

**TERMS OF REFERENCE (TOR):**  
**Technical Support Services to LCEC in the Implementation of REEE**  
**component of the SUFA Project**

*Funded by the German Federal Ministry for Economic Cooperation Development (BMZ) under the education portfolio of GIZ Lebanon, the overall objective of the SUFA project is to reduce the environmental footprint and to keep the schools operational, in line with SUFA project's general goal to improve the school conditions.*

*November 2023*

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## 1 Country Background and Energy Sector

- 1.1 The electricity supply in Lebanon is much lower than the demand. The gap between the peak demand and the peak generation is continuously increasing. In order to close this gap, back-up diesel generators have been operating in communities, however, due to the shortages in fuel supply and the increase in fuel costs, securing diesel to run these back-up generators is becoming challenging, not to forget about the resulting high levels of noise and air pollution.
- 1.2 In addition, with a shortage in electricity supply that exceeds 20 hours per day, running diesel generators for long durations has resulted in recurrent technical failures. All the mentioned challenges are affecting the reliability of electricity supply and disrupting the socio-economic sectors and in particular, schooling activities. For instance, long electricity outages are leaving the students without access to basic learning necessities, such as classroom lighting and internet.
- 1.3 Furthermore, the school's management is becoming financially incapable of covering the diesel and electricity bills, which is affecting the budget allocation for the operation and renovation of facilities.
- 1.4 In view of these extremely challenging situations, the urgent need to integrate renewable energy and energy efficiency solutions in the energy systems has emerged as a main possible solution. Renewable energy (RE) and energy efficiency (EE) solutions would increase energy security, energy reliability, and energy affordability, and ensure access to adequate electricity and by that access to water, internet services and most important access to education.
- 1.5 Using renewable energy and energy efficiency solutions is not new in Lebanon. In fact, in September 2015, Lebanon's Intended Nationally Determined Contribution (INDC) was presented to the UNFCCC. It includes an unconditional target of "15% of the power and heat demand in 2030 generated by renewable energy sources" which would be increased to 20% if international support is obtained.
- 1.6 In October 2018, the Prime Minister announced a target of 30% renewable electricity by 2030.
- 1.7 In March 2019, the Updated Policy Paper for the Electricity Sector prepared by the ministry of energy and water (MEW) was approved by the council of ministers (CoM), the policy paper stressed on the important role renewable energy will be playing in the energy mix of the country and commits to the completion of renewable energy projects of all types.
- 1.8 In June 2020, the International Renewable Energy Agency (IRENA) published the IRENA Renewable Energy Outlook for Lebanon carried out in collaboration with the MEW and the Lebanese Center for Energy Conservation (LCEC) and including a

roadmap to reach the national 30% renewable electricity target. The document includes a target capacity of 500 MW of decentralized solar PV plants by 2030.

- 1.9 In March 2021, Lebanon submitted its Updated Nationally Determined Contribution (Updated NDC) to the UNFCCC with raised ambitions for greenhouse gas emission reduction, by setting a target of 20% emission reduction in 2030 (amounting to 7,790 Gg. CO<sub>2</sub>eq). Within the Updated NDC, Lebanon commits to unconditionally generate 18% of its electricity demand from renewable energy sources in 2030. A commitment that could be increased to 30% if international support is granted.
- 1.10 Lebanese authorities are committed to substantially RE investment. This commitment includes increasing the share of RE in total electricity consumption to 12% by 2020, as set in the National Renewable Energy Action Plan (NREAP 2016–2020).
- 1.11 Scaling-up RE is an important means for Lebanon to: (i) increase generating capacity of the electricity sector; (ii) meet its climate change mitigation commitments by decreasing the reliance on fossil-fuel based generation; and (iii) increase the resilience of its power sector by addressing the issue of under-capacity, as well as by diversifying the country's energy sources.
- 1.12 Due to the high demand for solar energy, ongoing installations are not necessarily following the best installation practices. This highlights a greater need for capacity building and knowledge sharing to properly assess and implement energy conservation measures that would respond to current and future needs.
- 1.13 Among its responsibilities, a main aspect of LCEC's momentum is in updating the local context in line with global trends and the latest innovations, aligning national efforts, and reaching out to the largest share of the public for awareness raising and professionals for capacity building.

