

<b>TOR Title</b>	<b>Terms of Reference for External Consultant</b>		
<b>Country</b>	Individual Consultant (Civil site engineer) to manage and supervise the construction works planned to take place in Damour, Mount Lebanon		
	Lebanon	<b>Project</b>	ENABLE
<b>Pillar:</b>	Employment of the most vulnerable population in intensive infrastructure works		
<b>Objective:</b>	<b>Improving living conditions and resilience of refugees displaced by the Syrian crisis and vulnerable hosting communities in Lebanon</b>		
<b>Output:</b>	Improved results and deliverables on site		
<b>Location</b>	Damour, Mount Lebanon with travels to ILO Offices, upon request		
<b>Type of Contract &amp; Duration</b>	External Collaborator (6 months, 132 working days)		

## 1. Background & Context

With funding from the European Union, the International Labour Organization (ILO) is implementing ENABLE programme focusing on providing livelihoods and decent work opportunities to enhance the economic capacity of the most vulnerable and marginalized communities residing in targeted areas. The program will provide integrated employment services and short-term employment opportunities in infrastructure projects, which will reduce dependency on social assistance for the poor and vulnerable, contributing towards social cohesion. At the centre of the programme is a so-called Local Resource Based Technology (LRBT) approach to infrastructure rehabilitation and improvement. These Terms of Reference (ToR) focus on supervising and managing the site works during the implementation of the infrastructure project in Damour, Mount Lebanon.

## 2. Assignment Objectives

ILO is currently implementing an Employment Intensive Infrastructure Project (EIIP) under ENABLE program in Damour, Mount Lebanon for the **rehabilitation of the existing irrigation channel\***. ILO has previously hired a consultant who did the study, design, and tender documents for this specific project. A contractor is currently being hired to implement the works on site. The objective of the service concerned by these Terms of Reference is the mobilization of a consultant (with site civil engineering background) for the supervision and management of the rehabilitation project from a technical engineering perspective while ensuring conformity with initial plans and ILO standards. These activities will contribute to the successful achievement of the results expected by the construction project, in terms of quality of the work carried out and on the job training of the workers.

Working under the direction of the Programme Engineer, the consultant will be responsible for the technical quality related to the interventions to be implemented within Damour. S/he will advise on the planning, implementation and monitoring of the rehabilitation works to ensure interventions strategically achieve key results. Moreover, s/he will be monitoring the on-site trainings provided by the contractor to the workers as practical curriculum.

While a contractor will implement the on-site works, the consultant contracted under these ToR will supervise the implementation directly and assure that the work is completed and delivered without any defects and delays.

### **\*Background information on the works to be implemented for the rehabilitation of the irrigation channel**

Where there is a need of re-construction, the workers will be demolishing some parts of the channel and then moving to the excavation activities required before the re-construction. Moreover, the workers will be performing cast in situ activities, when it comes to the construction of new channel parts and concrete channel closures / covers ... Works will also include the construction of stone masonry bearing walls in identified areas as per the plans. Additionally, workers will also be involved in repairing activities for existing structural damages and weak parts (such as structural cracks, leakages ...), which includes surface repairing, stone restoration, jacketing works, masonry works ... The works will also include the installation of new water barriers to replace the old, damaged ones.

#### **The overall objective of the assignment is to:**

- (1) Assure that the quality of the construction works being implemented during the duration of the works is meeting technical standards without any defects and delays.
- (2) Prepare reports and schedules to be submitted to ILO.
- (3) Ensure that all the interventions and on-site trainings are in compliance with ILO environmental, humanitarian, decent work and safety standards.

### **3. Scope of Work and Methodology**

ILO is seeking a consultant (with civil site engineering background) for the construction site in Damour to provide technical assistance and advice to the hired contractor implementing the works. S/He should be checking and referring to the provided technical designs and drawings for accuracy and ensure that they are followed correctly and that they meet agreed specifications, budgets, timescales, and ILO standards. The consultant must also be preparing site reports and logging progress to be submitted to ILO Programme Engineer.

The consultant is also requested to supervise the workers and make sure that the attendance sheets are filled precisely, in close coordination with the contractor while ensuring that ILO health, safety and sustainability internal policies and legislation are adhered to.

The site engineer will undertake the following **tasks** under the above-mentioned processes:

#### **Technical Assistance**

- Providing technical assistance, coordination and follow up and managing day to day relations with the contracted entity to ensure high quality construction activities.
- Assisting in finding practical solutions to site problems in close coordination with the contractor.
- Carrying out regular inspection and measurement of works, materials and as-built drawings and certifying and recommending payment of completed works.
- Carrying out continual quality assurance during the construction phase to ensure that the construction is of an acceptable standard to ILO and the relevant Lebanese authorities.

#### **Site Supervision and Monitoring**

- Controlling engineering works and in particular the quality of works, safety and environmental aspects and compliance with ILO standards.
- Inspecting works for conformity to specifications and design instructions while ensuring work compliance with relevant engineering standards and codes
- Inspecting working and training conditions at construction sites, ensuring that occupational health and safety practices are in compliance with prevailing standards and helping to identify issues, blockages and misunderstandings occurring at the community level and providing suggestions for corrective action to facilitate complaints mechanism and undertake corrective actions.
- Monitoring work and training conditions on-site while ensuring adherence to labour laws and decent work principles.
- Ensuring that the performance dates specified in the agreed work plan are being achieved by contractors while identifying bottlenecks and pointing-out declining performance of contractor.
- Monitoring of the contracted staff on site and conveying attendance sheets to the programme engineer while ensuring conformity with the initial list of selected beneficiaries and eligibility criteria.

