

## **TERMS OF REFERENCE**

### **CONSULTANCY & SI PARTNERSHIP**

#### **PROGRAMMATIC ROLES & RESPONSIBILITIES - DELIVERABLES**

## **I. Roles & Responsibilities**

### **1. SI**

#### **a. Preliminary analysis and identification of the area of intervention**

SI is responsible to conduct initial surveys and analyses in the different neighborhoods of Burj Hammoud then, following specific selection criteria, identify the priority neighborhood for the intervention.

#### **b. Needs identification and conception of the project**

Based on the gathered data and conducted assessments, SI will identify the needs within the targeted community and will decide on the type of project to be implemented.

#### **c. Community mobilization and engagement of local authorities**

SI is responsible to build a strong relationship with local authorities that would help the correct development of the project. SI will therefore organize the required meetings with the authorities to ensure their approval to the different steps of the project is granted.

SI will ensure regular contact with the communities in order to manage expectations and tensions and will take part in the community engagement activities led by the consultant.

#### **d. Urban rehabilitation and infrastructure activities**

SI will follow up with the consultant on the design of the project, provide technical feedback, support with community engagement and facilitate any meeting with the different communities and key stakeholders in order to manage expectations and reduce any tensions.

#### **e. Construction supervision**

SI is responsible to contract the Construction Company through its internal logistic process. The consultant may be involved in the process as deemed required (potentially for technical advice). The Construction contract should be signed between SI and the selected Construction Company.

SI is responsible to oversee the implementation of the project and ensure the work is executed in a timely manner, as per the consultant's design and drawings.

SI will inform the consultant about any issues that might arise during the implementation of the works and together they will agree on the steps forward.

SI will prepare as built drawings of the project once it's finalized and share them with the consultant and the Municipality.

**f. Lessons learned and reports to donor**

At the end of the project, SI will draw the lessons learned and work on the final report, incorporating the consultant's feedback and report.

**2. The consultant**

**a. SI staff training**

The consultant should train selected SI staff on participatory approaches and community led interventions so that SI staff can understand and take part in the development of the project. A workshop should be conducted at the beginning of the project and another one once the design is completed and the rehabilitation works have begun, in order to draw the lessons learned from this approach.

**b. Community mobilization and engagement of local authorities**

The consultant is responsible to facilitate (with SI teams) a deeper analysis on the dynamics in the selected area of intervention and involve the community in the design of the project

The consultant will develop a methodology for community engagement and participatory design, which will be validated by SI and conducted in collaboration with SI program and MEAL teams. The project design is to be carried out using participatory approaches, involving different communities and groups living in the areas, including men, women, boys and girls.

The consultant will attend with SI the meetings with the local authorities and present the project using any required maps and renderings.

Based on the type of project to be implemented, a permit might be required and the consultant will be in charge of preparing all required documents and submitting them to the authorities.

**c. Urban rehabilitation and infrastructure activities**

The consultant is responsible to

- Conduct in depth analysis on the selected neighborhood and specific area of intervention inclusive of social/cultural dimensions.
- Ensure the community is involved in the design of the project through participatory approaches and that the project is accepted by the targeted community.
- Provide all technical inputs and documentation.
- Participate as needed to technical meetings with the authorities (municipality, union of municipality, other...) or public companies (for networks for example).
- All of the above should be completed in collaboration with SI teams

The design will take into consideration the following parameters:

- The existing public infrastructures (ie Water & Sewage)
- Security
- Safety
- Use of eco-friendly materials sourced locally
- Participation of the community and buy-in
- Cost of intervention: all part of intervention should be designed with the budget in perspective
- Waste management
- Respect of international construction standards and local codes.

- Required infrastructure for soil stabilization (retaining wall, drainage...)
- Use of local plants
- Tenure issues

**d. Construction supervision:**

SI is responsible for the construction on site. However, the consultant is responsible to provide any technical drawings required for proper construction by the contractor.

The consultant is required to conduct a joint field visit with SI staff and the selected contractor prior to the start of the works to ensure the proper execution of the design. After that, SI team will follow up with the contractor and inform the consultant on any modifications that might be required.

The consultant should be available on call in case of an emergency or any technical issue stopping or slowing down the construction and be responsible to propose adapted technical solutions (with cost analysis) in a timely manner.

The Handover of the work will be signed by all parties.

**e. Report**

The consultant is expected to deliver a report after the design is finalized, reflecting on the information that was gathered, the methodology that was drafted, the challenges faced, the lessons learned and the key considerations when working with the selected contractor. This report will be part of the package that will later on be shared with the donor.

The consultant is also required to be available and to support SI in 2-3 meetings (mid-implementation; post implementation + ad hoc) held with the Municipality within 3 to 6 months following the implementation of the works.

## II. Planning & Deliverables

### 1. Planning

The consultant is expected to work in close coordination with SI and submit the deliverables on time.

The design should be validated by SI before moving to the development of detailed drawings.