## **2 GIZ-Funded SUFA Project**

- 2.1 The overall objective of the Sustainable Facility Management at Public Schools in Lebanon (SUFA) project is to reduce the environmental footprint and to keep the schools operational, in line with SUFA project's general goal to improve the school conditions for Lebanese children and Syrian refugee children in the host communities.
- 2.2 The specific objectives of the project are the following:
  - SO1. To ensure sustainable access to electricity for school students, teachers, and administrators in the targeted areas
  - SO2. To strengthen the capacities of schools and the resources of the ministry of education and higher education (MEHE) in the energy field

- SO3. To contribute to environmental protection, climate change adaptation and mitigation through improved energy management of public schools' buildings and execution of green school measures.
  - SO4. To reduce the energy consumption in public schools and increase energy security and affordability through the implementation of cost-effective renewable energy and energy efficiency solutions, tailored to specific sites conditions
  - SO6. To increase awareness and sustainable energy habits through the engagement of students and staff in the operation and use of the renewable energy and energy efficiency (REEE) systems
  - SO7. To reduce the environmental footprint and operating cost of public schools through the implementation of eco-friendly and environmental measures under Green Schools component.
- 2.3 As part of the contract signed between GIZ and LCEC, the LCEC will act closely with the GIZ SUFA team to implement different solutions related to renewable energy and energy efficiency in public schools.
- 2.4 This would bridge the NREAP and road map to the specific project objectives. With the implementation of REEE and green schools (GS) components at public schools, this project would contribute to the solar photovoltaic distributed generation by the public sector by adding around 430 kWp which represents around 9% of the 5 MW target, in addition to the reduction of around 550 tCO<sub>2</sub>eq of GHG emissions.
- 2.5 Within this signed agreement between GIZ and LCEC, the LCEC wishes to a Consultant to provide technical support to the LCEC in the implementation of the different technical tasks more specifically the design of the measures in 6 schools.

### **3 Terms of Reference - Overview**

#### **A. Objectives**

- 3.1 The Consultant to be selected will be referred to as bidder in the following sections.
- 3.2 The key objectives of this assignment are to:
  - 3.2.1 Support the LCEC in expanding its capabilities to manage and implement the renewable energy, energy efficiency, and green environmental solutions as per the signed agreement between GIZ and LCEC;
  - 3.2.2 Support the LCEC with specialized manpower able to contribute to the implementation of the activities envisaged as part of the project.

### 3.3 Timeline

The following dates are set forth for informational and planning purposes; however, LCEC reserves the right to change the dates.

Issue TOR	10 November, 2023
Questions Due	14 November, 2023
Response to Questions Issued	15 November, 2023
Closing Date for Receipt of Bids	20 November, 2023
Announcement of Winning Bidder	24 November, 2023

### B. Clarification Process

- 3.4 From the issue date of this TOR until announcement of the winning bidder, bidders may contact LCEC ONLY by email to: [energy@lcec.org.lb](mailto:energy@lcec.org.lb) in case of questions, comments, or suggestions. Oral questions will not be permitted.
- 3.5 If the questions, requests for clarifications, or suggestions pertain to a specific section of the TOR, the page and section number(s) must be referenced.
- 3.6 Written responses to questions, requests for clarifications, or suggestions will be sent on or before the date listed in the Timeline.
- 3.7 LCEC will share a list of questions and answers with all bidders.
- 3.8 LCEC assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the TOR.
- 3.9 Submission of Proposals and Validity Period
- 3.10 The deadline for the submission of proposals is as mentioned in the Timeline is on 20 November 2023 at 3:00 pm.
- 3.11 All proposals received after the mentioned date and time will be rejected.
- 3.12 Submittals must be sent in softcopies to [energy@lcec.org.lb](mailto:energy@lcec.org.lb).
- 3.13 LCEC may, at its discretion, extend the deadline for the submission of proposals, in which case all rights and obligations of LCEC and the applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 3.14 The period of validity of proposal is 30 days and it starts on the submission deadline date.

