

Terms of Reference
Consultancy works in Machta Hammoud WWT Network
SOLIDARITES INTERNATIONAL

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1. BACKGROUND

Solidarités International (SI) is an International NGO working with vulnerable populations, mainly victims of armed conflicts and natural disasters. Specialized for nearly 40 years in the coverage of vital needs, SI takes charge of emergency and reconstruction programs. Solidarités International's teams, made up of around 270 expatriates and nearly 2200 local employees, are today present in 18 countries in Asia, Middle East, Africa and Caribbean where they are particularly committed to fighting diseases related to unsafe water but also in the essential area of food security and livelihoods.

In Lebanon, since 2013, SI has been intervening as WASH, FSL and DRR actor in North, Akkar and Bekaa regions. To create a positive change impacting affected communities, SOLIDARITÉS INTERNATIONALE (SI) is providing emergency in-kind and cash assistance to restore the living conditions and coping mechanisms of the most vulnerable population. In parallel, SI intervenes on the longer term to strengthen the resilience of communities and systems, by rehabilitating infrastructures, mitigating risks, and enhancing livelihood opportunities. Through all its programming, SI promotes research and innovation, and is partnering with complementary local CSOs to provide the most efficient needs-based approach.

The current ToRs is part of a project implemented by Solidarités International within a national level, three-year, EU-MADAD funded consortium project with multiple NGO partners (ACTED, WW-GVC, LebRelief, ACF, RMF and others) and government stakeholders (Ministries, four Regional Water Establishments) aiming to improve water and wastewater services delivery and governance in Lebanon.

2. Introduction

Through an EU-MADAD funded project, SI will support the North Lebanon Water Establishment (NLWE) by developing water and wastewater infrastructure in Akkar Governorate, more specifically targeting the area under the coverage of the Qobayat local office under NLWE.

Within this support, SI will be completing the Wastewater network in Machta Hammoud, Akkar, which was implemented by Concern WW in 2018. The missing section is 390 meters long. The implementation will connect the network to the wastewater treatment plant downstream.

SI intends to conduct a detailed assessment and condition study of the wastewater network implemented by CWW in Machta Hamoud in 2018 to identify any flaws, deficiencies, and potential improvements within the existing of approximately 11-kilometer network, which will provide a proper understanding of the works that should be conducted to ensure proper system functionality and proper completion of the network's missing section.

3. Scope of Work

The consultant hired by SI will assess the existing network, conduct topographic survey, conduct a condition survey of the existing system, and determine where water is infiltrating or wastewater is leaking from the system, update the as-built drawings, prepare the design and tender documents for the required/ necessary works to make the system or network operational and supervise the construction works.

The hired consultant shall ensure close coordination with the targeted village's local authority, the North Lebanon Water Establishment, the contractor who implemented the WWTP in the targeted village and shall review all available data regarding the existing network to ensure proper execution of the required activities under this contract.

It is worth noting that, while the estimated length of the existing network is about 11 km and that a topographic and condition surveys will be conducted for this length, the heavy design and supervision works are expected to be in less than 2 km. However, it is the consultant's responsibility to check and review that during the site visit prior to submitting the technical and financial offer for this ToR, where the financial offer shall cover the cost of any design and supervision works that were noticed as result of the topographic and condition surveys.

The consultant is expected to perform at minimum the following tasks:

3.1 Topographic Survey:

- Perform a topographic survey of the existing wastewater network and the associated railway, extending to the Wastewater Treatment Plant (WWTP) and the outfall pipe (approximate 11 kilometres) – **Appendix A contains a drawing of the full network in Machta Hamoud village.**

- The topographic survey should include Invert Levels at manholes (upper and lower level), pipe invert levels (inlet and outlet) with the size of pipe, ground levels along roads and railways, height and dimensions of each manhole and its location.
- The topographic survey should determine the slope between two successive manholes and identify for any reverse slopes.
- The topographic survey should identify crossing of existing utilities (culverts, irrigation channels etc).

