



## Improving living conditions and resilience of refugees displaced by the Syrian crisis and vulnerable hosting communities in Lebanon-ENABLE Programme

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### Request for Quotation from Service Provider for the provision of:

A detailed survey, assessment, design, and tender documents' preparation for minor rehabilitation works of 15 Social Development Centers (SDC) including but not limited to the following areas: Furn El Shubbak, Haret Hreik/Ghobeire, Hayy El Selloum, Bourj Hammoud, Antelias, Damour, Jounieh, Ghazir, Jbeil and Meryata.

#### 1 Introduction

With funding from the European Union, the International Labour Organization (ILO) is implementing ENABLE programme focusing on providing livelihoods opportunities to enhance the economic capacity of the most vulnerable and marginalized communities residing in targeted areas. The programme will provide integrated employment services and short-term employment opportunities, which will reduce dependency on social assistance for the extremely poor and vulnerable, contributing towards social cohesion.

The programme for the current phase 2023-2024 includes the **rehabilitation of 15 SDCs' premises, upon technical assessment.**

ILO will now hire a service provider to survey, propose a **sustainable and environmentally** sensitive design/restoration plan, and prepare tender documents.

During the implementation of the on-site works, ILO will deliver theoretical training sessions, accompanying the on-site works. The training sessions will be delivered to the workers. The purpose of the theoretical sessions is to give additional knowledge and information sharing to the workers implementing the on-site works to further increase their employment prospects. The content of theoretical sessions will complement the on-site works. As such, the service provider will also suggest a list of training topics for the theoretical training which complements the practical application. The training topics should consider the number of positions required and the skills needed.

#### 2 Scope of the consultancy

The objective of the assignment is to conduct a detailed conditions' assessment of the proposed works and prepare documentation (design drawings, technical specifications, and BoQ/cost estimate) for inclusion in the tender documents. The aim of the intervention is to enhance the SDCs' premises, without going into any major structural works.

Thus, ILO will hire a design service provider for surveying/condition assessment, design and preparation of detailed technical drawings and tender documents including technical specifications, BoQs and cost estimate for the rehabilitation of the 15 SDCs. The design and materials used are expected to meet international standards, namely in terms of environmental sustainability.

The service provider shall throughout the assignment coordinate closely with the SDCs focal points and ILO assigned engineer to obtain necessary information and documents. The service provider is to include the ILO in all correspondences and meetings concerning the assignment.

It is important that the service provider take into consideration using material that is **sustainable, environment-friendly, cost-efficient**, preferably locally produced/available **with minimal maintenance requirements**. The proposals should be validated by ILO technical team through review sessions and submitted mock-up samples and installation details/specifications, prior to design submission, upon request.

The service provider is required to map the existing damaged features and utilities within each SDC. Based on the results of the detailed surveys, the service provider is expected to prepare AutoCAD design drawings, BoQ and specifications for the rehabilitation works.

Maintenance and rehabilitation needs within the SDCs' physical infrastructure might include: roof repairs including waterproofing and isolation, flooring repairs, plumbing and electric repairs, wall repairs, windows/doors repairs and maintenance (incl. painting), bathrooms and kitchens' rehabilitation, plastering and painting works ... Details of the major works include but are not limited to removal of debris, repair to concrete columns, slabs, walls, partition walls, roofing, floor tiling, provision of plastering and painting works, provision of doors and windows, provision of electrical, mechanical, plumbing, and sanitary works etc. Complete details shall be prepared by the design service provider.

## **2.1 Phase 1 – Preliminary Study and concept design.**

This phase shall include data collection, surveys, and collection of all information relevant to the project design and the issuance of a concept design to be approved by ILO engineers. The service provider shall carry out all necessary preliminary studies and condition assessment/surveys and collect as required information related to the project for carrying out the design.

### **2.1.1 Data Collection**

The service provider must at the start of the assignment identify all the relevant stakeholders, contact those concerned in the SDCs' management (SDC's focal point), or any other responsible authority (municipality, governorate, organization, etc...) to assess what relevant information and documents are already available and can be provided to be used for this consultancy, including any utilities within proposed locations, documentation of architectural features etc. The service provider needs to check and evaluate how possible it is to carry out the proposed rehabilitation works, taking into account the SDCs' focal points/owner's consent.

The documentation/information should consist of at least:

- general site condition
- documentation of architectural features, construction materials and techniques,
- other legal documents.

### **2.1.2 Detailed conditions assessment**

The service provider shall plan physical visits to the proposed 15 SDCs and conduct detailed condition assessment of the SDCs' premises. Based on the detailed conditions assessment, the service provider shall prepare an assessment report, where appropriate recommendations are provided to the ILO in regard to the existing conditions, safety and risks as well as the feasibility of planned interventions.

### **2.1.3 Conceptual Design**

The service provider shall prepare conceptual designs for the rehabilitation of the SDCs, for discussion and review from the ILO team. The concept should be based on the SDC's requirements, and common code and practices. ENABLE team might request several options from the service provider in order to decide which concept to adopt.

