

# Terms of Reference

## Engineering Consultancy Services – Cash For Work project in Lebanon

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has three offices spread throughout Lebanon in, Beirut, the Bekaa and North (Halba). For further information about DRC, please refer to our website: <https://drc.ngo/>

### Objectives:

In the framework of the LINKED program – a multi-year Economic Recovery initiative implemented by a Consortium composed by DRC, Mercy Corps, Oxfam and Al Majmoua – DRC is seeking **an Engineering consultancy firm** to support the design, preparation and rolling out of the Cash for Work (CFW) projects.

Under LINKED, 21 quick-impact CFW projects will be implemented within the selected municipalities in the Mount Lebanon and Bekaa governorates as well as in the T5 area in the North, with the following two objectives: 1) to support vulnerable individuals to generate immediate income and 2) to support the local development plans of the municipalities of intervention through public works. Each CFW project will be implemented within the selected municipalities and have the potential to deliver relevant public services and complement longer-term development activities (e.g. contributing to local development plans, environmental management, rehabilitating economic related infrastructures, etc.). Furthermore, each CFW will be implemented according to the following features:

- they are labor intensive and they shall indicatively employ 25 unskilled and 2 skilled beneficiaries;
- there is 1 specific BOQ per project (done by the Engineering consultancy firm);
- there is 1 foreman per each project;
- the available budget for tools and materials necessary for the implementation of the works is approximately 21,000 USD.

## Annex C

The Engineering consultancy firm will be assessing the feasibility of proposed CfW projects by the municipalities, estimate the labor intensity of each CfW project suggested and their feasibility by unskilled labour (with few skilled and a foreman present on daily basis at each CfW site). The consultancy firm will also provide a step-by-step roadmap of works and tasks for each selected CfW project and detailed BOQs, and brief the foremen and the LINKED teams accordingly.

### **Responsibilities:**

Once CFW priority projects have been suggested by the municipalities, and confirmed by the communities, always in coordination with the LINKED teams, the engineering consultancy firm will be responsible for the full design of each CFW project, with an optimization the labor content, according to the resources available, the specific conditions, and the needs of each municipality. The engineering consultancy firm will be responsible for the specific following tasks under the LINKED consortium management unit:

#### **Technical specifications for CfW projects:**

The engineering consultancy firm will develop a BOQ (bill of quantities) for each CfW project (21 in total, in 3 different governorates), taking into account the budget available, the labor intensity needed and feasibility with partly unskilled workers, and environmental safeguards. Each BoQ item should include at least the following information:

- Technical standard (to be achieved and controlled)
- Work method (to be applied for each item, e.g. use of labor-based method)
- Quality control (standard with tolerances, checking method)
- Measurement (unit, method and time)
- Cost (description of what is included in the CfW project costs)

#### **Developing a work plan**

The work plan should provide information about the expected duration of each cash-for-work project, all the steps to be taken to deliver the project, what activities will take place (week by week), monthly materials/tools requirements and labor requirements.

#### **Monitoring and evaluation of the CfW project as per the BOQs**

The engineering firm will brief each foreman responsible for each CfW project about the BOQs and the work plan. The engineering firm will operate spot checks as needed per CfW project mid-day through its implementation to check whether it is in line with the BOQs set. The engineering will also conduct an evaluation visit at the completion of each CfW project to ascertain its quality completion and provide a handover brief.

#### **Listed below are two key aspects to optimizing labor content to consider:**

- Designs and materials: Choose designs and materials that are more labor-intensive, e.g. retaining walls using stones or gabions rather than conventional concrete or using cobblestone pavement rather than asphalt.

Annex C

- Specifications and work methods: Lay down the specific employment-intensive technologies and methods that are to be used through technical specifications in the BOQs developed by the consultancy firm.

**Deliverables:**

The consultancy work is expected to start in April 2021 and is expected to organize the work of 21 projects across the entire duration of the LINKED program (CFW projects are expected to be implemented *between (April 2021 and July 2022)*, with each CFW project lasting around 40 working days (Monday to Friday, with some flexibility in case of delays).

- BOQ and workplan for each CFW project according to the technical specifications listed above
- Technical and quality check framework for each project to support the procurement of equipment and materials
- Final report for each CFW project, including evaluation

**Sample workplan design and stages (per project):**

Stage #	Role	Phase
1	Consultant	Site Survey & Preliminary design
2	Consultant	Detailed design and BoQ
3	Linked program + Consultant	Quality & Technical guidance on the tender evaluation for tools and materials lead by the Linked program
4	Consultant	Monitoring / follow-up Visits (provide costs per visit)
5	Consultant	Completion of works / Handover

**Documents to be submitted**

- A **technical proposal**, reflecting the timeframes required as per the above phases outlined in the consultants own words on the above phases and objectives, tasks and methodology. The proposal should mention consultant’s previous relevant experience on similar assignments and/ or experience with NGO’s for Cfw projects and include commitment to availability for the duration of the assignment and during the identified timeframe (*April 2021 and July 2022*). There is no minimum or maximum length for the technical proposal, but sufficient detail and clarity are required. Bidders may be asked to provide additional information at the proposal assessment stage.

## Annex C

- Company registration in the Ministry of Finance and Registration at the orders of Engineers
- Updated company profile and CVs for the key personnel / engineers.
- A **financial proposal "Annex F"** showing financial information to the above table, daily rates, design per project stages, supplier can provide additional information or clarification of prices (breakdown) in the financial form.
- Annex A: Supplier code of conduct signed and stamped
- Annex B: Tender and Contract Award Acknowledge Certificate
- Annex C: ToR signed and stamped
- Annex D: Supplier registration form signed and stamped
- Annex E: General Conditions of Contract, signed and stamped

## Experience and technical competencies:

- At least 6 years of experience in designing and supervising public infrastructure works, and/or cash-for-work
- Technical capacity in the firm to deploy surveyors and engineers in the three different program's locations
- Experience and expertise in employment intensive works in domains such as civil engineering, for both light and heavy works; electrical engineering; architectural Engineering; site surveyors; mechanical engineering; renewable energy engineers
- Ability to develop BOQs and timeframes and to brief implementers on them

## Education: (include certificates, licenses etc.)

- Higher Education in relevant fields. A postgraduate degree or advanced professional qualification in statistics, demographics, public health, or international development (preferable)

## Languages:

Full proficiency in spoken and written English and Arabic.

## Key stakeholders: (internal and external)

- LINKED Consortium Management Unit
- Program teams in each area (specifically CFW teams)
- Municipalities in each implementation area

## Location:

Based on the above timeframe for outputs and deliverables table, the consultant will be executing his/her tasks supporting the LINKED teams in T5, Mount Lebanon and Bekaa (with specific locations and municipalities to be communicated later one), Lebanon. If for any Covid-19 related issues, or any other contextual issues affecting the ordinary movements from one locations to another, the consultancy firm will be requested to perform the tasks remotely.

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