

BEIRUT AND MOUNT LEBANON WATER ESTABLISHMENT

SECOND GREATER BEIRUT WATER SUPPLY PROJECT - SGBWSP

TERMS OF REFERENCE

PROCUREMENT SPECIALIST

Project Background

The proposed Project is a follow-on operation to the Greater Beirut Water Supply Project (GBWSP, P103063). In December 2010, the World Bank approved this US\$200 million investment project (Loan No. 7967) to finance the GBWSP. The financing plan included US\$140 million to be financed by the BMLWE and US\$30 million by the GoL. The GBWSP, closed on April 30, 2025, aimed to provide an additional 250,000 cubic meters of water per day in the GBML area. Its design marked the first time water would be sourced from surface water sources, specifically the Awali River, springs, and the Lake Qaraoun fed by the Litani River. The GBWSP infrastructure includes an inter-basin bulk water conveyance tunnel that feeds into a gravity-based "source to tap" water supply system to deliver a reliable, year-round supply to the Project area. The LRA operates all infrastructure along the Litani, including a series of hydropower plants and dams that the bulk water supply system relies on.

As of March 2025, most activities under the GBWSP have been completed. Key investments funded by the GBWSP have been finalized, including the excavation of a 24-kilometer bulk water conveyance tunnel, the rehabilitation of over 400 kilometers of the water supply distribution network in Greater Beirut, and the construction of 23 water reservoirs with storage capacities ranging from 500 to 1,000 cubic meters. Additional works include network rehabilitation and the installation of a Supervisory Control and Data Acquisition (SCADA) system. Due to the ongoing conflict, the construction of the water treatment plant at Wardanieh under a Design-Build-Operate contract will be well advanced (89 percent by end April), but not completed by the GBWSP's closure.

The Second Greater Beirut Water Supply Project builds on the progress already achieved under the GBWSP and on the ongoing water reform agenda while addressing emerging challenges. The SGBWSP will finance the completion of the water supply infrastructure, ensuring the achievement of the objective of bringing additional water supply to extended areas of GBML. In addition, the Project will support the necessary additions to the Wardanieh WTP to manage increased levels of pollution expected at different times of the year. A The SGBWSP will also support institutional strengthening to improve the operational and commercial performance of the BMLWE in line with the MoEW vision for the recovery of the sector outlined in the NWSS 2024-2035 and the conclusions of analytics funded by the Bank and other donors.

The SGBWSP will be executed by the Ministry of Energy and Water (MOEW) who has delegated the implementation of components 1, 4 and 5(a) to CDR. Components 2, 3 and 5(b) and (c) will be also implemented through the PMU at BMLWE.

Project Components

The Second Greater Beirut Water Supply Project implemented by the BMLWE consists of the following components.

Component 2. Strengthening Treatment Processes for Improved Water Quality

Provision of additional features to the Wardanieh water treatment plant, through:

- (a) Establishment of a daily raw water quality monitoring and an early warning system;
- (b) Supply of a Powder Activated Carbon (PAC) system including powder storage, feeder, and dosing system;
- (c) Support to the completion of works and operation of the Wardanieh WTP on an adaptative management mode;
- (d) design and installation of an optimal add-ons configuration based on results under (a) and (c);
- (e) Support to the improvement of water quality management and the BMWLE, including the rehabilitation and upgrade of BMLWE's laboratory at the Dbayeh through the expansion of existing facilities and the purchase of related equipment, and the reinforcement of chlorination practices to ensure residual chlorine in BMWLE's distribution network; and
- (f) Carrying out of rehabilitation works for key Project-related infrastructure in Selected Sites under Component 2.

Component 3. Reforms for improved utility operations

- (a) Support to the Non-Revenue Water reduction in the Project Areas
- (b) Support to the modernization of BMLWE's operational and commercial management systems, through:
 - (i) Reinforcement of Information and Communication Technology (ICT) infrastructure, including inter alia, carrying out of audit of IT facilities, implementation of cyber security improvements, changes to the current operational technology network;
 - (ii) reactivation of the Supervisory Control and Data Acquisition (SCADA), including inter alia, integration of existing DMAs to the system, installation of solar panels in the Project Areas;
 - (iii) carrying out of a fixed asset inventory, including classification and reclassification, to be integrated in the BMLWE's existing enterprise resource planning (ERP) software;
 - (iv) Support to the carrying out of a census to update BMLWE's customer cadaster and to identify commercial losses;
 - (v) improvement of customer management and internal processes, including, inter alia, migration of billing and collection system to the BMLWE's ERP software, integration of ERP data with geographical information system, digitalization of paper processes, supporting the digitalization of the call center;

- (vi) support to the implementation of the BMLWE's Entity Audit; and
- (c) Support to the development and implementation of the BMLWE's communications strategy; and implementation of semi-annual public awareness campaigns to raise public and stakeholder awareness of BMLWE operations and of critical water-related issues, including inter alia on, water quality, water conservation and NRW reduction.