- 3.15 In exceptional circumstances, LCEC may request the winning bidder to extend the validity of the proposal and quotation beyond what has been initially indicated in this TOR.

#### **4 Scope of Work**

- 4.1 Reflecting the objectives of the Assignment, the selected bidder will need to undertake a number of activities.
- 4.2 The selected bidder shall fully understand the scope of works to be done by the LCEC as detailed in Annex III, and be able to propose qualified experts for the implementation of the REEE component.
- 4.3 The selected bidder shall assign in an efficient and reliable manner the experts and/ or consultants needed to achieve the project implementation as per the schedule.
- 4.4 The selected bidder shall support the LCEC in implementing the REEE component of the SUFA project noting that he/she shall have a role as per the Methodology detailed in Annex III using the data collected by the LCEC.

#### **5 Deliverables and timeline**

The key **deliverables** under the Scope of Work are:

- 5.1 On-going dedicated efforts involving detailed recommendations to the LCEC during the implementation of the project activities;
- 5.2 Preparation of the design documents and feasibility of the REEE solutions, a bill of quantities (BoQ) for the items and components needed to deliver the work, the expected impact (savings in energy consumption and costs) as per Annex III;
- 5.3 Preparation of the list of needed items for the 6 educational facilities to be procured for the project, as per Annex III;
- 5.4 Participation in the review and evaluation of the procurement and installation bids before awarding the contracts for the contractors to implement the REEE solutions in the 6 educational facilities, as per Annex III;
- 5.5 Supervision of the installation works in the 6 educational facilities, under the guidance of the LCEC, as per Annex III;
- 5.6 Supervision, follow-up and ensuring that the installer (responsible for the 6 educational facilities) will complete the one-year maintenance visits and works as per Annex III;

- 5.7 A final report outlining the activities and outputs achieved during project implementation;
- 5.8 The provisional timeline for the key **milestones** in this Assignment is as follows:
- 5.8.1 A kick-off meeting involving the selected bidder and the LCEC to take place within 1 week from contract signing;
- 5.8.2 On-going advice (involving detailed recommendations) to LCEC during project implementation;
- 5.8.3 Final report reflecting received feedback from LCEC, to be submitted within 2 weeks following execution of works.

## 6 Bidder's Profile

- 6.1 The bidder selected for this assignment shall be an entity with previous related project experience.
- 6.2 The bidder shall fill and submit Form I- Applicant Information Form and Form II- Applicant Financial Form and all necessary documents to prove the team's expertise (including CVs) and an organizational chart explaining the method of work. All forms and submitted documents shall be signed by a Legal Representative and stamped.
- 6.3 The bidder's expert team is expected to include at least two of the following key experts (the '**Key Experts**')
- 6.4 Key Expert 1-Project Manager with:
- At least 10 years of experience in project management, preferably in projects related to the renewable energy and energy efficiency sectors, needed to manage the work flow of the REEE component in close coordination with the LCEC, by following up the project activities, program of work, budget control, tendering and bidding process, consultant's team supervision, and focal point reporting to the LCEC;
  - Proven experience in leading a team of engineers and technicians, and the ability to demonstrate adequate project management, time and budget management, tendering and bidding, cost control, and communication skills;
  - Fluency in English for coordination and report writing purposes.
- 6.5 Key Expert 2-Project Coordinator/Senior Energy Engineer with:
- At least 10 years of experience in working on technical assessments, designs, and execution of renewable energy and energy efficiency projects, needed to prepare the full designs of the REEE measures, list of needed items to be procured, coordination with schools and contractors, supervision of the implementation works in the 6 educational facilities ;
  - Proven experience in tender documents preparation for renewable energy and energy efficiency projects;



- Proven experience in coordinating with multiple sub-contractors for progress monitoring in specific timelines;
- Strong communication and reporting skills;
- Reporting to the team's project manager.