The conceptual drawings shall include but are not limited to:

- General plan with key notes.
- Setting out and levelling drawings, in a legible scale for initial assessment.
- Legible architectural and civil works plans and drawings.
- Legible MEP plans for the kitchens and toilets' rehabilitation.
- Legible electrical works plans and drawings.

- Recommendations on implementation and restoration approaches.
- Sketches or any other visual references that support in the project presentation to stakeholders.
- Technical specifications including civil, structural, mechanical, electrical, architectural.

As noted in the scope of the consultancy, the concept should comply with **best environmental and social practices** and should be adapted to the EIIP modality and specifically the Local Resource Based approaches, with a focus on sustainability. The concept proposal should be coordinated with relevant stakeholders to ensure alignment and smooth procedures upon implementation.

Within the norms of practice, the ILO may require the service provider to provide material mockups/samples throughout this consultancy. This shall be at no additional cost to the ILO.

### 2.1.3 Preliminary Cost Estimate

The service provider shall prepare, compile, and present to the ILO the preliminary cost estimate for the project.

It is essential that the service provider provide in this report the overall cost estimate of the rehabilitation of each SDC. The service provider shall make sure that the total price estimate does not exceed the proposed budget. The allocated budget is USD 350,000.

### 2.1.4 Final Preliminary Report

At the end of phase I, the service provider shall prepare and submit a final preliminary report describing the findings, conclusions, and recommendations. All condition assessments, surveys, relevant correspondence, and studies shall be attached to the data collection report. Additionally, since ILO will implement a dual approach including a theoretical and practical training modality for the workers to be contracted, the service provider is requested to identify in this report the competency-based training (CBT) topics that can be provided according to the works being implemented. Training topics should be identified based on a list of existing CBT curricula which will be shared by ILO.

## 2.2 Phase II – Detailed Design, Topographic Survey, BoQ/Confidential Cost Estimate and Technical Specifications

This phase shall include design development drawings, bill of Quantities, a confidential cost estimate, technical specifications, and a preliminary work plan. Based on the recommendations and approval of Phase I preliminary report, the service provider shall develop the Detailed Design for SDCs premises' rehabilitation. This includes architectural drawings, structural drawings, MEP drawings, technical reports, BoQ and confidential cost estimate.

### 2.2.1 Detailed Design Drawings (Issued for Construction – IFC)

Based on the detailed condition assessment and the approved conceptual design in Phase I by the ILO, the service provider is required to prepare appropriate detailed design to be implemented. The design should be composed of drawings including but not limited to:

- As built general layout plan and floor plans, cross sections and elevations.
- Earthworks and demolition plan and details for existing structures or obstacles.
- IFC Architectural drawings, structural drawings, MEP drawings.
- Modified layout plans and schematic diagrams, as may be necessary, and details for electrical (high & low currents), lighting, fire alarm, plumbing, water storage, heating, air conditioning and ventilation, fire protection, etc.
- Cross sections and details as may be necessary for the understanding of the design and its prospects.
- Details such as doors, accessories, windows, stairs, handrails, and other items for the building.
- 3D model with pictures of selected materials.
- Site management and hoarding/safety plan during the implementation of the project, including

OSH and Environmental recommendations.

The design must be appropriate for implementation using the Local Resource Based approach, i.e. design and specifications should be appropriate for the use of manual labor and local resources. The selected consultancy firm must therefore participate in an orientation session provided by the ILO at the start of the assignment. The client has the right to review/ correct and amend any drawing or detail mentioned above without any variation in time and cost.

The service provider shall obtain approval for the final designs from the owner of each SDC. The service provider shall then obtain approval for the final designs from the relevant Ministries if required.

### 2.2.2 Detailed Bill of Quantities, Confidential cost Estimate and Specifications

- The BoQ and cost estimate shall be prepared based on the Local Resource Based and labor-Intensive Approach in order to promote job creation. The form and divisions of the BOQ shall be agreed upon with the client.
- The project uses a specific BoQ format that should be applicable to all the projects (to be provided by the ILO upon signing).
- All quantities, inventories & calculations shall be submitted along with the BoQ.
- The Service provider shall make sure that, the total price estimate does not exceed the proposed budget.
- The cost estimate for each work item shall be split into, Labor cost, material cost & equipment cost, overhead cost and profit. Cost Estimate shall remain CONFIDENTIAL and shall be only presented to the ILO predesignated personnel
- The BoQ items should include a clear and consistent description of the expected outputs.
- The BoQ items should reflect all the details present in the drawings when it comes to material selection and dimensions. No discrepancies should be present between BoQ, Specifications, and Drawings.
- The BoQ should include a Health Safety and Environment item, where project specific expectations shall be clearly mentioned in the item description.
- The BoQ item numbers should refer to the same numbers in the Technical Specifications to ensure consistency.
- The specification files shall comply with international standards, but in a simplified and project tailored style to ensure clear and precise guidelines for civil, hardscape, softscape, and furniture project elements.
- Service provider shall submit all calculation notes and additional documentation as requested by the ILO.
- The service provider shall prepare and submit the technical specifications for all work items listed in the BoQ. The specifications should describe the work method applying to the local resource-based approach.

