

# COUNCIL FOR DEVELOPMENT & RECONSTRUCTION

## REQUEST FOR EXPRESSIONS OF INTEREST

**Lebanese Republic**

**Project Coordinator for the Improvement of wastewater management and sanitary services in Al-Ghadir Basin**

**Consulting Services**

**Financing No. 2LE0085**

The Government of Lebanon has received financing from the Islamic Development Bank toward investing in the improvement of wastewater management and sanitary services in Al-Ghadir basin (i.e. the Greater Beirut), by upgrading and increasing the capacity of the existing wastewater treatment plant at Ghadir, The Council for Development and Reconstruction (CDR) is in the process of recruiting a Project Coordinator/Project Implementation Unit (PIU) to assist CDR's Project Department in overall projects' implementation and management. The Project Coordinator will report to CDR's Project Department for all contract related matters and for all her/his tasks and duties. The Project Coordinator office will be located at the CDR, in Beirut.

The details of the position are as follows:

<b>Job Title:</b> Project Coordinator/PIU	<b>Job number:</b>
<b>Reporting to:</b> CDR Projects Department	
<b>Duties and Responsibilities:</b> <ol style="list-style-type: none"><li>1. Assist in the implementation of project management tasks.</li><li>2. Assist in preselection of Consultant for supervision and the prequalification of Contractors.</li><li>3. Review of Consultants' and Contractors' payment certificates.</li><li>4. Prepare documents in accordance with CDR's policies and procedures.</li><li>5. Coordinate with CDR departments on project related issues.</li><li>6. Prepare and consolidate progress reports.</li><li>7. Maintain proper filing of all project related documents.</li></ol>	
<b>Qualifications:</b> <ol style="list-style-type: none"><li>a. Bachelor degree in engineering or sciences; masters is a plus</li><li>b. At least 15 years of experience as a project team Leader/member.</li><li>c. Extensive experience in FIDIC Contract and Project Management.</li><li>d. Proficiency in Arabic, English; French is a plus</li><li>e. Excellent coordination skills</li><li>f. Proven written and oral communication skills.</li></ol>	

Interested candidates are invited to express their interest through formally addressing the CDR at the address below, enclosing their CVs, not later than **Thursday August 4<sup>th</sup> 2022**.

**Attention: The President of the CDR**  
**Address: Council for Development and Reconstruction (CDR)**  
**Tallet Al-Serail, Beirut (Beirut Central District), Lebanon**  
**Tel. +961-1 980 096 / Fax +961-1 981 252 / 253**

## **Project Coordinator for the Improvement of Wastewater Management and Sanitary Services in Al-Ghadir Basin Terms of Reference**

The Lebanese Government has received financing from the Islamic Development Bank toward the cost *improvement of Wastewater Management and Sanitary Services in Al-Ghadir Basin Project* and *West Bekaa Wastewater Project – Second Phase*. The Council of Development and Reconstruction (CDR) intends to implement this project which consists of upgrading and increasing the capacity of the existing wastewater treatment plant at Ghadir. That will significantly reduce the environmental pollution and improve the socio-economic conditions of the population.

The CDR is seeking to recruit a Project Coordinator/Project Implementation Unit (PIU) to assist in overall project implementation and management. The tasks of the Project Coordinator include:

### **Tasks**

- Provides guidance regarding scope of work, schedules, procedures, field construction problems, and other technical information.
- Assist in relevant procurement processes: selection of Consultant for supervision and Contractors for construction works.
- Establishes and maintains a close working relationship with assigned Consultant and contractors.
- Responsible for reviewing the design proposals, work program, material submittals, method statements, shop drawings, payments, variation orders and claims etc.
- Effectively manage the site supervision staffs during construction & ensuring the works are being carried out according to the Contract specifications.
- Review, monitor and report on progress in line with implementation, procurement and disbursement plans.
- Ensure the site safety practices
- Prepare monthly progress reports, preparation of implementation, procurement and disbursement plans and their regular updates
- Familiarity with conditions of contract, quality assurance.
- Liaise with client, co-ordination with Governmental Organization, IsDB team and other Consultants/Contractors, in addition to concerned Authorities when required.
- Consistently adheres to and enforces internal Code of practices and policies such as contracting rules.
- Works in a manner to ensure personal safety and that of fellow employees by following company health and safety guidelines and policies.

### **Qualification Requirements**

- At least Bachelor's degree in engineering.
- 15+ years of experience in field supervision and management of pipe works projects is required.
- Extensive experience in FIDIC Contract or similar contract conditions under projects financed by international financial institutions (IsDB, World Bank, EBRD, etc).
- Project tender documents and specifications, and evaluation
- Requires a comprehensive knowledge of engineering and construction related processes, as well as industry practices and international code of practices.

- Requires excellent written and oral communication skills, a familiarity with CAD and other PC software packages typically associated with engineering and construction (Primavera), and the proven ability for performing in a supervisory capacity on a project.
- Demonstrates strong written and verbal communication and negotiating skills
- International project experience is a plus.
- Proficiency in Arabic, English; French is a plus.

**Evaluation criteria**

- 1) Academic qualification - 10%
- 2) General Experience - 20%
- 3) Specific Experience Relevant to Assignment - 50%
- 4) IT and Software skills -10%
- 5) Communication Skills & Language – 10%