
SELECTION OF CONSULTANTS

Request for Proposals Consulting Services

Procurement of:

Project: Lake Qaraoun Pollution Prevention
RFP No: (QC3C1f)
Consulting Services for: Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the Construction of Sanitary Landfills in Several Service Zones
Client: Council for Development and Reconstruction
Country: Lebanon
Issued on: May 2025

Prepared in accordance with the following Guidelines:
Selection and Employment of Consultants by World Bank Borrowers
dated January 2011 revised July 2014

and World Bank Standard Procurement Document:
Standard Request for Proposals, Selection of Consultants, February 2025

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PART I

Section 1. Request for Proposal Letter

Request for Proposal Letter

Consulting Services

Name of Assignment: **Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the Construction of Sanitary Landfills in Several Service Zones**

RFP Reference No.: **(QC3C1f)**

Loan No.: **8637-LB**

Country: **Lebanon**

Date: **May 2025**

Dear Mr. /Ms.:

1. The **Republic of Lebanon** (hereinafter called “Borrower”) has received financing from the: International Bank for Reconstruction and Development (IBRD) (the “Bank”) in the form of a loan “loan” toward the cost of **Lake Qaraoun Pollution Prevention Project** . The **Council for Development and Reconstruction (CDR)**, an implementing agency of the Client (hereinafter called “the Client”), intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Proposals is issued. Payments by the Bank will be made only at the request of the Client and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the loan agreement. The loan agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the loan agreement or have any claims to the proceeds of the loan. For this contract, the Borrower shall process the payments using the Direct Payment disbursement method, as defined in the World Bank’s Disbursement Guidelines for Investment Project Financing.
2. The Client now invites proposals to provide the following consulting services (hereinafter called “Services”): **Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the construction of sanitary landfills in several Service Zones (QC3C1f)** . More details on the Services are provided in the Terms of Reference (Section 7).

3. This Request for Proposals (RFP) has been addressed to the following shortlisted Consultants:

1. *SES*
2. *LibanConsult*
3. *Dar Handasa- Taleb*
4. *Mores*
5. *BTD*
6. *ELARD*
7. *Geoflint*
8. *LACECO*

4. It is not permissible to transfer this RFP to any other firm.

5. A firm will be selected under **Quality and Cost-Based Selection (QCBS)** procedures and in a Full Technical Proposal (FTP) format as described in this RFP, in accordance with the Bank's "Procurement Regulations for IPF Borrowers" *Selection and Employment of Consultants by World Bank Borrowers dated January 2011 revised July 2014* ("Procurement Regulations"), which can be found at the following website: www.worldbank.org

The RFP includes the following documents:

Section 1 – Request for Proposals Letter

Section 2 - Instructions to Consultants and Data Sheet

Section 3 - Technical Proposal (FTP) - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 – Eligible Countries

Section 6 – Fraud and Corruption

Section 7 - Terms of Reference

Section 8 - Standard Forms of Contract (Lump-Sum)

Section 9 - Notification of Intention to Award and Beneficial Ownership Forms

6. Please inform us within 7 days after receipt of this Request, in writing, or by facsimile, or by E-mail at the address shown below:

- (a) that you have received this Request for Proposals; and
- (b) whether you intend to submit a proposal

7. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful Consultant's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the Request for Proposals.
8. Details on the proposal's submission date, time and address are provided in ITC 17.7 and ITC 17.9.
9. Prospective Bidders may obtain further information from and inspect the Bidding Documents as of *[Insert date]* at the CDR's address shown above during normal working-hours period. Complete sets of the RFP in English are made available to be picked up from CDR **free of charge** by the shortlisted Consultants. A prospective Bidder requiring any clarification shall contact the CDR in writing (i.e. only by duly registered correspondences or facsimile or e-mail) at the address shown above.
10. Proposals must be delivered to the CDR Tenders Department at the address below not later than 12:00 o'clock noon, Beirut local time on *[Insert date]* in sealed envelopes bearing the name of the Project.

The President of the CDR
Council for Development and Reconstruction (CDR)
Tenders Department
Tallet Al-Serail, Beirut (Beirut Central District), Lebanon
Fax +961-1 981 255
e-mail: ghinwah@cdr.gov.lb

Yours sincerely,

Mohammad-Ali Kabbani
President
The Council for Development and Reconstruction

Section 2. Instructions to Consultants and Data Sheet

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Instructions to Consultants

A. General Provisions

1. Definitions

- (a) **“Affiliate(s)”** means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) **“Applicable Law”** means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (c) **“Bank”** means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (d) **“Borrower”** means the Government, Government agency or other entity that signs the *[loan/financing/grant¹]* agreement with the Bank.
- (e) **“Client”** means the implementing agency that signs the Contract for the Services with the selected Consultant.
- (f) **Client’s Personnel** is as defined in Clause GCC 1.1 (e).
- (g) **“Consultant”** means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (h) **“Contract”** means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (i) **“Data Sheet”** means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- (j) **“Day”** means a calendar day, unless otherwise specified as **“Business Day”**. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays.

¹ [*“loan agreement” term is used for IBRD loans; “financing agreement” is used for IDA credits; and “grant agreement” is used for Recipient-Executed Trust Funds administered by IBRD or IDA*]

- (k) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (l) **“Government”** means the government of the Client’s country.
- (m) **“in writing”** means communicated in written form (e.g. by mail, e-mail, fax, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Client) with proof of receipt;
- (n) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (o) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (p) **“ITC”** (this Section 2 of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.
- (q) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (r) **“Proposal”** means the Technical Proposal and the Financial Proposal of the Consultant.
- (s) **“RFP”** means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SPD - RFP.
- (t) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- (u) **“Sexual Exploitation and Abuse” “(SEA)”** means the following:

Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability,

differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

- (v) **“Sexual Harassment” “(SH)”** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by the Experts with other Experts or Client’s Personnel.
- (w) **“SPD - RFP”** means the Standard Procurement Document - Request for Proposals, which must be used by the Client as the basis for the preparation of the RFP.
- (x) **“Sub-consultant”** means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Client during the whole performance of the Contract.
- (y) **“Terms of Reference (TORs)”** (this Section 7 of the RFP) means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Client named in the **Data Sheet** intends to select a Consultant from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the **Data Sheet**.
- 2.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- 2.3 The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.

2.4 The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the **Data Sheet**.

3. Conflict of Interest

3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.

3.2.1 Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

a. Conflicting Activities

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

b. Conflicting Assignments

(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

c. Conflicting Relationships

(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or

of implementing agency, or of a recipient of a part of the Bank's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.

**4. Unfair
Competitive
Advantage**

4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

**5. Fraud and
Corruption**

5.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section 6.

5.2 In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

6. Eligibility

6.1 The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bank-financed projects.

6.2 Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Bank in the applicable Procurement Regulations.

6.3 As an exception to the foregoing ITC 6.1 and ITC 6.2 above:

a. Sanctions

6.3.1 A Consultant that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in Section VI, Fraud and Corruption, paragraph 2.2 d., shall be ineligible to be shortlisted for, submit proposals for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified **in the PDS**.

b. Prohibitions

6.3.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:

- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

c. Restrictions for State-Owned Enterprises

6.3.3 State-owned enterprises or institutions in the Borrower's country may be eligible to compete and be awarded a contract only if they can establish, in a manner acceptable to the Bank, that they: (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not under supervision of the Client.

d. Restrictions for Public Employees

6.3.4 Government officials and civil servants of the Borrower's country are not eligible to be included as Experts, individuals, or members of a team of Experts in the Consultant's Proposal unless:

- (i) the services of the government official or civil servant are of a unique and exceptional nature, or their participation is critical to project implementation; and
- (ii) their hiring would not create a conflict of interest, including any conflict with employment or other laws, regulations, or policies of the Borrower.

**e. Borrower
Debarment**

6.3.5 A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower's request, is satisfied that the debarment; (a) relates to fraud or corruption, and (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

B. Preparation of Proposals

**7. General
Considerations**

7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

**8. Cost of
Preparation of
Proposal**

8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

9. Language

9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the **Data Sheet**.

**10. Documents
Comprising the
Proposal**

10.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

10.2 If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).

- 10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (Section 4).
- 11. Only One Proposal**
- 11.1 The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**.
- 12. Proposal Validity**
- 12.1 Proposals shall remain valid until the date specified **in the Data Sheet** or any extended date if amended by the Client in accordance with ITC 13.1.1.
- 12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.
- 12.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with ITC 5.
- a. Extension of Proposal Validity**
- 12.4 The Client will make its best effort to complete the negotiations and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- 12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts, except as provided in ITC 12.7.
- 12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

- b. Substitution of Key Experts at Validity Extension**
- 12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall seek to substitute another Key Expert. The Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a substitute Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.
- 12.8 If the Consultant fails to provide a substitute Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.
- c. Sub-Contracting**
- 12.9 The Consultant shall not subcontract the whole of the Services.
- 13. Clarification and Amendment of RFP**
- 13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:
- 13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
- 13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.
- 13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the

Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals Specific Considerations

14.1 While preparing the Proposal, the Consultant must give particular attention to the following:

14.1.1 If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the **Data Sheet**. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. If shortlisted Consultants associate with each other, any of them can be a lead member.

14.1.2 The Client may indicate in the **Data Sheet** the estimated Key Experts' time input (expressed in person-month) or the Client's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

14.1.3 If stated in the **Data Sheet**, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the **Data Sheet**) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the **Data Sheet**.

14.1.4 For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget.

15. Technical Proposal Format and Content

15.1 The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the **Data Sheet**. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

15.1.1 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

15.2 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in Section 3 of the RFP.

16. Financial Proposal

16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**.

a. Price Adjustment

16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the **Data Sheet**.

b. Taxes

16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in the Client's country is provided in the **Data Sheet**.

c. Currency of Proposal

16.4 The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.

d. Currency of Payment

16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

C. Submission, Opening and Evaluation

17. Submission, Sealing, and Marking of Proposals

17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as "CONFIDENTIAL" information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information.

The submission can be done by mail or by hand. If specified in the **Data Sheet**, the Consultant has the option of submitting its Proposals electronically.

- 17.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
 - 17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.
- 17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 17.5 The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked "**TECHNICAL PROPOSAL**", "[Name of the Assignment]", [reference number], [name and address of the Consultant], and with a warning "**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**"
- 17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) and its copies shall be placed inside of a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" "[Name of the Assignment], [reference number], [name and address of the Consultant]", and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"
- 17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the Client and bear the submission address, RFP reference number, the name of the assignment, the Consultant's name and the address, and shall be clearly marked "Do Not

Open Before [insert the time and date of the submission deadline indicated in the **Data Sheet**]”.

- 17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 17.9 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

18. Confidentiality

- 18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to this ITC are where the Client notifies Consultants of the results of the evaluation of the Technical Proposals.
- 18.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal, and may be subject to the application of prevailing Bank’s sanctions procedures.
- 18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Consultant wishes to contact the Client or the Bank on any matter related to the selection process, it shall do so only in writing.

19. Opening of Technical Proposals

- 19.1 The Client’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored with a reputable public auditor or

independent authority until they are opened in accordance with ITC 23.

19.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

20. Proposals Evaluation

20.1 Subject to provision of ITC 15.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the Financial Proposals are opened.

20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under ITC 12.7. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

21. Evaluation of Technical Proposals

21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

22. Notification of Results of Technical Evaluation, Opening of /Invitation to Submit Financial Proposals for QBS

22.1 Following ranking of the Technical Proposals and determination of the proposal that has achieved the highest technical score, the Client shall notify in writing the highest ranking Consultant of its technical score and that its Technical Proposal has been evaluated as the highest ranking.

22.2 The Client shall simultaneously notify in writing the other Consultants: (i) on their overall technical score, as well as scores obtained for each criterion and sub-criterion, and that their technical proposals have not been evaluated as the highest ranked; and (ii) that their Financial Proposals

will be returned unopened after completing the selection process and Contract signing.

22.3 If Financial Proposals were invited together with the Technical Proposals, the Client shall notify all of the Consultants that submitted proposals of the date, time and location of the public opening of the Financial Proposals of the highest ranking Consultant. If Financial Proposals were not invited to be submitted along with the Technical Proposals, opening of Financial Proposals does not apply, and the highest ranking Consultant shall be invited to submit its Financial Proposals for negotiations.

22.4 The opening date of the Financial Proposal or invitation of the highest ranking Consultant to submit its Financial Proposal, as applicable, shall not be earlier than ten (10) Business Days from the date of notification of the results of the technical evaluation, described in ITC 22.1 and 22.2. However, if the Client receives a complaint on the results of the technical evaluation within the ten (10) Business Days, the opening date or the date to invite submission of Financial Proposal, as applicable, shall be subject to ITC 35.1.

23. Public Opening of Financial Proposals (for QCBS, FBS, and LCS methods)

23.1 After the technical evaluation is completed, the Client shall notify in writing those Consultants whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, advising them the following:

- (i) their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;
- (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and
- (iv) notify them of the date, time and location of the public opening of the Financial Proposals.

23.2 The Client shall simultaneously notify in writing those Consultants whose Proposals were considered responsive to the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following:

- (i) their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;
- (ii) provide information relating to the Consultant's overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) their Financial Proposal will be opened at the public opening of Financial Proposals; and
- (iv) notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.

23.3 The opening date shall not be earlier than ten (10) Business Days from the date of notification of the results of the technical evaluation, described in ITC 23.1 and 23.2. However, if the Client receives a complaint on the results of the technical evaluation within the ten (10) Business Days, the opening date shall be subject to ITC 35.1.

23.4 The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Consultant's choice.

23.5 The Financial Proposals shall be opened publicly by the Client's evaluation committee in the presence of the representatives of the Consultants and anyone else who chooses to attend. Any interested party who wishes to attend this public opening should contact the client as indicated in the **Data Sheet**. Alternatively, a notice of the public opening of Financial Proposals may be published on the Client's website, if available. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposals and to the Bank.

24. Correction of Errors

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

24.1.1 If a Time-Based contract form is included in the RFP, the Client's evaluation committee will (a)

correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items included in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Client's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

24.1.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITC 25, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price. Where there is a discrepancy between the amount in words and the amount figures, the amount in words shall prevail.

25. Taxes

25.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the **Data Sheet**.

26. Conversion to Single Currency

26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the **Data Sheet**.

27. Combined Quality and Cost Evaluation

a. Quality and Cost-Based Selection (QCBS)

27.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Consultant with the Most Advantageous Proposal,

which is the Proposal that achieves the highest combined technical and financial scores, will be invited for negotiations.

- b. Fixed-Budget Selection (FBS)**
- 27.2 In the case of FBS, those Proposals that exceed the budget indicated in ITC 14.1.4 of the **Data Sheet** shall be rejected.
- 27.3 The Client will select the Consultant with the Most Advantageous Proposal, which is the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.
- c. Least-Cost Selection**
- 27.4 In the case of Least-Cost Selection (LCS), the Client will select the Consultant with the Most Advantageous Proposal, which is the Proposal with the lowest evaluated total price among those Proposals that achieved the minimum qualifying technical score, and invite such a Consultant to negotiate the Contract.

D. Negotiations and Award

- 28. Negotiations**
- 28.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.
- 28.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorized representative.
- a. Availability of Key Experts**
- 28.3 The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITC 12. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.
- 28.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract,

who shall have equivalent or better qualifications and experience than the original candidate.

b. Technical Negotiations

28.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

c. Financial Negotiations

28.6 The negotiations include the clarification of the Consultant's tax liability in the Client's country and how it should be reflected in the Contract.

28.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

28.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by consultants in similar contracts. In such case, the Client may ask for clarifications and, if the fees are very high, ask to change the rates after consultation with the Bank. The format for (i) providing information on remuneration rates in the case of Quality Based Selection; and (ii) clarifying remuneration rates' structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates.

29. Conclusion of Negotiations

29.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Consultant's authorized representative.

29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will then invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.

- 30. Standstill Period** 30.1 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITC 33. The Standstill Period commences the day after the date the Client has transmitted to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Proposal is submitted, or if this contract is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.
- 31. Notification of Intention to Award** 31.1 The Client shall send to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information:
- (a) the name and address of the Consultant with whom the client successfully negotiated a contract;
 - (b) the contract price of the successful Proposal;
 - (c) the names of all Consultants included in the short list, indicating those that submitted Proposals;
 - (d) where the selection method requires, the price offered by each Consultant as read out and as evaluated;
 - (e) the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant;
 - (f) the final combined scores and the final ranking of the Consultants;
 - (g) a statement of the reason(s) why the recipient's Proposal was unsuccessful, unless the combined score in (f) above already reveals the reason;
 - (h) the expiry date of the Standstill Period; and
 - (i) instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.
- 32. Notification of Award** 32.1 Upon expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, and upon verifying that the Consultant (including each member of a JV) is not disqualified by the Bank due to noncompliance with contractual SEA/SH prevention and

response obligations, the Client shall, send a notification of award to the successful Consultant, confirming the Client's intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification. The Client will require the Consultant to replace any subconsultant that is disqualified by the Bank due to noncompliance with contractual SEA/SH prevention and response obligations. The client shall simultaneously request the successful Consultant to submit, within eight (8) Business Days, the Beneficial Ownership Disclosure Form.

Contract Award Notice

Within ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information:

- (a) name and address of the Client;
- (b) name and reference number of the contract being awarded, and the selection method used;
- (c) names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;
- (d) names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor;
- (e) the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope; and
- (f) successful Consultant's Beneficial Ownership Disclosure Form.

32.2 The Contract Award Notice shall be published on the Client's website with free access if available, or in at least one newspaper of national circulation in the Client's Country, or in the official gazette.

