



AFDC

Association for Forests,
Development & Conservation
جمعية الثروة الحرجية والتنمية

Request for Consultancy

National Hydrology and Water Consultant

RFC #: 01-2024-NH&WC

RFC Release Date:	February 19, 2024
Performance Period:	15 working days spread over 3 months
Proposal Submission Deadline:	February 29, 2024 at 5:00PM

Contents

1. Project Title	3
2. Project Background and Objectives	3
3. Purpose	3
A. Scope of Work.....	3
B. Deliverables.....	4
C. Geographic Location.....	4
4. Contract Mechanism & Terms of Payment.....	4
5. Minimum Qualifications.....	5
6. Proposal Representation	5
A. Technical Requirements.....	5
B. Cost Proposal	5
C. References	6
7. Proposal Submission.....	6
8. Criteria of Evaluation	6
9. Terms and Conditions.....	6
A. Late Submission	6
B. Modification of RFC Requirements.....	7
C. Withdrawal of Proposals	7
D. Right of Negotiation and Acceptance of Proposals.....	7
E. Validity of Offer	7
F. Intellectual Property Rights	7
10. Attachments	7
Appendix A. Technical Proposal Submission Sheet.....	8
Appendix B. Sample Budget Format	9
Appendix C. Important Notes & Requirements Checklist.....	10

1. Project Title

Increase the Resiliency of Empowered Lebanese Communities to Withstand Climate Change Impacts

2. Project Background and Objectives

The Association for Forests, Development and Conservation – AFDC is a non-governmental organization (NGO) established in 1994 aiming to Protect Forests and Natural Resources and Achieve Climate and Land Degradation Neutrality Towards a Resilient Planet through promoting mitigation practices to withstand climate changes and land degradation impact. Under the framework of “Increase the Resiliency of Empowered Lebanese Communities to Withstand Climate Change Impacts” project funded by BMZ and in Partnership with WFP, AFDC is aiming to effectively empower Lebanese individuals, households, and communities to navigate economic and climatic challenges and contribute to poverty reduction, improved well-being, and a more resilient society.

3. Purpose

The objective of this consultancy is to engage a National Hydrology and Water Consultant to assist our organization in selecting appropriate land for the establishment of water ponds, designing the water ponds, and providing recommendations for the necessary materials and tools required for their construction.

A. Scope of Work

The Consultant will be responsible for the following tasks:

1. Conducting a comprehensive assessment of potential sites for the establishment of water ponds, considering factors such as topography, soil type, water availability, and environmental impact.
2. Developing detailed designs for the water ponds, including specifications for sizing, depth, and layout, ensuring alignment with the organization's objectives and local regulations.
3. Providing detailed BOQs for the procurement of materials and tools required for the construction of the water ponds, and civil works considering factors such as cost-effectiveness, durability, and availability.
4. Assisting the project team to involve the relevant stakeholders, including local communities, government agencies, and other partners, to ensure buy-in and support for the proposed interventions.

B. Deliverables

All deliverables shall be delivered in electronic copy in English. The expected deliverables are:

- Deliverable #1: Site assessment reports for potential water pond locations, including maps, photographs, and analysis of suitability factors.
- Deliverable #2: Detailed designs for the water ponds, including technical drawings, specifications, and cost estimates.
- Deliverable #3: BOQs for the procurement of materials and tools, supported by justification and pricing information.

DELIVERY SCHEDULE

Deliverables/ Outputs	Estimated Duration to Complete (working days)	Target Due Dates
Deliverable #1	5	4 weeks after the signature of the contract
Deliverable #2	3	6 weeks after the signature of the contract
Deliverable #3	3	12 weeks after the signature of the contract
Total	15 working days	12 weeks

C. Geographic Location

Beqaa Governorate and Remote work. Meetings for coordination at AFDC offices or online will be requested. Site visits might be requested as needed.

4. Contract Mechanism & Terms of Payment

A formal “Provision of Service Contract” will be negotiated with the responsible offeror that is judged to be most advantageous to AFDC and, if endorsed, the offeror will begin work on the project.

All project payments will be set in Fresh U.S. Dollars.

Payments will be made as follows:

- 30% of the total lump sum upon submission and approval of deliverables 1.
- 55% of the total lump sum upon submission and approval of deliverable 2.
- 15% of the total lump sum upon submission and approval of deliverable 3.

5. Minimum Qualifications

The expert should possess the following competencies, skills, and experience:

I. Academic Qualifications:

- A degree in hydrology, water resources management, civil engineering, or a related field.

