

TERMS OF REFERENCE (ToR)

LACU – Local Awareness and Community Unity

1. Position Title

Technical Consultant / Engineer

2. Background

LACU is implementing a capacity enhancement support package for targeted municipal councils to strengthen their operational capacity, functionality, sustainability, and ability to provide accessible and responsive services to citizens.

The Capacity Enhancement Sub-Grant will address three priority areas identified through joint assessments and consultations with municipal councils:

1. Rehabilitation and maintenance of municipal council buildings;
2. Provision of essential equipment and digital tools; and
3. Provision of furniture and office facilities.

Under the rehabilitation component, LACU will support priority light rehabilitation and maintenance works within municipal council premises. These may include building repairs, workspace improvements, rehabilitation of public/service areas, and establishment or improvement of training halls and citizen reception/waiting areas.

To ensure that rehabilitation interventions are technically appropriate, cost-effective, feasible, and aligned with the identified needs of the councils, LACU intends to engage a qualified Technical Consultant/Engineer to undertake technical assessments and prepare the technical documentation required for procurement and implementation.

3. Purpose of the Assignment

The purpose of the Technical Consultant assignment is to provide professional technical expertise for the preparation and validation of the rehabilitation works supported under the Capacity Enhancement Sub-Grant.

The Consultant will assess the identified rehabilitation needs, develop and/or validate technical specifications, quantities and Bills of Quantities (BoQs), and provide technical advice to LACU throughout the procurement and preparation stage.

The Consultant will **not be responsible for implementing the rehabilitation works** and will not act as the rehabilitation contractor.

4. Objectives

The specific objectives are to:

- Assess the technical condition and rehabilitation needs of targeted municipal council premises.

- Validate priorities identified through council assessments and consultations.
- Develop technically appropriate rehabilitation solutions.
- Prepare or review technical specifications, drawings where required, quantities and BoQs.
- Ensure that proposed works are feasible, proportionate, cost-effective and appropriate to the intended use of the facilities.
- Provide technical input to the procurement process for rehabilitation works.
- Support LACU in responding to technical clarification requests from potential contractors.
- Provide technical advice to LACU during implementation when required.
- Establish a clear technical baseline against which rehabilitation works can subsequently be supervised and verified.

5. Scope of Work and Responsibilities

The Technical Consultant will undertake the following activities:

A. Technical Assessment

- Conduct site visits to the targeted municipal council premises.
- Assess the physical condition of buildings and relevant facilities.
- Identify priority rehabilitation and maintenance requirements.
- Assess spaces proposed for:
 - municipal offices;
 - citizen reception/waiting areas;
 - training halls;
 - meeting and community engagement spaces.
- Identify technical risks, constraints and required remedial measures.
- Consult with municipal council representatives regarding operational requirements.

B. Technical Design and Documentation

Based on the assessment, the Consultant will:

- Develop appropriate technical solutions for the identified rehabilitation needs.
- Prepare technical specifications for proposed works.
- Prepare detailed quantities and Bills of Quantities (BoQs).
- Develop simple drawings/sketches where necessary.
- Provide estimated quantities and technical descriptions for materials and works.
- Ensure specifications are clear, measurable and suitable for competitive procurement.
- Ensure proposed works remain within the scope of light rehabilitation and maintenance and do not constitute major construction.

C. Validation and Cost Review

The Consultant will:

- Review proposed interventions with LACU and relevant municipal council representatives.
- Verify that quantities and proposed works correspond to actual site requirements.

- Review cost estimates and provide technical input to ensure value for money.
- Recommend adjustments where proposed works are unnecessary, technically unsuitable or disproportionate to the identified needs.

D. Procurement Support

The Consultant may support LACU during procurement by:

- Reviewing technical sections of bidding/request documents.
- Responding to technical clarification questions.
- Supporting the evaluation of technical offers, where requested by LACU and in accordance with the applicable procurement procedures.
- Reviewing proposed alternative materials or technical solutions when required.

The Consultant will not make procurement decisions and will not be responsible for contractor selection.

E. Implementation Technical Support

During implementation, the Consultant may provide technical clarification to LACU and the appointed Technical Supervisor regarding the approved technical specifications and BoQs.

Any changes to the approved scope, quantities or technical specifications must be formally reviewed and approved through LACU's applicable change-control and authorization procedures.

6. Deliverables

The Consultant will be expected to provide, at minimum:

Deliverable	Description
Inception/Technical Assessment Plan	Methodology, workplan and approach for assessing the targeted council premises
Technical Assessment Reports	Site-specific assessment of existing conditions, rehabilitation needs, constraints and priorities
Rehabilitation Scope of Works	Clearly defined scope of works for each targeted municipal facility
Technical Specifications	Specifications for materials, workmanship and proposed interventions

Bills of Quantities (BoQs)	Detailed quantities and descriptions of required works and materials
Technical Drawings/Sketches, where required	Basic drawings or layouts necessary to clarify the proposed works
Final Technical Package	Consolidated and validated technical package for procurement
Procurement Technical Support	Technical clarifications and support during the procurement process
Final Technical Input/Report	Summary of completed technical assignments, recommendations and lessons learned

7. Coordination and Reporting

The Consultant will report to the designated LACU Project/Program Management team and will coordinate closely with:

- Municipal council representatives;
- LACU procurement and finance teams;
- LACU's Technical Supervisor;
- The selected rehabilitation contractor/service provider, where technical clarification is required.

The Consultant will maintain appropriate records of site visits, technical assessments, specifications, BoQs and recommendations.

8. Independence and Conflict of Interest

The Technical Consultant shall remain independent from the contractor responsible for implementing the rehabilitation works.

The Consultant shall not:

- undertake the rehabilitation works;
- supply materials for the works;
- participate as a contractor or subcontractor;
- have a financial interest in the selected contractor;
- supervise work on behalf of the contractor.

Any actual or potential conflict of interest must be disclosed to LACU.

9. Duration and Level of Effort

The assignment will be implemented during the rehabilitation component of the project, with the level of effort determined according to the number and complexity of municipal

facilities assessed.

The final duration and payment schedule will be specified in the consultancy contract and linked to agreed deliverables.

10. Required Qualifications and Experience

The Consultant should have:

- University degree in Civil Engineering, Architecture, Construction Engineering or a related technical discipline.
- Relevant professional experience in building rehabilitation, construction, infrastructure or municipal facilities.
- Demonstrated experience in preparing technical specifications and BoQs.
- Experience conducting building/site assessments.
- Experience in supervising or providing technical support to rehabilitation projects is an asset.
- Knowledge of light rehabilitation, maintenance and building improvement works.
- Strong report-writing and documentation skills.
- Ability to work with local authorities and community stakeholders.
- Familiarity with the operating context in Syria is an advantage.

11. Selection Modality

The Technical Consultant will be engaged through LACU's applicable procurement/consultancy procedures.

Depending on the final procurement assessment and applicable thresholds, the assignment may be procured as an individual consultancy or through a qualified technical consulting firm.

The selection will be based on technical qualifications, relevant experience, proposed methodology and financial considerations, in accordance with LACU's procurement procedures and the applicable donor/UNOPS compliance requirements.

12. Payment

Payment will be linked to the satisfactory completion and acceptance of agreed deliverables and will be made in accordance with the consultancy contract and LACU's applicable financial procedures.

13. Acceptance of Deliverables

Deliverables will be reviewed and approved by the designated LACU technical/programme focal point.

Technical documentation must be sufficiently detailed to allow transparent procurement, implementation and subsequent verification of the rehabilitation works.

How to Apply:

Interested candidates are invited to submit their application through the following link:

[\[Application Link\]](#)