



Short term assignment – Terms of Reference

Road Safety Engineering Design and Works Supervision

Position description

Object	Road Safety design of engineering solutions and supervision of works for Menieh UoM
Activity reference	<p><u>Specific Objective 2:</u> To improve service delivery to generate greater social stability outcomes based on the needs of host, refugee and IDP populations.</p> <p>Pilot project ME2: Road Safety in Menieh Union</p> <p><u>Activities:</u></p> <ul style="list-style-type: none">• Action plan and technical specifications• Infrastructure plan and designs• Supervision of implementation works
Project background	<p>MASAR for Local Governments is a programme funded by the EU MADAD Trust Fund. The overall aim of the programme is to strengthen the long-term resilience of targeted subnational governments and their host, refugee, and IDP populations to deal with displacement.</p> <p>Sub-national governments in Iraq and Lebanon have been the first to be confronted by the repercussions of the Syrian refugee crisis: increased pressure on local services, competition for local employment opportunities, corroding social cohesion, faster urbanization trends, rent-seeking behaviour, and inflation due to externally injected funds in the local economy, and so forth.</p> <p>MASAR focuses on the urban setting, which is the background of processes of displacement, investment, employment, and service delivery.</p> <p>In Lebanon, the programme aims to help governorates of Baalbek-Hermel, Akkar, coastal plain north of Tripoli, and their unions of municipalities to deal with accelerated urbanization caused by the crisis.</p> <p>This programme will mobilize municipal experts from Lebanon and Europe to contribute to building the capacity of subnational governments.</p> <p>This capacity development can include, among others:</p> <ul style="list-style-type: none">- provision of technical advice;- training;- coaching and mentoring addressed to municipal Planning Units or Service Departments. <p>Capacity-building activities will be complemented by pilot quick impact projects aiming to, for instance, designing an urban layout to improve an existing network of streets and roads to better accommodate a higher influx of traffic, or to set up a municipal solid waste sorting plant to better cope with increasing volumes of litter.</p> <p>MASAR project is being implemented by a consortium of European entities: VNG International (the association of municipalities of the Netherlands), the Polish Centre for</p>



	<p>International Aid (Polish acronym PCPM), the Catalan Agency for Development Cooperation (Catalan acronym ACCD), and Local Government Denmark (Danish acronym KL).</p> <p>The expert will work with ACCD under direct supervision by the Front Officer in the coastal plain north of Tripoli, including areas within the Governorates of North Lebanon and Akkar. See annex for ACCD's geographical area of intervention</p>
Geographical scope of the assignment	<ul style="list-style-type: none"> • Union of Menieh, Governorate of North Lebanon, 5 municipalities
Specific background materials	<ul style="list-style-type: none"> • MASAR project reports including profiles of the Union of Municipalities provided by ACCD • ACCD report on black spots identification and proposed solutions
Aim and scope of this assignment	<p>ACCD is implementing a pilot project to capacitate Menieh Union of Municipalities on Road Safety management and awareness including infrastructure improvement.</p> <p>The aim of the assignment is to produce the engineering designs for implementation of road safety improvements as established in the study produced by ACCD. In a second stage the expert/firm will supervise works implementation in accordance to law, designs, safety standards and project timeline.</p> <p>The expert/firm will:</p> <ul style="list-style-type: none"> - Review the preliminary selection of black spots improvement measures and recommend changes if needed. - Prepare detailed designs for countermeasures in compliance with the relevant national and international legal and safety standards - Assist ACCD and Mennieh UoM in any pilot project additional work; - Obtain the necessary permits for implementation of the designs; - Assist in procurement through preparation of a bill of quantities, technical specifications and recommendation of selection criteria; - Supervise the execution of works in all technical and administrative matters, including on-site management of the contracted construction company, approvals, verifications and final drawings.
Key Responsibilities	<p>The expert/firm will be responsible for :</p> <ul style="list-style-type: none"> • Review the preliminary selection of countermeasures for installation against technical, financial and land ownership aspects, and recommend changes if needed; • Conduct all necessary measurements to prepare detailed designs for the prioritized black spots; • Prepare detailed designs for the prioritized blackspots; the designs should provide sufficient directions for implementation in accordance to the relevant technical, legal and safety standards • Provide ACCD with a legal analysis and obtain all the necessary permits, licenses and approvals required for implementation at local, regional and national level if necessary. • Prepare a bill of quantities (BoQ) for materials, items and works



	<ul style="list-style-type: none">• In the BoQ, the expert/firm will take into account the requirement of sustainability of improvements for implementation, including in particular: easy and affordable operation and maintenance, good availability of products and minimized negative impact on landscape and the environment,• Develop the technical specifications for the procurement of works, including safety and health provisions• Supervise the execution of works in all technical and administrative matters, including on-site management of the contracted construction company, approvals, verifications and final drawings.• Liaise with the key stakeholders (mayors, head of municipalities/ unions, municipal and Union staff, local community consultations) under the guidance of ACCD staff;• Draft the required reports with actionable, realistic recommendations
Main activities	<p><u>Black spots review and final selection</u></p> <ul style="list-style-type: none">• Review the proposed engineering solutions for the black spots including the budget estimation;• Review the final selection of black spots (prioritisation) considering budgetary, legal and implementation timing requirements <p><u>Engineering design</u></p> <p>Technical scope</p> <ul style="list-style-type: none">• Conduct all necessary field visits for measurements to prepare detailed designs;• Elaborate the Project Execution Drawings;• Elaborate the Bills of Quantities of each intervention and the Specifications documents;• Prepare the fair cost estimation for each black spots intervention (note that maximum available budget of final works to be executed is 250.000 Euro);• Preparation of the Request for Quotation (RFQ) including bidding conditions and evaluation criteria;• Preparation of the Project Management Process for the execution of the works including the organizational chart and the different project checkpoints;• Elaboration of the COVID-19 prevention measures at the construction site;• Elaboration of the Construction Safety Plan to be adopted during execution;• Propose a management plan for the UoM and municipalities to sustain the improved infrastructure, taking into consideration the role that the GIS Technical Unit could play;• Submit the Final Tender Documents and RFQ to ACCD for approval and launching; <p>Legal Scope</p> <ul style="list-style-type: none">• In close collaboration with ACCD team, follow-up on administrative requests in order to secure approvals from the relevant authorities;• Any structural intervention should acquire the typical construction permitting validations including the necessary certifications at the Order of Engineers and