II. Years of experience:

- A minimum of 5 to 7 years of similar experience

III. Competencies:

- Proven experience in conducting site assessments, designing water infrastructure projects, and providing technical assistance in the water sector.
- Familiarity with local context and regulations related to water resource management in Lebanon specifically in the Beqaa region.
- Strong analytical and problem-solving skills, with the ability to work independently and collaboratively with multidisciplinary teams and local stakeholders.
- Excellent communication and report-writing skills, with fluency in English and Arabic.
- Respond calmly and effectively in emergency situations.
- Strong communication and coordination skills.
- Strong leadership skills.

6. Proposal Representation

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in **Section 8**. Offerors are expected to examine the specifications and all instructions in the RFC. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

A. Technical Requirements

- Individuals Resume
- Letter of Confirmation of Interest and Availability
- Preliminary Methodology

B. Cost Proposal

The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Please label your budget with the name of the currency. AFDC reserves the right to request any additional information to support detailed cost and price.

- Financial Proposal

C. References

Please include three client references and contact information. References should have worked with the Offeror within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFC.

Reference	Contact Person	Phone Number	Email Address

7. Proposal Submission

All responses to this RFC must be received no later than the submission deadline on the cover page of this RFC. Offerors must submit their offers through email (insert RFC # in Subject) to:

Association for Forests, Development and Conservation - AFDC	
Attention	Mr. Sharif El Zaatari
Email Address	procurement@afdc.org.lb

Faxed offers are not acceptable.

8. Criteria of Evaluation

AFDC will evaluate proposals using the following criteria:

Individuals Resume	40
Preliminary Methodology	20
Cost Proposal	40

9. Terms and Conditions

A. Late Submission

Proposals received after the submission deadline stated in the cover page of this RFC may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to AFDC or its employees/agents, or if it is in the best interest of AFDC.

B. Modification of RFC Requirements

AFDC retains the right to terminate the RFC or modify the requirements upon notification to Offerors.

C. Withdrawal of Proposals

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. Right of Negotiation and Acceptance of Proposals

This RFC represents a definition of requirements and is an invitation for submission of proposals. AFDC reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

AFDC may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFC. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFC. AFDC may reserve the right to waive any minor discrepancies in a proposal.

AFDC reserves the right to issue an award based on the initial evaluation of proposals without discussion. AFDC also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. Validity of Offer

Proposals submitted shall remain open for acceptance for 30 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If the Offeror is awarded the contract, all information in the RFC and negotiation process is contractually binding.

F. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of AFDC and the donor. The term "property" includes all data and reports associated with this engagement.

10. Attachments

Appendix A: Technical Proposal Submission Sheet *(to be signed and submitted with the technical documents)*

Appendix B: Sample Budget Format

Appendix C: Requirements Checklist *(for offerors record)*

Appendix A. Technical Proposal Submission Sheet

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFC prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Proposal Submissions:	
RFC Number:	01-2024-NH&WC
Offeror Name	
Offeror Signature	

We offer to provide the services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Quotation referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is () days/weeks/months from the time and date of the submission deadline.

Appendix B. Sample Budget Format

Quotation #: *(if applicable)*

From:

Date:

Name:
Address:

Attention: Procurement Department – AFDC

Subject: RFC: 01-2024-NH&WC

AFDC Address: 1st floor, bldg. 245, 10 Sagesse St, Jdeideh, Metn, Mount Lebanon, Lebanon

Work Description	Number of Working Days	Price/ Unit	Total Amount (currency)
Total Quotation Amount			

(Amount in words)

Payment terms and methods: *(Add your most preferable payment schedule and payment method – Please note that this part is one of the grading criteria, section “6”)*

Any additional terms or conditions are added here.

Name
Signature

Appendix C. Important Notes & Requirements Checklist

(Please note that this section is informal only and acts as a checklist for the offerors to refer to and not to miss any requirement, but it is mandatory that the offerors read the whole RFC document)

Notes:

- Proposal Submission Deadline: February 29, 2024 at 5:00PM
- Number of Working days required: 15 Days
- Scope of work is available in section “3-A”
- Geographic Location: Beqaa Governorate and Remote work. Meetings for coordination at AFDC offices or online will be requested. Site visits might be requested as needed.
- Minimum qualifications are available in section “5”
- References table section “6-C” is to be filled.
- Evaluation criteria is available in section “8”
- Preferable validity of offer: 30 days

Requirements Checklist

Requirements for the Technical Part
Response to Request for Quotation (<i>Appendix A</i>)
Individuals Resume
Preliminary Methodology
Requirements for the Cost Proposal
A detailed quotation (<i>refer to Appendix B for detail</i>)