The consultant will be responsible for gathering any other necessary data and conducting various types of topographic surveys, allowing him to provide detailed as-built drawings, network profiles, and suitable and detailed design for any activity that may be required including service connection of nearby housing units along the sewer line from the main asphalted road to the WWTP (about 40 housing units).

The consultant is responsible for providing SI with all information regarding the lands where the works will be required (whether they are public or private lands, the plots number, and the type of permissions required to perform the works on these lands

3.2 Condition Survey of the entire existing network:

The consultant should conduct a complete condition survey of the entire existing network, which should include, but is not limited to:

- **Check the integrity of the manholes through but not limited to:**
 - Visual Inspection: Examine the exterior for cracks, fractures, or signs of damage. Check for any uneven settling or shifting around the manhole.
 - Lid and Frame Inspection.
 - Interior Inspection: Check for any debris, blockages, or sediment accumulation. Look for signs of corrosion or deterioration on the walls and base.
 - Infiltration Inspection: Check for signs of groundwater infiltration. If there is water entering the manhole from the surrounding soil.
 - If specific visible defects in structural integrity are observed, the consultant shall conduct a thorough assessment depending on the complexity of the issues observed (Schmidt Hammer testing or other testing methods as needed).
 - Other inspections and tests that might be needed based on the consultant observation.
- **Manholes Inspection:** Inspect all manholes in the wastewater network, including those within the village, on asphalted roads, off-roads, and along the railway to the wastewater treatment plant.
- **Manholes Condition Assessment and comprehensive testing:** Determine and assess the state of each manhole in the network, looking for deformation, sealing, isolation from external infiltration, and so on. Identify any missing components such as risers, rings, lids, ladder, covers, and so on.

- **Checking the integrity of the pipes** using all the needed relevant techniques such as Wastewater flow measurements using OTT current meters, Visual inspections, pressure testing, CCTV inspection, leak detection system, pipelining inspection tool, jetting machine or else.
- **Pipes Condition Assessment and comprehensive testing:** Inspect pipelines between manholes for evidence of deterioration such as breakage, cracks, blockages, and so on. Measure the flow through the pipes in the manholes and identify any losses that may indicate pipe deformations.
- Determine the flow entering the manholes in the entire system and assess any losses in the system.
- Determine the flow entering the WWTP (Because the network is not yet connected to the WWTP, the consultant must collect all necessary data and conduct all necessary measurements to calculate the flow into the WWTP.)
- Check the level of dilution of the wastewater on-site to evaluate and analyse infiltration from the irrigation and stormwater channels systems and water table to the wastewater network/manholes (by measuring conductivity, temperature, and pH on-site)
- Inspecting the pipeline that connects the network to the concrete pond near the WWTP and determining a solution to the problem because the pipeline is located at the bottom of the concrete pond.
- Identify points of water infiltration and wastewater leakage.

The consultant is responsible for gathering any other necessary data and conducting all necessary inspections and surveys using relevant techniques such as: Wastewater flow measurements using OTT current meters, Visual inspections, pressure testing, CCTV inspection, leak detection system, pipe lining inspection tool, jetting machine or else to properly identify the status of all manholes and pipes throughout the network, allowing him to generate a comprehensive report on the status of all network elements and allowing him to provide, recommend, and design the type of rehabilitation required to ensure proper network functionality.

Notes:

- **The consultant may be required to clean some manholes and pipelines along the entire network of obstructions such as rocks, rubbish, debris and so on using the necessary equipment's, machinery, manpower, dewatering, desludging, pressurized water and so on to ensure conducting an accurate topographic and condition surveying.**
- **After completing the condition and topographic surveys, the consultant must professionally block the manholes that were opened for the purpose of the field inspection and return the system to its pre-condition survey state.**
- **The consultant must designate a dedicated engineer to follow up on and supervise the topographic and condition surveys' execution.**
- **During the topography and condition survey in Machta Hammoud village, the consultant should take all required safety precautions for his team and third parties.**

3.3 Network Assessment and Comparison:

Undertaking a comparison between the findings of the topography and condition survey that were done by the consultant under this contract and the topographic and condition survey that were provided previously by Concern WorldWide (CWW).