33. Debriefing by the Client

33.1 On receipt of the Client's Notification of Intention to Award referred to in ITC 31.1, an unsuccessful Consultant has three (3) Business Days to make a written request to the Client for a debriefing. The Client shall provide a

debriefing to all unsuccessful Consultants whose request is received within this deadline.

- 33.2 Where a request for debriefing is received within the deadline, the Client shall provide a debriefing within five (5) Business Days, unless the Client decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Client shall promptly inform, by the quickest means available, all Consultants of the extended standstill period.
- 33.3 Where a request for debriefing is received by the Client later than the three (3)-Business Day deadline, the Client should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.
- 33.4 Debriefings of unsuccessful Consultants may be done in writing or verbally. The Consultants shall bear their own costs of attending such a debriefing meeting.

34. Signing of Contract

- 34.1 The Contract shall be signed prior to the expiry date of the Proposal validity and promptly after expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.
- 34.2 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

35. Procurement Related Complaint

- 35.1 The procedures for making a Procurement-related Complaint are as specified in the **Data Sheet**.

Section 2. Instructions to Consultants

E. Data Sheet

ITC Reference	A. General
1 (b)	<p>The law of the Republic of Lebanon.</p> <p>The Consultants are considered acquainted with and aware of the laws in force in the Republic of Lebanon.</p>
2.1	<p>Name of the Client: The Council for Development & Reconstruction (CDR)</p> <p>Method of selection: Quality and Cost Based Selection (QCBS) as per the Procurement Regulations (available on www.worldbank.org)</p>
2.2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes</p> <p>The name of the assignment is: Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the Construction of Sanitary Landfills in Several Service Zones (QC3C1f)</p>
2.3	<p>A pre-proposal conference will be held: No</p>
2.4	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Not Applicable</p>
4.1	<p>The Client will make available at its premises for review by interested consultants the following information & documents: Not Applicable</p>
6.3.1	<p>A list of debarred firms and individuals is available at the Bank's external website: www.worldbank.org/debarr</p>

B. Preparation of Proposals	
9.1	<p>This RFP has been issued in the English language.</p> <p>Proposals shall be submitted in English language.</p> <p>All correspondence exchange shall be in English language.</p>
10.1	<p>The Proposal shall comprise the following:</p> <p><u>For FULL TECHNICAL PROPOSAL (FTP):</u></p> <p>1st Inner Envelope with the Technical Proposal:</p> <ol style="list-style-type: none"> (1) Power of Attorney to sign the Proposal (2) TECH-1 (to include stamp duty as per Lebanese laws) (3) TECH-2 (4) TECH-3 (5) TECH-4 (6) TECH-5 (7) TECH-6 (8) TECH-7 Code of Conduct: The Consultant shall submit its Code of Conduct that will apply to the Experts. The Consultant shall use for this purpose the Code of Conduct form in Section 3. No substantial modifications shall be made to this form, except that the Consultant may introduce additional requirements, including as necessary to take into account specific Contract issues/risks. (9) TECH-8 Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration (10) Project certificates of three handled similar projects as defined in the Terms of References, within the last ten (10) years. (11) For Lebanese Consultants, copy of certificate of registration of the Consultant in the Lebanese Ministry of Finance. (12) This complete RFP and copies of addenda (if any) issued by CDR duly signed and stamped. <p>AND</p> <p>2nd Inner Envelope: the Financial Proposal:</p> <ol style="list-style-type: none"> (1) FIN-1 (2) FIN-2

	<p>(3) FIN-3</p> <p>(4) FIN-4</p> <p>(5) Statement of Undertaking</p>
10.2	<p>Statement of Undertaking is required</p> <p>Yes</p>
11.1	<p>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</p> <p>No</p>
12.1	<p>Proposals shall be valid for 90 calendar days after the proposal submission deadline.</p>
13.1	<p>Clarifications may be requested in writing no later than seven (7) days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: Council for Development and Reconstruction (CDR) Tenders Department Tallet Al-Serail, Beirut (Beirut Central District), Lebanon Facsimile:+961-1 981 255 E-mail: ghinwah@cdr.gov.lb</p>
14.1.1	<p>Shortlisted Consultants may associate with</p> <p>(a) non-shortlisted consultant(s): No</p> <p>Or</p> <p>(b) other shortlisted Consultants: No</p>
14.1.2 (do not use for Fixed Budget method)	<p>Estimated input of Key Experts' time-input: Refer to Section 7. Terms of Reference.</p>
14.1.3	<p><i>Not applicable</i></p>

14.1.4 and 27.2	<i>Not applicable</i>
15.2	<p>The format of the Technical Proposal to be submitted is: FTP .</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
16.1	Any relevant cost should be covered under the remuneration.
16.2	<p>A price adjustment provision applies to remuneration rates: No</p>
16.3	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes:</p> <p>The Client will pay such taxes on behalf of the Consultant: Yes, only according to the following:</p> <ol style="list-style-type: none"> 1. <u>Income Tax</u>: <ol style="list-style-type: none"> i) For foreign consultants an Income Tax of 8.5% shall be deducted from each certificate, and paid by the Client on behalf of the Consultant. ii) For local consultants no deductions (i.e. no payment on their behalf) shall be made. Local consultants are required to submit a proper clearance statement from the Ministry of Finance (MoF). 2. <u>Stamp Duties</u> For foreign and local consultants, the Stamp Duties of 0.8% are payable as follows: <ul style="list-style-type: none"> • 0.4% of contract price upon signature of contract, payable directly by the consultant to the MoF within five (5) working days from contract signature. • 0.4% deducted from payment certificates, and paid by the Client on behalf of the Consultant. 3. <u>Value Added Tax (VAT)</u>: VAT is not applicable since the project is 100% financed by the World Bank.

	<p>It shall be noted that the Client may obtain an exemption for the Consultant from payment of <i>local indirect taxes(Stamp Duties)</i> in the Client's country.</p>
16.4	<p>The Financial Proposal shall be stated in the following currencies: Consultant may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.</p>
<p>C. Submission, Opening and Evaluation</p>	
17.1	<p>The Consultants shall not have the option of submitting their Proposals electronically.</p>
17.4	<p>The Consultant must submit: (a) Technical Proposal: one (1) original and one (1) copies; (b) Financial Proposal: one (1) original.</p>
17.7 and 17.9	<p>The outer envelope SHALL NOT bear the Consultant's name and address.</p> <p>The outer envelope shall be obtained by the Consultant from CDR Tenders Department, free of charge, along with the Request for Proposals (RFP) Documents.</p> <p>The Proposals must be submitted no later than: Date: As stated in the Letter of Invitation Time: 12:00 Noon, Beirut local time</p> <hr/> <p><i>Add the warning marking "Do not open without authority" to the outer sealed envelope.</i></p> <p>The Proposal submission address is: Council for Development and Reconstruction (CDR), Tenders Department, Tallet El Sarail, Beirut Central District, Beirut, Lebanon.</p>

19.1	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>The opening shall take place at: same as the Proposal submission address</p> <p>Date: same as the submission deadline indicated in 17.7.</p> <p>Time: 12:00 Noon, Beirut local time</p>																										
19.2	<p>In addition, the following information will be read aloud at the opening of the Technical Proposals: Not Applicable</p>																										
21.1 (for FTP)	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the Consultant (as a firm) relevant to the Assignment:</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="text-align: right;">Total points for criterion (i):</td> <td style="text-align: right;">10</td> </tr> <tr> <td>(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a) <i>Technical Approach, Methodology and Organization:</i></td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">b) <i>Work Plan and Staffing:</i></td> <td style="text-align: right;">10</td> </tr> <tr> <td style="text-align: right;">Total points for criterion (ii):</td> <td style="text-align: right;">20</td> </tr> <tr> <td colspan="2" style="padding-left: 20px;"><i>[Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts]</i></td> </tr> <tr> <td>(iii) Key Experts' qualifications and competence for the Assignment:</td> <td></td> </tr> <tr> <td colspan="2" style="padding-left: 20px;"><i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i></td> </tr> <tr> <td style="padding-left: 20px;">a) <i>Team Leader in Solid Waste management</i></td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">b) <i>Landfill Design Expert</i></td> <td style="text-align: right;">5</td> </tr> <tr> <td style="padding-left: 20px;">c) <i>Geotechnical Expert</i></td> <td style="text-align: right;">10</td> </tr> </tbody> </table>		<u>Points</u>	(i) Specific experience of the Consultant (as a firm) relevant to the Assignment:	10	Total points for criterion (i):	10	(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):		a) <i>Technical Approach, Methodology and Organization:</i>	10	b) <i>Work Plan and Staffing:</i>	10	Total points for criterion (ii):	20	<i>[Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts]</i>		(iii) Key Experts' qualifications and competence for the Assignment:		<i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i>		a) <i>Team Leader in Solid Waste management</i>	10	b) <i>Landfill Design Expert</i>	5	c) <i>Geotechnical Expert</i>	10
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b) <i>Landfill Design Expert</i>	5																										
c) <i>Geotechnical Expert</i>	10																										

	<p>d) <i>Mechanical Engineer – Specialized in infrastructure Water, Irrigation and Drainage Systems Design</i> 5</p> <p>e) <i>Environmental Specialist</i> 10</p> <p>f) <i>Health and Safety Specialist</i> 10</p> <p>g) <i>Social Specialist(s)</i> 10</p> <p style="text-align: right;">Total points for criterion (iii): 60</p> <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1) General qualifications (general education, training, and experience):_ 20%</p> <p>2) Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments) : 70%</p> <p>3) <i>[If relevant to the task, add the 3d sub-criterion: Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.):</i> 10%</p> <p style="text-align: right;">Total weight: 100%</p> <p>(iv) Participation by nationals among proposed Key Experts 10</p> <p><i>Calculated as a ratio of the national Key Experts' time-input (in person-months) to the total number of Key Experts' time-input (in person-months) in the Consultant's Technical Proposal]</i></p> <p style="text-align: right;">Total points for criterion (iv): 10</p> <p>Total points for the above criteria: 100</p> <p>The minimum technical score (St) required to pass is: 70</p>
	Public Opening of Financial Proposals
23.4	An online option of the opening of the Financial Proposals is offered: No.

23.5	<p>Following the completion of the evaluation of the Technical Proposals, the Client will notify all Consultants of the location, date and time of the public opening of Financial Proposals.</p> <p>Any interested party who wishes to attend this public opening should contact the CDR at the address below, and request to be notified of the location, date and time of the public opening of Financial Proposals. The request should be made before the deadline for submission of Proposals, stated above.</p> <p>Council for Development and Reconstruction (CDR) Tenders Department Tallet Al-Serail, Beirut (Beirut Central District), Lebanon Facsimile: +961-1 981 255__ E-mail: ghinwah@cdr.gov.lb</p> <p>Alternatively, a notice of the public opening of Financial Proposals may be published on the Client’s website, if available.</p>
25.1	<p>For the purpose of the evaluation, the Client will exclude all local taxes described in Sub-Clause 16.3 of this Data Sheet. If a Contract is awarded, at Contract negotiations, all such taxes will be finalized and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>
26.1	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is: United States Dollars (USD)</p> <p>The official source of the selling (exchange) rate is: Banque du Liban</p> <p>The date of the exchange rate is: 7 days prior to submission date.</p>
27.1	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 0.75, and</p> <p>P = 0.25</p>

	Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.
	D. Negotiations and Award
28.1	<p>Expected date and address for contract negotiations:</p> <p>Date: May 2025</p> <p>Address: The Council for Development and Reconstruction (CDR), Tallet El Sarail, Beirut Central District, Beirut, Lebanon.</p>
34.2	<p>Expected date for the commencement of the Services:</p> <p>July 2025</p>
35.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “<u>Procurement Regulations for IPF Borrowers (Annex III)</u>.” If a Consultant wishes to make a Procurement-related Complaint, the Consultant shall submit its complaint following these procedures, In Writing (by the quickest means available, such as by email or fax), to:</p> <p style="padding-left: 40px;">For the attention: <i>CDR Tender Departments</i></p> <p style="padding-left: 40px;">Title/position: <i>Head of CDR Tender Departments</i></p> <p style="padding-left: 40px;">Client: CDR</p> <p style="padding-left: 40px;">Email address: ghinwah@cdr.gov.lb</p> <p>A copy of the complaint can be sent for the Bank’s information and monitoring to: pprocurementcomplaints@worldbank.org</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ol style="list-style-type: none"> 1. the terms of this Request for Proposal; 2. the Client’s decision to exclude a Consultant from the procurement process prior to the award of contract; and 3. the Client’s decision to award the contract.

Additional Clauses	
36	<p>Prior to signature of Contract, the awarded Consultant (if applicable) shall submit an official document issued by the Lebanese Ministry of Economy and Trade proving that foreign companies: “Partnership Limited by Shares (Société en Commandite par Action)” (شركة توصية مساهمة) or “Stock Companies” (شركة مغفلة) or their branches in Lebanon, are registered in the Ministry of Economy and Trade.</p>
37	<p>Projects Certificates: Consultants shall furnish, as part of their proposal, the following documents related to the projects certificates:</p> <ol style="list-style-type: none"> i. A copy (to be compared to the original) of a certificate issued by the private or public authority that awarded the project and/or signed the contract, stating the location, date, type and value of services that the Consultant executed or participated in its execution. The said certificate should also state the contractual role of the Consultant during the execution of the said services, in addition to the name and address of the employer who supervised the services or whom the services were executed on his behalf. This certificate shall be valid only if it mentions that the project has been provisionally accepted or if it is attached to the provisional acceptance certificate. ii. A certificate issued by the bank issuer of the good performance guarantee of the project acknowledging the issuance of the said guarantee and stating the guarantee number, its purpose, value, and validity, along with a copy of the said guarantee. This certificate is not required whenever the project is executed by a Lebanese Ministry or a Lebanese Public Establishment. For projects not requiring a performance guarantee, the Consultant shall furnish the document evidencing that the relevant stamp duty has been duly collected shall be furnished. <p>All documents mentioned above should be certified by all the competent authorities in connection with projects executed inside Lebanon. As for projects executed outside Lebanon, the related documents should be certified by the Ministry of Foreign Affairs in the country where the contract was executed, then by the embassy or consulate of Lebanon in the said country, and finally by the Ministry of Foreign Affairs and Emigrants in Lebanon.</p> <p>For further verification, the awarded Consultant may be asked to submit <u>a copy of the contract signed with the Consultant</u> related to the projects certificates.</p> <p>In case the contract is signed in Lebanon, the document evidencing that the relevant stamp duty has been duly collected shall be furnished.</p>
38	<p>The Lebanese Consultant should submit in the Technical Proposal of his Proposer, a signed and stamped declaration, in which, as stipulated in Article (5) of the banking secrecy law dated 03/09/1956 and as stipulated in the decision of the Council of Ministries № 4 dated 28/04/2020 referred to in Appendix G of this RFP, he agrees to lift banking secrecy over the bank account used to deposit or transfer public funds related to this Contract.</p>

Section 3. Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED FORMS

Required for FTP or STP ✓		FORM	DESCRIPTION	Page Limit
FTP	STP			
✓	✓	TECH-1	Technical Proposal Submission Form.	
	✓ If applicable	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
	✓ If applicable	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
✓	✓	TECH-2	Consultant's Organization and Experience.	
✓	✓	TECH-2A	A. Consultant's Organization	
✓	✓	TECH-2B	B. Consultant's Experience	
✓		TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client.	
✓		TECH-3A	A. On the Terms of Reference	
✓		TECH-3B	B. On the Counterpart Staff and Facilities	
✓	✓	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
✓	✓	TECH-5	Work Schedule and Planning for Deliverables	
✓	✓	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	
✓	✓	TECH-7	Code of Conduct	
✓	✓	TECH-8	Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

FORM TECH-1**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the construction of sanitary landfills in several Service Zones (QC3C1f)** in accordance with your Request for Proposals (RFP) dated *May 2025* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

{OR

If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid and remain binding upon us until *[insert day, month and year in accordance with ITC 12.1]*.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Bank’s policy in regard to Fraud and Corruption as per ITC 5.

- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Client’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (f) **Sexual Exploitation and Abuse (SEA) and/or Sexual Harassment (SH):**
[select the appropriate option from (i) to (iii) below and delete the others].
- We [where JV, insert: “including any of our JV members”], and any of our sub-consultants:
- (i) [have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
 - (ii) [are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations.]
 - (iii) [had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.]
- (g) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (h) Except as stated in the Data Sheet, ITC 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC 12 and ITC 28.4 may lead to the termination of Contract negotiations.
- (i) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in ITC 34.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Signature (of Consultant’s authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}
Title: {insert title/position of authorized representative}
Name of Consultant (company's name or JV's name):
Capacity: {insert the person's capacity to sign for the Consultant}
Address: {insert the authorized representative's address}
Phone/fax: {insert the authorized representative's phone and fax number, if applicable}
Email: {insert the authorized representative's email address} _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2 (FOR FULL AND SIMPLIFIED TECHNICAL PROPOSALS)

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership. The successful Consultant shall also provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.

B - Consultant's Experience

1. List only previous similar assignments, as defined in the Terms of References, successfully completed in the last *ten (10)* years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture members. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/ & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mil}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

FORM TECH-3 (FOR FULL TECHNICAL PROPOSAL)**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

FORM TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
 - b) Work Plan
 - c) Organization and Staffing}
- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks, (including on addressing Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) risks and, as required in the TOR, on managing cyber security risks related to the proposed consulting services contract to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
 - b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
 - c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

FORM TECH-4 (FOR SIMPLIFIED TECHNICAL PROPOSAL ONLY)**(NOT APPLICABLE)****DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

Form TECH-4: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.**
{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks, (including on addressing Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) risks and, as required in the TOR, on managing cyber security risks related to the proposed consulting services contract) to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.}
- b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**
{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

FORM TECH-5 (FOR FTP AND STP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5) delivery of final report to Client}													
D-2	{e.g., Deliverable #2:.....}													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



FORM TECH-6 (FOR FTP AND STP)

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3		D-...		Home	Field	Total
KEY EXPERTS															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]		[1.0]								
			[Field]	[0.5 m]	[2.5]		[0]								
K-2															
K-3															
n															
											Subtotal				
NON-KEY EXPERTS															
N-1			[Home]												
			[Field]												
N-2															
n															
											Subtotal				
											Total				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Client’s country or any other country outside the expert’s country of residence.

