**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 play areas and WASH facilities in schools and community centers in Beirut, Bekaa, and the North.

**Rehabilitation Consultant TERMS OF REFERENCE:**

I. PROJECT IN BRIEF:

The emergency project seeks to increase access to formal and non-formal education and to enhance a COVID-19 cautious and safe return to learning for 3,400 children in schools/community centers in Beirut (areas affected by the blast), the Bekaa and the North.

On one hand, the project will improve the health and safety of schools and/or centers to enable positive hygiene management for children and educators. On the other, rehabilitation work will include rehabilitating play spaces and classrooms for children to participate in education community-based activities.

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 and play spaces by enhancing physical spaces in the community centers / schools

III. REHABILITATION PROCESS METHODOLOGY:

Rehabilitation works will cost around **$155,000 USD,** should take place in a **minimum** **of** **8 schools/centers** across **Beirut, the Bekaa and the North** and should be completed by **December 2021**.

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, Bekaa 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 Officer at 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:

**Date of Submission:**

**August 30th to September 13th 2021**

* 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
* Tender Opening (September 13th)

**September 27th to October 12th 2021**

* 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 (October 8 or 11)
* Start the rehabilitation on sites (October 12)

**November 12th 2021**

* Submit the 1st report

**December 13th to December 22nd 2021**

* Finalize rehabilitation on December 13
* Submit final report by December 22

***N.B***.***1***: Regular contacts and field visits will be performed by RTP’s staff, from September through December, 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.

V​I​. CONSULTANCY DELIVERABLES

* Site assessment, report, and Bill of Quantities
* Progress reports during Rehabilitation process
* Rehabilitation of minimum 8 schools/community centers across Beirut, Bekaa 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

To apply, kindly send your application to the following email [**rtp.lebanon@righttoplay.com**](mailto:rtp.lebanon@righttoplay.com)no later than **August 18, 2021.**  
The email title should clearly state **“Rehabilitation Consultant”**, and should include the following:

* Cover Letter, Suggested approach, methodology, and compensation in USD (1 page max)
* CV of key staff involved, roles envisioned, and Background and info Annex (attached below)
* Portfolio of the company/organization
* Registration and legal permits
* Demonstrated experience in the fields of Civil engineering, Humanitarian Assistance, Child Protection, Social Cohesion

**Annex 1: Background and info**

Fill one of the below tables with your relevant information :

**If an individual (or group of individuals) is applying, please fill out the below details:**

|  |  |
| --- | --- |
| Registration Number if any |  |
| Consultant Available Starting Date |  |
| Contact Person Name |  |
| Contact Person Mobile Number and Email |  |
| Define the nature of your work |  |
| List of Products / Services |  |
|  | |
| Name of person involved | Expertise and attach the resume of each |
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**If an organization is applying, please fill out the below details:**

|  |  |
| --- | --- |
| Name of Organization |  |
| Organization’s  Registration Number |  |
| Organization’s  Available Starting Date |  |
| Address/Location (Mouhafaza, Caza, Street) |  |
| Contact Person Name |  |
| Contact Person Mobile Number and Email |  |
| Director Name(s) |  |
| Organization Type (SAL, SARL, COOP…) |  |
| Date registered and Legal status:  (Attach to the technical file the certificate of registration or its equivalent; if the structure is informal, indicate that here.) |  |
| Industry/Sector |  |
| Define the nature of your work |  |
| List of Products / Services |  |
| Number of employees in the organization | |  |  |  |  | | --- | --- | --- | --- | |  | Male | Female | Total | | Full-Time |  |  |  | | Part-Time |  |  |  | | Seasonal |  |  |  | | Total |  |  |  | |
| Name of person involved | Expertise and attach the resume of each |
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While we thank all applicants for their interest, only those selected for the interviews will be contacted.

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 who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)