6.6 Key Expert 3- Energy Engineer with:

- At least 3 years of experience in working on technical assessments, designs, and execution of renewable energy and energy efficiency projects, including site supervision and maintenance visits;
- Strong communication and reporting skills;
- Reporting to the Project Coordinator/ Senior Energy Engineer.

6.7 All the key experts are expected to have strong communication skills, be fluent in English and, preferably, have experience in past projects within the RE & EE fields.

## 7 Organization

7.1 The selected bidder will have an initial meeting/call with LCEC at the start of the assignment to clarify the precise scope of each task. The assignment will be managed and overseen by the LCEC's assigned team member.

7.2 The LCEC will be responsible for coordinating the work of, and providing ongoing guidance to, the selected bidder, as well as reviewing interim deliverables and overseeing the process of collecting feedback/comments for the selected bidder's deliverables.

## 8 Evaluation Criteria

8.1 Evaluation of proposals will be conducted through a two-phase evaluation process as follows:

8.2 Phase 1 – Technical Evaluation.

Mandatory Technical Evaluation Criteria (Pass/Fail): All proposals will be screened based on the mandatory evaluation criteria (pass/fail) as per Annex I.

8.3 To be considered eligible or technically compliant in the mandatory evaluation a proposal must obtain "Pass" in ALL mandatory criteria. If a proposal obtains "Fail" in ANY of the mandatory criteria, it will be considered technically non-compliant in the mandatory evaluation and will not be considered for financial evaluation.

8.4 Phase 2 - Financial Evaluation

Mandatory Financial Evaluation Criteria (Pass/Fail): Financial proposals of all technically compliant proposals/bids that passed through Phase 1, will be screened as per mandatory criteria detailed in Annex II. Bidders are required to specify and elaborate in their financial proposals/bids if there is any reservation to comply with any

of the mandatory criterion. A proposal/bid that scores “Fail” in any of the mandatory criteria may be rejected as commercially non-compliant and may not be considered further.

8.5 The contract will be awarded to the lowest priced financial proposal.

## **9 General Terms and Conditions**

9.1 Legal Status: The selected bidder shall be considered as having the legal status of an independent Consultant vis- à-vis LCEC. The Consultant’s personnel shall not be considered in any respect as being the employees or agents of LCEC.

9.2 Sources of Instructions:

9.2.1 The selected bidder shall neither seek nor accept instructions from any authority external to LCEC in connection with the performance of the services. The selected bidder shall refrain from any action which may adversely affect LCEC and shall fulfil its commitments with the fullest regard to the interests of LCEC.

9.2.2 The selected bidder may not communicate at any time to any other person, government or authority external to LCEC, any information known to it by reason of its association with LCEC which has not been made public except with the authorization of LCEC; nor shall the selected bidder at any time use such information to private advantage. These obligations do not lapse upon termination of the contract.

9.3 Observance of the Law: The selected bidder shall comply with all Lebanese laws, decrees, ordinances, rules, and regulations (including future amendments) bearing upon the performance of its obligations under the terms of the contract.

9.4 Settlement of Disputes: The selected bidder and the LCEC shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the contract or the breach, termination or invalidity thereof. In case amicable efforts fail, the settlement of disputes will take place in the courts of Beirut according to Lebanese laws and regulations.

9.5 Selected bidder s Responsibility for Employees: The selected bidder shall be responsible for the professional and technical competence of its employees and will select reliable individuals who will perform effectively in the implementation of this TOR, respect the local customs, and conform to a high standard of moral and ethical conduct.

9.6 Title to Equipment: Title to any equipment and supplies that may be furnished by LCEC shall rest with LCEC and any such equipment shall be returned to LCEC at the conclusion of the project or when no longer needed by the selected bidder. Such equipment, when returned to LCEC, shall be in the same condition as when delivered to the selected bidder, subject to normal wear and tear. The selected bidder shall be liable to compensate LCEC for equipment determined to be damaged or degraded beyond normal wear and tear.