-  Full time input
-  Part time input

**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
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. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

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

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert ’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 Expert	Signature	Date
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{day/month/year}

Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date
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FORM TECH-7 (FOR FTP AND STP)

CODE OF CONDUCT FOR EXPERTS FORM

Note to the Consultant:

The minimum content of the Code of Conduct form as set out by the Client shall not be substantially modified. However, the Consultant may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Consultant shall initial and submit the Code of Conduct form as part of its Proposal.

CODE OF CONDUCT FOR EXPERTS

We are the Consultant, [*enter name of Consultant*]. We have signed a contract with [*enter name of Client*] for [*enter description of the Services*]. Our contract requires us to implement measures to address social risks related to the Services, if any, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with social risks, if any, related to the Services. This Code of Conduct identifies the behavior that we require from all Experts.

Our workplace for carrying the Services is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Experts shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements;
3. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
4. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Experts, or Client's Personnel;
5. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
6. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;

7. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
8. complete training/sensitization that may be provided related to the social aspects of the Contract, including on Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
9. report violations of this Code of Conduct; and
10. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Client.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of person assigned by the Consultant to handle such matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Consultant's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Experts may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR EXPERT:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of the contact person(s) assigned by the Consultant*] requesting an explanation.

Name of Expert: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Consultant:

Signature: _____

Date: (day month year): _____

**FORM TECH-8 (FOR FTP AND STP)
SEXUAL EXPLOITATION AND ABUSE (SEA) AND/OR SEXUAL HARASSMENT (SH)
PERFORMANCE DECLARATION**

*[The following table shall be filled in for the Consultant, each member of a Joint Venture
and each subconsultant proposed by the Consultant]*

Consultant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Subconsultant's Name: *[insert full name]*

RFP No. and title: *[insert RFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

SEA and/or SH Declaration
<p>We:</p> <p><input type="checkbox"/> (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.</p>
<p><i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i></p>

Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method
- FIN-4 Reimbursable expenses

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the construction of sanitary landfills in several Service Zones (QC3C1f)** in accordance with your Request for Proposal dated **May 2025** and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, *excluding of all local taxes in accordance with ITC 25.1 in the Data Sheet*. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Data Sheet, ITC 12.1.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Signature (of Consultant’s authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company’s name or JV’s name):

Capacity: {insert the person’s capacity to sign for the Consultant}

Address: {insert the authorized representative’s address}

Phone/fax: {insert the authorized representative’s phone and fax number, if applicable}

Email: {insert the authorized representative’s email address} _____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2 SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}			
	{Insert Foreign Currency # 1, if used}	{Insert Foreign Currency # 2, if used}	{Insert Foreign Currency # 3, if used}	{Insert Local Currency, if used and/or required (16.4 Data Sheet)}
Cost of Financial Proposal (excluding Local Taxes):				
(1) Remuneration				
(2) Reimbursables (Not Applicable)				
Total Cost of Financial Proposal (excluding Local Taxes) {Should match the amount in Form FIN-1}				
Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded: (calculated according to Sub-Clause 16.3 of ITC and Data Sheet)				
(i) Income Tax to be completed according to Sub-Clause 16.3 of ITC and Data Sheet				
(ii) Stamp Duties (0.8% of ((1)+(i)) to be paid according to Sub-Clause 16.3 of ITC and Data Sheet				
(iii) VAT on local taxes (11% VAT to be applied on (i)+(ii)) (Refer to RFP, Section 8, Appendix F - VAT Mandate) (VAT being Not Applicable: the Project is fully funded by IBRD)				
Total Estimate for Local Tax: [(i)+(ii)+(iii)] {Should match the amount in Form FIN-1}				
Total Cost of Financial Proposal including Local Tax				

Footnote: Payments will be made in the currency(ies) expressed above (Reference to ITC 16.4).

FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

A. Remuneration _____								
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
_____	Key Experts							
K-1	_____	_____	[Home]	_____				
	_____	_____	[Field]	_____				
K-2	_____	_____		_____				
	_____	_____		_____				
	_____	_____		_____				
	_____	_____		_____				
_____	Non-Key Experts							
N-1	_____	_____	[Home]	_____				
N-2	_____	_____	[Field]	_____				
	_____	_____		_____				
	_____	_____		_____				
	Total Costs							

Appendix A. Financial Negotiations - Breakdown of Remuneration Rates

(Not Applicable)

1. Review of Remuneration Rates

- 1.1. The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. An attached Sample Form can be used to provide a breakdown of rates.
- 1.2. If the RFP requests submission of a technical proposal only, the Sample Form is used by the selected Consultant to prepare for the negotiations of the Contract. If the RFP requests submission of the financial proposal, the Sample Form shall be completed and attached to the Financial Form-3. Agreed (at the negotiations) breakdown sheets shall form part of the negotiated Contract and included in its Appendix D or C.
- 1.3. At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.
- 1.4. Rate details are discussed below:
 - (i) Salary is the gross regular cash salary or fee paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
 - (ii) Bonuses are normally paid out of profits. To avoid double counting, any bonuses shall not normally be included in the "Salary" and should be shown separately. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
 - (iii) Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert's replacement has been provided is not considered social charges.
 - (iv) Cost of Leave. The principles of calculating the cost of total days leave per annum as a percentage of basic salary is normally calculated as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - \text{ph} - v - s]}$$

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Please note that leave can be considered as a social cost only if the Client is not charged for the leave taken.

- (v) Overheads are the Consultant's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (non-billable time, time of senior Consultant's staff monitoring the project, rent of headquarters' office, support staff, research, staff training, marketing, etc.), the cost of Consultant's personnel not currently employed on revenue-earning projects, taxes on business activities, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc. for Experts who are not permanent employees of the Consultant. In such case, the Consultant shall be entitled only to administrative costs and a fee on the monthly payments charged for sub-contracted Experts.
- (vi) Profit is normally based on the sum of the Salary, Social costs, and Overheads. If any bonuses paid on a regular basis are listed, a corresponding reduction shall be made in the profit amount. Profit shall not be allowed on travel or any other reimbursable expenses.
- (vii) Away from Home Office Allowance or Premium or Subsistence Allowances. Some Consultants pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

Sample Form

Consultant:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic fees indicated in the attached table are taken from the firm's payroll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Consultant's Experts;
- (b) attached are true copies of the latest pay slips of the Experts listed;
- (c) the away- from- home office allowances indicated below are those that the Consultant has agreed to pay for this assignment to the Experts listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____

**Consultant’s Representations Regarding Costs and Charges
(Model Form I)**

(Expressed in {insert name of currency*})

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges ¹	Overhead ₁	Subtotal	Profit ²	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Client’s Country									

{* If more than one currency is used, use additional table(s), one for each currency}

1. Expressed as percentage of 1
2. Expressed as percentage of 4

**FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES
(Not Applicable)**

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

B. Reimbursable Expenses								
N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
	{e.g., Per diem allowances**}	{Day}						
—	{e.g., International flights}	{Ticket}						
—	{e.g., In/out airport transportation}	{Trip}						
	{e.g., Communication costs between Insert place and Insert place}							
	{ e.g., reproduction of reports}							
	{e.g., Office rent}							
							
	{Training of the Client’s personnel – if required in TOR}							
Total Costs								

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.

Section 5. Eligible Countries

In reference to ITC 6.3.2, for the information of shortlisted Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): Israel

Under the ITC 6.3.2 (b): none

Section 6. Fraud and Corruption

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or

indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

Section 7. Terms of Reference

1. Background

Established in 1993, the Ministry of Environment (MoE) is the authority in charge of organizing and regulating the solid waste sector in Lebanon. As per article 10 of Law 80/2018 for Integrated Solid Waste Management (ISWM), MoE prepared a draft strategy for managing the solid waste along with a national masterplan and Strategic Environmental and Social Assessment (SESA), adopted by the Government. The Strategy proposed 17 Service Zones (SZs) for which the preparation of local masterplans have also been initiated in some SZs, as per article 11 of Law 80/2018. These plans include the necessary infrastructural projects as well as the needed governance and stewardship initiatives to sustainably and efficiently operating and maintaining this infrastructure.

As per MOE's strategy, it is of imperative importance to have a sustainable landfill for each service zone. This proposed project encompasses the **Preparation of the Environmental and Social Impact Assessment (ESIA) for the Construction of Sanitary Landfills in Bekaa Region (Halwa), in Southern Lebanon (Nafakhieh, Deir Ez Zahrani, Ainata & Zaghdraiya), and in Northern Lebanon (Srar 2).**

Halwa: The land that will be studied is a privately owned plot in Kalaat Idriss in Halwa cadastral area in Rachaya in the Bekaa Governorate designated as Halwa-Rachaya at coordinates (33°37'46.6" N, 35°58'29.8" E) and it was previously used as a quarry from year 2000 until year 2004. It expands over an area of 70,000 m² and is expected to accommodate a capacity of 700,000 m³ at an approximate height of 10 m. The zone that shall be studied is composed of two adjacent pits. The total size of the two pits is 138 m Long x 130 m Wide, with an average height of 39 m.

Nafakhieh: The proposed project site is located in Nafakhieh located in southern Lebanon, within the Marjeyoun District of the Nabatieh Governorate. It is situated on privately owned land within an unclassified area at coordinates (33°16'0.66" N, 35°22'55.39" E). Specifically, it is located on plot no. 115 of the Nafakhieh cadastral area, which includes an old abandoned quarry. The total surface area of the plot is approximately 91,436 square meters. The project involves the establishment of a sanitary landfill with a total capacity exceeding 600,000 cubic meters. Initially, the development will include a single landfill cell with a capacity of around 300,000 cubic meters, which will be followed by the construction of an additional cell of comparable volume.

Deir Ez Zahrani: The land designated for study is publicly owned and situated in Deir Ez Zahrani, located within the Nabatieh Governorate. The project site encompasses plots numbered 993, 987, 986, 985, 984, and 988, with geographic coordinates of (33°42'11.52" N, 35°43'24.99" E). These combined plots cover a total surface area of approximately 110,719 square meters. The site has been identified for potential development under government jurisdiction, aligning with regional planning and land use objectives.

Ainata: The land to be studied is situated in Ainata located in Southern Lebanon, within the Nabatieh Governorate. It is situated in the Bint Jbeil District. It is publicly owned and consists

of two adjoining plots, numbered 5699 and 5698, which were previously used as a quarry. The project site lies at coordinates (**33°08'54.5" N, 35°28'08.8" E**), with plot 5699 covering a surface area of approximately 28,260 square meters and plot 5698 covering around 14,593 square meters. Together, the total area of the site amounts to 42,853 square meters. This location is being evaluated for future development under public ownership, taking advantage of its prior use as an extraction site.

Zaghdraiya: Zaghdraiya is located in **southern Lebanon**, specifically in the **South Governorate**, within the administrative borders of **Darb Al Sin town** and it does not have its own municipality. All of the land plots in Zaghdraiya are privately owned.

Srar 2: The site known as **Srar 2** is located in the **Srar cadastral area**, within **Akkar Caza** of the **North Lebanon Governorate**. The land designated for study is owned by **North of Sustainable Environment S.A.L** and comprises plots numbered 15, 107, 108, 109, and 116. Geographically, the site is positioned at coordinates (**34°37'8.04" N, 36°7'32.75" E**), covering a total surface area of approximately **136,428 square meters**. This location has been identified for potential environmental development under private ownership, forming part of broader efforts to address sustainable infrastructure needs in the region.

2. Objectives of the Assignment

The main objective of this assignment is the provision of Consulting Services needed for the implementation of “**Preparation of the Environmental and Social Impact Assessment (ESIA) Study for the construction of sanitary landfills in Halwa, in the Bekaa Governorate, in Deir Ez-Zahrani, Nafakhiya, Zeghdraya, & Ainata in the South governorate, and in Srar 2 in the North governorate**”

The Consulting firm shall perform the assignment in a manner that would fully attain and fulfill the objectives and outcomes.

3. Prepare the Environment & Social Impact Assessment Study (ESIA)

The Consultant shall prepare the ESIA for the proposed sanitary landfills in consultation with the Contracting Authority, the CDR, and the relevant identified stakeholders including surrounding affected communities and vulnerable groups. The consultant shall undertake all the steps specified in the EIA Decree 8633/2012 and its annexes (especially annexes 7 and 8) as well as all the related ministerial decisions, applicable World Bank Environmental and Social Standards (ESSs) and World Bank Environmental Health and Safety General Guidelines.

I. Main Objectives of ESIA Study

- To identify and assess the potential environmental and social impacts of the Project (SFL) on the physical, biological and socio-economic environment, and provide appropriate mitigation measures to reduce, limit or halt identified impacts,
- To review the planning for site selection and technical designs (Brief Design and Concept Design) with the purpose of determining mitigation measures to avoid and minimize adverse impacts following the mitigation hierarchy.

- To present suitable project alternatives,
- To provide an appropriate environmental and social management plan consisting of the mitigation plan, the monitoring plan and the institutional strengthening plan,
- To conduct inclusive stakeholder consultations and address their concerns, and to disseminate the project grievance mechanism.

II. Scope of Work of ESIA Study

The ESIA will cover the following key areas:

Project Description

- Detailed description of the sanitary landfill, including location, brief design and concept design, capacity, and technology.
- Description of associated facilities and infrastructure.

Design Brief

The Consulting Firm shall build on the SR and set out the Technical Objectives, Functional Statements and Performance Requirements, as well as spatial requirements for all of the three assignments, and shall prepare the Design Brief to tackle/include, inter alia, the following:

- a. Facility Data, site information and surveys, as well as all other technical surveys conducted/collected under the scope of this consultancy (Geotechnical and Topographic Surveys, etc.);
- b. Detailed description of the existing above/underground systems, installations, and facilities, highlighting the configuration, type and make of equipment and the proposed enhancements;
- c. Setting Out Technical Objectives, Functional Statements and Performance Requirements for each assignment's components and facilities;
- d. Spatial requirements of the Project and linkages between its various sections as well as the neighboring buildings/structures/facilities, etc. including design sketches;
- e. Detailed list of stakeholders and their roles, and communication strategy to continually correspond with and involve all stakeholders;
- f. Identification of Donor and Stakeholders' requirements, including End- User needs, such as women and girls, persons with disabilities (PWD) and other groups;
- g. Proposed Detailed Design methodology and Approach;
- h. Identification of design assumptions and criteria, design solutions to meet End-Users needs, including women and girls, elderly, PWD and other marginalized groups
- i. Description of the various facilities, installations, equipment (e.g. civil, electrical, Solar, mechanical-HVAC and Plumbing, irrigation, drainage, storm water, water treatment and storage, fire protection/fighting, etc....);
- j. Codes and standards (Local and International) pertaining to all disciplines, that will be adopted, noting that the applicable codes and standards suggested by the Consulting Firm shall be subject to the approval of CDR as part of accepting the Design Brief;
- k. Environmental risk assessment to evaluate the potential effect of the project design on the environment by identifying, assessing and managing arising/ existing environmental risks to prevent or minimize their negative impacts of the project;

- l.** Forecast about the waste, types, proposed waste management system, size, operation and maintenance protocols and Standards of Procedure-SOP;
- m.** Detailed Design methodology and Approach, Implementation plan and schedule for the rehabilitation/construction works including list of risks and precautions to be considered;
- n.** List of licenses/permits that are needed to commence the Rehabilitation/Construction works along with detailed requirements and steps needed to obtain the same;
- o.** Preliminary cost estimates for the whole Project (Rehabilitation, construction, including a breakdown of anticipated costs related to materials, labor, and other resources, operation and maintenance, management, etc.); and Annexes (e.g.SR, etc.)

The Design Brief shall be submitted by the Consulting Firm to CDR Project Team for its review, comments and approval/disapproval.

The Consulting Firm shall respond to the comments that would be provided by CDR Project Team and amend the Design Brief accordingly.

Concept Design

The Consulting Firm shall build on the Design Brief and expand further to ultimately develop a mature and accurate Concept Design taking into consideration the pertinent international and local standards, CDR requirements, best practices, Stakeholders' requirements, and the situation.

