

Request for Proposals – Rehabilitation Consultant TOR

Rehabilitation Consultant TERMS OF REFERENCE:

I. PROJECT IN BRIEF:

EQIE Program is a 5-year program (2020-2024) funded by the Norwegian Agency for Development Cooperation (NORAD). It aims to improve the reading skills for 10000 children and youth aged 3 to 10 years old, through a school and community-based and e-learning approach through engaging teachers and coaches in RTP's PBL Methodology. In addition, the program will increase the enrollment of children with disabilities in schools. Complimenting school-based activities, initiatives at the community level will aim to create an enabling, safe and inclusive learning environment that is supportive of children's wellbeing. In order to respond to the country's context, the program will maintain a broadened target group to include Syrian refugees, in addition to Palestinian refugees, and disadvantaged Lebanese host communities. Target locations will include 10 Palestinian refugee camps in addition to settlements where many Syrian refugees reside, spread out across 3 Governorates: Beirut, South, and North. Acknowledging that the geographical areas with the highest concentration of refugees are also the areas most affected by poverty, disadvantaged communities in surrounding areas will also be targeted. Further building on its established relationships with civil society organizations, RTP will continue collaborating with a range of community-based implementing partners throughout the program implementation.

II. OVERALL PURPOSE OF THE REHABILITATION PROCESS:

RTP is looking for a qualified **electrical engineer/consultant** with experience in rehabilitating mini digital labs in schools/community centers in Beirut, South, and North.

The primary objectives of the rehabilitation are as follows:

- Enhance physical spaces including mini digital labs in the schools/community centers
- Increase access of children to safe and quality digital classrooms in the schools/community centers and help them to interact with technology and make lessons more interesting for learning

III. REHABILITATION PROCESS METHODOLOGY:

Rehabilitation works will cost around \$55,000 USD, should take place in 4-8 schools/centers across Beirut, South, and North and should be completed by December 15, 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 can be set by site, or region (Beirut, South, and North).
- 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.
- 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 Protection against Sexual Exploitation and Abuse (PSEA) 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:

Activity/ Task	Deliverable(s)	Timeframe
Assessment study	Conducting visits to the sites intended for rehabilitation "4-8 centers"; Assessing and identifying the rehabilitation needs; Provide an assessment report;	October 28 th to November 8 th 2021 <ul style="list-style-type: none"> • 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
Developing (BOQs)	Developing the design drawings and Bill of Quantities (BOQs);	November 9 th to 11 th 2021 <ul style="list-style-type: none"> • Finalize the BOQs of the sites, and drawings
Bidding/tender process	Participating in the bidding/tender process and support RTP in selecting adequate contractor/supplier of rehabilitation services;	November 11 th to 25 th 2021 <ul style="list-style-type: none"> • Tender Opening • Tender committee meeting, and selection of sub-contractor with support of the consultant
Start of the rehabilitation process and installation of the equipment	Closely monitoring the activity and following up on the contractor(s) during implementation and providing technical input accordingly; Supervise the: <ul style="list-style-type: none"> - Quality of equipment purchased; - Quality of work done to install the equipment in the 4-8 centers; 	November 26 th to December 12 th 2021 <ul style="list-style-type: none"> • Contact the sub-contractor, set a meeting, and agree on all terms • Start the rehabilitation on sites
Final report	Provide a final narrative/analytic report about The progress and quality/effectiveness of the work done;	December 13 th to 15 th 2021 <ul style="list-style-type: none"> • Finalize rehabilitation • Submit final report

Date, signature and stamp is needed

N.B. The collaboration will take the form of a consultancy. The detailed process/timeline would be discussed in details with the selected consultant/electrical engineer.

VI. CONSULTANCY DELIVERABLES

The selected consultant/engineer will have to follow the below deliverables:

- Site assessment, report, and Bill of Quantities
- Monitoring and evaluation reports during Rehabilitation process
- Rehabilitation of 4-8 kindergartens/educational centers across Beirut, South, and North

VII. BUDGET AND PAYMENTS

The prospective consultant should provide a budget which includes their daily consultancy rate. 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. The remaining amount will be delivered to the consultant upon two payments (the second payment in October 40% and the last one 40% within 30 days after completion). 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.

VIII. Qualifications of the consultant/engineer

A consultant/engineer is needed who should have the following competencies and experience:

- Proven 5 years and more of experience and knowledge in conducting field assessment studies
- Demonstrated experience, high background and knowledge in creating digital labs
- Demonstrated understanding and support of principles of equity, participation and inclusion

How to Apply

Interested applicants are requested to submit the following documents:

- Cover Letter, Suggested approach, and methodology (1 page max)
- CV of key staff involved, and roles envisioned
- CV of key staff involved, and roles envisioned Financial proposal signed and stamped
- Preferred payment method should be mentioned
- Registration and legal permits

The proposal must be submitted no later than Sunday, **October 24, 2021** to:

1-Mr. Kevork Dersarkissian, Logistics Coordinator, Right To Play Lebanon
at: kdersarkissian@righttoplay.com.

2-Mrs. Milia Jebran, Project Officer, Right To Play Lebanon
at: mjebran@righttoplay.com.

N.B. Incomplete proposals will not be considered.

The following should be clearly stated in the email heading: **“Electrical Engineer/Consultant expert for creating mini digital labs”** Early submissions are encouraged and appreciated. While we thank all applicants for their interest, only those selected for interviews will be contacted. Competitive budgets would be considered.

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