

# **COUNCIL FOR DEVELOPMENT & RECONSTRUCTION**

## **Terms of Reference for Project/Contract Manager (full-time)**

**August 2025**

The Lebanese Government has received financing from the Arab fund for Economic and Social Development (AFESD), toward the cost of the Project related to “Completion of Sewerage Infrastructure in Lebanon.” (Loan No. AFESD 600/2013). The Council of Development and Reconstruction (CDR) intends to implement this project:

**The implementation of the above Project requires a full time Project/Contract Manager (PM) to perform the following tasks:**

1. Follow up and coordination of all project components, including with the technical experts who are assigned at the different Government agencies involved in the project.
2. Assistance in the preparation and implementation of all aspects related to the contracts, including but not limited to: review of Tender documents in accordance with CDR's and AFESD's policies and procedures, review of Consultants' and Contractors' reports and payment certificates, Coordinate with CDR departments on related issues,
3. Working closely with supervision engineers during the construction of the wastewater facility and ensure that works are implemented in close coordination with relevant authorities and ensure that necessary permits are obtained
4. Preparation of monthly progress reports, implementation, procurement and disbursement plans and their regular updates.
5. Participation in the evaluation process for the selection of consultants and contractors who will conduct supervision, and construction works related to the project.
6. Developing a good and regular communication with various counterparts in the project area to ensure proper communication around the project and answer potential queries that will be raised regarding the project. More specifically, the PM is expected to hold continuous and regular follow up and coordination with relevant authorities.
7. Organization of periodic meetings with all specialists to review work progress and address any issue that may arise, since technical specialists will be located in their respective ministries/agency.
8. Organization of periodic meetings, review work progress and address any issue that may arise.
9. Conducting weekly site visits to ensure proper implementation of the project.
10. Ensuring the site safety practices.
11. The PM's office will be located at CDR offices in Beirut.

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### ***Qualifications:***

- Bachelor Degree in Engineering (B.E.), Master Degree is a plus.
- Minimum of 7 years' experience in the design and/or management/ supervision of infrastructure projects.
- Must have good management and communication skills.
- Must have experience in FIDIC Contract or similar contract conditions under projects financed by international financial institutions (AFESD, World Bank, IsDB, EIB, KFAED, ... etc).
- Must have experience in procurement services as per international procurement regulation, as evaluation of Consultants and Contractors for infrastructure projects and Project tender documents and specifications.
- Must have experience with or any other international financing agency guidelines and policies;
- Fluent in Arabic and English; French is a plus.
- Relevant software experience such Microsoft Word, Excel, and PowerPoint;

### ***Duration:***

11 months (renewable)

### ***Reporting:***

The **Project Manager**, he/she will report to:

- CDR Head of Department of Water & Environment in the Project Division