#### DETAILED WORKPLAN AFD

ACTIVITIES & TASKS		Objectives		Person responsible	May-21				June-21				July-21				August-21				September-21				October-21				November-21				December-21						
		Nb.	Unit		S19	S20	S21	S22	S23	S24	S25	S26	S27	S28	S29	S30	S31	S32	S33	S34	S35	S36	S37	S38	S39	S40	S41	S42	S43	S44	S45	S46	S47	S48	S49	S50	S51	S52	S53
					7-1	14-5	21-5	28-5	4-6	11-6	18-6	25-6	2-7	9-7	16-7	23-7	30-7	6-8	13-8	20-8	27-8	3-9	10-9	17-9	24-9	1-10	8-10	15-10	22-10	29-10	5-11	12-11	19-11	26-11	3-12	10-12	17-12	24-12	31-12
ACTIVITY 1 :	In Depth Analysis of the Neighborhood																																						
Task 1.1	Field Surveys, community engagement and creation of maps	1	day	Consultant + SI																																			
Task 1.2	Staff Training (Urban Development, Participatory Approach)	3	weeks	Consultant + SI																																			
Task 1.3	Brainstorming	1	day	Consultant + SI																																			
ACTIVITY 2 :	Schematic Design																																						
Task 2.1	Concept Design, plans and preliminary budget	4	weeks	Consultant																																			
Task 2.3	Validation of design	1	day	SI																																			
ACTIVITY 3 :	Design Development																																						
Task 3.1	Full set of drawings (Plans, elevations, sections, details) and final budget	5	weeks	Consultant																																			
Task 3.2	Validation of design and budget	1	day	SI																																			
Task 3.3	Report and key considerations	3	weeks	Consultant																																			
Task 3.4	Lessons learned workshop	1	day	Consultant + SI																																			
ACTIVITY 4 :	Implementation of the work																																						
Task 4.1	Call for tender and selection of contractor	4	weeks	SI																																			
Task 4.2	Implementation of the work	13	weeks	Contractor																																			
Task 4.3	Supervision of ongoing work on the ground	13	weeks	SI																																			
Task 4.4	Mid-implementation meeting	1	day	SI + Consultant																																			
Task 4.5	Post Implementation Meeting	1	day	SI + Consultant																																			

## **2. Deliverables**

The following deliverables have been defined:

**All deliverables should be provided both in editable version (Word or Indesign for reports and presentations, Excel for BoQs & plannings, CAD for drawings & sketches) following the usual standards and PDF.**

### **a. Deliverable 1: In depth analysis of the neighborhood**

Following the identification of the neighborhood and the selection of the project, the consultant is requested to conduct additional analyses and community engagement to draw the main elements that should be tackled within the intervention.

The findings should be presented to SI team with a special focus on the following aspects:

- Map of the neighborhood with key findings
- Risks and threats
- Conflict mitigation measures
- Strategy/Methodology to involve the community throughout the project design and implementation.

### **b. Deliverable 2: Concept Design**

Concept Design:

- Concept design should be carried out using participatory approaches as per the methodology developed, ensuring that the communities are actively involved in the project design.
- The project should be designed taking into consideration conflict mitigation measures
- Definition of the modality of implementation of the activities

Schematic design & presentation should include (but not limited to):

- Position of different elements: urban furniture, plantation, pavement, signage...
- Infrastructure intervention (if needed): drainage, sewage, water network
- Justification of choice of materials with rough cost estimation: flooring, urban furniture, specific equipment (lighting...) integrating the challenges of maintenance.
- Drawings: At least 1 section / elevation per space and plans for each with position of existing & new networks (if needed)
- Specific drawings for key elements to be added like urban furniture
- Bill of Quantities with quantities and estimated unit prices
- Estimated Planning for the construction taking into considerations alternate circulations during the implementation of the works.

### **c. Deliverable 4: Design Development**

Final design should include (but not limited to):

- Detailed Bill of Quantities (defined enough for contracting the firm) with quantities and estimated unit prices
- Drawings: At least 1 section / elevation per space and plans for each with position of existing & new networks (if needed)
- Specific drawings for key elements
- Estimated Planning for the construction

- Technical clauses & specifications to be attached to the construction contract.

#### **d. Deliverable 6: Final report**

The final report should be drafted after the completion of the assessments, community engagement and design development. The report should include:

- Review of methodology used for community engagement
- Strategy and decisions made
- Challenges faced and lessons learned.

Documents should be provided both in editable version (Excel for BoQs and planning, CAD for design, Word for narratives) and PDF.

The final report should be written in a way that allows it to be shared with the donor.

### **III. Selection process**

You are requested to submit your complete offer before **April 28, 2021 5:00 PM** to the following address: **[callfortender@solidarites-liban.org](mailto:callfortender@solidarites-liban.org)** mentioning as title of the email:

#### **Call for Expression - AFD BBR Consultancy.**

The selection process will be based on financial, administrative and technical criteria.

Please provide the following documents:

<b>Financial Analysis</b>
Detailed financial offer with payment details, installment of payment
<b>Administrative Analysis</b>
Company profile, registration documents
<b>Technical Analysis</b>
Past Experience with INGOs, NGOs and CSO. All documents proving your past experience (Reference letter, copy of contract, etc....)
Previous experience related to the requested consultancy, urban development and/or community-led approaches. (Any document proving that you have already performed this type of activity)
List and CVs of person who will be involved in the consultancy

**Please note that an incomplete file will not be analyzed and the offer will not be part of the final selection.**