The Consulting Firm shall:

- a.** Perform any additional, necessary site assessments and surveys that emerge as a result of the design brief preparation;
- b.** Attend meetings with the various stakeholders as might be needed and requested by CDR in addition to the participatory consultations with the stakeholders/community that would be planned and conducted by CDR;
- c.** the Consultant shall prepare all required preliminary architectural and general engineering designs, drawings, calculations, plans, cost estimates, etc... for all site development works with appropriate coordinates and topography including:
 - 1.** The location of the sanitary cells in the landfill site (coordinates and topography)- general layout
 - 2.** Site layout plans including preparation works, internal roads, access roads, auxiliary facilities, connection to external facilities and utilities, etc....
 - 3.** Detailed architectural designs and drawings for the site facilities under the scope of work.
 - 4.** Detailed site preparatory works (i.e. excavation, clearing, draining, filling, grading and consolidation, as needed) design, profiles and cross sections
 - 5.** General/Detailed access roads design, profiles and cross sections.
 - 6.** General/Detailed Earthworks plans of the sanitary cells, profiles and cross sections
 - 7.** General/Detailed excavation works layouts, reference points and slope construction profiles
 - 8.** General/Detailed storm water collection and drainage sections and layouts

9. General/Detailed leachate collection system, leachate zone sections, pumping, sump/reservoir, conveyance Network, storage tank, drainage and pumping, layouts, sections, and profiles
 10. Detailed Lining (geo-membrane and geo-synthetic materials) bottom, manholes, reservoir and slopes of the sanitary cells sections and layouts
 11. General/Detailed geo-membrane contour and Leachate bottom drainage System sections, profiles, and layouts.
 12. General/Detailed active barrier layouts, embankment cross section, and anchor trench layouts for geo-synthetics
 13. General /Detailed bottom and lateral side containment barrier systems sections, and layouts.
 14. Municipal utilities at the landfill site (power supply and water supply requirements & layouts).
 15. General layouts for the landfill cells closure works, final reshaping and plateau construction, final side slope development, final capping cover.
 16. General Layout of the recommended gas collection system.
 17. Electro-mechanical work design: perform engineering and undertake design of the following electro-mechanical work, in accordance with the findings and mitigation measures recommended by the environmental management plan outlined in the ESIA including public participation documentations.
 18. Electrical power and distribution system; and
 19. Pumping unit for leachate to the assigned leachate storage tank.
 20. Others
- d. Prepare and submit a Draft Concept Design after due consultation with CDR and the Stakeholders;
 - e. Present the Draft Concept Design to the various stakeholders. As such, the Consulting Firm shall prepare presentations, layouts, and any other reports and visual materials that would be needed to clarify the draft concept design to the stakeholders during Key Informant Interviews (KIIs), Focus Group Discussions (FGDs) with segregated population groups including, women, children, youth, Persons with Disability (PWD) and more, as would be requested by CDR.
 - f. Prepare a detailed report concerning the Stakeholders Consultation meetings and validation workshops, including:
 - i) Details of meetings, participants, invitation of consultations pictures (Upon consent of the participants);
 - ii) Deliberations with, recommendations and requests from the stakeholders; and
 - iii) analysis matrix by the Consulting Firm of these recommendations and requests and clear justification on why and how to include/exclude these in/from the concept design.
 - g. Amend the Draft Concept Design building on the findings from stakeholders' engagement activities, resonate with the stakeholders' input and incorporate in the design, to the highest extent possible (taking into consideration constraints such as scope, technical, budgetary, location specific, environmental and social concerns and risks etc.) the Stakeholders' requests, concerns, and preferences. Submit the amended Draft Concept Design to CDR project team for its review, comments, and approval/disapproval.

- h. The Consulting Firm shall respond to the comments that would be provided by CDR project team and amend the Draft Concept Design accordingly and submit the Final Concept Design to CDR project team.
- i. The Concept Design shall be subject to the review of CDR project team.

Baseline Conditions

- Collection of site-specific baseline data on environmental and social conditions in the project area.
- Assessment of current land use, water resources, air quality, and socio-economic conditions.
- Conduct surface survey of locations proposed for SLF development for evidence of cultural heritage.

Impact Assessment

- Identification and assessment of potential environmental impacts, including:
 - Soil, water, and air pollution.
 - Generation and management of hazardous and non-hazardous waste.
 - Resource use and efficiency (water and energy).
 - Greenhouse Gas (GHG) emissions.
- Identification and assessment of potential social impacts, including:
 - Labor risks (hazardous work, child labor, forced labor, discrimination, occupational health and safety).
 - Impacts on land use, land access and livelihood impacts due to loss of land.
 - Community health and safety.
 - Impacts on vulnerable groups.
 - Risks of gender-based violence (GBV), sexual exploitation and abuse (SEA), and sexual harassment (SH).
 - Tangible and intangible cultural heritage.

Mitigation Measures

- Development of an Environmental and Social Management Plan (ESMP) with specific mitigation measures for identified impacts.
- Measures to promote adherence to good construction practices and use of special mitigation techniques to avoid pollution and excessive resource use.
- If the surveys under 3.2 above determine that tangible or intangible cultural heritage may be encountered during ground-disturbing activities, develop and implement a Cultural Heritage Management Plan (CHMP) that is consistent with the requirements of the World Bank ESS8.

Legal and Institutional Framework

- Review of relevant national legislation
- World Bank Requirements in accordance with:
 - Environments and Social Framework, “ESF”, 2018.

- World Bank Group (WBG) Environmental, Health and Safety General Guidelines (“WBG EHS General Guidelines¹”), December 10, 2007.
- Public consultation, stakeholder engagement and information disclosure in accordance with ESS10
- Access to information policy.
- Laws, regulations and policies of Lebanon pertaining to environmental protection, environmental assessment and management; labor legal rights, health and safety requirements, land acquisition and social development goals.
- Relevant international conventions and protocols
- Identification of institutional responsibilities for environmental and social management.

Stakeholder Engagement

- Carry out inclusive stakeholder engagement to ensure meaningful consultation with affected communities and stakeholders.
- Establishment of a Grievance Redress Mechanism (GRM) for addressing complaints and concerns.

III. Methodology

The ESIA will be conducted using the following methodologies:

- **Literature Review:** Review of existing documents, reports, and data relevant to the project.
- **Field Surveys:** Conducting field surveys to collect primary data on environmental and social conditions.
- **Stakeholder Consultations:** Engaging with stakeholders through meetings, interviews, and public consultations.
- **Impact Assessment:** Using qualitative and quantitative methods to assess the potential impacts of the project.
- **Mitigation Planning:** Developing mitigation measures based on the impact assessment findings.

IV. Deliverables

The Consultant shall deliver the following reports:

- | | |
|-------------|---|
| [D1] | Consultation Meetings with Local Authorities for pre-approval on the selected sites Report |
| [D2] | Inception Report: Outline of the methodology and work plan. |
| [D3] | Draft Screening Report, as per the annex 7 of the EIA Decree 8633/2012 |
| [D4] | Final Screening Report (Incorporating feedback from the concerned stakeholders and CDR) |

¹ https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/ehs-guidelines

- [D5] **Draft EIA Scoping Report including brief design and concept design,** as per the annex 7 of the EIA Decree 8633/2012
- [D6] **Final EIA Scoping Report including brief design and concept design** (Incorporating feedback from the concerned stakeholders and CDR)
- [D7] **Draft ESIA Report and Draft Environmental and Social Management Plan (ESMP) Report,** as per the annex 7 of the EIA Decree 8633/2012. The ESIA report shall be compliant with the national legislation in Lebanon, and the World Bank Environmental and Social Framework (ESF) requirements.
- [D8] **Final ESIA Report and Final ESMP Report:** (Incorporating feedback from the concerned stakeholders and CDR).

Inclusive stakeholder consultations shall be documented in ESIA report.

The basic requirements of public participation, transparency and stakeholder engagement should be observed during the preparation of the ESIA study as required by the MoE and the World Bank requirements under the Environmental and Social Standard 10 (ESS10) of the World Bank (WB) Environmental and Social Framework (ESF). Public consultation shall be undertaken with all project affected persons, other interested parties and vulnerable groups, and feedback/comments from consultations must be included in the relevant section of the final ESIA. The Consultant shall conduct all necessary actions to prepare and complete the ESIA study in compliance with the Lebanese laws, regulations, and policies of Lebanon, World Bank (WB) Environmental and Social Standards and World Bank Group Environmental, Health and Safety (WBG EHS) General Guidelines.

Suggested outlines of EIA scoping report and ESIA report are provided in **Annex 1** and **Annex 2** respectively.

The Consultant shall be responsible for submitting all reports and addressing all comments received by the different stakeholders until clearance/approval by MOE. The ESIA shall be prepared in English. The executive summaries of the draft and final ESIA reports should be translated into Arabic. All reports shall be disclosed after the review and approval of the World Bank and MoE, on MoE's and CDR's websites jointly.

4. Timelines, and Reporting Requirements

4.1 Commencement Date and Period of Implementation

The Commencement Date is the contract **Notification Date (ND)**.

The Consulting Firm shall complete the assignment within **14 weeks** and provide the deliverables within the deadlines/durations specified below.

Deliverable	Report	Time for Completion
[D1]	Consultation meetings with local authorities report	ND + 1 weeks
[D2]	Inception Report	ND + 2 weeks
[D3]	Draft Screening Report	ND + 3 weeks
	<i>Review and Comment by MoE, WB & CDR</i>	1 week
[D4]	Final Screening Report	ND + 5 weeks
[D5]	Draft EIA Scoping Report including brief design and concept design	ND + 7 weeks
	<i>Review and Comment by MoE, WB & CDR</i>	1 week
[D6]	Final EIA Scoping Report including brief design and concept design	ND + 9 weeks
[D7]	Draft ESIA Report; and Draft Environmental and Social Management Plan (ESMP) Report	ND + 10 weeks
	<i>Review and Comment by MoE, WB & CDR</i>	2 weeks
[D8]	Final ESIA Report; and Final Environmental and Social Management Plan (ESMP) Report	ND + 14 weeks
	<i>Approval by CDR</i>	1 week

4.2 Meetings and Reporting

The Consulting Firm and CDR will hold bi-weekly progress meetings and other ad-hoc meetings as might be requested by CDR.

The Consulting Firm shall prepare technical reports and/or presentations as might be deemed necessary by CDR.

The Consulting Firm shall attend all meetings (Including those with the Stakeholders, and other entities) that the CDR requests the Consulting Firm to attend with the proper representation as would be determined by the CDR.

Furthermore, the Consulting Firm shall prepare regular updates of the implementation schedule and methodology.

5. Terms of Payment

CDR will process the payments to the Consulting Firm in accordance with the below Terms of Payment.

Payment Due	% of Fee
Upon Submission of [D1] Consultation meetings with local authorities Report	4%
Upon Submission of [D7] Draft ESIA Report and Draft ESMP Report	6% for each landfill (maximum of 36%)
Upon Approval by CDR of [D8] Final ESIA Report and Final ESMP Report	10% for each landfill (maximum of 60%)

6. Team Composition, Requirements & Qualification for the Key Experts

The Consulting Firm shall:

- Provide highly experienced staff (Environmental Engineers, Solid waste management experts, Architects, Electrical, Civil/Structural and Mechanical Engineers, Quality Controller, Quantity Assessors, Geologist/Hydrogeologist, etc.).
- Provide a description of the inputs/resources (team of experts, facilities, etc.) required to achieve the expected results.
- Describe the structure and composition of its key experts for provision of the services, including support staff and list the main activities of the Assignment, and the key expert(s) responsible for these activities. Including the division of gender of all staff that will be working under this contract.
- Provide an organogram illustrating the reporting lines together with a description of such organization of the team structure.
- Provide the curriculum vitae of all proposed experts including their gender, annexed to the proposal
- Provide a schedule for the activities to be carried out within the noted assignment duration, annexed to the proposal
- Provide a methodology to carry out the required activities, annexed to the proposal.

The Consulting Firm staff shall deploy for the execution of the Assignment, as a minimum, the below key experts on a full time work basis:

1- Team Leader – she/he shall:

- a. have a minimum 15-year experience in the Solid Waste management field;
- b. Have experience in technical coordination between different trades of a project;
- c. Have experience in project and/or design management;
- d. have a Bachelor degree in Environmental Engineering or any related field;
- e. be responsible for coordination and overseeing the activities of the Assignment;
- f. act as Key focal person to liaison and to communicate with CDR.

2- Landfill Design Expert- She/he shall:

- a. have a minimum 10-year experience in the Solid Waste management field;
- b. Have strong experience in the design, construction, and operation of sanitary engineered landfills, landfill liner barrier protection systems, and sanitation and leachate management systems.
- c. Have experience in coordination between different trades of a project;
- d. Have experience in project and/or design management;
- e. have a Bachelor degree in Geotechnical/Environmental/Civil Engineering or any related field;

3- Geotechnical Expert– she/he shall:

- a. have a minimum 10-year experience in the geotechnical field;
- b. Have experience in geotechnical engineering and related design for SWM infrastructure projects
- c. Have experience in coordination between different trades of a project;
- d. Have experience in project and/or design management;

- e. have a Bachelor degree in Geotechnical Engineering or any related field;
- 4- Mechanical Engineer- Specialized in Infrastructure Water, Irrigation and Drainage Systems Design** - she/he shall:
- a. have a minimum 7-year experience in the mechanical engineering field;
 - b. Have a demonstrated experience in the design of sanitary landfills
 - c. Have experience in coordination between different trades of a project;
 - d. Have experience in project and/or design management;
 - e. have a Bachelor degree in the Mechanical Engineering field;
- 5- Environmental Specialist** - she/he shall:
- a. have a minimum 7-year experience in ESIA's in the solid waste sector;
 - b. have a BS or BE (MSc or PhD are a plus), in Engineering, Geology, Environmental Sciences, Hydrology, or other relevant disciplines.
- 6- Health and Safety Specialist** - she/he shall:
- a. have a minimum 7-year experience in the solid waste industry;
- 7- Social Specialist(s)** - she/he shall:
- a. have a minimum 7-year experience in Lebanon, including public consultation in the local context, gender expertise, and/or resettlement expertise, as required;
 - b. have a BS or BE (MSc or PhD are a plus), in Social Studies, or other relevant disciplines.

Other Supporting highly competent staff that are needed to conduct and deliver high quality Engineering Services and communication tasks (e.g. Social Specialist, Environmental Engineer, Geologist/hydrogeologist, Quality Controller, Quantity/Cost Assessor, Draftsperson, Surveyor, Communications Officers, Enumerators etc.)

Annex 1

ESIA Scoping Suggested outline

1. Introduction: This section defines the objective of the EIA scoping report, the project under study, in addition to explanation of the EIA executive measures.
2. Background information: This section includes relevant information about potential parties conducting the EIA study, a synopsis of the basic content of the proposed project, a statement of the importance of the project, its objectives, the implementing office, and a summary of the history of the project, the alternatives and related projects. Reference will be made to any projects planned or currently implemented in the same area since they could be competing with the project under consideration in terms of resources.
3. Objectives: This section identifies the EIA scope, and discusses its timing in view of the phases of preparing, designing and implementing the project
4. EIA requirements: This section sets forth any regulations and guidelines organizing the EIA implementation. It defines the content of the EIA scoping report.
5. Study area: This section shows the boundaries of the area covered by the study for the purposes of environmental impact assessment. And if there is a neighboring or far away area that should be studied in terms of the potential consequences of implementing or managing this project, such area should be included in the EIA scoping report.
6. Scope of work: In some cases, knowing clearly the tasks of the project owner facilitates defining them fully in the EIA scoping report. However, in other cases, there is a need to carry out specialized field studies or forming models in order to assess the consequences of the proposed project, and at that point, the project owner is required to define these certain tasks in detail. The scope of work includes the following points:
 - o Policy, legal and administrative frameworks: an investigation of the enforceable regulations, principles, and standards observed by the environment sector at the local and national levels (the study sets forth the known considerations, and the project owner is requested to verify the existence of any other considerations), laws governing the sector under which the project is included. The information should address specifying the official department concerned, and its potential at the local and national levels.
 - o Assistance in coordinating among official departments and public participation: Assistance in cording the study with official departments, seeking feedback of local NGOs and groups affected by the project, and keeping the minutes of meetings, other activities, communications, comments and how to act regarding them (The EIA scoping report identifies the types of activities such as the meeting on work scoping attended by stakeholders, briefing sessions at the environment sector for project employees, supporting consultants of the environment sector, public seminars etc.
 - o Description of the proposed project: Description of project components, the relevant maps according to the appropriate scale and photos, information of project location, comprehensive design, size, capacity, work program, services, the duration of operation, etc.
 - o Description of the surrounding environment of the project: gathering and evaluation basic information of environmental characteristics of the study location (physical, chemical, biological, social and economic environment) taking into consideration any expected modifications before the commencement of the project or any likely changes in future.
 - o Potential environmental impact of the project: It should be distinguished between positive and negative effect, direct and indirect impact, short term and long-term impact. Permanent

unavoidable consequences should be identified, as well as defining universal and cross border effects. Project owner should describe estimation means and techniques used in assessing the impact of the project on the environment. The scope and quality of available information will be determined, together with an explanation of significant information gaps and uncertainties regarding the assessment of the potential impact of the proposed project. It is advisable to review the conditions of some planned studies in order to obtain the missing information. This paragraph should list the possible mitigation measures per each impact and recommend the most effective and low cost measures.

- o Analysis of project alternatives: preliminary description of alternatives studied during the preparation of the proposed project and listing other alternatives that can achieve the same objectives. The concept of these alternatives generally includes the selection of project site, its designs and technology, construction methods and the stages, and the operation and maintenance procedures. A preliminary comparison will be made among these alternatives in terms of potential environmental effects, their costs relative to the capital and operation, adequacy of local conditions, institutional requirements, training needs, and monitoring and control requirements. It should, as much as possible, identify the preliminary cost and profits of all alternatives, as well as the estimated cost of mitigation measure. The alternation regarding the no implementation of the project should also be included to clarify environmental conditions “AS IS” without the project.

7. Environmental management plan:

- Institutional capacity development plan to implement recommendations contained in the EIA report.
- Mitigation measures for negative impact
- Monitoring and control plan

Annex 2

ESIA Suggested outline

In accordance with the World Bank Environmental and Social Framework, the ESIA Outline shall be as follows:

(a) Executive Summary

Concisely discusses significant findings and recommended actions.

(b) Legal and Institutional Framework

Analyzes the legal and institutional framework for the project, within which the environmental and social assessment is carried out, including the issues set out in ESS1, paragraph 26.46

- Compares the Borrower's existing environmental and social framework and the ESSs and identifies the gaps between them.