Architects, Ministry of Public Works, General Directorate of Urban Planning and related Municipalities;

- Validate the legality of the interventions by making sure no interference is happening between the project targeted location and private or public properties;
- Highlight all the legal issues to be sorted out before the execution of the project and efficiently follow-up their solution;
- Obtain, on behalf of ACCD, all necessary approvals, permits and licenses.

Supervision of the Works

Procurement

- Draft the technical specifications of the procurement of works and supplies
- Elaborate evaluation criteria for the procurement of works and supplies
- Participate, whenever requested, in the Technical and Financial Evaluation of the bids;
- Advise ACCD on the selection of the contractor(s) and on the contract negotiations;

Technical management

- Verify and approve the planning of works (including the timing to complete different sections of the work) by the contractors;
- Verify compliance of contractor to expected standards established in the tender and to sound engineering practices;
- Supervise construction and installation works on site;
- Propose, or validate and approve to contractor, if necessary, any change required to complete the works as expected;
- Support the procurement officer in performing estimations of completed works to validate contractors' bills;
- Follow-up contractor to display minimum security, hygiene and protection standards on site;
- Elaboration of as-built drawings for all interventions at the end of the execution;

Administrative management

Overall, the scope is to ensure communication between contractor and ACCD acting as the lead interlocutor between both.

Some specific tasks are:

- Prepare standard weekly and monthly reports with notes from works executed;
- Supervise that the approved plan by the contractors is followed;
- Propose technical and administrative solutions that can help speed administration to successfully complete the project;
- Inform promptly of any problem, wrongdoings and negligence affecting execution;
- Organize partial completion assessment and handover;
- Record of photo (or video) the execution of the project;



	<p>Financial management</p> <p>Support ACCD procurement team in:</p> <ul style="list-style-type: none"> Validating bills by contractors in order to process payments; Reviewing financial attachments to bills and monitor tranches; Establishing a financial tracking tool to control disbursements to contractors; Internally reviewing costs to control expenses; <p>Preparing the financial clearance for the contractors in order to process final payments.</p>
<p>Outputs / Deliverables</p>	<p>The expert/firm will prepare and submit the following outputs/deliverables:</p> <ol style="list-style-type: none"> Evaluation report on ACCD selections of black spots; Detailed Engineering Execution Drawings for each intervention; Bill of Quantities & Fair Cost Estimation; Request for Quotations (RFQ) and technical specifications of items for procurement; Project Management Process; Report on project legal issues and approvals Progress Reports on a Monthly Basis including both Technical and Financial updates; Written requests for project amendments and variation orders (if necessary); Complete set of "as built" blueprints and drawing with all details of situation, real dimensions of all the elements and facilities built.
<p>Reporting requirements</p>	<p>The expert/firm will work under the supervision of ACCD's Front Officer and in close collaboration with the project team.</p>
<p>Minimum qualifications</p>	<p>The minimum qualifications and skills of the expert are:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> Higher education degree (Masters level) in Engineering or postgraduate degree in Traffic Engineering. <p><u>Professional Experience:</u></p> <ul style="list-style-type: none"> At least 8 years of experience as a Traffic Engineer managing the road safety issues and/or Road Works Supervisor At least 3 similar assignments in the last 5 years, preferably in Lebanon Experience in engineering design of Road Safety interventions for local governments in Lebanon Extensive knowledge with Lebanese municipal context and development processes and institutions; Proficiency in report writing, compiling action plans and related documentation; Proficiency in English and Arabic Experience in public procurement (preferably EU-funded) <p><u>Competencies:</u></p>



- Autonomy, creativity, pragmatism and orientation towards results;
- Reliability and professionalism: fulfilling obligations in a highly responsible manner;
- Cultural sensitivity and cross-cultural skills (religion, ethnicity, gender);
- Attention to details, good information management;
- Tolerance and adaptability.

Terms and Conditions

Period of the assignment	80 days from the signature of the contract: <ul style="list-style-type: none">- 30 days to complete the engineering design phase- 50 days to complete the execution of works, including obtaining permits and finalising procurement The expert shall strive to ensure that the works are completed by 30 st September 2021.
Selection	To be eligible for this assignment, the expert submit a tender dossier under ACCD requirements which will include a technical and a financial proposal. ACCD will evaluate the proposal and select the expert accordingly.
Location of the Assignment	North Lebanon: Menieh Union of Municipalities
Relevant contact details	Enric Ibarz (ACCD Front Officer, Tripoli): enric.ibarz@gencat.cat Nicole Szaroletta Ochando (Project manager, Barcelona): nicole.ochando@gencat.cat Corinne Sakr (Coordinator on Municipal Strategic Planning, Tripoli): corinne.sakr_ext@gencat.cat

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