### 2.2.3 Suggested Work Plan

The service provider shall prepare a tentative Work Plan for the project based on the EIIP adopted methods and templates – training to be provided by the ILO to the service provider in order to facilitate this task. This plan shall set the base for timeframe, expected employment targets and number of workdays for the project.

### 2.2.4 Environmental and site safety plans

The service provider is required to develop an environmental plan to consider the potential environmental impact of the construction activities on the surrounding environment and reducing it by implementing sustainable designs for EIIP projects and environmentally friendly and green architecture. This plan will lead to a good resource management and reduce the depletion of natural resources and benefit from reducing carbon emission, reducing the use of energy, reducing waste, conserving water, reducing

pollution, and improving person's overall health.

The service provider shall develop a site safety plan to identify potential health and safety hazards associated with site activities which includes potential risks for workers, contractor's team, visitors and the surrounding, and including emergency response and evacuation plans procedures. Once the hazards have been identified, appropriate measures are to be put in place to reduce the risk of accidents.

The environmental plan template and site safety plan template will be shared with the service provider once the contract is awarded.

### 3- Project Deliverables

The service provider shall submit to the ILO in final form (1 hard and 1 soft copy) for review and comments at the end of Phases I and II. Once the final detailed execution drawings, technical specification, BoQ and cost estimate are approved, the service provider shall submit one hard copy together with one soft copy (on CD-ROM) of the following documents.

Phase I: preliminary studies - final Preliminary report – final report of the conditions' assessment

Phase II: detailed execution drawings, BoQ/cost estimate, and technical specifications in English.

The detailed design in Auto-Cad including all drawings and documents mentioned within the scope of consultancy (refer to all the above paragraphs), in addition to:

- Other drawings and details as requested and recommended by ILO focal point.
- Letter of endorsement by the SDCs' managers and the local authority/stakeholders if needed.
- Any other license or approval needed from other concerned Ministries if needed.
- Any approvals / disclaimers from nearby authorities/stakeholders that might be affected by the works to be implemented.

### 4. Reporting, Coordination, and payment modality

The service provider will work under the overall supervision of the Chief Technical Adviser and shall coordinate closely with the ILO focal point that will be assigned to support the work.

The service provider shall coordinate closely with ILO throughout the assignment to agree final scope of works in each location.

### 5. Payment Schedule

Payments will be made in fresh USD as follows:

- 30% upon successful completion and delivery of Phase I document as detailed above per project.
- Final payment upon successful completion and delivery of the entire assignment, per project.

### 6. Eligible Bidders and mandatory requirements:

- Eligible bidders are mainly Lebanese registered design engineering companies. ***Individual consultants/designers are not eligible to apply.***
- Bidders must possess a minimum of 5 years of demonstrated experience in the relevant consultancy field, with a proven track record of successful project management in restoration and rehabilitation.
- Technical capacity: the Consultancy Company had worked on at least three major projects in fields related to infrastructure and relevant subject matter in the past 3 years with UN agencies or INGOs.
- The bidder must submit a comprehensive list of project proposed qualified personnel for this specific assignment including their CVs.
- Bidders shall be legally registered in Lebanon. Government-owned enterprises may participate only if they are independent and operate under commercial law.
- Bidders shall not be identified on the Consolidated United Nations Security Council Sanctions List (CUNSCSL), World Bank's Listing of Ineligible Firms and Individuals, and lists of sanctioned and/or suspended vendors maintained by UN Organizations ("Sanctions Lists")

- Economic and financial standing: total annual turnover and company financial statement and/or audit reports for the last two years should be presented.

#### 7. Expression of interest:

Interested bidders shall send their expression of interest by the 28<sup>th</sup> of September 2024 to the below emails: [alhajjm@ilo.org](mailto:alhajjm@ilo.org) cc-ing [chaya@ilo.org](mailto:chaya@ilo.org). Please ensure to include your preferred contact email address, allowing us to reach you through that address. Bidders who will send their EOI beyond the above mentioned deadline will not be considered.

Interested bidders shall receive by the 1<sup>st</sup> of October some photos of the existing conditions within different SDCs for their reference.

Request for clarification deadline: 03 October 2024 before 14:30 PM. Questions and responses will be compiled into one document that will be shared with all applicants to maintain fairness.

#### 8. Quotation Submission:

The quotation for the study including cost breakdown, methodology, time frame (work plan) and all other requirements shall be submitted by **email by 08 October 2024, 11:30 PM Beirut time**. The cost shall be broken down in main components. Quality of proposal, including cost, methodology and work plan will be considered in the evaluation process.

#### **Late applications will not be considered.**

Proposal, including supporting documentation must be received at [chaya@ilo.org](mailto:chaya@ilo.org) cc-ing [alhajjm@ilo.org](mailto:alhajjm@ilo.org) and [barroeta@ilo.org](mailto:barroeta@ilo.org)