Under this task the consultant is expected to perform at minimum the following activities:

- SI will provide to the consultant the survey received by CWW. The consultant will compare the new as-built drawings (Plan and profiles) they generated under this consultancy to the most recent version of the as-built drawings shared previously by CWW and highlight discrepancies.
- Compare the findings of the new condition survey and report they have generated under this consultancy with the previous condition survey and report provided by CWW and highlight discrepancies.
- Compare the types of defects in the network with what was identified in the condition survey conducted by CWW and highlight discrepancies.
- Compare all the findings with what was shared by CWW and highlight discrepancies.
 - A. Condition of each manhole.
 - B. Condition each pipe.
 - C. Outputs and deliverables of the condition survey report prepared by CWW.
 - D. Conclusion and recommendations of the condition survey report prepared by CWW.
 - E. Location and numbers of manholes in the whole network
 - F. Levels of the manholes and slope of pipes as well
 - G. Profile of each manhole.

3.4 Technical Solutions and Repair Recommendations:

- Based on the collected data, field investigations, topographic survey results and condition survey results, design, the consultant must propose technical solutions for the different sections of the network with a comprehensive cost estimation of the proposed solutions

N.B: Solidarités International may decide to proceed with the next steps according to the provided cost estimation.

- Identify the repairs and improvements required, as well as designing and proposing a proper technical solution to ensure the proper operation of the complete wastewater network.
- Identify the possible design alternatives for the wastewater pipeline on the railway section.
- Designing the service connections for the nearby housing units alongside the sewer line running from the main asphalted road to the plant (about 40 housing units).
- Designing the transformer required to run the WWTP properly. The consultant will be expected to have the electrical needs of the WWTP assessed by a qualified electrical engineer.

- Designing the outfall pipe required to link the WWTPs outflow to the river (An estimation length of 60 meters which might pass through private land).
- The consultant must submit a design report that includes all factors, criteria, technical standards, Assessment report and calculation notes used for the design and reasons for the recommended design and technical solution for the required works under each type of activity.

If the survey results show that there is a requirement for heavy work, the consultant must propose and design a shoring system for excavation, particularly in the railway location due to the soil's softness and high-water table in this location.

The consultant is responsible for carrying out the necessary tests and surveys to give a proper and scientific design for the activities, such as soil tests and geotechnical investigations, mostly in the railway area.

All environmental, social, safety and legal factors should be considered in the design.

N.B: The soil testing and geotechnical surveys might become troublesome in winter and during heavy rain period. SI and the consultant would decide to keep this task according to the implantation time and suitability of the field conditions. If omitted, this task would be added to the ToR of the works contractor.

3.5 Tender Documentation (Conditional)

The consultant must prepare detailed and completed tender documents for the required works under each type of activity, which must include, but are not limited to:

- Detailed calculation and assessment report.
- Technical assumptions and criteria for the required works.
- Condition of contract.
- Detailed design drawings.
- General technical specifications.
- Particular Specifications.
- Bill of Quantities with preamble (with estimation cost).
- Any technical appendices required.
- Other documents include, project summary, bid selection criteria for contractors, invitation to bid, instruction to bidders, draft contract including terms and conditions, minimum performance standards and technical specifications, any technical recommendation and conclusion, bidding forms.

N.B: The preparation of the Tender Documents is conditional and will be decided upon according to the outcomes of the previous steps.

