

Assignment / Terms of Reference

Road Safety Design and Work Supervision

Position description	
Object	Road Safety Design and Work Supervision
Name	
Project name/ number	Sustainable Development in Lebanon Project DWR/PP 2024/067/3
About the Organization	The Polish Center for International Aid (PCPM) is a Polish NGO based in Poland, dedicated to providing humanitarian aid and development assistance worldwide. PCPM focuses on a range of areas including emergency response, medical aid, and infrastructure development. In Lebanon, PCPM has been actively involved in addressing the needs of vulnerable communities while focusing on Humanitarian and Development aid in addition to Disaster Risk Reduction.
Project background	<p>The Polish Center for International Aid (PCPM) with the funding from the Polish Aid under project DWR/PP 2024/067/3 is in the process of implementing a development project in Lebanon.</p> <p>The aim of the project is to strengthen local communities exposed to the effects of the economic crisis in Lebanon by supporting local governments and other local institutions in providing sustainable public services. The activities are implemented in cooperation with municipalities and the Lebanese civil defense.</p> <p>Since the onset of the economic crisis in Lebanon, the Union of Municipalities has been grappling with severe financial challenges, significantly impacting the maintenance and safety of road infrastructure. This has led to a rise in road accidents across the country. One of the most affected roads is the Kobayat-Hermel route, which suffered extensive damage following a devastating fire in 2021. The fire destroyed vegetation, leading to soil erosion and road collapse, especially exacerbated during the winter months.</p> <p>The Kobayat-Hermel road is essential not only for local residents but also for facilitating economic activities between the Northern Akkar and Bekaa regions. It serves as a vital link for hundreds of trucks daily and provides access to significant agricultural lands. The need for intervention on this road has been identified as a high priority. The proposed interventions include constructing retaining walls and culverts, installing safety signs and lighting, and conducting a comprehensive road safety audit to develop and implement essential safety measures.</p>

Aim of this assignment	<p>The aim of the assignment is to prepare the ground for implementing road safety improvements and ensure that their implementation is in line with the law, designs, safety standards (incl. LIBNOR) and project timeline.</p> <p>The Expert in Road Safety Design and Works Supervision will:</p> <ul style="list-style-type: none"> - Prepare detailed designs for countermeasures selected for implementation in compliance with the relevant national and international legal and safety standards, which will include among others feedback from the local governments; - Assist PCPM/local governments in complementary work; - Assist in obtaining the necessary permits for implementation of the designs; - Assist in procurement through preparation of a bill of quantities and recommendation of selection criteria; - Supervise implementation works (road rehabilitation, installation of signs and lighting) in line with the relevant national and international legal and safety standards as well as the detailed designs; - Be available to local governments in the area of implementation and PCPM for consultation related to the assignment throughout the period of the assignment.
Geographical scope/ location of the assignment	Kobayat - Qatlab in Akkar (Northern Lebanon)
Key Responsibilities	<p>Design:</p> <ul style="list-style-type: none"> - Preparation of designs for the road rehabilitation works and improvements (including installation of safety signs and lighting); conduct a thorough assessment of the ground conditions; This involves analysing soil stability, slope gradients, and potential drainage issues; determining the most suitable type and placement of the retaining wall, ensuring that it will be effective in preventing erosion and capable of withstanding environmental pressures; This phase incorporates engineering principles to ensure the wall's structural integrity and longevity. The design will also consider aesthetic aspects and the environmental impact; specify the materials needed for the works. This includes selecting materials that are durable, cost-effective, and suitable for the specific conditions identified in the assessment; - Participation in a stakeholders' meeting to validate the designs; - Conduct assessment of other potential sites depending on needs and experts' days / budget availability for potential contract extension. <p>Support in obtaining permits and ensuring compliance:</p> <ul style="list-style-type: none"> - Identification of relevant permits; - Assistance to local governments in the preparation of the necessary documentation (covering consultancy as well as review and correction of draft versions); - Ensure compliance with guidelines and regulations including permits, safety standards.

