

Right To Play

Terms of Reference

Request for Proposals – Rehabilitation Consultant TOR

Request for Proposals: Right To Play is looking for an experienced engineer consultant with experience in rehabilitating classrooms, play areas/ gardens and kitchens facilities in schools and community centers in Beirut, South, and the North of Lebanon.

Rehabilitation Consultant TERMS OF REFERENCE:

I. PROJECT IN BRIEF:

The project will improve access to and quality of non-formal and formal education for refugee and host community children to support their life skills development and psychosocial well-being and increase retention in formal education. Also, the project will increase access to positive learning environments for refugee and host community children to provide them with regular basic food items—helping to improve their physical, cognitive, and psychosocial well-being.

II. OVERALL PURPOSE OF THE REHABILITATION PROCESS:

The primary objective of the rehabilitation is as follows:

1. Increase access of children to safe and quality classrooms, play spaces, gardens, and kitchens by enhancing physical spaces in the community centers / schools.

III. REHABILITATION PROCESS METHODOLOGY:

Rehabilitation should take place in a **minimum of 9 to 12 schools/centers** across **Beirut, South and North**.

With the help of RTP's staff, the consultant's tasks will include (but are not limited to):

- Conducting visits to the sites intended for rehabilitation;
- Assessing and identifying the rehabilitation needs;
- Developing the design drawings and Bill of Quantities (BOQs);
- Participating in the bidding/tender process and support RTP in selecting adequate contractor/supplier of rehabilitation services;
- Closely monitoring the activity and following up on the contractor(s) during implementation and providing technical input accordingly;
- Drafting and submitting reports that reflect implementation progress;

IV. Consultant (s) responsibilities will include the following:

- **Preparation:** The consultant will have to do field visits to the identified locations, assess, identify rehabilitation needed, develop detailed BOQs, and drawings.
- **Material:** The consultant will provide clear assessment reports that will be delivered at the early stage of the contract explaining the rehabilitation needed in addition to the BOQs that will be set by site.
- **Bidding/Tender Process:** The consultant will take part in the tender process and support RTP in selecting adequate contractor(s) to conduct rehabilitation activities.
- **Rehabilitation Implementation:** The consultant will lead, supervise, monitor and support the Rehabilitation activities and processes in Beirut, South and North through regular field visits, constant communication with the contractor(s) and RTP, and regular reports submitted to RTP.
- **Report Writing:** The consultant will prepare reports (monthly, and final) detailing each intervention, inclusive of recommendations and lessons learned. The report will consist of, at minimum, an executive summary, a detailed description of the methodology and works' evolution, a table listing challenges and limitations faced, solutions adopted to overcome them, pictures etc.

RTP responsibilities will include the following:

- Provide documents on the project to be reviewed by the consultant.
- Orient the consultant to Right To Play's programs and its M&E strategy, procedures and systems.
- Orient the consultant on RTP Policies and Procedures.
- Provide feedback to preliminary results.
- Conduct site visits during the implementation and follow up on the consultant to monitor progress of deliverables.
- Review reports submitted by the consultant.

The consultant will directly report to the Project Manager at RTP Lebanon office, who will serve as the focal point person for this Rehabilitation process.

The consultant will sign a Child Safeguarding Package along with agreement.

V. TIME FRAME

The assessment process will begin as soon as a contract with the consultant is signed and must be completed with the submission of final report, the approximate timelines for regular activities are as per below:

April 1st, 2023, to May 1st, 2023

- Effective first date of the consultant
- Meeting with RTP teams responsible of the project
- Induction to relevant policies and procedures
- Introduce the sites that will be rehabilitated
- Discuss the assessment of the sites
- Finalize the BOQs of the sites, and drawings.

May 2nd till September 30th, 2023

- Tender committee meeting, and selection of sub-contractor with support of the consultant
- Contact the sub-contractor, set a meeting, and agree on all terms.
- Start the rehabilitation on sites.
- Submit the 1st report.
- Finalize rehabilitation.
- Submit final report.

N.B.1: Regular contacts and field visits will be performed by RTP's staff, from April till September 2023, to ensure that the contractor is executing as per the BOQs.

N.B.2: The above schedule might be subject to changes depending on external unforeseen challenges.

VI. CONSULTANCY DELIVERABLES

- Site assessment, report, and Bill of Quantities
- Progress reports during Rehabilitation process
- Rehabilitation schools/community centers across Beirut, South and North

VII. BUDGET AND PAYMENTS

The prospective consultant should provide a budget which includes their consultancy rate for the whole rehabilitation project. Please note that the assessment budget will be covered by RTP, the consultant should include his/her fees.

RTP will provide a payment of

20% of the total contract sum for subsistence upon signing the contract.

30% will be paid to the consultant after signoff of BOQs.

30% will be paid upon submission and signoff of the Midterm report and the remaining.

20% will be paid to the consultant 30 days after the signoff of the final report.

Under no circumstances should the consultant invoice for more than the agreed contract. The consultant should send RTP the final outcome assessment report and make sure that all rehabilitation is finalized as agreed. Full payment will be contingent on receipt of all deliverables as detailed above with approval of the Final Report by the assessment committee.

How to apply

- Kindly submit the proposal with requested documents by **March 22, 2023**, to:
- Mariam Zaytoun, Logistics Officer, at: mzaytoun@righttoplay.com and Kevork Dersarkissian Logistics Coordinator at: kdersarkissian@righttoplay.com with "**Rehabilitation Consultant TOR**" in the email heading.
- For any further inquiries kindly contact Mrs. Zaytoun between 9:00 AM to 4:00 PM on **70259865** or Mr. Kevork on **03190093**.
- N.B: 1- Incomplete proposals will not be considered. 2- Early submissions are encouraged.

Checklist of needed documents:

- CV of key staff involved, roles envisioned, and Background and info.
- Portfolio of the company/organization
- Registration and legal permits
- Demonstrated experience in the fields of Civil engineering, Humanitarian Assistance, Child Protection, Social Cohesion
- Experience (references)
- Financial proposal signed and stamped + excel.

Right to Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. To learn more about how we are and what we do, please visit our website at www.righttoplay.com.