3.6 Supervision of Work (Conditional)

The Consultant shall provide full technical assistance in the form of site supervision and contract administration during the construction period of the assigned supervision contract, this shall include but not limited to:

- Supervise all construction works as per the specifications set in the different tender documents.
- Administer the Construction Contract and ensure that the contractual clauses, with respect to both quality and quantity of work are respected, and the works are constructed in accordance with the provisions of the Construction Contract.
- Nominate a Representative who will be full time resident on the Project sites and attend and actively participate in the follow up meetings, approvals, and review of contractors' submittals at site, and attend bilateral meetings with stakeholders, to review, approve and sign off contractor's submittals and other coordination requirements.
- Make all necessary measurements and control the quality of works. The Consultant will make all engineering decisions required for the successful and timely implementation of the Construction Contracts
- Ensure proper Implementation of SI and its donors' health, safety, and environmental and safeguarding requirement.
- Prepare daily, weekly, and monthly progress reports, as agreed.
- Monitoring construction progress to ensure compliance with the agreed schedules, budget, drawings, technical specifications and proposing measures to expedite implementation.
- Provide general guidance and issue instructions to contractor to ensure works are performed correctly.
- Identifying potential problem areas and obstacles that may affect the works and progress and recommending appropriate actions.
- Provide technical solutions for problems/challenges faced during the construction process and for any necessary works even if not considered in the original design.
- Oversee all necessary tests required to ensure compliance with the required specifications.
- Approving the materials data sheets, shop drawings, workplan, method statements, safety and security plan, lab tests supplied by the Contractor, based on the specifications.
- Establish procedures to verify contractor performance and report progress and problems on time, including quality control reports, quantity survey records, requests for variation or change orders, and contractor's claims and invoices.
- Evaluate any proposed changes (e.g., time, scope, and cost) by the contractor during the Project and advise SI accordingly.
- Review and certify work volume, and process interim and final payments of the contractors. Ensure timely submission of contractors' interim payment certificates as stated in the contract's schedule of payments.

- Ensure project financial management procedures are in place and are strictly followed, specifically relating to payments, financial accounting, requests for time extension, and contractors' claims and invoices.
- Approving the as-built drawings prepared by the Contractor during construction.
- Supervising and handover the implemented activities to the relevant authorities.
- Signing off provisional and final taking-over certificates and preparing contract closure.
- Carry out periodic inspections with SI in the defect liability period, notify the contractors on any defects and supervise the repair.
- Any other works deemed necessary.

The consultant shall demonstrate extensive experience and understanding of the area and possess a proven track record in designing and supervising similar wastewater infrastructure projects. The consultant's expertise should encompass project planning, design, construction supervision, quality control, and documentation, ensuring successful project implementation and the delivery of a reliable and efficient wastewater systems.

N.B: the supervision of the works is a conditional task, which will be decided upon according the outcomes of the previous steps.

4. Deliverables

Topographic Survey Report:

The topographic survey report shall include all the tasks conducted during the survey and their related drawings (Layouts, Profiles, sections)

- As built sewer plan drawings including but not limited to (manholes number, Ground level, invert levels, location, height ...etc)
- As built sewer profile drawings.
- As built Profile drawings for sections with reverse slopes (if applicable).

In these drawings, the consultant must color-code the manholes and pipelines that are defective.

The consultant must color-code the identified points of water infiltration and wastewater leaks in these drawings.

All identified crossings of existing utilities (culverts, irrigation canals, etc.) must be included in these drawings.

Condition Survey Report of the entire existing network:

The consultant must give a complete condition survey report for the entire current network, which must include, but is not limited to:

- **The methodology that has been used to conduct the condition survey.**

- **Outputs and deliverables of the condition survey.**
 - A table detailing the status of each manhole in the system and the necessary rehabilitation.
 - A table detailing the status of each pipeline section (between two consecutive manholes) and the necessary rehabilitation.
 - A table detailing the losses' locations and the needed rehabilitation.
 - A Table including the flow entering each manhole with a description of the measurement methodology used in the field.
 - A table including the result of conductivity, temperature and PH tests that conducted in the field.
 - A table including the infiltration locations to the wastewater network based on the above tests that conducted in the field.
 - Flow entering the WWTP with a description of the measurement methodology used in the field.
 - Inspecting report for the pipeline connecting the network to the concrete pond near the WWTP, outlining all the issues related to this pipeline including its location at the bottom of the concrete pond and recommending the relevant technical solutions.
 - The results and findings of any further surveys and/or investigations conducted by the consultant to determine the proper status of all manholes and pipelines across the network and to identify the type of rehabilitation required in the system.