	<p>Assistance in procurement for works:</p> <ul style="list-style-type: none"> - Preparation of needed specifications and drawings, bill of quantities (BoQ) for materials, items and works necessary for installation of the selected countermeasures in coordination with PCPM procurement team; - Recommendation of contractor's selection criteria and service requirements in coordination with PCPM procurement team; - Participation in technical evaluation of the offers, assessments, market research and analysis. <p>Works supervision:</p> <ul style="list-style-type: none"> - Introducing the contractor performing works to his/her assignment; - Conduct site visits to supervise the works and maintenance of the infrastructure in coordination with PCPM as well as the local governments in the area of implementation. <p>Reporting & recommendations:</p> <ul style="list-style-type: none"> - Submission of project documentation (incl. technical documents such as designs, BoQs, progress/monitoring field visits reports listed in <i>Outputs/Deliverables</i>). - Assessment of potential risks and provide written guidance on operation and maintenance to the municipality of Kobayat as well as mitigation measures; - Addressing any technical questions or concerns raised by the donor, offering expert advice and solutions to facilitate informed decision-making throughout the project.
<p>Outputs / Deliverables</p>	<ul style="list-style-type: none"> - Assistance in and validation of selection of solutions for implementation; - Support in obtaining permits and note on consultancy regarding permits; - Technical/engineering documentation for both phases of the project 2024-2025 including BoQs, detailed designs of improvements (including safety signs and lighting), drawings, maps (and test reports when applicable); All documentation produced under this assignment is the property of the PCPM and its donor; - Assistance in procurement for works: preparation of BoQ and tender documents including recommendation of contractor's selection criteria and technical evaluation of offers received in the procurement phase; - Developing a detailed work plan that outlines the construction schedule, resource allocation, and key milestones. This plan ensures that all aspects of the construction are well-organised and that the project progresses smoothly from start to finish. It includes timelines for each phase of the construction, the deployment of labour and equipment, and contingency plans for potential delays; - Establishing a monitoring plan. This plan involves regular site inspections, quality control checks, and addressing any issues that arise promptly;

	<ul style="list-style-type: none"> - Progress/monitoring field visits reports (reports from supervision works), safety reports during supervision of works and final report specifying any variances; Incident reports (based on PCPM template in case of incidents); - Testing report and hand-over of the activities; - Guidance on operation and maintenance; - Civil works documentations/simulations.
Coordination	<p>Throughout his/her assignment:</p> <ul style="list-style-type: none"> - The Short-term Expert will provide the Project Coordinator and Program Oversight with recommendations related to the implementation of the activity. - The short-term Expert shall arrange and execute the tasks as mentioned above in consultation with the Project Coordinator and Program Oversight. - The short-term Expert will report to the assigned Project Coordinator and Program Oversight. <p>The expert is expected to cooperate with contractors and other stakeholders (local governments and community representatives) and PCPM experts. All coordination between the Short-term expert and stakeholders shall be arranged by PCPM.</p>
Minimum qualifications	<p><u>Education and professional Experience:</u></p> <ul style="list-style-type: none"> - Higher education degree (Masters level) in Engineering or postgraduate degree in Traffic Engineering. - At least 8 years of experience as a Traffic Engineer managing road safety or/and Road Works Supervisor; - At least 3 similar assignments in the last 5 years, preferably in Lebanon; - Sound in-depth knowledge of global findings and directions in road safety; - Extensive knowledge with Lebanese municipal context and development processes and institutions; - Good knowledge of the road safety works and supplies market, and experience in preparation of BoQs for road safety works; - Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender); - Proficiency in English and Arabic; - Experience working with NGO; - Legally registered with the syndicate of engineers Lebanon; - Ability to conduct topographic and civil designs; - Excellent in AutoCAD as well as design software; - Ability to produce high quality analytical material in English; - Good communication skills with landowners, Municipalities, Moukhtars and Beneficiaries.

	<ul style="list-style-type: none"> - Experience in EU procurement procedures will be an asset. <p>Competencies:</p> <ul style="list-style-type: none"> - Reliability: fulfilling obligations in a highly responsible manner; - Self-control and maintaining composure; - Attention to detail, proper information management; - Tolerance and adaptability. <p><u>The shortlisted experts may be additionally asked to submit references or provide Satisfactory Performance Certificates of completed projects.</u></p>
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Terms and Conditions	
Period of the assignment and allocated budget	<p>A maximum of 30 working days from the signature of the contract, whereby PCPM recommends with the following timeframe that:</p> <ul style="list-style-type: none"> - Activities related to preparation of the relevant documentation (review of the selection of solutions for implementation, detailed technical designs, assistance in application for permits and procurement for works, including reporting) will take no more than 10 days; and - activities related to works supervision of works will take not more than 20 days from the start of works until their full implementation. - depending on days/budget availability, the expert may be requested to assess/supervise other PCPM sites. <p>The assignment will end once the works have been completed. The Expert shall make every effort to ensure that the works are completed before 31st October 2024.</p>