Scope of Work and Responsibilities

The responsibilities of the Procurement Specialist include carrying out procurement contracts and technical assistance activities in accordance with the provisions of the World Bank Loan Agreement. Specifically, the Procurement Specialist will:

1. Procurement Planning

- Lead preparation and periodic updating of the Project Procurement Plan.
- Support preparation and updating of the PPSD, where/when required.
- Monitor procurement milestones and ensure procurement activities are implemented according to approved plans and project timelines.

2. Procurement Process Management

- Manage procurement of goods, works, non-consulting services, and consulting services in accordance with the Financing Agreement and applicable procurement regulations.
- Select appropriate procurement approaches and methods.
- Prepare procurement schedules and monitor procurement progress.
- Ensure timely completion of procurement activities.

3. Preparation of Procurement Documents

- Coordinate preparation and updates of General Procurement Notice (GPN), Specific Procurement Notices (SPN), Requests for Expression of Interest (REOI), Early Market Engagement when needed (EME), etc.
- Coordinate preparation of bidding documents, requests for quotations (RFQ), requests for bids (RFB), requests for proposals (RFP), and other contract documents.
- Support technical teams in developing technical specifications, terms of reference, employer's requirements, and evaluation criteria.
- Ensure procurement documents are complete, consistent, and compliant with applicable regulations and standards.

4. Bid and Proposal Evaluation

- Coordinate bid and proposal evaluation processes.
- Serve as secretary to evaluation committees.
- Ensure evaluations are conducted fairly, transparently, and according to approved criteria.
- Prepare evaluation reports and recommendations for contract award.

5. Contract Award and Administration

- Prepare contract award documentation and notifications.
- Facilitate contract negotiations as per the standard procurement document used.
- Facilitate contract signature and effectiveness.
- Maintain procurement and contract monitoring systems.
- Coordinate with technical teams to monitor contract implementation, deliverables, variations, and performance.

6. STEP and Reporting

- Maintain all procurement activities in STEP.
- Upload procurement plans, procurement documents, evaluation reports, contracts, amendments, and implementation updates.
- Prepare periodic procurement progress reports for project management and financiers.

7. Procurement Complaints Handling

- Receive, record, and coordinate responses to procurement-related complaints.
- Ensure complaints are addressed within required timelines and procedures.
- Maintain complete records of complaints and their resolution.

8. Integrity, Fraud and Corruption Prevention

- Ensure compliance with applicable fraud and corruption provisions.
- Monitor and report procurement integrity risks, conflicts of interest, collusion, coercion, fraud, and corruption.
- Ensure evaluation committee members sign conflict-of-interest and confidentiality declarations when required.

9. Records Management and Audit Support

- Maintain complete procurement files and records.
- Ensure procurement documentation is properly archived and readily available for audits, reviews, and inspections.
- Support procurement post reviews, audits, and investigations.

10. Capacity Building and Coordination

- Provide procurement guidance and training to project staff as needed.
- Coordinate with technical, financial management, environmental, and social teams to ensure procurement readiness.
- Support implementation of procurement risk mitigation measures.

11. Coordination & Contract Management Monitoring

- Coordinate with relevant stakeholders.
- Coordinate with the procurement staff of the World Bank task team on a regular basis on all procurement issues.
- Managing & Monitoring the day-to day Contracts at procurement capacity to ensure their effective and timely implementation.

1) Key Qualifications & Experiences

Qualifications

- At least Master's degree with a major in relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business and Commerce.)

Experience

- A minimum of at least 8 years of direct relevant experience including expertise in the management of procurement in the public sector.
- Minimum of at least 5 years of experience in implementing procurement actions according to international organizations guidelines/Regulations such as the World Bank or any multilateral development organization for complex procurement of goods, services, and works.
- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
- Fluency in English is must.
- Excellent written and oral communication skills.
- High-level interpersonal and relationship-building skills.

Duration of Assignment

The initial contract duration is 12 months, renewable based on performance and project requirements.

Deliverables

Monthly attendance time sheet.

Submission of monthly progress reports outlining procurement activities implementation and compliance including an updated procurement plan and detailed Contract management.

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Both documents shall be submitted to the Project Manager/Coordinator at the PMU-BMLWE within 7 days from the end of the month with the relevant invoice.

Location

The position will be based at the BMLWE Offices, with occasional field visits as required.