(c) Project Description- infrastructure of service area

briefly describe the service area (number of inhabitants, residential areas, land use, including previous use over the last 20-50 years, industrial areas, etc.);

- Concisely describes the proposed project and its geographic, environmental, social, and temporal context, including any offsite investments that may be required (e.g., dedicated pipelines, access roads, power supply, water supply, housing, and raw material and product storage facilities), as well as the project's primary suppliers.
Includes a map of sufficient detail, showing the project site and the area that may be affected by the project's direct, indirect, and cumulative impacts.
- Determine the distance and direct haul routes and transfer routes from various serviced communities to the sanitary landfill/sorting facility,
- Surrounding environment of Project location:
- Determine and describe the demographic setting of the landfill/sorting facility location:
 - Describe the surrounding topography and land use characteristics and proximity to residential neighborhoods from the proposed landfill/sorting facility, including past land use patterns, whether agriculture, forestry;
 - Determine and describe the overall direction of groundwater flow, drinking water recharge areas downstream of the location, and receiving waters into which groundwater and leachate treatment plant discharge;
 - Meteorological data regarding wind directions, precipitation, and net infiltration
 - Facts about the landfill development:
- Layouts, cross-sections, and construction details for the landfill, including all receiving facilities, landfill cell construction details, leachate and landfill gas collection and management facilities, mitigative measures, monitoring systems, and final closure plans;
 - Construction and operation schedules, including scheduling of site preparation, cell construction, interim road development of each phase of landfill development.
 - Description of the responsible parties, including organization structure and staffing for the landfill development;
 - Confirmation and consultation program with affected peoples in area;
 - operational plans for waste types and quantities which might be allowed to be received; including special handling requirements for yard wastes, bulky wastes

- (tires, appliances, mattresses, etc.), construction/demolition debris, dewatered wastewater treatment plant sludges, batteries, and selected medical wastes;
- Operation plans for handling of waste types and quantities which are not expected to be allowed to be received; including hazardous industrial wastes, untreated septic tank or cesspit contents, and surgical wastes;
 - Occupational health and safety plans;
 - Final closure procedures; and
 - monitoring plans (short- and long-term).

(d) Landfill Siting assessment

The consultant is expected to perform siting justification as per the Landfill siting paragraph of the World Bank Group Environmental Health and Safety Guidelines for Waste Management Facilities, dated December 10, 2007.

(e) Baseline Data

The consultant is expected to critically review secondary data before using them for this assignment and supplement them with primary data as needed.

Secondary data shall be used where relevant (e.g. trustworthy statistical records, census records, government reports, NGO publications, academic studies and articles, topographic maps, aerial photos, satellite imagery, international databases etc.).

- *Primary data necessary* to meet the requirements of this assignment shall be collected by specialists applying industry-recognized survey and analysis methods to fill the gaps in the secondary data and provide an updated overview of the Project Area of Influence. All primary data collection activities shall be designed and undertaken using appropriated statistically rigorous approach. Field sampling shall take account of seasonal factors, as relevant². A field planning exercise will be undertaken to facilitate the collection of primary data. This will include scheduling of activities, logistics planning and the development of field tools. Prior to primary data collection, those working in the field will be given training of data collection methods and the field tools to be utilized to ensure a consistent approach to data gathering. In addition, the consultant will ensure that all team members are aware of the importance of Health and Safety (H&S), especially whilst in field, to prevent the occurrence of accidents
- The Consultant shall perform a detailed Site investigation and site-specific risk analyses following Applicable Requirements and Good International Industry Practice. The data collected and presented in the baseline section of the ESIA (either primary or validated secondary data) will be used as benchmark for future monitoring purposes and to identify potential impacts and related mitigation measures. As such, the consultant will present the existing E&S situation and related context in an objective manner and with clear reference to the primary and/or validated secondary data that substantiate the description.

² mixed method when needed (qualitative and quantitative approach) can be used for the socio-economic data collection only.

Environmental Aspects to Populate the Baseline Section	
Physical environment:	<ul style="list-style-type: none"> • Nature of surrounding environment (including homes, farms, forest areas, industry, small business enterprises and other establishments) and proximity to these. • Description of the existing topography and Regional Setting of the proposed Site and areas which will be affected by the Project. • Traffic conditions along the major haul routes between the waste centers and the proposed Site at present. The existing traffic conditions must be based on field survey; and proposed traffic patterns should be examined as well. • Determination of the geology of the Site area through a geological description of adequate number of borings and geophysical testing such as electromagnetic and resistivity surveys. • Soil quality. • Determination of groundwater table, direction and hydraulic characteristics of aquifers and use if any (groundwater monitoring points at differentiated depth to be used if more than one aquifer is present) • Determination of meteorological data (net infiltration, temperature variations and prevailing wind directions). • Ambient air quality. • Seismicity and Earthquake. • Noise and vibrations. • Infrastructure and Public Utilities, including Drinking Water Supply, Solid Waste Management, Wastewater Management, and other Infrastructural Facilities and Related Activities of interest.
Biological environment	<ul style="list-style-type: none"> • Survey all major terrestrial flora and fauna. • Collect any information on sensitive habitats in the area and any rare, endangered or commercially important species. • Identify any nearby protected areas.
Social Aspects to Populate the Baseline Section	
General guidance	<ul style="list-style-type: none"> • Collect socio-economic data on the communities including vulnerable groups and waste pickers likely to be affected directly and indirectly by the project activities and its components. • Before starting the data collection activity, the consultant is expected to identify and delimit the social project area of influence (which may need to be wider than the environmental one depending on the consultant expert judgment) and clearly indicate in which areas the secondary and primary data will be collected and why. • Provide maps of current land use and ownership within the proposed Project area. • For all the social aspects in the following table the consultant shall include in the baseline presentation a very brief, succinct, and

	thoughtful overview of the regional & local context - 70% of each section at minimum shall be dedicated to the Project Area of Influence.
Socio-cultural, historical and institutional context	<ul style="list-style-type: none"> Describe the most significant social and cultural features, different interest in the project and their levels of influences. For the historical component indicate the big picture, those conditions in the history of the country and then the region/city that might uniquely impinge upon the project. Describe the political background relevant to the project and the institutional environment which may have a level of influence or may be influenced by the project outcome.
Demography, population, vulnerable groups, and household survey result	<ul style="list-style-type: none"> Include in a tabular and graphical manner details about gender, age, health and mortality, literacy/education, household size, ethnicity, religion, vulnerable groups within the project area. Each table and graphical presentation shall be introduced and explained by the consultant.
Economy and employment	<ul style="list-style-type: none"> Describe economy and employment including GDP, income, means of livelihood and poverty level within the project area. Include details about those working on the existing landfill with particular attention to be paid to waste pickers and others likely to be affected by the project. Include details about the number of workers likely to be hired/needed for the construction and operation activities, details of where they will accommodate (workers camp and where it will be located or in existing structures and which is the capability of the existing structures), if migrant workers are likely to be hired
Land, access to commonly used resources and Livelihood	<ul style="list-style-type: none"> Include details about the land required for the project (type, use (formal and informal), amount in hectare, location, and claims over the land if any), those using the project site or neighboring area, include details about commonly used resources (if relevant) and details about the means of livelihood linked with land use and commonly used resources, including the existing landfill use (i.e. waste pickers).
Social diversity and gender dimension	<ul style="list-style-type: none"> Examine how people are organized into different social groups and the implication this has for question of access, capabilities and opportunities.
Public utilities, services, infrastructure and transportation	<ul style="list-style-type: none"> Describe infrastructure and services which are likely to be affected by the project (including by project workers and related accommodation, if relevant). Pay particular attention to access to water including safe drinking water, health services, energy & telecommunications. Include details about transportation networks (including access roads) and the current traffic patterns.
Site of cultural interest/ cultural heritage	<ul style="list-style-type: none"> Describe any site of cultural interest (sacred sites, cemeteries, archaeology) which is likely to be affected by the project and including sites important to the Project affected people and other stakeholders.

(f) Environmental and Social Risks and Impacts

Identify and analyse the environmental and social impacts and risks and related mitigation measures for all relevant stages of the project cycle, including pre-construction, construction, operation, and post closure activities such as rehabilitation or restoration, in the context of the identified Project Area of Influence covering the project footprint and other areas likely to be directly and indirectly affected by project activities.

The assessment will cover all E&S risks and impacts using recognized methods as applicable and shall pay particular attention to the potentially significant impacts. The consultant shall develop the impact section taking into account the baseline data, the project design, and components and future landfill development activities and shall introduce the section with a detailed description of the impact assessment methodology. Each impact shall be presented taking into account at minimum: Impacts characterisation (negative, positive, mixed); Impacts nature and duration (direct, secondary, indirect, cumulative; short-term, long term, permanent, reversible); Impact significance/magnitude (negligible, minor, moderate, major); Impacts Likelihood (unlikely, possible, likely); Spatial Scale (national, regional, local); Measures to mitigate (adverse) or enhance (positive) impacts; Significance/magnitude of residual impacts (negligible, minor, moderate, major); Impact assessment also shall take into account the views and concerns of project affected people and other stakeholders. Mitigation measures shall be developed based on the mitigation hierarchy, commencing with avoiding risks/impacts, followed by minimizing them, and finally compensating/offsetting residual impacts if applicable.

The Consultant is expected to examine and address in this section also the project the (i) Occupation Health and Safety issues; and (ii) Community Health and Safety risks and issues; relevant for the project construction and operation phase in accordance with the Applicable Requirements of this Assessment.

The impact assessment section will address, but not be limited to:

In the environmental section the consultant shall pay particular attention among others to impacts of the project on:

Ambient air quality;

- i. Soil quality;
- ii. Surface and groundwater quality;
- iii. Noise and vibration;
- iv. Biological environment (biodiversity values, ecosystem services);
- v. Site specific greenhouse gas emissions (comparison of the baseline scenario – continuation with the current practice and the project scenario);

The consultant shall also address the environmental consequences from:

Leachate percolation into soil and groundwater; including estimates of quantity and quality of a potential leachate leakage and the consequences to groundwater and receiving surface water;

- i. Impact to neighbourhoods along direct haul routes from increased traffic (primarily noise, dust, litter, odor, and vibrations), and including economic development due to improvements in roadways and trade from refuse haulage personnel;
- ii. Impact to neighbouring communities along transport haul routes from increased traffic (primarily noise, dust, litter, odor, and vibrations).

In the social section of the impact pay particular attention to any impact of the project on: Demography and migration (including workers influx/ migrant workers) and settlement and housing (including workers accommodation and any other impact on the settlement (formal and informal) in the Project Area of Influence);

- Economy and employment, paying particular attention to (a) those working at the current landfill, including waste pickers and related impact on livelihood, (b) local vs migrant workers and their working condition, associated sexual exploitation and abuse/sexual harassment, flag any issue related to forced labour or child labour if applicable; any potential discrimination, unequal wages in employment.
- i. Land and natural resources use/access and impact on livelihood linked with land acquisition and clearance;
- ii. Social diversity and gender dimension;
- iii. Public utilities, services, infrastructure and transportation including traffic;
- iv. Community health and safety;
- v. Site of cultural interest;
- Vulnerable groups, in particular, examine whether particular individuals and groups may be differentially or disproportionately affected by the Project's impacts because of their disadvantaged or vulnerable status, in particular, the Roma community and the waste pickers.

(g) Mitigation Measures

Identifies mitigation measures and significant residual negative impacts that cannot be mitigated and, to the extent possible, assesses the acceptability of those residual negative impacts.

- Identifies differentiated measures so that adverse impacts do not fall disproportionately on the disadvantaged or vulnerable.
- Assesses the feasibility of mitigating the environmental and social impacts; the capital and recurrent costs of proposed mitigation measures, and their suitability under local conditions; and the institutional, training, and monitoring requirements for the proposed mitigation measures.
- Specifies issues that do not require further attention, providing the basis for this determination.

(h) Analysis of Alternatives

Systematically compares feasible alternatives to the proposed project site, technology, design, and operation—including the “without project” situation—in terms of their potential environmental and social impacts.

- Assesses the alternatives' feasibility of mitigating the environmental and social impacts; the capital and recurrent costs of alternative mitigation measures, and their suitability under local conditions; and the institutional, training, and monitoring requirements for the alternative mitigation measures.
- For each of the alternatives, quantifies the environmental and social impacts to the extent possible, and attaches economic values where feasible.
- The consultant shall:

Justify the adequacy of the proposed sites, the various scenarios and configurations of project components, technology selection, construction techniques and phasing, and operation and maintenance procedures. The review of alternatives should be in terms of potential environmental and social impacts; capital and operating costs; suitability under local conditions; and institutional, training, and monitoring requirements (the consultant shall draft terms of

reference for any consulting services which may be needed to assist the Client, in monitoring the environmental and social impacts).

When describing the impacts, indicate which ones are irreversible or unavoidable and which ones can be mitigated and how. To the extent possible, quantify the costs and benefits of each alternative, incorporating the estimated costs of any associated mitigating measures.

The Consultant's review shall also include a comparison with the alternative "without the project" in terms of environmental and social impact. The analysis of alternatives shall also examine:

their feasibility of mitigating the impacts; their capital and recurrent costs; their suitability under local

- The consultant, for each alternative, shall quantify the environmental impacts to the extent possible, and attach economic values where feasible. It shall state the basis for selecting the particular project design proposed and justifies recommended emission and/or discharge levels and approaches to pollution abatement and prevention.

(h) Environmental and Social Management Plan

The ESMP shall include the set of mitigation, monitoring, and institutional measures to be taken during implementation and operation of a project to eliminate adverse environmental and social risks and impacts, offset them, or reduce them to acceptable levels. The ESMP shall also include the measures and actions needed to implement these measures. The Borrower will (a) identify the set of responses to potentially adverse impacts; (b) determine requirements for ensuring that those responses are made effectively and in a timely manner; and (c) describe the means for meeting those requirements. The ESMP will include:

a. Environmental and Social Mitigation Measures

The ESMP will reflect the mitigation hierarchy and, where technically and financially feasible, favour the avoidance and prevention of impacts over minimization, mitigation, or compensation, and ensure that all relevant stages of the project are structured to meet applicable laws and regulatory requirements. The consultant shall elaborate focused plans as needed for each phase of the Project such as air emissions and dust management plan; traffic and transportation management plan; noise and vibration management plan; soil and groundwater management plan; waste management plan (for hazardous and non-hazardous waste); oil and chemical spill contingency management plan; emergency preparedness and response plan for construction phase; community health management plan and procurement plan; dredging management plan; cultural heritage chance find procedure; security plan; etc.

b. Environmental and Social Monitoring Plan

The consultant shall develop a set of environmental and social indicators for monitoring the implementation of mitigating measures and the project impacts during construction and operation.

The monitoring plan shall include an estimate of capital and operating costs and a description of other inputs (such as institutional changes and staff resources) needed to carry it out. In regard to the landfill site, the environmental monitoring should include landfill gas monitoring and ground water monitoring wells and a regular schedule of monitoring for key indicators of contamination. Furthermore, the social monitoring parameters should be taken into consideration.

The parameters and frequency for each indicator measurement, minimum detection limits, acceptable numerical monitoring levels, quality assurance and quality control procedures and other technical data should be fully described and presented in a matrix format. This information should be developed on an annual basis, and it should include full breakdowns of costs, staff qualifications, equipment or services to be purchased and other details required for monitoring implementation.

The monitoring responsibilities of the contractors for construction and for operation of the new facilities should be clearly identified, and the responsibilities of monitoring supervision by the oversight regulatory agencies should also be clearly identified. This should be presented in the form of directives.

(c) Capacity Development, Training and Cost Estimate

The Consultant shall also review the authority and capability of institutions at local, regional, and national levels and recommend steps to strengthen or expand them so that the ESMP can be supervised and enforced. The recommendations may extend to inter-sector arrangements, management procedures and training, staffing, operation and maintenance training, budgeting, and financial support.

The Consultant will present a cost estimate for the implementation of the ESMP. Such cost should be an integral part of the ESMP and should reflect all associated cost related to human and other resources needed to monitor the plan, needed capacity building and training, and/or any consultancy assignments which may be required to assist in the performance of specific and highly technical duties over the life of the proposed facilities.

Stakeholder and Public Participation and Grievance Mechanism

1. The Consultant will assist the Government in coordinating the ESIA with relevant agencies and following the requirements of the ESS10 and in line with the cleared and disclosed project SEP. The Government will lead the consultations with the relevant identified stakeholders including surrounding affected communities and vulnerable groups, in addition to local NGOs on the environmental and social aspects of the proposed project. The consultant will participate in those consultations and prepare records. The consultant may also hold his own consultations, in coordination and agreement with the Government. The affected groups will be consulted twice: in meetings held during preparation, before the TORs for the ESIA are finalized and when a draft ESIA is available (a summary of the ESIA will be available prior to the meeting). The draft ESIA should also be available in a public place accessible to affected groups and local NGOs.
2. Relevant materials will be provided to affected groups in a timely manner prior to consultations and in a form and language that is understandable and accessible to the groups being consulted. The Consultant would maintain records of the public consultation and the records should indicate: means other than consultations (e.g. surveys) used to seek the views of affected stakeholders; the date and location of the consultation meetings, a list of the attendees that is gender disaggregated and their affiliation and contact address; and, summary minutes.
3. The project grievance mechanism (GM) should also be clearly outlined in the ESIA and should be communicated and disseminated to all project stakeholders. The GM information should include inter alia: the various reporting channels, the timeline for closure of complaints, the appeals process, the responsible persons, and the referral pathways for SEA/SH related complaints. The consulting firm shall review the GM section of the disclosed SEP to ensure consistency.

