

Date: Apr 10, 2023

Terms of Reference: Consultant for Design and Specification for Public Garden Enhancement

ABOUT INJAZ LEBANON

INJAZ Lebanon (IL) is a nonprofit non-governmental educational organization dedicated to educating youth about work readiness, entrepreneurship and financial literacy through experiential hands-on programs that help inspire a culture of entrepreneurialism and business innovation among youth in Lebanon. INJAZ Lebanon is an affiliate of INJAZ AL-ARAB and JA Worldwide, one of the world's largest and most-impactful youth-serving NGOs.

ABOUT PCL

The current multiple crises in Lebanon lead to increasing tensions between Syrian refugees and host communities and potentially more conflicts. The PCL project seeks to improve the peaceful coexistence between Syrian refugees and Lebanese communities. Several municipalities in North Lebanon and Akkar will benefit from participatory needs assessment processes and local initiatives targeting refugees and host communities alike. Initiatives might improve living conditions or address peace needs directly with the capacities and competencies of local actors to participate in and lead participatory processes will be strengthened. The project is implemented by GIZ on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Overview:

INJAZ Lebanon seeks the services of a qualified consultant to provide the design and specifications for work & equipment needed to prepare an existing public garden, located in North Lebanon | Mina area, to become a more engaging space for use by the community around it. The garden is a valuable community asset, has the space to cater to large groups of people, and has all landscape requirements ready but improvement elements to 'activate' it and make it more safe, engaging & convenient for the community.

Objectives:

The primary objective of this consultancy is to provide recommendations, a design as well as equipment specifications and works needed to prepare the existing public garden to become a more engaging space for the community. The consultant will work based on the recommendations of the community working group to develop their preliminary requirements for the space use, provide a design for approval, and develop a detailed list of tasks and jobs to be done including specifications for all equipment and material that is needed to be shared with contractors who will bid for the implementation of the design.

Scope of work:

The consultant will be responsible for providing design and specification recommendations for equipment and works needed to prepare the public garden for increased community use. Specifically, the consultant will be responsible for the following:

1. **Site visit:** Conduct a site visit to the public garden to evaluate the existing infrastructure and identify the areas for recommended activities.
2. **Design Draft:** Provide a design for approval that incorporates the community's preliminary requirements for the space use, which was reflected as follows:
 - a. A space for a children's playground with common features such as swings and slides among others
 - b. A space for accompanying family members to sit
 - c. A space and seating area for elderly people
 - d. A space and material to host a craft market
 - e. A space that can be used for outdoor sports including skateboarding
 - f. A bonfire that can be used by scouts or other groups.
3. **Presentation: of the suggested design to the working group taking into consideration their feedback to be adapted in the final design.**
4. **A detailed list of tasks and jobs:** Develop a detailed list of tasks and jobs to be done including specifications for all equipment and material that is needed to be shared with contractors who will bid for the implementation of the design with a detailed bill of quantity for the project
5. **Regulations:** Ensure the design and specifications meet all relevant regulatory requirements and standards.

Deliverables:

1. A written report summarizing the findings of the assessment of the public garden with the recommendations of the community working group and outlining the design and specification recommendations.
2. Draft design and final design plan for the public garden incorporating the community's feasible requirements for the space use includes drawings and specifications for equipment and works needed to implement the plan, cost estimates, and timelines.
3. Presentation of the draft design in a meeting with the community working group, the municipality, INJAZ Lebanon and GIZ representatives.
4. Recommendations for any necessary permits or approvals needed to implement the design plan.

Timeline:

The consultant should complete the work within 1 month from the start of the project.

Qualifications:

The consultant should have the following qualifications and experience:

1. Professional qualification in landscape architecture, urban design, or a related field.
2. Proven experience in participatory work and working with a community.
3. Proven experience in developing detailed designs and specifications for public spaces.
4. Excellent communication and the ability to work with a diverse group of stakeholders.
5. Knowledge of relevant regulatory requirements and standards.
6. Experience with project management and delivering projects on time and within budget.

Budget:

The budget for this project is to be determined and will be discussed with the selected consultant, Taking into consideration that you have to submit a Timesheet reflecting the working days

Evaluation Criteria:

The consultant will be evaluated based on the following criteria:

1. Demonstrated experience and qualifications as outlined above reflected in (CV and Portfolio of previous similar projects).
2. Ability to work collaboratively with the community working group.
3. The proposed timeline and approach to delivering the project on time and within budget.

Submission Requirements:

Interested consultants should submit a proposal that includes the following items:

1. A cover letter outlining the consultant's qualifications and experience.
2. Quotation in Fresh USD
3. References and prior work history.
4. A copy of the company's Business License. Only Companies &/or Consultants who are legally registered can apply. (Registration in the Ministry of Finance, and Interior if Applicable)
5. An authorized representative of the agency &/or consultant must sign, stamp and date the quotation, and other relative documents accompanying it.

Payment Conditions:

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/ Over the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon.

2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges
(To be charged on the supplier)

How to Apply

Quotations may be submitted on or before Wednesday, April 19, 2023, no later than 6:00 pm via e-mail attention: Mr. Firas El Issrawi (firas@injaz-lebanon.org), Senior Procurement & Admin Officer. For offers to be considered, please mention in the subject line the following: IL - Call for Consultant for Design for Public Garden Enhancement.

Only shortlisted consultants will be contacted.

Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Kindly note for reasons of potential conflict of interest, applicants who are accepted as Consultant for this project will not be eligible to apply for the upcoming call for proposal as service providers & suppliers for the implementation aspect of the project.

Thank you