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ARZ 2.0 GBRS web portal data entry and testing Request for Quotation (RFQ)

Description of Requirements

| | |
|--|---|
| Requirements Context | Test ARZ 2.0 GBRS web portal. |
| Brief Description of the Required Services | <p>The consultant should test the trial version of ARZ 2.0 GBRS under development, and enter data using the CMS.</p> <ul style="list-style-type: none"> ○ The English criteria calculators of the 18 different applications shall be tested to pass. ○ The criteria descriptions shall be uploaded to the portal through the dedicated CMS. ○ Other criteria functionalities shall be tested to pass. ○ ARZ 2.0 GBRS online rating shall be tested to pass. |
| List and Description of Expected Outputs to be Delivered | <ul style="list-style-type: none"> ● ARZ 2.0 GBRS User Management pass. ● ARZ 2.0 GBRS Project Details section pass. ● ARZ 2.0 GBRS Modules section pass. ● ARZ 2.0 GBRS Attachments section pass. ● ARZ 2.0 GBRS Reports section pass. ● ARZ 2.0 GBRS Back office pass. |
| Person to Supervise the Work/Performance of the Service Provider | Lebanon Green Building Council (LGBC) – Project Manager and team. |
| Frequency of Reporting | Weekly reporting during all the development phases. |
| Progress Reporting Requirements | A summary of tasks. |
| Location of work | <input type="checkbox"/> Exact Address. <input checked="" type="checkbox"/> At Contractor's Location. |
| Expected duration of work | 6 months (on part-time basis). |
| Target start date | September 1 st , 2021. |
| Target finish date | February 28 th , 2022. |



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| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input type="checkbox"/> Required. <input checked="" type="checkbox"/> Not Required. |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required. <input type="checkbox"/> Not Required. |
| Payment Terms | <p>Conditions for Payment Release: Within ten (10) days from the date of meeting the following conditions:</p> <p>a) LGBC's written acceptance (i.e. not mere receipt) of the quality of the deliverables' outputs; and b) Receipt of invoice from the Service Provider. c) All invoices must be billed before the 9th of September 2022.</p> |
| Criteria for Contract Award | <input type="checkbox"/> Lowest Price Quote among technically responsive offers. <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). |
| Criteria for the Assessment of Quotation | <p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> <i>Technical Proposal (100%)</i> <input checked="" type="checkbox"/> Expertise of the Bidder: 100% <p>Financial Proposal (30%) To be computed as a ratio of the Quotation's offer to the lowest price among the quotations received by LGBC.</p> |
| Contact Person for Inquiries (Written inquiries only) | <p>Dr. Riad Assaf Email: riadassaf@hotmail.com</p> |
| Quotation | <p>Technical and Financial Proposals must be sent before August 28th, 2021 midnight (Beirut time) by email to: Mr. Pierre Dammous: lgbc.procurement@gmail.com and Dr. Riad Assaf: riadassaf@hotmail.com</p> <p>Note that bidders should obtain a minimum of 70% on their technical proposal to be eligible for nomination.</p> |



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Annex 1

Terms of Reference

1. BACKGROUND INFORMATION

The United Nations Development Programme has initiated the implementation of the *CEDRO 5 project*, which is co-funded by the European Union. The CEDRO 5 project is implemented in partnership with the Association of Lebanese Industrialists (ALI), The Lebanon Green Building Council (LGBC), and the International Renewable Energy Credits (I-REC) Institution.

The European Union (EU) is encouraging innovation and entrepreneurship in Lebanon to support a clean energy transition. The overall aim of the EU is to address job creation and growth in support of Lebanon's economy, in line with the first priority sector of the Single Support Framework for EU Support to Lebanon (2017-2020), while supporting Climate Change Mitigation in Lebanon. The specific objective is to promote innovation, entrepreneurship and job creation in support of Lebanon's clean energy transition and Nationally Determined Contributions (NDCs) for the energy sector. The European Union (EU) proposes the gradual shift towards a clean energy transition (gradual phasing out from fossil fuels by switching to renewable energy sources) and circular economy principles, paving the way for (1) tapping into the potential for green jobs and growth (in particular in the energy sector), (2) alleviating financial and economic burden of the current energy system on the various sectors and sub-sectors of Lebanon, (3) facilitating access to financing, and (4) improving the linkages amongst green entrepreneurship, small-and-medium sized enterprises (SMEs), industries and research/technology centers.