PART II

Section 8. Conditions of Contract and Contract Forms

LUMP-SUM FORM OF CONTRACT

STANDARD FORM OF CONTRACT

Consultant's Services

Lump-Sum

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CONTRACT FOR CONSULTANT'S SERVICES

Lump-Sum

Project Name **Lake Qaraoun Pollution Prevention**

Loan No. **8637-LB**

Contract No. _____

Assignment Title:

**Preparation of the Environmental and Social Impact Assessment (ESIA)
Study for the Construction of Sanitary Landfills in Several Service Zones
(QC3C1f)**

between

[Name of the Client]

and

[Name of the Consultant]

Dated: _____

I. Form of Contract

LUMP-SUM

(Text in brackets [] is optional; all notes should be deleted in the final text)

This CONTRACT (hereinafter called the “Contract”) is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Client or Recipient]* (hereinafter called the “Client”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Client”) and, on the other hand, a Joint Venture (name of the JV) consisting of the following entities, each member of which will be jointly and severally liable to the Client for all the Consultant’s obligations under this Contract, namely, [name of member] and [name of member] (hereinafter called the “Consultant”).]

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received *[or has applied for]* a loan *[or credit or grant]* from the *[insert as relevant, International Bank for Reconstruction and Development (IBRD) or International Development Association (IDA)]*: toward the cost of the Services and intends to apply a portion of the proceeds of this *[loan/credit/grant]* to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the *[loan/financing/grant]* agreement, including prohibitions of withdrawal from the *[loan/credit/grant]* account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the *[loan/financing/grant]* agreement or have any claim to the *[loan/credit/grant]* proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract (including Attachment 1 “Fraud and Corruption”);
 - (b) The Special Conditions of Contract;
 - (c) Appendices:
 - Appendix A: Terms of Reference
 - Appendix B: Key Experts
 - Appendix C: Breakdown of Contract Price
 - Appendix D: Form of Advance Payments Guarantee
 - Appendix E: Code of Conduct for Experts
 - Appendix F: Sexual exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration
 - Appendix G: Value Added Tax (VAT) Mandate
 - Appendix H: Immediate Measures to Combat Corruption & Recover the Proceeds
 - Appendix I: Expropriation Requirements
 - Appendix J: GIS Requirements

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract including Attachment 1; Appendix A; Appendix B; Appendix C; Appendix D; Appendix E; Appendix F, Appendix G, Appendix H, Appendix I, and Appendix J. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.
3. As stipulated in Article (5) of the banking secrecy law dated 03/09/1956 and as stipulated in the decision of the Council of Ministries No. 4 dated 28/04/2020 referred to in **Appendix H**, the Lebanese Consultant agrees to lift banking secrecy over the bank account used to deposit or transfer public funds related to this Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Client]*

[Authorized Representative of the Client – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

For and on behalf of each of the members of the Consultant *[insert the Name of the Joint Venture]*

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]

II. General Conditions of Contract

A. GENERAL PROVISIONS

1. Definitions

- 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) **“Applicable Law”** means the laws and any other instruments having the force of law in the Client’s country, or in such other country as may be specified in the **Special Conditions of Contract (SCC)**, as they may be issued and in force from time to time.
 - (b) **“Bank”** means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
 - (c) **“Borrower”** means the Government, Government agency or other entity that signs the financing agreement with the Bank.
 - (d) **“Client”** means the implementing agency that signs the Contract for the Services with the Selected Consultant.
 - (e) **“Client’s Personnel”** refers to the staff, labor and other employees (if any) of the Client engaged in fulfilling the Client’s obligations under the Contract; and any other personnel identified as Client’s Personnel, by a notice from the Client to the Consultant.
 - (f) **“Consultant”** means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.
 - (g) **“Contract”** means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
 - (h) **“Day”** means a working day unless indicated otherwise.
 - (i) **“Effective Date”** means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
 - (j) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.
 - (k) **“Foreign Currency”** means any currency other than the currency of the Client’s country.

- (l) **“GCC”** means these General Conditions of Contract.
- (m) **“Government”** means the government of the Client’s country.
- (n) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (o) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant’s proposal.
- (p) **“Local Currency”** means the currency of the Client’s country.
- (q) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.
- (r) **“Party”** means the Client or the Consultant, as the case may be, and **“Parties”** means both of them.
- (s) **“SCC”** means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- (t) **“Services”** means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.
- (u) **“Sexual Exploitation and Abuse” “(SEA)”** means the following:

Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- (v) **“Sexual Harassment” “(SH)”** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal

or physical conduct of a sexual nature by the Experts with other Experts or Client's Personnel.

- (w) **"Sub-consultants"** means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.
- (x) **"Third Party"** means any person or entity other than the Government, the Client, the Consultant or a Sub-consultant.

- 2. **Relationship between the Parties**
 - 2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Client and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
- 3. **Law Governing Contract**
 - 3.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4. **Language**
 - 4.1. This Contract has been executed in the language specified in the **SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 5. **Headings**
 - 5.1. The headings shall not limit, alter or affect the meaning of this Contract.
- 6. **Communications**
 - 6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the **SCC**.
 - 6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the **SCC**.
- 7. **Location**
 - 7.1. The Services shall be performed at such locations as are specified in **Appendix A** hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Client may approve.

- | | | |
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| 8. Authority of Member in Charge | 8.1. | In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, including without limitation the receiving of instructions and payments from the Client. |
| 9. Authorized Representatives | 9.1. | Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Consultant may be taken or executed by the officials specified in the SCC . |
| 10. Fraud and Corruption | 10.1. | The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework, as set forth in Attachment 1 to the GCC . |
| a. Commissions and Fees | 10.2. | The Client requires the Consultant to disclose any commissions, gratuities or fees that may have been paid or are to be paid to agents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract and/or sanctions by the Bank. |

B. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- | | | |
|--|-------|---|
| 11. Effectiveness of Contract | 11.1. | This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met. |
| 12. Termination of Contract for Failure to Become Effective | 12.1. | If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC , either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto. |

- 13. Commencement of Services** 13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.
- 14. Expiration of Contract** 14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.
- 15. Entire Agreement** 15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
- 16. Modifications or Variations** 16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

17. Force Majeure

- a. Definition**
- 17.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.
- 17.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- 17.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

- b. No Breach of Contract** 17.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- c. Measures to be Taken** 17.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- 17.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- 17.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 17.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Client, shall either:
- (a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Client, in reactivating the Services; or
 - (b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.
- 17.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 49 & 50.
- 18. Suspension** 18.1. The Client may, by written notice of suspension to the Consultant, suspend part or all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the

Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. Termination

19.1. This Contract may be terminated by either Party as per provisions set up below:

a. By the Client

19.1.1. The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least thirty (30) calendar days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e); and at least five (5) calendar days' written notice in case of the event referred to in (f):

- (a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;
- (b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 50.1;
- (d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- (e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;
- (f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. Furthermore, if the Client determines that the Consultant has engaged in Fraud and Corruption in competing for or in executing the Contract, then the Client may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

- b. By the Consultant**
- 19.1.3. The Consultant may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Client, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.
- (a) If the Client fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clause GCC 45.1 within forty-five (45) calendar days after receiving written notice from the Consultant that such payment is overdue.
 - (b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
 - (c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 50.1.
 - (d) If the Client is in material breach of its 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's notice specifying such breach.
- c. Cessation of Rights and Obligations**
- 19.1.4. Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC 22, (iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.
- d. Cessation of Services**
- 19.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the

Client, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

- e. Payment upon Termination**
- 19.1.6. Upon termination of this Contract, the Client shall make the following payments to the Consultant:
- (a) payment for Services satisfactorily performed prior to the effective date of termination; and
 - (b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. OBLIGATIONS OF THE CONSULTANT

20. General

- a. Standard of Performance**
- 20.1. The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. As required in the SCC, the Consultant shall take additional measures to manage cyber security risks related to the Contract. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with the third parties.
- 20.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.
- 20.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Client. Submission by the Consultant for the Client's approval, for addition of any Sub-consultant not named in the Contract, shall also include the Sub-consultant's declaration in accordance with Appendix F-Sexual exploitation and Abuse (SEA) and/or Sexual Harassment (SH) Performance Declaration. Notwithstanding such approval, the Consultant shall retain full responsibility for the Services.

- b. Law Applicable to Services**
- 20.4. The Consultant shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.
- 20.5. Throughout the execution of the Contract, the Consultant shall comply with the import of goods and services prohibitions in the Client's country when
- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
- 20.6. The Client shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.
- 21. Conflict of Interest**
- 21.1. The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
- a. Consultant Not to Benefit from Commissions, Discounts, etc.**
- 21.1.1 The payment of the Consultant pursuant to GCC F (Clauses GCC 43 through 47) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.
- 21.1.2 Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Bank's Applicable Regulations, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.

- b. Consultant and Affiliates Not to Engage in Certain Activities** 21.1.3 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
- c. Prohibition of Conflicting Activities** 21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.
- d. Strict Duty to Disclose Conflicting Activities** 21.1.5 The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 22. Confidentiality** 22.1. Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.
- 23. Liability of the Consultant** 23.1. Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be provided by the Applicable Law.
- 24. Insurance to be taken out by the Consultant** 24.1. The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

- 25. Accounting, Inspection and Auditing**
- 25.1. The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.
- 25.2. Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Consultant shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents audited by auditors appointed by the Bank. The Consultant's and its Subcontractors' and subconsultants' attention is drawn to Sub-Clause 10.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).
- 26. Reporting Obligations**
- 26.1. The Consultant shall submit to the Client the reports and documents specified in **Appendix A**, in the form, in the numbers and within the time periods set forth in the said Appendix.
- 27. Proprietary Rights of the Client in Reports and Records**
- 27.1. Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Client. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Client.
- 27.2. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Client's prior written approval to such agreements, and the Client shall be entitled at its discretion to require recovering

the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

**28. Equipment,
Vehicles and
Materials**

- 28.1. Equipment, vehicles and materials made available to the Consultant by the Client, or purchased by the Consultant wholly or partly with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Client's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.
- 28.2. Any equipment or materials brought by the Consultant or its Experts into the Client's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

29. Code of Conduct

- 29.1. The Consultant shall have a Code of Conduct for the Experts. Consultant shall take all necessary measures to ensure that each Expert is made aware of the Code of Conduct including specific behaviors that are prohibited, and understands the consequences of engaging in such prohibited behaviors.
- These measures include providing instructions and documentation that can be understood by the Expert and seeking to obtain that person's signature acknowledging receipt of such instructions and/or documentation, as appropriate.
- The Consultant shall also ensure that the Code of Conduct is visibly displayed in locations where the Services are provided. The posted Code of Conduct shall be provided in languages comprehensible to the Experts and the Client's Personnel.

30. Forced Labor

- 30.1. The Consultant, including its Subconsultants, shall not employ or engage forced labor. Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.

No persons shall be employed or engaged who have been subject to trafficking. Trafficking in persons is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.

31. Child Labor

31.1. The Consultant, including its Subconsultants, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).

The Consultant, including its Subconsultants, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

The Consultant, including its Subconsultants, shall only employ or engage children between the minimum age and the age of 18 after an appropriate risk assessment has been conducted by the Consultant with the Client's consent. The Consultant shall be subject to regular monitoring by the Client that includes monitoring of health, working conditions and hours of work.

Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:

- (a) with exposure to physical, psychological or sexual abuse;
- (b) underground, underwater, working at heights or in confined spaces;
- (c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads;
- (d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or
- (e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.

- 32. Non-Discrimination and Equal Opportunity**
- 32.1. The Consultant shall not make decisions relating to the employment or treatment of Experts on the basis of personal characteristics unrelated to inherent job requirements. The Consultant shall base the employment of Experts on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to any aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, and disciplinary practices.
- Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. The Consultant shall provide protection and assistance as necessary to ensure non-discrimination and equal opportunity, including for specific groups such as women, people with disabilities, migrant workers and children (of working age in accordance with Clause GCC 31).
- 33. Training of Experts**
- 33.1. The Consultant shall provide appropriate sensitization to the Experts on social aspects of the Contract, including on prohibition of SEA and SH.
- The Consultant shall provide training on SEA and SH, including its prevention, to any of its Experts who has a role to supervise other Experts.

D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS

- 34. Description of Key Experts**
- 34.1. The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Consultant's Key Experts are described in **Appendix B**.
- 35. Replacement of Key Experts**
- 35.1. Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts.
- 35.2. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

- 36. Removal of Experts or Sub-consultants**
- 36.1. If the Client finds that any of the Experts or Sub-consultant:
- (a) persists in any misconduct or lack of care;
 - (b) carries out duties incompetently or negligently;
 - (c) fails to comply with any provision of the Contract;
 - (d) based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Works; or
 - (e) undertakes behaviour which breaches the Code of Conduct;
- the Consultant shall, at the Client's written request, provide a replacement.
- 36.2. In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Client to be incompetent or incapable in discharging assigned duties, the Client, specifying the grounds therefore, may request the Consultant to provide a replacement.
- 36.3. Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Client.
- 36.4. Subject to the requirements in Sub-Clause 36.3, and notwithstanding any requirement from the Client to request a replacement, the Consultant shall take immediate action as appropriate in response to any violation of (a) through (e) above. Such immediate action shall include removing (or causing to be removed) from carrying out the Services, any Expert who engages in (a) to (e) above.
- 36.5. The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. OBLIGATIONS OF THE CLIENT

- 37. Assistance and Exemptions**
- 37.1. Unless otherwise specified in the SCC, the Client shall use its best efforts to:
- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
 - (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits,

exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.

- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Consultant any such other assistance as may be specified in the SCC.

38. Access to Project Site

- 38.1. The Client warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Client will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

39. Change in the Applicable Law Related to Taxes and Duties

- 39.1. If, after the date of this Contract, there is any change in the applicable law in the Client's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or

decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 39.1

- 40. Services, Facilities and Property of the Client** 40.1. The Client shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (**Appendix A**) at the times and in the manner specified in said **Appendix A**.
- 41. Counterpart Personnel** 41.1. The Client shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Client with the Consultant's advice, if specified in **Appendix A**.
- 41.2. Professional and support counterpart personnel, excluding Client's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Client shall not unreasonably refuse to act upon such request.
- 42. Payment Obligation** 42.1. In consideration of the Services performed by the Consultant under this Contract, the Client shall make such payments to the Consultant for the deliverables specified in **Appendix A** and in such manner as is provided by GCC F below.

F. PAYMENTS TO THE CONSULTANT

- 43. Contract Price** 43.1. The Contract price is fixed and is set forth in the **SCC**. The Contract price breakdown is provided in **Appendix C**.
- 43.2. Any change to the Contract price specified in Clause GCC 43.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in **Appendix A**.
- 44. Taxes and Duties** 44.1. The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the **SCC**.
- 44.2. As an exception to the above and as stated in the **SCC**, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Client on behalf of the Consultant.

- 45. Currency of Payment** 45.1. Any payment under this Contract shall be made in the currency (ies) of the Contract.
- 46. Mode of Billing and Payment** 46.1. The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 43.1.
- 46.2. The payments under this Contract shall be made in lump-sum instalments against deliverables specified in **Appendix A**. The payments will be made according to the payment schedule stated in the **SCC**.
- 46.2.1 *Advance payment:* Unless otherwise indicated in the **SCC**, an advance payment shall be made against an advance payment bank guarantee acceptable to the Client in an amount (or amounts) and in a currency (or currencies) specified in the **SCC**. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in **Appendix D**, or in such other form as the Client shall have approved in writing. The advance payments will be set off by the Client in equal portions against the lump-sum installments specified in the **SCC** until said advance payments have been fully set off.
- 46.2.2 *The Lump-Sum Installment Payments.* The Client shall pay the Consultant within sixty (60) days after the receipt by the Client of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Client does not approve the submitted deliverable(s) as satisfactory in which case the Client shall provide comments to the Consultant within the same sixty (60) days period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.
- 46.2.3 *The Final Payment.* The final payment under this Clause shall be made only after the final report have been submitted by the Consultant and approved as satisfactory by the Client. The Services shall then be deemed completed and finally accepted by the Client. The last lump-sum installment shall be deemed approved for payment by the Client within ninety (90) calendar days after receipt of the final report by the Client unless the Client, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.
- 46.2.4 All payments under this Contract shall be made to the accounts of the Consultant specified in the **SCC**.

46.2.5 With the exception of the final payment under 46.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Consultant of any obligations hereunder.