- **Conclusion and recommendation.**

Network Assessment and Comparison Report:

The consultant must deliver a report comparing the data obtained under this contract to the data given by CWW, including but not limited to:

- A comparison report highlighting differences between the various as-built drawings prepared by the consultant under this contract and the as-built drawings and latest version given by CWW.
- A Comparison report highlighting differences between the new condition survey that prepared by the consultant under this contract and the latest version of condition survey that given by CWW.

Technical Solutions and Repair Recommendations Report:

The consultant must deliver a technical solutions and repair recommendations reports for all the required/necessary works to make the overall system properly operational including but not limited to:

- Designing and technical solutions report for different sections of the network based on the different data collected through the different surveys and investigations by the consultant.
- Designing and technical solutions report for the repairs and improvement that are required to ensure proper operation of the complete network in the different sections of the network.
- **Designing and alternatives technical solutions for the wastewater pipeline on the railway section, including rerouting if needed.**
- Designing report for the service connections of the nearby housing units alongside the sewer line running from the main asphalted road to the plant (about 40 housing units)
- Designing report for the transformer required to run the WWTP properly.

- Designing report for the outfall pipe required to link the WWTPs outflow to the river (An estimation length of 60 meters which might be pass through private land).
- Designing and technical solution report for the pipeline connecting the network to the concrete pond near the WWTP.
- Tests and surveys report that conducted by the consultant to ensure a proper and scientific design for the activities, such as soil tests and geotechnical investigations, mostly in the railway area.
- Any other designs and technical solutions considered required for the express purpose of assuring the proper functionality of the project's entire system.

The different designs report and technical solutions reports must include but not limited to all factors, criteria, technical standards, and calculation notes used for the design and reasons for the recommended design and technical solution for each type of activity.

Note: If the survey results show that there is a requirement for heavy work, the consultant must provide design for a shoring system for excavation, particularly in the railway location due to the soil's softness and high-water table in this location.

Tender Documentation:

The consultant must prepare detailed tender documents, which must include, but are not limited to:

- Condition of contract.
- Detailed design drawings.
- General technical specifications.
- Particular Specifications.
- Bill of Quantities with preamble (with estimation cost).
- Any technical appendices required.
- Other documents include, project summary, bid selection criteria for contractors, invitation to bid, instruction to bidders, draft contract including terms and conditions, minimum performance standards and technical specifications, any technical recommendation and conclusion, bidding forms.
- Any other necessary documentation or reports deemed essential for the successful implementation of the Wastewater Network.

The Consultant is responsible for preparing both soft copies and hard copies of all the needed documents and drawings to ensure proper contractor pricing and implementation of works.

Supervision of works:

- Meeting minutes for all meetings held with SI and the contractor.
- Monthly Progress report covering brief overview of the project, progress in relation with the workplan, challenges, quantities executed, copies of the approved submittals, any technical issues faced on the site with the proposed solution, any modifications to the initial Design and BOQ. The Monthly report should be submitted within 10 days of the end of the reporting month.
- Daily reports covering the executed works, equipment and labour on site, weather conditions and any other relevant information.
- Weekly reports covering the executed works, equipment and labour on site, progress of works, submitted and approved submittals, challenges, and any other relevant information.
- Snag list after the completion of the works.
- Signed Site handover report (from contractor, Consultant, and relevant authorities) including all the information mentioned in the monthly report in addition to the snag list and repairs, the final as built drawings, and manuals.
- Pictures for the works (before, during and after the implementation).

The Consultant should submit all the needed drawings in AutoCAD and PDF versions, and he should provide SI with two printed copies and soft copy for all the needed drawings.

