

## Terms of Reference (ToR)

<b><u>Title and Level:</u></b>	Support Zahleh Municipality in Subcontracting a Newly Established Car Diagnostic Center
<b><u>Duty Station:</u></b>	Municipality of Zahleh, Maallaka & Taanayel
<b><u>Intervention:</u></b>	Establishing a Car Diagnostic Center in the Beqaa Cluster under the USAID-funded Promoting Sustainable Livelihoods (PSL) Activity

### **Background**

The PSL is a USAID-funded program implemented by the Rene Moawad Foundation (RMF) over the course of five (5) years, ending September 16, 2025 and aims to improve the livelihoods of residents of target communities through training, technical assistance, infrastructure rehabilitation, and marketing, and improve and upgrade their existing assets, mainly in the sectors of Agriculture, Tourism and Light Industry. The PSL is targeting residents across seven (7) clusters joining 134 municipalities in the North, Beqaa, Baalback El-Hermel, South, and Mount Lebanon areas. RMF is implementing PSL in partnerships with local and international organizations with diverse expertise including: 1. The Lebanese Maronite Order (OLM)/ University of Saint Esprit Kaslik (USEK); 2. The Maronite Foundation of the World (MFW); 3. The Association for Forests, Development and Conservation (AFDC); 4. the Michel Daher Social Foundation (MDSF); 5. The Atayeb Al Rif (AAR) Cooperative; 6. NoGarlicNoOnions (NGNO); and, 7. Keylime.

PSL is currently implementing 30 interventions/projects across all 7 clusters, among which is the establishment and equipping of a Car Diagnostic Center in Zahleh (Beqaa Cluster), in partnership with MDSF.

### **Project Description**

The project's overall objective is to provide a workplace 'Car Diagnostic Center-CDC' with all needed car diagnostic tools and equipment so that the car repair workshops in the Beqaa cluster will no longer reject customer cars and be able to recognize the problem for repair. The CDC will also host an incubator to help newly graduated automotive repair technicians (5 years and under) in the cluster launch their professional careers. The project also aims to build the capacities of the technicians and of the fresh graduates.

The center is already established and equipped by PSL, with almost all needed works finalized. The municipality of Zahleh provided the premises and land plot for this intervention while PSL rehabilitated the premises and equipped them with various equipment/tools.

As per business model, the Municipality now needs to subcontract the management and operation of the CDC to a private entity, in line with the new national procurement law to start its operations.

The scope of work of needed consultancy services is presented next.

## **Scope of Work**

### **Phase 1: Preparatory Work for Tendering**

1. Financial Planning Review:
  - Review the financial feasibility of the project previously developed by the project's technical expert.
2. Bid Preparation and Evaluation:
  - Collaborate with the technical team to understand the project's financial requirements.
  - Assist Zahleh Municipality in preparing comprehensive bid documents, ensuring clear financial specifications and evaluation criteria.
3. Pre-tendering Financial Workshop:
  - Conduct a financial workshop for stakeholders involved in the tendering process, explaining financial aspects and requirements.

#### Outcomes of the Phase 1:

- Comprehensive financial review and analysis report.
- Completed bid documents with clear financial specifications.

### **Phase 2: Procurement Model Development**

1. Public-Private Partnership (PPP) Agreement:
  - Provide expertise in drafting and reviewing the PPP agreement between the municipality and the selected private operator.
  - Ensure financial terms and conditions align with project objectives and are fair to both parties.
2. Legal and Financial Risk Assessment:
  - Conduct a thorough assessment of legal and financial risks associated with the PPP agreement.
  - Propose mitigation strategies to safeguard financial interests.

#### Outcomes of Phase 2:

- Drafted and reviewed PPP agreement.
- Legal and financial risk assessment report.

### **Phase 3: Procurement / Tendering as per Public Law**

1. Guidance on Procurement Laws:
  - Provide guidance on adhering to public laws and regulations during the procurement process.
  - Ensure transparency and compliance in the tendering process.

#### Outcome of Phase 3:

- Completed tendering process in accordance with public laws.

### **Phase 4: Tenders Evaluation**

1. Financial Evaluation:

- Assist in the financial evaluation of bids received from private operating entities.
- Ensure alignment with the project's financial goals and sustainability.

2. Evaluation Criteria Refinement:

- Provide recommendations for refining the financial evaluation criteria.
- Ensure fair and transparent evaluation.

Outcomes of Phase 4:

- Successful selection of a private operating entity.
- Refined financial evaluation criteria.

Duration in Days	Total Fees

**Name:**

**Date:**

**Signature:**

**Eligible Candidates/Required Qualifications:**

Individuals or entities who possess the required backgrounds in law, and/ other fields with previous experience in similar services.

Interested candidates are required to submit their CV and portfolio.