

Lebanon Emergency Assistance Project (LEAP)
Terms of Reference for the “Project Coordinator at the Ministry of Public Works and Transport”
September 2025

I- Introduction

As Lebanon emerges from the 2023-24 conflict and overlapping multifaceted crises, the proposed emergency Project supports the most urgent repair and reconstruction of damaged critical infrastructure and lifeline services and the sustainable management of rubble. Given the magnitude of the needs, estimated at approximately \$11 billion, the Project establishes a robust, transparent, and data-driven framework to identify and execute priority investments, restoring essential services where they are most urgently needed to resume social and economic activities. This framework will allow the Government of Lebanon (GOL) to seamlessly coordinate support for recovery and reconstruction as additional financing becomes available from partners. To enable the efficient delivery of the expected volume of investments in the years ahead in an accountable and transparent manner, reform measures and streamlined procedures have been identified to strengthen the Council for Development and Reconstruction (CDR) according to international benchmarks.

II- Project Background

The Proposed Project Objective is to enable sustainable recovery and restore lifeline services and critical infrastructure in conflict-affected areas of Lebanon.

The LEAP will support the GoL in a sequenced approach to response, recovery and early reconstruction. This will include improvements in the environmental management of rubble, restoration of lifeline services and critical infrastructure in prioritized areas affected by the conflict and support to the most vulnerable to undertake repairs to partially damaged housing. The Project will inform longer term reconstruction of damaged public buildings and infrastructure using a Build Back Better (BBB) approach to promote adaptation, sustainability, inclusion, and significant energy efficiency improvements and considering options for private sector financing. The four Project components are: (1) Immediate Response, (2) Lifeline Services and Critical Infrastructure Recovery; (3) Sustainable and Robust Reconstruction of Infrastructure and Lifeline Services; and (4) Project Management.

The LEAP is implemented by the Council for Development and Reconstruction (CDR) (hereinafter referred as Client) representing the Government of Lebanon (GOL) with expected funding support from the World Bank (WB).

III- Objective of the Assignment

The Council for Development and Reconstruction (CDR) intends to select a suitably qualified individual Consultant who will act as a **Full time “Project Coordinator” at the Ministry of Public Works and Transport**, in the Project Management Unit (PMU), to provide assistance to CDR and follow up within the Ministry during the implementation of the Lebanon Emergency Assistance Project.

IV- Scope of Work:

The Project Coordinator at the Ministry of Public Works and Transport (MoPWT) will be embedded full-time within the Ministry and will serve as the primary liaison between MoPWT and the Council for Development and Reconstruction (CDR) for the implementation of the Lebanon Emergency Assistance Project (LEAP). The Project Coordinator will work under the overall supervision of the Project Management Unit (PMU) within the CDR and in close coordination with MoPWT leadership and technical departments.

The scope of work includes but is not limited to the following tasks:

1. Project Coordination and Liaison: Serve as the focal point for all LEAP-related activities related to the Ministry jurisdiction in the directorate of Roads & Directorate of Buildings.
2. Ensure effective coordination between CDR, MoPWT, and other relevant stakeholders, including the ministry technical departments including the regional offices.
3. Facilitate internal communication and timely decision-making within the Ministry related to project implementation.
4. Support the planning, scheduling, and monitoring of LEAP interventions related to the Ministry’s mandate (e.g., roads, public transport, ports, buildings, etc.).
5. Identify bottlenecks and propose solutions to accelerate implementation.
6. Ensure Ministry feedback and approvals are provided in a timely and coordinated manner.
7. Support MoPWT in adhering to LEAP’s safeguards, fiduciary, and reporting requirements, including environmental and social standards as needed.
8. Provide monthly progress reports to the PMU at CDR.
9. Maintain up-to-date records of all correspondence, decisions, and documentation related to LEAP activities within the Ministry.
10. Assist in the preparation of inputs for quarterly and annual project reports.
11. Coordinate with municipalities, local authorities, and civil society as required for the effective planning and implementation of LEAP components.
12. Participate in relevant project missions, workshops, and site visit.
13. Identify capacity gaps and recommend training or support needed for MoPWT staff to effectively engage in LEAP as needed.

V- Qualifications Requirements:

1. Minimum bachelor's degree in civil engineering (B.E). A master's degree in a relevant field is an advantage.
2. Minimum of 20 years of relevant experience and at least 10 years of experience in infrastructure project management with public authorities.
3. Demonstrated experience working with & preferably within public sector institutions, preferably at the Ministry of Public Works in Lebanon.
4. Working knowledge on projects funded by International Financial Institutions (e.g., World Bank, ISDB, EIB, etc.).
5. Familiarity with infrastructure recovery, post-conflict reconstruction, and/or emergency response is highly desirable.
6. Must have Strong project coordination and organizational skills.
7. Excellent communication and interpersonal abilities, with the capacity to work effectively across institutions and with diverse stakeholders.
8. Strong technical reporting, planning, organizational and coordination skills.
9. Knowledge of procurement, environmental/social safeguards, and monitoring and evaluation principles is a plus.
10. Proven experience in MS Excel, PowerPoint, Acad is a must.
11. Fluent in English and Arabic (written and spoken). French is a plus.

VI- Duration

The contract duration is 12 months. The contract is a Time Base contract subject to extension/renewal for the project duration upon mutual agreement, and strong performance of the Consultant.