The Consultant should provide SI with soft copy and 2 hard copies for all the requested deliverables mentioned in the ToR in the different sections.

5. Estimated Timeframe

Activity	Estimated duration in calendar days
Topographic and condition surveys (including submitting of reports)	25
Comparison report	7
Technical Solutions and Repair Recommendations Report	7
Tender Documentation	10
Full supervision and handing over	Full period as requested by contractor

6. Application process

6.1 Proposition to submit.

Professional experience is required.

For this proposition, SI will consider Consultants being active in Lebanon, more specifically with the Ministry of Energy and Water, Government and the Water Establishments and having experience with wastewater infrastructure implementation (Design and supervision), more specifically toward public services access.

Based on all the information provided above and leveraging our extensive expertise, the Consultant will prepare and submit a comprehensive proposal that outlines the methodology for assessments, surveys, design, and supervision to ensure the successful achievement of the project objectives and desired outcomes. The proposal will encompass the following elements:

➤ **Assessment, surveys, design and Supervision Studies and Activities:**

Definition of the studies and activities required to facilitate the assessments, surveys, design, and supervision of the wastewater system across all phases mentioned in the ToR.

Description of the objectives and methodologies to be employed in these studies and activities, ensuring a comprehensive and well-informed surveys, design and supervision process.

➤ **Coordination and Communication:**

Description of the modalities and mechanisms that will be employed to ensure proper coordination and effective communication between the Consultant and all Relevant stakeholders (local authorities, SI, water establishment ...etc) throughout the **assessment, surveys, design, and supervision of works.**

Strategies for maintaining a collaborative and transparent relationship with SI, including regular progress updates, meetings, and reporting mechanisms.

➤ **Resources and Implementation:**

Identification and description of the means and resources that will be employed to achieve a high-quality and timely implementation of the project.

Allocation of suitable human resources, including the Consultant's team members with relevant expertise, to carry out **the assessment, surveys, design, and supervision activities effectively.**

Consideration of the required materials, equipment, and logistical support necessary for the **assessment, surveys, design, and supervision period.**

➤ **Work Plan:**

Development of a detailed work plan on a weekly basis, outlining the phased activities and their corresponding periods and dates for the entire project duration.

Clear identification of milestones, deliverables, and critical tasks to ensure progress tracking and timely completion of the project.

➤ **Budget Proposal:**

Preparation of a detailed budget that presents the Consultant's proposal for materials, equipment, human resources, and logistical support costs anticipated for the **assessment, surveys design and supervision period**.

The budget will be structured in a transparent and itemized manner, aligning with industry standards and accounting for any specific requirements identified in the TOR.

Please provide the following documents:

Administrative proposal

- Code of conduct template (filled and signed + stamped)
- Legal entities Form including:
 - Copy of the commercial registration
 - Copy of Ministry of Finance (MoF) registration
 - VAT number of registration + place of registration
 - Copy of the ID of the general director
 - If necessary, a Power of Attorney letter from the owner/representative
- Classification documents (consultancy firm certification)

Tenderers will also have to include the following documents:

- Contact information (Name + position, email address, phone number)
- Company Portfolio.
- Attached ToR and drawing (signed and stamped)

Technical Proposal

Written Proposition (Methodology) of no more than 10 pages presenting:

- Definition of activities, modalities and approaches needed and will be followed by the consultant for the proper **assessment, topographic and condition surveys, comparison report, technical solution and design, tender documentation, and supervision** of the works.
- Definition of the tests needed to ensure the best quality of work is being implemented for the different tasks that mentioned in this ToR (**assessment, topographic and condition surveys, comparison report, technical solution and design, tender documentation, and supervision**)
- Description of the modalities considered to ensure proper coordination and communication with all the different stakeholders (SI, CWW, Local authorities, NLWE...etc. regarding the system during (**assessment, topographic and condition surveys, comparison report, technical solution and design, tender documentation, and supervision**) phases.
- Description of the means and resources to be considered for a qualitative and timely implementation of the **different tasks and activities mentioned in the ToR (assessment, topographic and condition surveys, comparison report, technical solution and design, tender documentation, and supervision)**.
- Description of the safety measures that the consultant will follow during the different tasks