- 9.7 Confidential Nature of Documents and Information: All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the selected bidder shall be the property of LCEC, shall be treated as confidential and shall be delivered only to LCEC authorized officials on completion of work.
- 9.8 Indemnification: The selected bidder shall indemnify, hold and save harmless, and defend, at its own expense, LCEC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the selected bidder, or the selected bidder's employees, officers, agents or sub-contractors, in the performance of this project. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the selected bidder, its employees, officers, agents, or servants.
- 9.9 Encumbrances/Liens: The selected bidder shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with LCEC against any monies due or to become due for any work done or materials furnished, or by reason of any other claim or demand against the selected bidder.
- 9.10 Use of Name, Emblem or Official Seal: The selected bidder shall not advertise or otherwise make public the fact that it is a Consultant with LCEC, nor shall the selected bidder, in any manner whatsoever use the name, emblem or official seal of LCEC, or any abbreviation of the name of LCEC in connection with its business or otherwise.
- 9.11 Copyright, Patents and Other Proprietary Rights: LCEC shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this project as well as after execution. At the LCEC request, the selected bidder shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to LCEC in compliance with the requirements of the applicable law.
- 9.12 Force Majeure; Other Changes in Conditions:

- 9.12.1 Force majeure, as used herein, means acts of Nature, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the parties.
- 9.12.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the selected bidder shall give notice and full particulars in writing to LCEC, of such occurrence or change if the insurrection is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities. The selected bidder shall also notify LCEC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance. The notice shall include steps proposed by the selected bidder to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required herein, LCEC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the selected bidder of a reasonable extension of time in which to perform its obligation.
- 9.12.3 If the selected bidder is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities, LCEC shall have the right to suspend or terminate the contract following a period of notice of seven (7) days.
- 9.13 Child Labor: The selected bidder represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work 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. Any breach of this representation and warranty shall entitle the LCEC to terminate the contract immediately upon notice to the selected bidder, at no cost to the LCEC.
- 9.14 Corrupt and Fraudulent Practices:

- 9.14.1 Anticorruption Policy requires bidders to observe the highest standard of ethics during the execution of the project. In pursuance of this policy the organization defines, for the purposes of this provision, the terms set forth below as follows:
- 9.14.2 “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- 9.14.3 “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- 9.14.4 “coercive practice” means 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;
- 9.14.5 “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- 9.14.6 LCEC will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices, or any illegal practice in competing for the contract.
- 9.14.7 LCEC will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in contracts if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices, or any illegal practice in competing for, or in executing, the contract.
- 9.15 Conflict of Interest:
- 9.15.1 LCEC considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under LCEC’s Anticorruption Policy. In pursuance of LCEC’s Anticorruption Policy’s requirement, bidders must observe the highest standard of ethics.
- 9.15.2 LCEC will take appropriate actions to manage such conflicts of interest which may include rejecting a proposal for award if it determines that a conflict of interest has flawed the integrity of any procurement process. At the time of bidding, bidders may be considered to be in a conflict of interest with one or more parties if they, including but not limited to:
- have controlling shareholders in common; or
  - receive or have received any direct or indirect subsidy from any of them; or
  - have the same legal representative for purposes of their proposal; or
  - have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or to influence the bid of another bidder in the subsequent bidding process or influence the decisions of LCEC regarding this bid process; or

- have participated as a Bidder in the preparation of the design or technical specifications of the works that are the subject of this TOR. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, may not normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this TOR, unless it can be demonstrated that there is no significant degree of common ownership, influence or control.

## Form I- Applicant Information Form

[Name of Applicant]

*[All entities applying for the project are requested to complete the information in this form]*

*[This form shall be signed by the Legal Representative]*

Applicant's name:	[insert full name]
Applicant's actual or intended country of registration:	[indicate country of Constitution]
Applicant's actual or intended year of incorporation:	[indicate year of Constitution]
Applicant's legal address [in country of registration]:	[insert street/ number/ town or city/ country]
Applicant's authorized representative information Name: Address: Telephone/Fax numbers: E-mail address:	[insert full name] [insert street/ number/ town or city/ country] [insert telephone/fax numbers, including country and city codes] [indicate e-mail address]

Attached are copies of original documents of articles of incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.