VII- Administration and Reporting

The Project Coordinator will work under the overall supervision of the Project Management Unit (PMU) within the CDR and in close coordination with MoPWT leadership and technical departments.

The service under this TOR shall be performed at the Ministry of Works and Transport offices from Monday to Friday, except official holidays. Monthly report approved by the Minister of Public Works & Transport or his appointed official should be submitted along with the monthly invoice.

VIII- Remuneration

Billing and payments in respect of this service shall be made equally and on a monthly basis. The Consultant shall submit his/her invoice at the beginning of each month to cover the services

submitted during the previous month. Noting that the total Consultant's remuneration (fees) shall include all communication fees, software, computers, and any Taxes at the home country of the Project Coordinator.

IX- Client's Responsibilities

CDR will provide all the necessary documentation and information that may be needed by the Consultant to fulfill his obligations. MoPWT will make available office space within its premises with internet connection and email access.

X- Bank Secrecy Declaration:

The Consultant should submit in his/her EOI a signed and stamped declaration, in which, as stipulated in "article (5) of the banking secrecy law dated 3/9/1956 and as stipulated in the resolution of the Council of Ministries no.4 dated 28/4/2020", the Consultant agrees to lift banking secrecy over the bank account used to deposit or transfer public funds related to this Contract, and which will be included as Contract Clause.

CURRICULUM VITAE (CV) FORMAT

Position Title	{e.g., }
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. **Past employment that is not relevant to the assignment does not need to be included.**

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. , Minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks as per the TOR Scope of Work	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
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Individual Consultant's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of the Individual Consultant

Signature

Date

Contract For an Individual Consultant Time Based Payments

Between

Council for Development and reconstruction

and

[insert the Consultant's name]

Contract Number: [insert number]

Project name: **Lebanon Emergency Assistance Project (LEAP)**

Title of Consulting Services: Project **Coordinator at the Ministry of Public Works and Transport**

Procurement reference: **LEAP-IC-Proc-18**

Date of Contract's Signature: _____

SAMPLE CONTRACT FOR CONSULTING SERVICES

Announce-1055-TOR

SMALL ASSIGNMENTS

TIME BASED PAYMENTS

(IBRD FINANCED)

CONTRACT No. *[insert]*

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*¹.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall perform the Services as per financial details of Annex B, “Consultant’s corresponding unit rates”.
 - (iii) The Consultant shall submit to the Client the reports specified in Annex C, “Consultant’s Reporting Obligations.”
2. **Term**

The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.
3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. Taxes shall be the responsibility of the consultant.

¹ Avoid use of “P.O. Box” address

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) of person/month spent on site or at the Client offices as per Annex B.

C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account *[insert banking details. If payment by bank wire is not possible, prior Bank approval to apply cash payments option shall be obtained]*

All expenses such as travel, airport transfer, site transfer, lodging, communication, meals, visa fee, etc....are deemed to be included in Consultant Monthly rate.

4. Project Administration

A. Coordinator.

The Client designates Mr./Ms. *[insert name and job title]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment.

Monthly Progress reports will constitute the basis for the payments to be made under paragraph 3.

C. Timesheets

During the course of their work under this Contract, including field work, the Consultant shall be required to complete timesheets, or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

6. Inspections and Auditing

The Consultant shall comply with the Bank's Anti-Corruption Guidelines and shall permit the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the

Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s (determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.

7. **Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
8. **Ownership of Material** Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software².
9. **Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project
10. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
11. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
12. **Law Governing Contract and Language** The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be³ *[insert language]*
13. **Dispute Resolution**⁴ Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

² Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

³ The law selected by the Client is usually the law of its country. However, the Bank does not object if the Client and the Consultant agree on another law. The language shall be English, French, or Spanish, unless the Contract is entered into with a domestic firm, in which case it can be the local language.

⁴ In case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 13: "Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

14. Termination by the Client

The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause:

- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
- (b) If the Consultant becomes insolvent or bankrupt;
- (c) If the Consultant, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.
- (d) If, as the result of Force Majeure, the Consultant is unable to perform his Services for a period of not less than thirty (30) days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

15. Termination by the Consultant

The Consultant has the right to terminate this contract by not less than thirty (30) days written notice to the Client, such notice to be given after the occurrence of any of the events specified in the below paragraphs (a) to (c) of this Clause:

- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue,
- (b) If the Client is in material breach of his obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing)

following the receipt by the Client of the Consultant notice specifying such breach,

(c) If, as the result of Force Majeure, the Consultant is unable to perform his Services for not less than sixty (60) days.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Contract Price and Payment Terms

Annex C: Consultant's Reporting Obligations

Annex D: Consultant CV

ANNEX A

Terms of Reference and Scope of Services

Annex B

CONTRACT PRICE AND PAYMENT TERMS

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Description	Unit	Qty	U.P.	Sub-Total
On-site or at the Client offices	Month	12	-----	-----

The invoice shall be prepared and submitted with the monthly progress report.

The consultant is expected to report to work during the Client working days and hours as stated in the TOR.

The consultant is allowed 1 day paid leave per month. Official state holidays are paid.

The deduction for any absence other than the above-mentioned days will be calculated at a daily rate based on the Monthly Unit Price divided by 22 days.

ANNEX C:
CONSULTANT'S REPORTING OBLIGATIONS