) Cost Estimation of network and reservoirs and wells (if required)
g) Project duration estimates (Network and Reservoirs (if required)
h) Network Criticality for both the population served, and for the needs of the Establishment. Project connectivity in relation to broader plans for Establishments' needs and plans should be considered and highlighted.
i) Constraints – highlight to UNICEF any land appropriation issues that may delay deliver of assessments, designs or the delivery of projects.
j) Confirmation of the appropriateness of the project and possibility of the execution
k) Confirmation of the Land ownership

2. Prepare and review full project design (specifications, BoQ's and drawings, and Contract Conditions) of the selected projects for implementation directly by MoEW (Documents required for implementation by MoEW shall be in Arabic)
3. Prepare and review full project design (specifications, BoQ's and drawings,) of the selected projects for implementation directly by UNICEF (Documents required for implementation by UNICEF shall be in English). In preparation of the tender document the following mandatory requirements shall be included:

a) Technical Specification document
b) Project preamble & Bill of quantities
c) Project drawings

4. Assist UNICEF WASH and Supply Sections in the preparation of technical criteria for the RFP/ITB.
5. Assist WASH and Supply Sections with technical evaluations for submission received in response to UNICEF RFP/ITB.

sections on selection of best bidder

6. In close coordination with UNICEF WASH, Municipalities, WE and MoEW, provide full supervision, monitoring, and oversight and quality assurance during project construction. Monthly report by the firms will be used by UNICEF to validate contractor's claims for progress (payment).
7. Validate and approve contractors as-built drawings and documentation, prepare and package Commissioning and handover Packages (4 sets) to MoEW and or WE, on behalf for UNICEF. Commissioning and handover packages shall be in soft and hard copies.
8. Undertake regular visits to project sites and monitor timely implementation and compliance of implemented works with the set standards, specifications, BoQ's and UNICEF contractual clauses.
9. Communicate with UNICEF WASH section and central and local counterpart authorities at MoEW, WE's and Municipalities, as need be, on project implementation and effectiveness. All communication to all external stakeholders shall be regularly informed to UNICEF
10. Act as a point of reference for reporting all ongoing issues related to the project, to UNICEF WASH section at Beirut office and Field offices as well.
11. Produce a bi-weekly report with key developments on the ground.
12. Develop recommendations for risk management and troubleshooting during the works implementation period
13. Produce a project closure final report for each project upon project completion and handing over, attend and support in project inaugurations for projects nominated by UNICEF.

14 Quantum verification – As built measures. On occasion, it may be necessary for UNICEF to undertake a re-measure of a project or components of a project, where major discrepancies occur during the construction of a project, resulting in contractual claims or cost variation request by Contractors. In such cases, the engineering firm may be request to undertake a re-measure and confirm quantities and compare against BoQ (tender), using the contractors validated as built drawings.

Methodology:

1. Conduct Preliminary assessment of projects requested by UNICEF.
2. Review/Prepare tender documents (specifications, BoQ's, sketches, drawings) of selected projects.
3. Provide support to Supply section to finalize the Bid documents;
4. Provide technical support to WASH & Supply sections in pre-bid meetings and site visits; Prepare technical analysis of bids submitted by suppliers/contractors participating to Bids;
5. Provide technical support to WASH Experts in finalizing with WE's the projects' schedules submitted by the successful bidder;

6. Provide assistance to supply section in finalizing contracts to be signed by successful bidders;
7. Monitor closely project implementation (reporting any prospective delay, defect, discrepancy with specification, BoQ's, drawings, etc., recommending remedial actions) to WASH team to ensure timely handing over of projects in compliance with contract documents;
8. Attendance at weekly meeting with UNICEF staff in Beirut
9. Attendance at meetings with UNICEF staff at all key stakeholder meetings.
10. Minute and record any meeting held with key stakeholder where UNICEF is not present.
11. Seek and take written instruction only from UNICEF on all matters relating to requests, discussions or instruction from key stakeholders.
12. Ensure official and timely submission of commissioning and hand-over documentation to key stakeholders (MoEW, WE's and Municipalities as necessary)
13. Provide and maintain accurate database in soft copy format (excel) on all assignments, studies, designs, projects completed, including all pertinent data relating to each project (demographics, cost durations), status of design production (in process completed, ready to tender, transmitted to Stakeholders)

Responsibilities

The Consulting firm(s) will assess, validate, review or prepare and finalize all selected water and sanitation projects (refer to attached table for projects types and categories), in close coordination with UNICEF WASH team in Beirut and Field Offices.