- 47. Interest on Delayed Payments** 47.1. If the Client had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 46.2.2, interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. FAIRNESS AND GOOD FAITH

- 48. Good Faith** 48.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. SETTLEMENT OF DISPUTES

- 49. Amicable Settlement** 49.1. The Parties shall seek to resolve any dispute amicably by mutual consultation.
- 49.2. If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 50.1 shall apply.
- 50. Dispute Resolution** 50.1. Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

II. General Conditions

Attachment 1

Fraud and Corruption

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1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents, personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution,, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

III. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	<p>The Contract shall be construed in accordance with the law of the Republic of Lebanon.</p> <p>The Consultant is considered acquainted with and aware of the laws in force in the Republic of Lebanon.</p>
4.1	<p>The language is: English</p>
6.1 and 6.2	<p>The addresses are</p> <p>Client: Council for Development and Reconstruction (CDR) Tallet El Serail, Beirut Central District - Lebanon</p> <p>Attention: The President of the CDR</p> <p>Facsimile: (01) 981252/3</p> <p>E-mail (where permitted):(Not Applicable)</p> <p>Consultant:</p> <p>Attention:</p> <p>Facsimile:</p> <p>E-mail (where permitted): <u>(Not Applicable)</u></p>
8.1	<p><i>If the Consultant consists only of one entity: state, the authorized representative.</i></p> <p><i>If the Consultant is a Joint Venture consisting of more than one entity:</i> <i>Not Applicable</i></p>
9.1	<p>The Authorized Representatives are:</p> <p>For the Client: <i>Mohammad-Ali Kabbani, CDR President</i></p> <p>For the Consultant: <i>[name, title]</i> _____</p>
11.1	<p>The effectiveness conditions are the following:</p> <p>Signature of the Contract by both Parties and notification to the Consultant.</p>

12.1	<p>Termination of Contract for Failure to Become Effective:</p> <p>The time period shall be <i>two months</i></p>
13.1	<p>Commencement of Services: The Date of the Commencement of Services is the “Effective Date” of the Contract referred to in SCC 11.1.</p>
14.1	<p>Expiration of Contract:</p> <p>The time period shall be six months and provide the deliverables within the deadlines/durations as specified in the Terms of Reference</p>
21 b.	<p>The Client reserves the right to determine on a case-by-case basis whether the Consultant should be disqualified from providing goods, works or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3</p> <p>Yes</p>
23.1	<p>Limitation of the Consultant’s Liability towards the Client:</p> <p>(a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client’s property, shall not be liable to the Client:</p> <ul style="list-style-type: none"> (i) for any indirect or consequential loss or damage; and (ii) for any direct loss or damage that exceeds three times the total value of the Contract; <p>(b) This limitation of liability shall not</p> <ul style="list-style-type: none"> (i) affect the Consultant’s liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services; (ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the Applicable Law

24.1	<p>The insurance coverage against the risks shall be as follows:</p> <p>(a) Professional liability insurance, with a minimum coverage of Two Hundred and Fifty Thousand United States Dollars (US\$250,000);</p> <p>(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Client’s country by the Consultant or its Experts or Sub-consultants, with a minimum coverage of One Hundred Thousand United States Dollars (US\$100,000.00), <i>and/or in accordance with the applicable law in the Client’s country;</i></p> <p>(c) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency or state “in accordance with the applicable law in the Client’s country”]</i>;</p> <p>(d) employer’s liability and workers’ compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the applicable law in the Client’s country, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant’s property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</p>
27.2	<p>The Consultant shall not use these <i>Documents, reports, and all deliverables</i> for purposes unrelated to this Contract without the prior written approval of the Client.</p>
37.1 (a) through (f)	<p>Delete paragraph (a), (b), (c), (e), and (f)</p>
43.1	<p>The Contract price is: _____ <i>[insert amount and currency for each currency as applicable]</i> exclusive of local taxes.</p> <p>Any local taxes chargeable in respect of this Contract for the Services provided by the Consultant shall <i>Not</i> be paid or reimbursed by the Client for or to the Consultant.</p>

	<p>The amount of such taxes is _____ [insert the amount as finalized at the Contract’s negotiations on the basis of the estimates provided by the Consultant in Form FIN-2 of the Consultant’s Financial Proposal.</p> <p>The Client will pay such taxes on behalf of the Consultant only according to the following:</p> <ol style="list-style-type: none"> 1. <u>Income Tax:</u> <ol style="list-style-type: none"> i) For foreign consultants an Income Tax of 8.5% shall be deducted from each certificate, and paid by the Client on behalf of the Consultant. ii) For local consultants no deductions (i.e. no payment on their behalf) shall be made. Local consultants are required to submit a proper clearance statement from the Ministry of Finance (MoF). 2. <u>Stamp Duties</u> For foreign and local consultants, the Stamp Duties of 0.8% are payable as follows: <ul style="list-style-type: none"> • 0.4% of contract price upon signature of contract, payable directly by the consultant to the MoF within five (5) working days from contract signature. • 0.4% deducted from payment certificates, and paid by the Client on behalf of the Consultant. 3. <u>Value Added Tax (VAT):</u> VAT is not applicable since the project is 100% financed by the World Bank.
44.1 and 44.2	<p>the Consultant, the Sub-consultants and the Experts shall be responsible for meeting any and all tax liabilities arising out of the Contract.</p>
45.1	<p>The currency of payment shall be: United States Dollars (USD)</p>
46.2	<p>The payment schedule:</p> <p><i>Payment of installments are linked to the deliverables specified in the Terms of Reference in Appendix A</i></p> <p>1st payment: Upon Submission of [D1] Consultation meetings with local authorities Report 4%]</p> <p>2nd payment: Upon Submission of [D7] Draft ESIA Report and Draft ESMP Report 6% for each landfill (maximum of 36%)</p>

	<p>Final payment: Upon Approval by CDR of [D8] Final ESIA Report and Final ESMP Report 10% for each landfill (maximum of 60%)</p> <p>The Employer reserves the right, at his sole discretion, to omit or cancel one or more service zones and/or landfills from the Contract. The cost of such omissions shall be deducted from the Contract Price without entitling the Consultant to any compensation or claim for loss of profit or other cost implication.</p> <p>An advance payment could be made against a bank guarantee for the same amount as per GCC 46.2.1</p> <p><i>Total sum of all installments shall not exceed the Contract price set up in SCC43.1.</i></p>
46.2.1	<p>The following provisions shall apply to the advance payment and the advance bank payment guarantee:</p> <ol style="list-style-type: none"> (1) An advance payment of an <i>amount</i> equivalent to ten percent (10%) of the Contract amount shall be made within sixty (60) days after the receipt of an acceptable advance bank payment guarantee and payment certificate by the Client. The bank guarantee shall be issued by a Lebanese bank or a foreign bank through its correspondent bank in Lebanon. The advance payment will be set off by the Client at the rate of 20% of net statements (after deductions) from each installment payment until the advance payment has been fully set off. (2) The advance bank payment guarantee shall be in the amount and in the currency of the currency(ies) of the advance payment. (3) The bank guarantee will be released when the advance payment has been fully set off.
46.2.3	<p>When the final payment under this Clause is made after the final report has been submitted by the Consultant and approved as satisfactory by the Client. The Services shall be deemed completed, and provisionally and finally accepted by the Client at the same time.</p>
46.2.4	<p>The accounts are:</p> <p>for foreign currency: <i>[insert account]</i>.</p> <p>for local currency: <i>[insert account]</i>.</p>
47.1	<p>The interest rate is:</p> <p>Secured Overnight Financing Rate (SOFR) + 2%.</p>

50.1

A. In case the Consultant is foreign:

Disputes shall be settled by arbitration in accordance with the following provisions:

1. Selection of Arbitrators. Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:
 - (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to International Chamber of Commerce (ICC), Paris for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, the International Chamber of Commerce (ICC), Paris shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.
 - (b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultant shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by *the Secretary General of the International Chamber of Commerce, Paris; etc.*
 - (c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the Secretary General of the International Chamber of Commerce (ICC), Paris to appoint a sole arbitrator for the matter in dispute, and the arbitrator

	<p>appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure.</u> Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators.</u> If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators.</u> The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Consultant's home country [or of the home country of any of their members or Parties] or of the Government's country. For the purposes of this Clause, "home country" means any of:</p> <ul style="list-style-type: none"> (a) the country of incorporation of the Consultant [or of any of their members or Parties]; or (b) the country in which the Consultant's [or any of their members' or Parties'] principal place of business is located; or (c) the country of nationality of a majority of the Consultant's [or of any members' or Parties'] shareholders; or (d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.

	<p>5. <u>Miscellaneous</u>. In any arbitration proceeding hereunder:</p> <ul style="list-style-type: none">(a) proceedings shall, unless otherwise agreed by the Parties, be held in <i>Lebanon</i>;(b) the English language shall be the official language for all purposes;(c) the applicable law shall be the “Lebanese Law”; and(d) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement. <p>B. In case the Consultant is Lebanese:</p> <p>Disputes shall be settled according to the competent Lebanese Courts.</p>
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IV. Appendices

APPENDIX A – TERMS OF REFERENCE

[This Appendix shall include the final Terms of Reference (TORs) worked out by the Client and the Consultant during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Consultant will be made; Client's input, including counterpart personnel assigned by the Client to work on the Consultant's team; specific tasks or actions that require prior approval by the Client.]

Insert the text based on the Section 7 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Consultant's Proposal. Highlight the changes to Section 7 of the RFP]

.....

APPENDIX B - KEY EXPERTS

[Insert a table based on Form TECH-6 of the Consultant's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

.....

APPENDIX C – BREAKDOWN OF CONTRACT PRICE

[Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3 and FIN-4] of the Consultant's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [Form FIN-3 and FIN-4] at the negotiations or state that none has been made.]

When the Consultant has been selected under Quality-Based Selection method, also add the following:

“The agreed remuneration rates shall be stated in the attached Model Form I. This form shall be prepared on the basis of Appendix A to Form FIN-3 of the RFP “Consultants’ Representations regarding Costs and Charges” submitted by the Consultant to the Client prior to the Contract’s negotiations.

Should these representations be found by the Client (either through inspections or audits pursuant to Clause GCC 25.2 or through other means) to be materially incomplete or inaccurate, the Client shall be entitled to introduce appropriate modifications in the remuneration rates affected by such materially incomplete or inaccurate representations. Any such modification shall have retroactive effect and, in case remuneration has already been paid by the Client before any such modification, (i) the Client shall be entitled to offset any excess payment against the next monthly payment to the Consultants, or (ii) if there are no further payments to be made by the Client to the Consultants, the Consultants shall reimburse to the Client any excess payment within thirty (30) days of receipt of a written claim of the Client. Any such claim by the Client for reimbursement must be made within twelve (12) calendar months after receipt by the Client of a final report and a final statement approved by the Client in accordance with Clause GCC 46.2.3 of this Contract. ”]

Model Form I Breakdown of Agreed Fixed Rates in Consultant’s Contract

We hereby confirm that we have agreed to pay to the Experts listed, who will be involved in performing the Services, the basic fees and away from the home office allowances (if applicable) indicated below:

(Expressed in [insert name of currency])*

Experts		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Agreed Fixed Rate per Working Month/Day/Hour	Agreed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Work in the Client’s Country									

1 Expressed as percentage of 1

2 Expressed as percentage of 4

* If more than one currency, add a table

Signature

Date

Name and Title: _____

APPENDIX D - FORM OF ADVANCE PAYMENTS GUARANTEE*[See Clause GCC 42.2.1 and SCC 46.2.1]**{Guarantor letterhead or SWIFT identifier code}***Bank Guarantee for Advance Payment****Guarantor:** _____ *[insert commercial Bank's Name, and Address of Issuing Branch or Office]***Beneficiary:** _____ *[insert Name and Address of Client]***Date:** _____ *[insert date]* _____**ADVANCE PAYMENT GUARANTEE No.:** _____ *[insert number]* _____

We have been informed that _____ *[name of Consultant or a name of the Joint Venture, same as appears on the signed Contract]* (hereinafter called "the Consultant") has entered into Contract No. _____ *[reference number of the contract]* dated ____ *[insert date]* _____ with the Beneficiary, for the provision of _____ *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ *[insert amount in figures]* (_____) *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Consultant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ *[amount in figures]* (_____) *[amount in words]*¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's a written statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Consultant is in breach of its obligation under the Contract because the Consultant:

- (a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Consultant has failed to repay;
- (b) has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Consultant on their account number _____ at _____ *[name and address of bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Consultant as indicated in certified statements or invoices marked as "paid" by the Client which shall be presented to us. This guarantee shall expire, at

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Client.

the latest, upon our receipt of the payment certificate or paid invoice indicating that the Consultant has made full repayment of the amount of the advance payment, or on the __ day of *[month]* _____, *[year]* __,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 revision, ICC Publication No. 758.

[signature(s)]

{Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.}

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

APPENDIX E - CODE OF CONDUCT FOR EXPERTS

**APPENDIX F - SEXUAL EXPLOITATION AND ABUSE (SEA)
AND/OR SEXUAL HARASSMENT (SH) PERFORMANCE
DECLARATION FOR SUB-CONSULTANTS**

*[The following table shall be filled in for the Consultant, each member of a Joint Venture
and each Sub-consultant proposed by the Consultant]*

Consultant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Sub-consultant's Name: *[insert full name]*

RFP No. and title: *[insert RFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

SEA and/or SH Declaration
<p>We:</p> <p><input type="checkbox"/> (a) have not been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (b) are subject to disqualification by the Bank for non-compliance with SEA/ SH obligations</p> <p><input type="checkbox"/> (c) had been subject to disqualification by the Bank for non-compliance with SEA/ SH obligations. An arbitral award on the disqualification case has been made in our favor.</p>
<p><i>[If (c) above is applicable, attach evidence of an arbitral award reversing the findings on the issues underlying the disqualification.]</i></p>

APPENDIX G – VAT MANDATE

Value Added Tax

Law # 379 dated 14/12/2001 amended by Law No. 64 dated 20/10/2017

1. The Contractor/Consultant shall be registered in the Ministry of Finance – VAT Department to be able to invoice the VAT to the Council for Development and Reconstruction or obtain its refund from the Ministry of Finance, according to the financing source of the contract.
2. The Contractor/Consultant shall submit its offer without calculating the VAT in its unit price.
3. Method of invoicing the VAT for contracts totally financed by the Lebanese State:

The Contractor/Consultant shall invoice the VAT to the CDR upon submittal of its statements by adding 11% VAT on the net value of the statement, separately from the value of the statement.

4. Method of VAT invoicing/refund for contracts partially financed by foreign sources:

For the section locally financed, the Contractor/Consultant shall invoice the VAT to the CDR in accordance with clause 3 above.

For the section financed by foreign sources, the Contractor/Consultant shall obtain the VAT refund directly from the Ministry of Finance.

5. Methods of VAT refund for contracts totally financed by foreign sources:

The contracts totally financed by foreign sources shall be exempted from the VAT. In the event the Contractor/Consultant is bound to pay this tax, the latter shall obtain its refund directly from the Ministry of Finance and not from the Council for Development and Reconstruction. (Refer to Article 19 – clause 4 of Law # 379, and Article 3 (b) of implementation Decree # 7336 dated 31/01/2002.)

This document was approved by virtue of decision # 147/2002 dated 07/03/2002, taken by the Board of Directors of the CDR; and amended as per Law No. 64 dated 20/10/2017 by CDR Board of Directors decision # 226/2018 dated 08/03/2018.

APPENDIX H – IMMEDIATE MEASURES TO COMBAT CORRUPTION AND RECOVER THE PROCEEDS

Resolution of the Council of Ministries № 4 dated 28/04/2020

Third Measure: Implementing Article 5 of the Bank Secrecy Code

1 - All administrations, namely the bid Authority, shall be required when implementing any agreement or contracting or expense, to apply the article 5 of the Bank Secrecy Code enabling the contracting parties to agree beforehand on levying bank secrecy.

2 - A special text shall be added in the Bidding Documents to levy this secrecy from the bank account in which the amount of the public fund shall be deposited or transferred to in favor of the administration in each contract, from any type whatsoever, relating to public fund expenditure.

3 - All administrations mentioned in the clause 1 shall immediately cease from entering any contract or transaction or contracting before adding this article.

APPENDIX I – EXPROPRIATION REQUIREMENTS

Documentation to be submitted by the Consultants in accordance with the rules & regulations in force and in accordance with the Board’s Decision № 900/2011/A dated 16/11/2011

Article 1:

Presidency Decisions No 113/2010 dated 31/08/2010, No 25/2011 dated 08/02/2011, No 17/02/2011 dated 06/07/2011 and No 346/2011 dated 16/12/2011 shall be annulled.

Article 2: Consultants in Charge of Preparing the Expropriation Files

The documentation that should be submitted by the consultants in charge of preparing the expropriation files for the contracts and/or tender files shall be determined as follows:

- 1) Cadastral map of the area within which the expropriation is taking place.
- 2) Easement and Planning Certificates for the plots to be expropriated in order to construct buildings, wells, or tanks thereon.
- 3) Real Estate Certificates for the plots not subject to planning but adjacent to plots subject to planning and exceeding the “free quarter” rule.
- 4) Real Estate Certificates for the plots subject to planning, provided that these certificates are renewed, only once, at the first demand of the administration; the study is not accepted on a final basis until the obligation of renewing these certificates is met.
- 5) The relevant map showing the site and the boundaries of the plots or the sections of plots to be expropriated, in addition to their numbers, the real estate zone, as well as the required copies thereof before the ratification of the decree. In the event that the plot surface area subject to planning exceeds the “free quarter” rule, the numbers and the boundaries of the plots adjacent thereto should be then mentioned, and relevant real estate certificates should be provided in order to take into account the real estate unit.
- 6) An expropriation list with the whole expropriations required for the execution of the project, in addition to all the plots and constructions subject to planning, their numbers and real estate zone, the acquired surface areas and the remaining ones, the names of the owners of the plots to be expropriated and their shares, and the number of the trees located in the surfaces to be expropriated, their kind and description as follows:

<u>Age</u>	<u>Appellation</u>
One Year	Sapling
From 3 to 7 years	Medium
Above 7 years	Large or Premium

APPENDIX J – GIS REQUIREMENTS

1. Purpose

The purpose of these standards and guidelines is to promote the compatibility and interchange of digital GIS spatial data among the CDR consultants, contractors and subcontractors. These standards are important to convert the designed and as-built projects' spatial and tabular data (raster or digital format) into GIS format, in a way that will minimize the extensive clean up and adjustment of data and maximize the simplicity of the conversion.

2. Deliverable Formats

For spatial data to be accepted, it is to be presented in one of the following GIS formats: (i) shapefiles, or (ii) coverages.

If data is in CAD format, it can be easily converted into GIS format. This is explained in section 4.

All presented GIS data is to conform to the specifications defined in sections 4.5 ([topology](#)) and 4.9 ([tiling/edgematching](#))

3. Definitions

3.1 Geographic Information System (GIS)

GIS is considered as a tool for managing business information. It is a system of layers backed up with a database in which different types of information is stored, enabling the user to better understand and evaluate data by creating graphic displays and maps. It is a technology that can be used by itself for relating data and information to help in decision-making, situation analysis and problem solving.

