Lebanon Emergency Assistance Project (LEAP)
Terms of Reference for the "Senior Civil Building Engineer"
October 2026

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 "Senior Civil/ Building Engineer",** in the Project Management Unit (PMU), to provide senior-level technical, managerial, coordination, supervision, and implementation support to CDR during the implementation of the Lebanon Emergency Assistance Project.

IV- Scope of Work:

The scope of works entails the provision of a **Full Time –Senior Civil/ Building Engineer** consulting services for the Lebanon Emergency Assistance Project with the Council for Development. The expected tasks within this scope will cover, but not limited to, the following tasks:

1. Supervise, guide, coordinate, and review the work of the Civil/Building Engineer assigned to the Project, ensuring that their tasks, technical reviews, site activities, and deliverables are properly planned and completed in accordance with the required quality and timeframes.
2. Assign and coordinate tasks among the Civil/Building Engineer under his/he supervision and monitor their performance and deliverables.
3. Review the technical work, reports, assessments, drawings, specifications, bills of quantities, technical submissions, and other deliverables related to buildings, prepared by the Consultants, and Contractors.
4. Assist in the review of proposals and tenders related to civil/ building works and assist in the preparation and review of technical evaluation reports.
5. Oversee the consulting services and works contracts for the activities under his/her responsibility and ensure proper technical follow-up of consultants and contractors.
6. Ensure timely implementation of the project activities under his/her responsibility and monitor progress against approved schedules.
7. Ensure proper quality control and quality assurance of civil and building works and verify compliance with approved designs, specifications, contract requirements, and applicable standards.
8. Ensure that site observations, deficiencies, and required corrective actions are properly documented and followed up by the supervision Engineer.
9. Review and provide recommendations on technical issues, variations, claims, requests for information, proposed changes, and other matters related to civil and building works.
10. Liaise with relevant government institutions, municipalities, consultants, contractors, and other stakeholders and ensure proper coordination and documentation of project activities.
11. Ensure that the activities under his/her responsibility appropriately consider resilience, sustainability, accessibility, energy efficiency, safety, and the Build Back Better (BBB) approach, as applicable.
12. Ensure that Environmental, Social, Health and Safety requirements are properly considered and supervised under the activities he/she is overseeing, in coordination with the Environmental, Social, and OHS experts.
13. Assist CDR in reviewing the financial and contractual aspects related to civil and building activities, including progress payments, variations, cost estimates, and other relevant documentation, as required.
14. Keep track of the progress, expenditures, disbursements, and other financial and contractual matters related to the project activities under his/her responsibility, in coordination with the relevant CDR/PMU Project Director.
15. Assist in preparing annual work plans, monthly project progress reports, technical reports, and other documents related to the activities under his/her responsibility.

V- Qualifications Requirements:

1. Must have a minimum of B.Sc. degree in Civil Engineering with at least 15 years of relevant experience in the design, supervision, management, planning, coordination, implementation, and follow-up **of civil works for building projects**, including building rehabilitation, repair, reconstruction, and construction projects.
2. Master degree in Structural Engineering/ or Civil engineering is an advantage.
3. Must demonstrate extensive experience in managing and supervising complex Civil works for building projects, including responsibility for project planning, implementation, coordination, quality control, technical review, contract administration, monitoring of progress, and resolution of technical and implementation issues.
4. Must have experience in contract management, including monitoring consultant and contractor performance, reviewing progress, quality control, site supervision, payment-related documentation, variations, claims, and compliance with contractual requirements.
5. Must have previous experience working with donor-funded projects (ISDB, AFD, WB, etc…) and their applicable procedures, reporting requirements, safeguards, procurement/contract management frameworks, and monitoring and reporting mechanisms is a must.
6. Must have working knowledge of Environmental and Social, and OHS requirements for Civil Works with preference for the WB ESF, including contractor ESMPs, OHS and Community Health & Safety, etc…related to Civil works.
7. Must have experience in mentoring and supervising technical staff, including assigning tasks, reviewing outputs etc…
8. Must have functional knowledge of the use of computers for Excel spreadsheets, word processing, and scheduling software (MS Project or similar) and AutoCAD.
9. Must possess good oral and written communication skills (English and Arabic).
10. Experience in managing projects involving multiple stakeholders, government entities, donors, consultants, contractors, and local authorities will be considered an advantage.

VI- Duration

The contract duration is 11 months. The contract is a Full Time, 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 Consultant will report to the CDR, PMU Director.
The service under this TOR shall be performed at CDR offices in Beirut, with working hours from 8:00 am to 4:30pm from Monday to Friday, except official holidays.
The Consultant is allowed for a paid leave based on 1 day per month.

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 Civil/Building Engineer.

IX- Client's Responsibilities

CDR will provide all the necessary documentation and information that may be needed by the Consultant to fulfill his obligations. CDR 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. Hbbbbb, deputy 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

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: **Senior Civil/Building Engineer**

Procurement reference:

Date of Contract's Signature: _____

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 software[2].
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 be[3] *[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

Description	Unit	Qty	U.P.	Sub-Total
On-site or at the Client offices	Month	11	----------	----------

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

ANNEX D

CONSULTANT'S CV