## Form II- Applicant Financial Form

*[All individual firms applying for the project are requested to complete the information in this form]  
 [This form shall be signed by the Legal Representative]*

Number	Task/Deliverable	Price (\$)
1	Preparation of the design and feasibility of the REEE solutions, a bill of quantities (BoQ) for the items and components needed to deliver the work, the expected impact (savings in energy consumption and costs) as per Annex III.	
2	Preparation of the list of needed items for the 6 educational facilities to be procured for the project, as per Annex III.	
3	Participating in the review and evaluation of the bids before awarding the contracts for the contractors to implement the REEE solutions in the 6 educational facilities, as per Annex III.	
4	Supervising the works of the winning bidders in the 6 educational facilities, under the guidance of the LCEC, as per Annex III.	
5	Supervising, following-up and ensuring that the winning bidder (responsible for the 6 educational facilities) will complete the one-year maintenance visits and works as per Annex III.	
6	A final report outlining the activities and outputs achieved during project implementation.	
Total		



## Annex I- Mandatory Technical Evaluation Criteria

No.	Background & Capacity	Examples of documentary evidence	Type of Evaluation: Pass/Fail
1	The bidder has been in business relevant to the Terms of Reference for at least five (5) years	Detailed company profile with key areas of expertise justifying the relevance to the Terms of Reference	Pass/Fail
2	The bidder is required to provide a statement that they will not subcontract any of the budget allocated to any of the work.	The bidder must provide a letter of confirmation clearly stating the non-allocation of work to any subcontractor	Pass/Fail
3	The bidder must provide curriculum vitae/professional qualifications (max 2 pages) of each key personnel to be assigned to the project. Also include a 1-page organogram indicating roles, location, focal points as well as working languages of the staff assigned to the project.	Curriculum vitae/Professional qualifications (max 2 pages) of each key personnel 1-page organogram	Pass/Fail
4	The bidder must submit an Approach and Methodology as the part of technical proposal, to undertake the work.	Approach and Methodology	Pass/Fail

## Annex II- Mandatory Financial Evaluation Criteria

No.	Description of Evaluation	Evaluation Criteria	Type of Evaluation
1	Financial Proposal covering all cost elements	The bidder to submit a financial proposal using Form II of this TOR	Pass/ Fail
2	Confirmation that the prices and fees will remain fixed for the entire duration of the assignment and any extensions thereof.	The bidder to provide this information on their letterhead	Pass/ Fail
3	Confirmation that the proposals will remain valid for 30 days as required by the TOR.	The bidder to provide this information on their letterhead	Pass/ Fail

## Annex III- Implementation concept for the REEE component

### A. Component brief description and results

The project implementation by the selected bidder includes activities related to solar systems design and other REEE equipment (sites inspection, design, supervision, reporting, and supervision on operation and maintenance) at 6 educational facilities in Lebanon.

### B. Methodology

The selected bidder along with LCEC team will proceed and conduct site visits to the 6 educational facilities that will be followed by reports identifying the additional procurement needs, where requests for offers to supply solar and lighting components will be launched.

The next step will be to develop the design and tender documents for the 6 educational facilities based on the best practices of the implemented REEE component of SUFA project, covering the following REEE solutions:

- Hybrid solar PV solution
- Energy-efficient lighting

The goal is to assist the LCEC team in installing REEE systems in 6 additional educational facilities (4 buildings) through the following steps:

- The selected bidder shall conduct the assessment and feasibility visits.
- The selected bidder shall develop the design for the required REEE measures including all drawings, BOQs, etc.
- The selected bidder shall support the LCEC team in procuring all material that will be needed for the installation of the 6 educational facilities, and the transport and delivery of the newly procured material and the remaining energy items stored in the MEHE warehouse to the 6 educational facilities.