The Consulting firm(s) will meet with advisors/directors/mayors and engineers at MoEW, WE's and Municipalities to review existing Tender Documents or prepare tender documents (specifications, BoQ's, contractual documents, work plans and schedules, etc.)

The Consulting firm will work closely with WASH and Supply sections in Beirut office on the preparation and finalization of the bid/request for supplies and the technical bid analysis

The Consulting firm will also work closely with UNICEF WASH section and the successful bidder on the project delivery and finalization of a work plan for the delivery, installation and implementation, as applicable of supplies/equipment/infrastructure projects.

The Consulting firm will verify the contractor invoice for compliance based on the agreed deliverable prior to the payment.

Reporting requirements

1. Bi-Weekly progress reports in English. Including database of project design and status.
2. Coordination meeting minutes in English within 3 working days after the meeting
3. Field visit monitoring reports in English within 3 working days after the visit.
4. Monthly Progress Reports for Construction Supervision engagements. Required within 7

days following the end of month.

5. Final Progress report (project completion report) required with 7 days of project commissioning and handover.

Qualifications

- Classified as 3 and 4 stars by the CDR or proof of equivalence.
- Duly registered as an Engineering Consultancy firm in Lebanon. Relevant and appropriate Works Classification with applicable Ministries and Councils (MoEW, MoE, MoPW, CDR) Bidders must provide true copies of their legal documents and valid public liability and professional indemnity insurances.

Proposals:

Proposals will be evaluated against the below criteria. All technical evaluation criteria need to be supported with evidence.

1. Methodology presented by the bidder to execute the works and understanding of UNICEF requirements in the RFP. (15 points)
2. Ten years minimum experience in similar consultancies (10 Points- 5 points for the first 10 years, one point for each additional year)
3. Proof of expertise and current reference letters in English from Ministries (MoEW / MoPW) and / or Water Establishment (s) for similar projects Proof of such experience within each Establishment jurisdiction is required. (20 Points; 4 points per letter)
4. The firm's capacity to undertake multiple concurrent assignment both in design and supervision. (10 points)

CV's of key personnel to be allocated to projects to be submitted. All allocated personnel shall possess current and relevant experience. All personnel nominate shall be staff currently in the employ of the consulting firms (Official proofs must be submitted such as NSSF, etc). The firm shall provide a full listing of technical and supervisory staff. The firm's capacity to undertake multiple concurrent assignment both in design and supervision will need to be evidenced.

5. Experience with international organizations, UN Agencies is an asset (5 points- 2.5 points for each contract) (copies of previous contracts with UN agencies to be provided).

TOTAL 60 Points for the technical evaluation and 40 points for the financial evaluation. Technical passing grade of 42/60.

Expected Budget for the Project and Terms of Payment:

Payments will be made upon completion of task(s) and evaluation of performance and approval of works delivered to UNICEF in accordance with the signed PO (purchase order) using the figures presented in the submitted LTA consultancy fees table. Payments shall be via bank transfers to Engineering Consultancy Firm's account.

Timing/Duration of Contract: Three years initial term extendable by an additional two years term.

Duty Station: Lebanon

Administrative issue

Progress meetings will be held weekly at UNICEF Office in Beirut.
Progress meetings will be held, as need be, at UNICEF Field Offices.
Other working sessions will be held, as need be, at UNICEF Beirut and Field Offices and at counterparts and stakeholders' offices (MEW, WE's, Municipalities) and partners' offices (WB, EU, other donors offices in Lebanon).
A minimum of 3 companies will be selected. According to UNICEF supply manual the selection of service provider will be based on "the lowest if available"

Conditions

1. One or more Consultancy firm(s) may be selected to carry out, with one or more stakeholder (MoEW, WE's, Municipalities), the design and/or supervision of WASH projects selected by UNICEF.