### Reporting and Site Correspondence

- Conveying progress, comments, problems, and reports to programme engineer regarding the works being implemented.
- Assisting in monitoring the progress of the project activities by reviewing and verifying progress reports, final reports and other data for clarity, consistency, and completeness.
- Maintaining site records and photos of completed works.
- Attending regular and occasional site meetings with Contractor and other third parties as needed.
- Maintaining records of the Contractor's activities and labour force.
- Preparing, dispatching, and receiving site correspondence while maintain a filing system.

### Deliverables:

**Deliverable #1:** Occupational safety and health (OSH) and decent work trainings to be delivered to workers upon the start of the site works. The training shall be conducted whenever new workers join the site works, and one-hour daily refreshment session for all the workers.

**Deliverable #2:** Monthly progress reports (using the format approved by ILO) at the end of each month that include all outstanding aspects of the overall proceedings, a qualitative vision of the works carried out, number of working hours and workdays, quality of materials and safety equipment etc ... Reports must also include photos of the works before, during and after the interventions.

**Deliverable #3:** Monthly attendance sheets of workers and trainees.

**Deliverable #4:** Social, environmental and safety compliance checklists to be filled upon request.

**Deliverable #5:** Validated IPC (interim payment certificate) sheets, Muster Rolls and Database of workers.

**Deliverable #6:** Interim report on activities on the provided technical assistance for the construction works, including monthly attendance sheets for trainees and technical support staff, monthly monitoring sheets of materials used, monthly monitoring reports on practical training set up and construction sites and a breakdown of expenses incurred during the execution of the works.

**Deliverable #7:** Final report of activities, including monthly attendance sheets for workers and trainees, monthly monitoring sheets of materials used, monthly monitoring reports on practical training set up and construction sites ...

**Deliverable #8:** Final list of workers involved in the implementation as well as the final list of trainees that were trained during the implementation.

### 4. Deliverables, Timeframe & Indicative Work Programme

The work is expected to start in May 2024 and the start date is to be confirmed at a later stage. The expected activity duration is to be determined by the contractor. The contract duration will be for 6 months.

### 5. Site civil engineer profile

#### **The Individual Consultant should meet the following requirements:**

- Bachelor's Degree in civil engineering, or other closely related field.
- Minimum of 4 years of site experience and field supervision of civil works.
- Experience of coordinating the activities of a multidisciplinary team including contractors and staff from diverse range of backgrounds.
- Substantial knowledge of the development and evaluation of civil engineering design and construction contracts, bills of quantities, and specifications.
- Proficiency in AutoCAD and standard Microsoft Office applications and relevant computer applications.
- Language requirements: Excellent command of Arabic and English.
- Resident of Damour or nearby areas.

## 6. Proposal Submittals

The technical proposal is expected to be submitted by the candidates to include the following main components:

1. **CV** demonstrating required capacity and level of education.
2. **Copies of Diplomas.**
3. **Cover letter** demonstrating why they are the most suitable for the work.
4. **Employment certificates** from relevant past works including past projects and assignments relevant to the above.
5. **At least 3 professional references** including detailed contacts.
6. **Copy of Passport or National ID.**

## 7. Payment Schedule

Upon the submission of the deliverables detailing the activities performed including the above-mentioned summary, and other relevant documents to the satisfaction of the ILO, the consultant will be paid as per the following:

- **1<sup>st</sup> payment will be transferred by 30 June 2024** upon the submission of the work plan and attendance sheets for OSH and decent work trainings, May and June monthly progress reports (that will include all the components mentioned above), May and June attendance sheets for workers and trainees and the relevant social, environmental and safety compliance checklists as well as the validated IPC (Interim Payment Certificate) sheets submitted by the contractor during that period (Refer to **Deliverables #1,2,3,4,5**): 2,000\$ for a total of 44 working days.
- **2<sup>nd</sup> payment will be transferred by 31 August 2024** upon the submission of the of the interim report (Refer to **Deliverable #6**) and the work plan and attendance sheets for OSH and decent work trainings, July and August monthly progress reports (that will include all the components mentioned above), July and August attendance sheets for workers and trainees and the relevant social, environmental and safety compliance checklists as well as the validated IPC sheets submitted by the contractor during those months (Refer to **Deliverables #1,2,3,4,5**): 2,000\$ for a total of 44 working days.
- **3<sup>rd</sup> payment will be transferred by the 31<sup>st</sup> of October 2024** upon the submission of the work plan and attendance sheets for OSH and decent work trainings, September and October monthly progress reports (that will include all the components mentioned above), September and October attendance sheets for workers and trainees and the relevant social, environmental and safety compliance checklists as well as the validated IPC sheets submitted by the contractor during that period (Refer to **Deliverables #1,2,3,4,5**): 2,000\$ for a total of 44 working days.
- **4<sup>th</sup> payment to be transferred by the 18<sup>th</sup> of October 2024** upon the submission of the final report, the final list of workers and trainees (**Deliverables #7 & #8**): 500\$
- **Total Contract Amount: \$6,500.00, No VAT included.**

## 8. Submission of Proposal

ILO is inviting qualified consultants having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR) to submit their proposals as per the requirements mentioned above. The email subject should mention: (name of candidate - "**Ref.: ILO – Excol – Damour construction site**")

**The CVs will be submitted by email along with a cover letter addressed to:**

Email: [chaya@ilo.org](mailto:chaya@ilo.org), [elhajj@ilo.org](mailto:elhajj@ilo.org), cc-ing [barroeta@ilo.org](mailto:barroeta@ilo.org). Incomplete applications will not be considered.

**Deadline for submission by 15 April 2024 by 23:00 pm (Lebanon Standard Time)**