3.2 Computer-Aided Design (CAD)

CAD is an accepted tool for producing the documentation required for construction and management of facilities. It also provides for a common medium of information exchange. In fact, the true power and potential of CAD is the ability to share and re-use the information contained within the CAD document.

3.3 Shapefile

Shapefile is a vector format of data for storing the location, shape, and attributes of geographic features. A Shapefile is stored in a set of 3 main related files (.shx, .shp, .dbf) and contains one feature class.

3.4 Coverage

Coverage is a file-based vector format of data for storing the location, shape, and attributes of geographic features. A coverage usually represents a single theme such as soils, streams, roads, or land use. It is one of the primary vector data storage formats for ArcInfo. A coverage stores

geographic features as primary features (such as arcs, nodes, polygons, and label points) and secondary features (such as tics, map extent, links, and annotation). Associated feature attribute tables describe and store attributes of the geographic features.

3.5 Database Design

Database design is a critical process that requires planning and revision until one reaches a design that meets requirements and performs well.

Fields, or items, must be created by defining their type and width.

4. Specifications and Guidelines for Producing GIS Data

4.1 GIS Layers and features spatial shapes

The GIS geographic features should be organized in GIS layers in a way that preserves the high performance and analysis capabilities of GIS.

GIS layer references geographic data stored in a data source, such as a coverage or shapefile, and defines how to display it.

So, a GIS layer is a collection of similar geographic features such as rivers, lakes, counties, or cities in a particular area or place referenced together for display on a map. For example cities and elevation spots are both represented by point shape, but they represent also two different types of data. So, each of these types must be in a separate GIS layer that has its own related attributes.

Geographic features should be represented in GIS layer in a way that uses one of the three basic shapes:

1. Point: is a single x,y coordinate pair that represents a single geographic feature such as a telephone pole or city point.
2. Polyline: is a two-dimensional feature representing a line containing one or more line segments that is, any line defined by three or more points. Line features such as roads, streams, and streets are usually polylines.
3. Polygon: is a two-dimensional feature representing an area such as a parcel, building footprint, agricultural area, ...

4.2 GIS Dataset

Dataset is a nonphysical term that might be a collection of layers that have the same data category, such as land base dataset, which is composed of various layers such as parcels, street centerline, building footprint and others.

4.3 Methods to create GIS Layers

Two methods are used to create GIS layers:

1. Create layers from scratch using a GIS application.
2. Converting layers from any CAD format.

4.4 Attribute table

Attribute table is a database component that contains a series of rows and columns or fields, where each row, or record, represents a geographic feature such as a parcel, power pole, highway, or lake, and each column, or field, describes a particular attribute of the feature such as its length, depth, and cost. Attribute data are stored in a database for example, INFO for coverages, dBASE for shapefiles. Creating attribute data should respect the following:

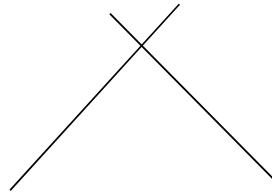
1. Attribute data in a GIS database are often abbreviated, coded, or unformatted. In order to make it easy for map-readers to understand the data, one should reformat it, provide aliases, or filter the data before including in the map
2. Attribute data that represent specific kinds of information, such as currency or dates, should be formatted so that map-readers will implicitly know what kind of information they are reading.
3. Fields should be created for each layer to reflect the features' values and to meet the database requirements.
4. Fields should be defined by width and type to simplify and avoid errors during the data entry.
5. Fields' width should be as narrow as possible in order to ensure efficient processing and storage.
6. Each field should contain values for a single attribute, i.e. no empty records.

4.5 Topology

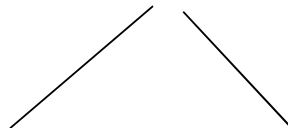
4.5.1 Connectivity

Connectivity: is the keyword in topology. All graphic elements that connect visually must connect digitally. Often when the user zooms closer to the elements, errors that are not visible at larger scales start to appear: overshoots, undershoots, and offsets. In GIS, the topology must be cleaned from the following various phenomena:

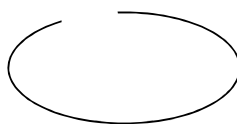
Overshoots



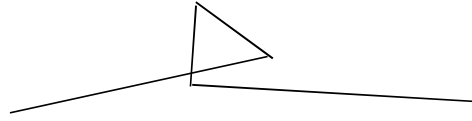
Undershoots



Gaps



Loops



In GIS system the clean data are required to preserve the connectivity, which is one of the elements that make GIS analysis reliable. By setting snapping tolerances and priorities, one can avoid the above connectivity problems.

4.5.2 Overlapping

GIS rules specify that features must not overlap in the same layer especially in polygon shape layer. If these overlapped features were part of the data requirements, the overlapped polygons would be intersected to create new polygons for the in-between areas, unless the data were built in region coverage.

If these overlapped features were created due to snapping errors, they need to be cleaned. Features (polygons) must be adjacent and connected exactly by setting the snapping tolerances.

4.6 Symbolizing data

Symbolizing methods and concepts are not the same in GIS and CAD systems. In CAD systems, symbols are drawn as part of the layers' features. When converting to GIS format these symbols will create errors and affect the connectivity. In GIS, symbolizing features is a different process where features are interactively linked to predefined or customized sets of color, symbols, images and styles. Features should be, at first, drawn or digitized properly far of any cartographic operation that will be one of the next steps and that will never affect the topology and the connectivity of the data.

Polygon, Line and point symbols are used to draw polygonal, linear and points features respectively. Each of these symbols has symbol types called fill symbols for polygon features, line symbols for polyline features and marker symbols for point features. Symbol type can be: Simple - Character - Arrow - Picture - Graphic - Hash - Lines - Fill - Color.

4.7 Data Capture

4.7.1 Georeferencing

If the data source is in raster format, it will be georeferenced using ArcInfo capabilities. If the data source is in CAD digital format, then the data should be in the required real-world coordinates. If not, a geoprocessing operation should take place using AutoCAD (before conversion) or ArcInfo (before or after conversion).

When the raster is georeferenced, one should define how the data is situated in map coordinates (at least 4 points with known coordinates should be defined). This process includes assigning a coordinate system that associates the data with a specific location on earth. Georeferencing raster data allows it to be viewed, queried, and analyzed with other geographic data.

Projection specifications should be:

A. **Projection: Stereographic**

Datum: Clarke1880

Origin Parameters: L0 = 38G, M0= 43G50

4.7.2 Digitizing, Converting and Data Entry

If the data source is in raster data format, an ArcGIS family product is to be used (e.g., ArcView, ArcEditor and ArcInfo). After Georeferencing the raster image, a set of operations needs to take place:

- a- Create a new shapefile (using ArcCatalog). A shapefile can represent only one of the three existing main shapes of spatial data (polygon, polyline and point).
- b- Create the fields defined in the database design (ArcCatalog).
- c- Start editing in ArcMap to digitize the spatial features from the georeferenced raster image and to enter the attribute data in the related fields.
- d- Set snapping environment, which is an environment that can help establish exact locations in relation to other features. Suppose a new plot feature, having a common side with an existing plot, is being created, one would want to ensure that the vertices of the new plot connect precisely to the vertices of the existing plot. The snapping environment makes this type of task accurate and easy (ArcMap).
- e- Enter the related information for each created feature in the related field using the Attribute Table (ArcMap).
- f- Save the edits (ArcMap).

If the data source is in CAD format, the predefined specifications (refer to [topology](#) paragraph) should be respected. This will make the conversion from CAD format into GIS format easier. The steps to follow are:

- a- Add the CAD files in ArcMap
- b- Each file will appear as four shapes (polygon, polyline, points and annotation).
- c- Check the desired CAD layers that will be converted and convert them using the ArcMap commands to any GIS file format (shapefile). All these CAD layers are now one GIS layer. Repeat this operation to create new shapefiles from other checked AutoCAD layers.
- d- An AutoCAD Extension allows you to export directly from CAD format to Shapefile. If not used, CAD related data are usually lost when converted to GIS format. To restore the AutoCAD related data into the converted layers, one of the following two procedures is used: **(i)** convert the CAD files into coverage (ArcCatalog); related tables will be created with this coverage. Relate these tables to the coverage based on a unique field created by the system and reconvert it to any GIS format (shapefile or coverage). **(ii)** reenter these attributes in GIS.

CAD data can be converted to coverage format by using ArcCatalog.

Note: Coincident features, overshoots, slivers, undershoots, and open polygons must be avoided while digitizing.

In addition to the two previous data sources, one can also add tabular data that contains geographic locations in the form of x,y coordinates (ArcMap)

x,y coordinates describe discrete locations on the earth's surface such as the location of fire hydrants in a city or the points where soil samples were collected. x,y coordinate data can be easily collected using a global positioning system (GPS) device. In order to add a table of x,y coordinates to a map, the table must contain two fields—one for the x-coordinate and one for the y-coordinate. The values in the fields may represent any coordinate system and units such as latitude and longitude or meters.

Once the data is added, the layer behaves like other point feature layers. The table in which this layer is defined may introduce some limitations. However, the point cannot be interactively moved on the map. The coordinate values must be changed in the table

4.8 “GIS-ready” CAD file

In a GIS, however, the conventions of data topology must be applied. This places restrictions on how elements may be placed in the GIS file. Failure to follow these restrictions results in errors in file processing. Therefore to successfully translate CAD data to a GIS, the CAD data must first be structured in accordance with the conventions of data topology.

In CAD, drawing an outline of a pond may look “closed”, that is it may appear to start and end at the same point. However, unless the creator of the data used appropriate tools to close it (snaps or tentative points) it may remain open. This means that in the GIS, that closed area may not appear as closed and at the end not be loaded in the GIS layer.

In AutoCAD, the closed areas should be polyline. CAD operators should make sure that closed areas that “look” closed are closed. This may be accomplished by using the snapping tools as they are drawing.

All digitized lines must be topologically structured:

- a- Crossing lines and/or line strings may not break except at an intersection (these may cross and not break).*
- b- There must be no zero-length segments.*
- c- A line may not back upon itself.*
- d- Straight lines should be defined by the minimum number of points. Two is the minimum: the two points that represent the beginning and ending nodes. However, if the line represents pipe segments, a node should be located at the beginning and ending point of each segment.*
- e- Curvilinear features should be represented by the minimum number of points needed to provide a smooth appearance when plotted.*

Other specifications: Entity properties such as color and line type shall be BYLAYER. For purposes of clarity, some symbol and block properties may not be set as BYLAYER, but this should be avoided whenever possible.

Note: if attention is not paid while building the CAD drawings, extensive clean up may be required before the data can be used effectively in GIS analysis.

4.9 Tiling/Edgematching

For a number of reasons relating to file size, data management or performance, GIS and CAD users may tile areas across several files. This may serve them well, but if a feature, say a road, crosses those tiles, they will need to be "knit" together to create a single road. To assure that

the pieces can be easily brought back together, both shall be "tagged" with the same information (or ID): matching layer assignments, matching end coordinates, and matching attributes.

PART III

Section 9. Notification of Intention to Award and Beneficial Ownership Forms

Notification of Intention to Award

For the attention of Consultant's authorized representative

Name: *[insert authorized representative's name]*

Address: *[insert authorized representative's address]*

Telephone/Fax numbers: *[insert authorized representative's telephone/fax numbers]*

Email Address: *[insert authorized representative's email address]*

DATE OF TRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]* (local time)

Notification of Intention to Award

Client: *[insert the name of the Client]*

Contract title: *[insert the name of the contract]*

Country: *[insert country where RFP is issued]*

Loan No. /Credit No. /Grant No.: *[insert reference number for loan/credit/grant]*

RFP No: *[insert RFP reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Proposal, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

1. The successful Consultant

Name: *[insert name of successful Consultant]*

Address: *[insert address of the successful Consultant]*

Contract price: *[insert contract price of the successful Consultant]*

2. Short listed Consultants *[INSTRUCTIONS: insert names of all short listed Consultants and indicate which Consultants submitted Proposals. Where the selection method requires it, state the price offered by each Consultant as read out, and as evaluated. Include overall technical scores and scores assigned for each criterion and sub-criterion. Select Full Technical Proposal (FTP) or Simplified Technical Proposal (STP) in the last column below.]*

Name of Consultant	Submitted Proposal	[use for FTP] Overall technical scores	[use for STP] Overall technical scores	Financial Proposal price (if applicable)	Evaluated Financial Proposal price (if applicable)	Combined score and ranking (if applicable)
[insert name]	[yes/no]	Criterion (i): [insert score] Criterion (ii): [insert score] Criterion (iii): [insert score] <u>Sub-criterion a:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion b:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion c:</u> 1: [insert score] 2: [insert score] 3: [insert score] Criterion (iv): [insert score] Criterion (v): [insert score] Total score: [insert score]	Criterion (i): [insert score] Criterion (ii): [insert score] <u>Sub-criterion a:</u> [insert score] <u>Sub-criterion b:</u> [insert score] <u>Sub-criterion c:</u> [insert score] Total score: [insert score]	[Proposal price]	[evaluated price]	Combined Score: [combined score] Ranking: [ranking]
[insert name]	[yes/no]	Criterion (i): [insert score] Criterion (ii): [insert score] Criterion (iii): [insert score] <u>Sub-criterion a:</u> 1: [insert score]	Criterion (i): [insert score] Criterion (ii): [insert score] <u>Sub-criterion a:</u> [insert score] <u>Sub-criterion b:</u> [insert score]	[Proposal price]	[evaluated price]	Combined Score: [combined score] Ranking: [ranking]

Name of Consultant	Submitted Proposal	[use for FTP] Overall technical scores	[use for STP] Overall technical scores	Financial Proposal price (if applicable)	Evaluated Financial Proposal price (if applicable)	Combined score and ranking (if applicable)
		2: [insert score] 3: [insert score] <u>Sub-criterion b:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion c:</u> 1: [insert score] 2: [insert score] 3: [insert score] Criterion (iv): [insert score] Criterion (v): [insert score] Total score: [insert score]	<u>Sub-criterion c:</u> [insert score] Total score: [insert score]			
[insert name]	[yes/no]	Criterion (i): [insert score] Criterion (ii): [insert score] Criterion (iii): [insert score] <u>Sub-criterion a:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion b:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion c:</u> 1: [insert score] 2: [insert score] 3: [insert score]	Criterion (i): [insert score] Criterion (ii): [insert score] <u>Sub-criterion a:</u> [insert score] <u>Sub-criterion b:</u> [insert score] <u>Sub-criterion c:</u> [insert score] Total score: [insert score]	[Proposal price]	[evaluated price]	Combined Score: [combined score] Ranking: [ranking]

Name of Consultant	Submitted Proposal	[use for FTP] Overall technical scores	[use for STP] Overall technical scores	Financial Proposal price (if applicable)	Evaluated Financial Proposal price (if applicable)	Combined score and ranking (if applicable)
		Criterion (iv): [insert score]				
		Criterion (v): [insert score]				
		Total score: [insert score]				
[insert name]	...					
...	...					

3. Reason/s why your Proposal was unsuccessful [*Delete if the combined score already reveals the reason*]

[INSTRUCTIONS; State the reason/s why this Consultant's Proposal was unsuccessful. Do NOT include: (a) a point by point comparison with another Consultant's Proposal or (b) information that is marked confidential by the Consultant in its Proposal.]

4. How to request a debriefing [*This applies only if your proposal was unsuccessful as stated under point (3) above*]

DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).

You may request a debriefing in relation to the results of the evaluation of your Proposal. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Consultant, contact details; and address the request for debriefing as follows:

Attention: [*insert full name of person, if applicable*]

Title/position: [*insert title/position*]

Agency: [*insert name of Client*]

Email address: [*insert email address*]

Fax number: [*insert fax number*] *delete if not used*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [*insert date*] (local time).

Provide the contract name, reference number, name of the Consultant, contact details; and address the Procurement-related Complaint as follows:

Attention: [*insert full name of person, if applicable*]

Title/position: [*insert title/position*]

Agency: [*insert name of Client*]

Email address: [*insert email address*]

Fax number: [*insert fax number*] ***delete if not used***

[At this point in the procurement process] [Upon receipt of this notification] you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the “Procurement Regulations for IPF Borrowers (Procurement Regulations) (Annex III).” You should read these provisions before preparing and submitting your complaint. In addition, the World Bank’s Guidance “How to make a Procurement-related Complaint” provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an ‘interested party’. In this case, that means a Consultant who has submitted a Proposal in this selection process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6. Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens, we will notify you of the extension.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of [*insert the name of the Client*]:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

Beneficial Ownership Disclosure Form

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Consultant¹. In case of joint venture, the Consultant must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Consultant is any natural person who ultimately owns or controls the Consultant by meeting one or more of the following conditions:

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant*

Request for Proposal reference No.: *[insert identification no]*

Name of the Assignment: *[insert name of the assignment]*

To: *[insert complete name of Client]*

In response to your notification of award dated *[insert date of notification of award]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Consultant (Yes / No)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant

OR

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Consultant shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant]

Name of the Consultant: *[insert complete name of the Consultant]_____

Name of the person duly authorized to sign the Proposal on behalf of the Consultant:
**[insert complete name of person duly authorized to sign the Proposal]_____

Title of the person signing the Proposal: [insert complete title of the person signing the Proposal]_____

Signature of the person named above: [insert signature of person whose name and capacity are shown above]_____

Date signed [insert date of signing] **day of** [insert month], [insert year]_____

* In the case of the Proposal submitted by a Joint Venture specify the name of the Joint Venture as Consultant. In the event that the Consultant is a joint venture, each reference to "Consultant" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

** Person signing the Proposal shall have the power of attorney given by the Consultant. The power of attorney shall be attached with the Proposal Schedules.
