

Date: Apr 20, 2023

Terms of Reference: Consultant for Design and Specification for Indoor Training Space

ABOUT INJAZ LEBANON

INJAZ Lebanon (IL) is a nonprofit non-governmental educational organization dedicated to educating youth about work readiness, entrepreneurship and financial literacy through experiential hands-on programs that help inspire a culture of entrepreneurialism and business innovation among youth in Lebanon. INJAZ Lebanon is an affiliate of INJAZ AL-ARAB and JA Worldwide, one of the world's largest and most-impactful youth-serving NGOs.

ABOUT PCL

The current multiple crises in Lebanon lead to increasing tensions between Syrian refugees and host communities and potentially more conflicts. The PCL project seeks to improve the peaceful coexistence between Syrian refugees and Lebanese communities. Several municipalities in North Lebanon and Akkar will benefit from participatory needs assessment processes and local initiatives targeting refugees and host communities alike. Initiatives might improve living conditions or address peace needs directly with the capacities and competencies of local actors to participate in and lead participatory processes will be strengthened. The project is implemented by GIZ on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Overview

INJAZ Lebanon seeks the services of a qualified consultant to provide the design and specifications for work & equipment needed to prepare existing interior spaces, located in North Lebanon | Minieh area, and Akkar to become a multipurpose training and workshop space for use by the community around it. The spaces are currently in use and need some minor rehabilitation work as well as proper space allocation to allow the convenient use and maintain the exchange during the different types of training & activities that will take place there. The spaces can accommodate up to 25 participants and will be used for training workshops, seminars, lectures, and cultural events as shown below.

Objectives

The primary objective of this consultancy is to provide recommendations, a proposed design as well as equipment specifications and works needed to prepare the existing space based on the recommendations of the community working group in their preliminary requirements for the spaces' function. Also, we are looking for a design concept that is creative, workable, and meets the functional, aesthetic, and sustainability requirements of the space, taking into account the following:

Scope of work:

The consultant will be responsible for providing design and specification recommendations for equipment and works needed to prepare the space for increased community use. Specifically, the consultant will be responsible for the following:

1. **Site visit:** Conduct a site visit to the community centers to evaluate the existing infrastructure and assess the needed intervention on all levels.
2. **Design Draft:** Based on the site visit and the design planned by the working group (*to be shared with the consultant before the site visit by Injaz*) there will be an advanced design draft with best options for selecting furniture, interior design and the best usage of space.
3. **Presentation : the consultant should provide** the suggested design to the Municipality | working group (diversified group in terms of literacy level, age and gender) taking into consideration their feedback to be adapted in the final design.
4. **A detailed list of tasks and jobs:** Develop a detailed list of tasks and jobs to be done including specifications for all equipment and material that is needed to be shared with contractors who will bid for the implementation of the design with a detailed bill of quantity for the project.
5. **Regulations:** Ensure the design and specifications meet all relevant regulatory requirements and standards.

Deliverables:

1. Design Draft 1: Provide a community friendly design that incorporates the community's preliminary requirements for the space use.
2. Design Draft 2: After the presentation, in case of having comments/inputs by the working group then, it will be adapted into design draft 2 and if not, the consultants can move to the final report.
3. Please note that designs/drawings should be submitted on special software (AutoCAD, 3D mMAX) that can be used later on with the suppliers to procure and accomplish works
4. Final report (including final design with the detailed specs +Bid of Quantities) A well-comprehensive English written report summarizing the findings of the assessment of the space with the recommendations of the community working group and outlining the design and specification recommendations along with the needed budget and timeline.
5. Recommendations for any necessary permits or approvals needed to implement the design plan.

Qualifications:

The consultant should have the following qualifications and experience:

1. Professional qualification in interior design or a related field.

2. Proven experience in developing detailed designs and specifications for indoor training spaces.
3. Knowledge of relevant regulatory requirements and standards.
4. Experience with project management and delivering projects on time and within budget.

Budget:

The budget for this project is to be determined and will be discussed with the selected consultant, taking into consideration that you have to submit a Timesheet reflecting the working days.

Evaluation Criteria:

The consultant will be evaluated based on the following criteria:

1. Demonstrated experience and qualifications as outlined above reflected in (CV and Portfolio of previous similar projects).
2. Ability to work collaboratively with the community working groups.
3. Availability to travel to the North

Submission Requirements:

Interested consultants should submit a proposal that includes the following items:

1. A cover letter outlining the consultant's qualifications and experience.
2. Quotation in Fresh USD
3. References and prior work history.
4. The consultant should provide evidence of their successful completion of similar projects, such as details of previous projects or industry recognition.
5. Any relevant certifications or licenses that the consultant holds in the field of design for indoor training spaces.

Timeline:

The consultant should complete the work within 15 days from the start of the project.

Payment Conditions:

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon.
2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged on the supplier)

How to Apply

Quotations may be submitted on or before May 02, 2023, no later than 6:00 pm via e-mail attention: Mr. Firas El Issrawi (firas@injaz-lebanon.org), Senior Procurement & Admin Officer. For offers to be considered, please mention in the subject line the following: **IL - Consultant for Design and Specification for Indoor Training Space**

Only shortlisted consultants will be contacted

Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation

Kindly note for reasons of potential conflict of interest, applicants who are accepted as consultants for this project will not be eligible to apply for the upcoming call for proposal as service providers & suppliers for the implementation aspect of the project.

Thank you