The CEDRO 5 project aims to achieve the objectives outlined above through enhancing innovation, entrepreneurship and research, assisting in technology transfer and the creation of new value chains in the renewable energy and energy efficiency sector, supporting and initiating enabling policy, training and capacity building, and targeting effective awareness initiatives on renewable energy (RE) and energy efficiency (EE).

2. MAIN OBJECTIVE

The LGBC is seeking a quotation from qualified consultants who have conducted similar projects with companies or organizations to perform (1) business analysis, (2) web portal testing, and (3) act on behalf of clients with the web portal development firm.



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3. GENERAL REQUIREMENTS

3.1. Technology Requirements

The below are the minimum requirements. The bidder should:

- be able to effectively communicate with LGBC team via virtual meetings;
- have good knowledge of MS-Excel and MS-Word.

3.2. Methodology, Project Management and Expertise

The bidder should have previous experience as business analyst and web portal testing. It is the responsibility of the bidder to provide the best project management plan in agreement with the LGBC project team to achieve timeliness and best results of the delivery. As a minimum, the bidder should have:

- Business Analyst:
With a bachelor degree in Business Administration, Data Science, CCE engineering or any related field;
With a minimum of 2 years' experience in web portal development business.
Experience in Green Building Rating System development is a plus.

The bidder should explain in detail the methodology they are going to apply to test the web portal and provide feedback about user experience. A plan should be provided and agreed on at the beginning of the project. The bidder should provide weekly reports of the progress of work. A weekly meeting with the LGBC team is also required to track the work progress.

3.3. Specific Requirements:

ARZ 2.0 Business Development Committee (BDC) has defined the skeleton of the new Green Building Rating System (GBRS) version. The work of this committee covered six sectors (residential, office, hotel, hospital, mall and educational facility) considering for each sector the possible three different statuses: 1) existing building, 2) new building in design phase, 3) new building in construction phase. Hence, BDC defined 18 different applications (i.e. $6 \times 3 = 18$) represented in Figure 1; they constitute the spine of ARZ 2.0. Each application will be rated according to its grade that reflects how much the building is environmentally friendly or in other words, is in harmony with the elements of Nature. The relationship between the rating and the grade of a building is given in Table 1.



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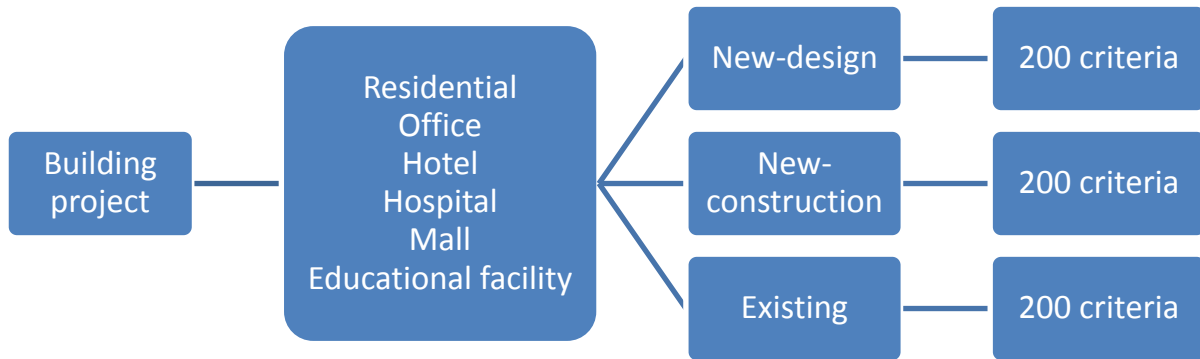


Figure 1. The 18 building applications

Five modules (site, materials, water, wellness, energy) representing the five elements of Nature, as described in Table 2, will help evaluate each application. The latter grade is a weighted average of the five modules grades. The weighted average depends on the application. The bigger the weight is, the more important the module is for a specific kind of building sector.