<p>mentioned in this ToR (assessment, topographic and condition surveys, comparison report, technical solution and design, tender documentation, and supervision)</p> <p>➤ Detailed Workplan demonstrating the time required by the consultant for the various types of activities and tasks outlined in this ToR (assessment, topographic and condition surveys, comparison report, technical solution and design, tender documentation, and supervision).</p> <p>The workplan shall mention clearly the timeline in calendar days.</p>
<p>Description of Consultant’s expert staff profile and the staff that will be dedicated to:</p> <ul style="list-style-type: none"> - Conducting the topographic and condition surveys. - Comparing the results of the surveys with the existing surveys. - Designing of the activities under this project. - Supervising the activities that will be implemented by the contractor.
<p>➤ List of similar consultancies performed in the past 10 years: Provide a table presenting for each consultancy the following elements:</p> <ul style="list-style-type: none"> ○ Name of project/kind of consultancy ○ Total value of the contracted consultancy ○ Total value of the works designed and supervised. ○ Duration of the contract ○ Starting date ○ Contracting authority and location of the works ○ Issuing of final acceptance: <ul style="list-style-type: none"> ● Yes ● Not Yet (ongoing contract) <p>➤ Presentation of both most relevance experience, within the past 10 years, related to wastewater systems design and supervision in Lebanon, including, but not limited to:</p> <ul style="list-style-type: none"> ○ Copy of past Contracts signed with a partner or donor in addition to service completion certificates and references ○ Narrative description (not more than 2 pages) of the related project and results <p>(Any document proving that you have already performed this type of activity)</p>
<p>Financial proposal</p>
<p>A detailed budget presenting the Consultant’s proposal regarding materials, equipment, human resources, and logistical support costs that are forecasted for the different tasks mentioned in the ToR and the BoQs.</p> <p>In compliance with VAT regulations, all unit and total prices should be quoted without VAT, as SOLIDARITES INTERNATIONAL has been granted a 100% VAT exemption for this project by the Ministry of Finance.</p> <p>The quotation form and BoQs should be filled in, signed and stamped as per SI quotation’s minimum requirements</p>

6.2 Language of offer

The offer, all correspondence and documents related to the exchange by the consultant and Solidarites International must be written in English.

6.3 Ethic

The consultant must read and understand the Code of Conduct as defined by Solidarites International and introduced in the Appendix 01 of this Request for Proposal. The consultant will be required to fill it in and sign.

6.4 Financial & Payment considerations:

- SI is financed by different donors, each having specific rules and expectations.
- For the project concerned by this RFP, SI is fully exempt of VAT. Prices should then be excluding VAT.
- SI pays through Fresh USD cheques or via transfers from BLOM Bank. Transfer fees will be charged to the supplier.

Submission:

The visit is a prerequisite to the submission of proposals. Consultants who fail to attend the visit will not be considered in this competition process and their proposals will be rejected.

Consultants must confirm their presence to the site visit by email and will be requested to sign SI's attendance site visit sheet.

Your administrative, technical and financial offers are requested to be submitted by Friday, **December 22nd 2023, before 2:00 PM** in a sealed envelope on which is written "RFP - Ref. PF-TRI-00971 - Consultancy works in Machta Hammoud WWT Network", and directly to SOLIDARITES INTERNATIONAL Office at Jana Residence, 2nd floor, Dam w Farez **Tripoli**.

Please ensure that all required documents are saved on a flash memory device as PDF files, clearly naming and organizing the files as per our specifications and labelling the flash memory device with your company's name. These materials should be enclosed within the sealed envelope.

All submitted documents should be duly filled out from your side, and stand both a signature and an official stamp.

Envelopes must be brought to:

SI Office at Jana Residence, 2nd floor, Dam w Farez Tripoli. And as per the communicated deadline.