LCEC will contract and supervise the implementation of 4 REEE systems and one-year post-implementation maintenance services in the 6 educational facilities. The selected bidder shall assist in the supervision on the installation works.

More details on the milestones of the methodology of work which will be under LCEC supervision are provided below:

M1.	Coordination with schools and project kick-off LCEC will coordinate with the schools' management to set dates for site visits to the 6 educational facilities.
M2.	Site visits to the 6 educational facilities and delivery of site visit findings <ul style="list-style-type: none"> <li>• During the visits, the selected bidder's team will collect data related to the implementation of solar PV, including but not limited to the space availability and suitability for installation, the waterproofing needs, the energy needs, the routing of cables, the technical room for inverters and batteries, the earthing, the connection point, and the existing power sources. In addition, the team will inspect the existing</li> </ul>

	<p>lighting system in terms of types of fixtures and lamps installed, lighting level, and quantities.</p> <ul style="list-style-type: none"> <li>• Following the site visits, the selected bidder's team will deliver the site visit report findings for each educational facility.</li> <li>• Each report will identify the design, sizing requirements, and feasibility of the REEE solutions, a bill of quantities (BoQ) for the items and components needed to deliver the work, the expected impact (savings in energy consumption and costs), and the identified challenges and limitations. The selected bidder shall assist in the tenders preparation for the selection of a contractor and the procurement of energy items.</li> </ul>
M3.	<p>Procurement of the additionally needed REEE material (mainly solar and lighting items)</p> <ul style="list-style-type: none"> <li>• Regarding the lighting, the priority will be to distribute the procured items based on the identified types and quantities of lighting fixtures and lamps in each school.</li> <li>• For the solar systems, the procured components include PV panels, batteries, DC and AC SPDs, and MC4 connectors. In addition, it is preferable to implement solar PV systems with the capability to inject the excess of energy into EDL grid. The quantity of batteries seems to be enough and will be distributed in a way to guarantee at least one branch of 48V (at least 24 batteries per educational facility).</li> <li>• For the solar PV systems, the following components would need to be procured based on specific requirements and standards: concrete blocks (ballasts), mounting structures, inverters, controllers, breakers/fuses/RCDs, earthing, electrical panels, cable trays, AC cables, battery cables, fire extinguishers, signage, and labelling, and finally the lightning protection (subject to budget availability).</li> <li>• Once the winning bidder's team matches the needs with the previously procured items, a final list of missing components shall be prepared. The selected bidder's team shall then prepare the technical specifications of each component and the LCEC will launch a tender to be shared with a selected number of suppliers. The criteria of selection will be based on the compliance of components with the technical requirements, the availability of components, and the lowest price.</li> </ul>
M4.	<p>Supervision of the implementation works of REEE systems in the 6 educational facilities</p> <ul style="list-style-type: none"> <li>• Support in launching the bid for installation of REEE systems in 6 educational facilities and award of contract to 1 installer</li> <li>• Supervision on installation of solar components, and lighting in 6 educational facilities</li> <li>• Supervision on testing and commissioning, and O&amp;M training activities of school maintenance team in each school</li> <li>• Supervision on one-year post-implementation maintenance activities for each school</li> </ul>
M5.	Approval and handing over to schools and MEHE
M6.	<p>One-year post-implementation maintenance</p> <p>This step is necessary to monitor the efficiency and performance of the implemented solar systems and ensure the capability of the school maintenance team to handle the operation and basic preventive maintenance works (checking if the system is working properly and cleaning PV panels).</p> <p>The winning bidder shall supervise, follow-up and ensure that the installer responsible for the 6 educational facilities will complete the one-year maintenance visits and works.</p>

	<p>The scope of the one-year maintenance covers the following:</p> <ul style="list-style-type: none"> <li>• Conducting schools' visits</li> <li>• Submission of a site report including the completed (preventive) maintenance checklist, executed works, and pictures.</li> </ul>
M7.	Training on the operation and maintenance of solar systems in each educational facility
M8.	Closing Event - training with MEHE and stakeholders on solar systems