

# COUNCIL FOR DEVELOPMENT & RECONSTRUCTION

## REQUEST FOR EXPRESSION OF INTEREST

**Lebanese Republic**  
**Project Coordinator for the West Bekaa wastewater Project – Second Phase**  
**Consulting Services**  
**Financing No. LE0070**

The Government of Lebanon has received financing from the Islamic Development Bank toward the West Bekaa wastewater Project – Second Phase, by: (i) constructing new sewerage networks and connecting the already built networks to the treatment plant and (ii) constructing house connections and additional sewerage networks connecting the already built networks to the existing Treatment Plants in Joub Jannine and Saghbine. 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 number:</b>	<b>Job Title:</b> Project Coordinator/PIU
<b>Reporting to:</b> CDR Projects Department	
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• Assist in the implementation of project management tasks.</li><li>• Assist in preselection of Consultant for supervision and the prequalification of Contractors.</li><li>• Review of Consultants' and Contractors' payment certificates.</li><li>• Prepare documents in accordance with CDR's policies and procedures.</li><li>• Coordinate with CDR departments on project related issues.</li><li>• Prepare and consolidate progress reports.</li><li>• Maintain proper filing of all project related documents.</li></ul>	
<b>Qualifications:</b> <ul style="list-style-type: none"><li>• Bachelor degree in engineering or sciences; masters is a plus</li><li>• At least 10 years of experience as a project team Leader/member.</li><li>• Extensive experience in FIDIC Contract and Project Management.</li><li>• Proficiency in Arabic, English; French is a plus</li><li>• Excellent coordination skills</li><li>• Proven written and oral communication skills.</li></ul>	

Interested candidates are invited to express their interest through formally addressing the CDR at the address below, enclosing their CVs, not later than **Thursday October 6<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 West Bekaa wastewater Project – Phase 2**

**Terms of Reference**

The Lebanese Government has received financing from the Islamic Development Bank toward the cost of the **Construction of the West Bekaa Wastewater Project – Second Phase**. The Council of Development and Reconstruction (CDR) intends to implement this project which consists of (i) the construction of new sewage networks and connections to the existing networks leading to the treatment plants and (ii) the construction of house connections and additional sewerage networks connecting to the existing treatment plants in Joub Jannine and Saghbine. This will result in significantly reducing the environmental pollution and improving 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 that 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, 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 a Bachelor's degree in engineering.
- 10+ years of experience in the field of supervision and management of projects construction. Construction of water / wastewater projects is required.
- Experience in the construction of pipe works projects. Supervisory experience as consultant / Project Manager is a plus.
- 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, and 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%