

REPUBLIC OF LEBANON
LITANI RIVER AUTHORITY (LRA)
Project Name: Renewable Energy and System Reinforcement
Project (P180501)

TERMS OF REFERENCE
Technical Engineer/Assistant to the Project Manager (PM)

Loan No.: IBRD - LB-9731

Reference No. (as per Procurement Plan): LB-LRA-513082-CS-INDV

1. BACKGROUND

The Ministry of Energy and Water (MOEW), through the Electricité du Liban (EDL) and the Litani River Authority (LRA), is implementing the Lebanon Renewable Energy and System Reinforcement Project (P180501), funded by the International Bank for Reconstruction and Development (IBRD).

The project aims to enable cleaner, more reliable and efficient grid electricity services in Lebanon. Within this framework, the LRA is responsible for **Component 2.2: Rehabilitation of the three Hydropower Plants (MARKABI, AWALI & JOUN) and works to improve QARAOUN Dam Safety**, which includes the replacement of electro-mechanical equipment, modernization of control systems, and civil works upgrades.

2. OBJECTIVE OF THE ASSIGNMENT

To ensure effective execution of this component, LRA has established a dedicated Project Management Team (PMT), composed of professionals who will lead or support the achievement of the respective project component objectives.

The LRA is seeking to recruit a **Technical Engineer/Assistant to the Project Manager (PM)**, hereafter “**PM Assistant**”, to will provide technical support, administrative and coordination assistance to the PMT to facilitate smooth implementation of project activities.

3. SCOPE OF WORK

The **PM Assistant** will report directly to the **PMT Project Manager**.

The **PM Assistant** will be responsible for the following tasks:

- **Review all deliverables established by the Owner’s Engineer (OE) to support the review / decision making by the PM, including:**
 - All bidding Documents (BDs) for the rehabilitation of the three power plants with all technical definition and preparation of detailed technical specifications and necessary engineering drawings (Generators, Turbines,

Governors, Voltage regulators, Inlet Valves, Transformers, SCADA, Protection Relays, etc.).

- Project scheduling, ensuring alignment with project objectives, timelines, and quality standards.
- Reviewing Design of remedial measures to improve Qaraoun Dam Safety, and supervision during implementation.
- Assisting with procurement of contractors for rehabilitation works and adhering to relevant guidelines and standards.
- Managing rehabilitation contracts, including technical supervision of the project during implementation.
- Providing construction management services including on-site quality assurance (QA) and on the warehouse of the contractors QA and Factory Acceptance Test (FAT), ensuring effective interface management between various construction contracts and supervision of contractors' environmental and social performance.
- Support the PM in all technical issues during execution of works at site.
- Support the PM in organizing and scheduling internal meetings, workshops, site visits, and missions from the World Bank and other stakeholders.
- Assist the PM in the preparation and formatting of reports, presentations, meeting minutes, and official correspondence in Arabic and English.
- Maintain an organized filing system (physical and digital) for all project documentation, including procurement, financial, technical, and safeguards-related records.
- Monitor deadlines and assist in tracking deliverables and progress against project work plans.
- Support the entry, update, and retrieval of project information and documentation on platforms such as STEP (Systematic Tracking of Exchanges in Procurement).
- Ensure proper circulation of project communications, reminders, and follow-ups with team members and stakeholders.
- Maintain a database of contact information for consultants, suppliers, and institutional stakeholders.
- Assist in the preparation and coordination of tender documents, evaluation reports, and contract follow-ups under the supervision of the Procurement Specialist.
- Assist in the review and validation of contractor submittals and Owner's Engineer (OE) reports, including field inspection reports, material approvals, and variation orders
- Provide comprehensive office and administrative support, and perform any additional tasks assigned by the PM to ensure effective and efficient project implementation.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

Consultants will be shortlisted based on the following qualifications:

- **Education:**
 - Bachelor's degree in electrical engineering (Master's Degree is preferred)

- **Experience:**
 - **Minimum 15 years of experience** in preparing Tenders, **managing and executing rehabilitation projects of comparable scale** (Hydro Project 190 MW), including:
 - Dam, particularly Concrete Face Rockfill Dams (CFRDs), tunnels, and powerhouses.
 - Hydropower plants (HPPs, minimum power for each unit 20 MW): Generators, Turbines (Pelton and Francis), Governors, Power Transformers, Excitation systems, Protection Relays, Scada Systems, etc.
- **Skills:**
 - Strong organizational and time management capabilities; adept at handling multiple tasks simultaneously.
 - Excellent verbal and written communication skills in Arabic and English; proficiency in French is an asset.
 - Advanced skills in Microsoft Office tools (Word, Excel, Power Point, Outlook).
 - Familiarity with digital file management systems and project tracking tools is desirable.
 - Demonstrated problem-solving, ability to work independently and collaboratively with a proactive.

5. DURATION OF ASSIGNMENT

The assignment is expected to be for a one-year period and may be renewed based on performance and project needs. The PM Assistant will be based at LRA headquarters and will work full-time under the supervision of the Project Manager.

The attention of interested Consultants is drawn to Section III, paragraphs **3.13, 3.15, and 3.16** of the World Bank's **Procurement Regulations for IPF Borrowers** (Feb. 2025), which set forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant Selection** method set out in the Procurement Regulations (World Bank's **Procurement Regulations for IPF Borrowers** (Feb. 2025).