Table 1. Building Grade vs Building Rating

| Building grade | Building rating |
|----------------|-----------------|
| 00 to 49 | Uncertified |
| 50 to 59 | Certified |
| 60 to 69 | Bronze |
| 70 to 79 | Silver |
| 80 to 89 | Gold |
| 90 to 100 | Platinum |

Table 2. Element of Nature vs Module name

| Nature element name | Module name |
|---|-------------|
| 1 st element: Cosmos, Ether or Space | Site |
| 2 nd element: Earth | Materials |
| 3 rd element: Water | Water |
| 4 th element: Fire | Energy |
| 5 th element: Air | Wellness |

A module listed in Table 2 is subdivided into several families gathering a group of relevant criteria. There will be no more than 200 criteria per building status (existing, new-design, new-construction) spread among the five modules to describe the design, the construction and the functionalities of each



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type of the defined 18 kinds of building applications. Depending on the latter, the module grade will be a weighted average of the criteria grades that it contains.

The criterion grade is a function of multiple parameters which values are data-entry based. The number of parameters easily reaches 50 for one criterion. Each data-entry is subject to predefined conditions: a) a numerical entry belongs to a specific interval; b) an alphanumeric entry belongs to a specific set of values (i.e. as many as 20 different values for one entry).

In case the user requires a certified rating for the building, he/she should be able to prove that all the parameters are correct. An assessor, certified by LGBC, will review the presented documentation then produce the certified rating. Should the user fail to submit the documentation, or simply doesn't want a certificate, he/she will still be able to get an online rating.

Whether the user chooses an online rating or a certified rating, he/she can generate a report that shows all the earned criteria grades, the modules and the building grades. On top of that, it will provide suggestions for those who wish to increase their building rating level.

Within this context, ARZ 2.0 GBRS data entry and web portal testing (in English and Arabic) performed by the consultant should have the following requirements:

- **User Management:**
 - Sign up, sign in, reset password, etc.
- **Dashboard:**
 - List of projects, project specifications, create project, etc.
 - Project assignment and verification.
- **Assessment:**
 - Criteria calculators of 18 applications, around 230 criteria per application.
 - Criteria descriptions upload.
 - Other functionalities.
 - Reports.
 - Verification for submittal, submittal, feedback, etc.
- **Media library:**
 - Documents upload per criterion or as a bulk.
- **Admin panel:**
 - Check registered users.
 - Check projects.
 - Create custom admin roles.
 - Create advanced reporting.
 - Etc.



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- **ARZ informative website:**
 - Propose structure.
 - Upload data.

4. DELIVERABLES

The final TOR that will be signed as part of the contract will formulate the contents of each deliverable.

The LGBC project manager and team will meet with the winning bidder after contract signature to discuss and provide feedback / direction on:

- The ARZ 2.0 GBRS testing methodology;
- The ARZ 2.0 GBRS data entry methodology;
- The general workplan and implementation schedule.

The project team will provide the winning bidder with ARZ 2.0 GBRS trial web portal access, its complete guideline and any needed information.

5. QUOTATION

| Item | Description | Price (USD) |
|-------------|---|-------------|
| 1 | ARZ 2.0 GBRS (English) platform testing | |
| 2 | ARZ 2.0 GBRS (Arabic) platform testing | |
| 3 | ARZ 2.0 GBRS website testing | |
| 4 | ARZ 2.0 GBRS (English) platform data upload | |
| 5 | ARZ 2.0 GBRS (Arabic) platform data upload | |
| 6 | ARZ 2.0 GBRS website data upload | |
| Sub-total | | |
| Taxes | | |
| Grand total | | |

Proposed payment terms:



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Technical Evaluation Criteria

| Expertise of the Bidder | | Points obtainable |
|-------------------------|--|-------------------|
| 1.1 | Bachelor degree in Business Administration, Data Science, CCE engineering, or any related field | 15 |
| 1.1 | Minimum of 2 years as business analyst <i>Less than 2 years = 5 points; for 2 years = 15 points; for more than 2 years = 25 points</i> | 25 |
| 1.2 | Relevance of specialized knowledge and experience on similar engagements done in the region/country <i>Minimum 1 major project in fields related to the contract in the past five years (20 points)</i> <i>More than 1 major project in fields related to the contract in the past five years (20 points)</i> <i>Minimum 1 major project in Green Building Rating System in the past five years (10 points)</i> | 50 |
| 1.3 | Arabic and English proficiency | 10 |
| Total Section 1 | | 100 |

Thank you for your interest in responding to this RFQ. We look forward to your response.