

# TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

## I. General information

<b>Project name:</b>	Supporting progress in key areas of public administration reform in Lebanon
<b>Donor:</b>	European Union
<b>Implementing agency:</b>	Expertise France
<b>Beneficiaries:</b>	Civil Service Board, Public Procurement Authority, Court of Audit, Central Inspection Board, and the National Anti-Corruption Commission
<b>Duration of the assignment:</b>	1 months
<b>Assignment name:</b>	Procuring IT equipment
<b>Assignment location:</b>	Beirut, Lebanon
<b>Contact person:</b>	rayan.merheb@expertisefrance.fr

## II. Context and justification of the need

Expertise France (EF) is a public agency created on the 1st of January 2015, and it has joined AFD Group as of January 1, 2022. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. Expertise France is the French public agency for international technical assistance.

**Project:** Supporting progress in key areas of public administration reform in Lebanon

Since 2019, Lebanon has been facing one of the worst economic crises globally since the mid-nineteenth century according to the World Bank, with 2 major events intensifying its impact, the COVID-19 pandemic and the Beirut port explosion in 2020. As the financial and economic situation unfolds, the downfall can be seen in all of the country's aspects, from the availability of state services to the functioning of public administrations. Understanding the extent of this downfall requires an overview of several key facts that could represent Lebanon's new reality.

Lebanon has also been facing political and economic crises for several years. The country has a complex political system that is based on power-sharing arrangements among its religious sects. However, this system has led to political gridlock, corruption, and a lack of accountability, which has resulted in a deteriorating economic situation and social unrest. The political deadlock in Lebanon refers to the ongoing inability of the country's political leaders to form a functioning government. This deadlock has been repetitive and has always persisted for multiple months and sometimes years.

The country's worsening context has severe consequences on all sectors, with Lebanese public administrations being the most affected due to the reduction of available public funds. This has affected the core of public services and the basic functioning of administrations.

### Needs justification

Due to the financial crisis, almost all Lebanese governmental entities have suffered from budget cuts that affected negatively on their IT infrastructure and IT systems spending. The complications have multiplied with the financial crisis and political gridlock in the country, leaving most public administrations in dire need of support.

The project is aiming to support the IT and Capacity building needs of several public entities.

## III. Objectives and desired results

### 1) General objective

The objective of the assignment is providing IT equipment for the Civil Service Board (CSB), the Central Inspection (CI), the Public Procurement Authority (PPA), and Expertise France.

### 2) Specific objectives

- a. Empower Staff in conducting various tasks in support of public administration.
- b. Provide needed equipment for the smooth operation within the administrations

### 3) Anticipated results

Delivery of the required IT equipment by June 20<sup>th</sup>, 2024

## IV. Requirements

### 1) IT Equipment

Item	Deliverables to the CSB	Qty	Delivery date
1	<p>Desktops:</p> <ul style="list-style-type: none"><li>• Core i7 or higher</li><li>• 16 GB RAM or higher (32 GB is desirable)</li><li>• 250GB- or higher SSD HDD</li><li>• Up to 1 Gbps Ethernet PCIe Network Adapter</li><li>• Built in WIFI Adapter</li><li>• Perpetual embedded MS Windows 11 license</li><li>• English/Arabic Keyboard</li><li>• 15" screen</li><li>• Wireless mouse</li><li>• Lightweight Stereo sound and Over-ear headset with noise cancelling microphone</li></ul>	10	June 20 <sup>th</sup> , 2024

## TERMS OF REFERENCE / SPECIFICATIONS

	<ul style="list-style-type: none"> <li>• UPS (10-15 minutes runtime)</li> <li>• 2 years' warranty and service support for the above laptops – Service Centre must be in Lebanon</li> </ul>		
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Item	Deliverables to the CI	Qty	Delivery date
1	Laptop: <ul style="list-style-type: none"> <li>• Core i7 or higher</li> <li>• 16 GB RAM or higher (32 GB is desirable)</li> <li>• 250GB- or higher SSD HDD</li> <li>• Up to 1 Gbps Ethernet PCIe Network Adapter</li> <li>• Perpetual embedded MS Windows 11 license</li> <li>• English/Arabic Keyboard</li> <li>• 15" screen</li> <li>• Wireless mouse</li> <li>• 2 years' warranty and service support for the above laptops – Service Centre must be in Lebanon</li> </ul>	10	June 20 <sup>th</sup> , 2024

Item	Deliverables to the PPA	Qty	Delivery date
1	Light weight laptop: <ul style="list-style-type: none"> <li>• Core i7 or higher</li> <li>• 16 GB RAM or higher (32 GB is desirable)</li> <li>• 250GB- or higher SSD HDD</li> <li>• Perpetual embedded MS Windows 11 license</li> <li>• English/Arabic keyboard</li> <li>• 2 years warranty and service support in Lebanon</li> </ul>	1	June 20 <sup>th</sup> , 2024

Item	Deliverables to Expertise France	Qty	Delivery date
1	Webcam connectable and mountable on Smart TV for video conferencing	1	June 20 <sup>th</sup> , 2024
2	Speakerphone for video conferencing	1	
3	Computer monitor 18" with adjustable height	2	

### 2) General Requirements

1. All proposed equipment must be available in stock.
2. Proposed equipment must have at least 5 years end of life (EOL)
3. Maintenance and Support must be provided in Lebanon.
4. Delivery is onsite to the premise of each entity, all located in Beirut.

## V. Place, duration, and terms of performance

- 1) Onsite at each entity as specified in the table.

2) Delivery date: 20/06/2024

#### VI. Required expertise and profile.

1. The service provider must be a Lebanese registered company with at least of 10 years of proven experience in delivering similar products.
2. Previous experience in working with local NGOs and/or other international organizations is desirable.

#### VII. How to apply

The proposal should include:

- Technical specification of the proposed equipment showing EOL support.
- Financial proposal with a detailed priced BOQ in MS Excel format.

Please send your proposal by the following address:

[Lebanon.procurement@expertisefrance.fr](mailto:Lebanon.procurement@expertisefrance.fr)

#### Submission deadline

All proposals must be submitted no later than 17th of June 2024, 5 PM.