

## Scope of the Works (SoW)

### GENERAL INFORMATION

Work description: Upgrading of UNHCR Field Office in Tunaydba Refugee Camp in Gedaref State, Sudan, including security and flood mitigation measures

### I. PROJECT BACKGROUND

UNHCR field Office in Tunaydba Camp, known as IHP Center, was built during the first emergency phase of the Tigray influx into Eastern Sudan. 3 main problems have accompanied this project from the beginning:

- 1- Compound lies completely in flooding area with no proper flood mitigation measures put in place
- 2- Compound lacks minimum security standards
- 3- Office and accommodation facilities were built from big 6 tents, which were affected and partially damaged by windstorms in June 2021

Technical and security assessments were conducted in August 2021, and this project is recommended to mitigate the above mentioned problems. Namely: upgrade security standards, put flood mitigation measures in place and provide durable office and accommodation structures. It is because of this that UNHCR engineer came up with Detail drawings, Technical Specifications (TS), Bill of Quantities (BoQs), to be adopted in the implementation of this project.

### II. GENERAL DESCRIPTION OF THE WORKS

The contractor will construct a steel perimeter fence round the existing steel fence at an offset of 7m from the existing fence. Erection of a steel fence with poles of 3-inch diameter steel pipe 3mm thick, RHS tubes, CIS sheets and razor wire at top. Also, fabrication of main entrance and emergency exits. This is aimed at increased prevention against demonstrators and intruders hence improving UNHCR security posture. The contractor will also supply backfill from selected soil, lay in entire compound ground and compact to raise the ground level by 60cm as flood mitigation measure.

The scope of work includes the following activities where details about the dimensions, type and materials are given in the Bill of quantities (BoQ):

1. Backfilling, levelling and compaction
2. Casting of raft concrete foundation slabs
3. Installation of metal fence
4. Installation of razor wire
5. Construction of reception room for security screening
6. Fabrication and fixing of sliding door for main Gate
7. Fabrication and fixing of sliding doors for scape gates
8. Fabrication and installation of boom barrier
9. Upgrading of the electrical / Installation of flood-lights
10. Construction of 2 Guttia building, 7m diameter each
11. Upgrading of the sanitation System including septic tank and soak away pit
12. Upgrading of the Water network

### III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

UNHCR will be responsible for the entire project supervision/monitoring. UNHCR Engineer will be responsible to monitor the day-to-day activities in periodic basis. She/he will be responsible to ensure that the Contractors implement according to the agreed quality criteria and timeline.

Contractor is required to develop and submit work plan every two weeks in line with the approved overall work plan and work schedule. Similarly, the Contractor is expected to submit progress report every month.

In addition, the Contractor will provide progress report when deemed necessary upon the request of UNHCR. The contractor will also facilitate site visit upon the request of UNHCR by availing the necessary Health and Safety (H&S) measures.

#### **IV. PAYMENT MODALITY AND AUTHORITY**

Prospective Contractor/Bidder shall be paid on Measure and Pay modality and only after Approving Authority of the project confirms the successful completion as per respective Bill of Quantities (BoQs) set for the site in the request for proposal RFP.

#### **V. POST QUALIFICATION ACTIONS**

UNHCR has the right to carry out reference checks with a recommended Bidder/Contractor regarding:

- Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical, and financial documents submitted.
- Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team.
- Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder.
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
- Physical inspection of the bidder's plant, factory, branches, or other places where business transpires, with or without notice to the bidder; and/or
- Testing and sampling of completed Works and ancillary services similar to the requirements of UNHCR, where available.

#### **VI. ANNEXES TO THE SCOPE OF WORKS (SOW)**

Detail drawings, Technical Specifications (TS) and Bill of Quantities (BoQs)

#### **VII. PROJECT HANDOVER/CLOSURE**

- Final Cleaning:

Before Practical Completion, clean throughout, including interior and exterior surfaces exposed to view. Clean carpeted and soft surfaces. Clean debris from the site, roofs, gutters, down pipes, and drainage systems. Remove waste and surplus materials.

- Reinstatement:

Before practical completion, clean and repair damage caused by installation or use of temporary work and restore existing facilities used during construction to original condition.

- Adjoining Property:

At practical completion, an inspection for the properties with the Engineer and occupants of the properties will be done, recording any damage that has occurred since the pre-commencement inspection.

- Post Construction Works:

The Contractor will provide the following documentation after all site construction has been completed:

- Warranty Statement
- Material Test Certificates

A condition-out survey will be conducted with the Contractor and Engineer at which damages caused by the Contractor will be identified. The Engineer will determine if the Contractor is to make repairs or if the damage will be deducted from the Contractor's final invoice.

## VIII. GENERAL REQUIREMENTS:

- Contractor's Representative and Responsibilities:

The contractor must employ a suitably experienced engineer as the Site Manager. This person must be on site during working hours, and fluent in English and technical terminology. The Contractor's Site Manager will have the authority to make decisions concerning the project on behalf of the Contractor. The contractor shall provide all labor, supervision, tools, transportation, and equipment to perform the work. Contractor will be responsible for all facilitation needed and task order services. The qualifications and experiences of this entity should be submitted with the tender documents for review. UNHCR has the right to reject any unqualified personnel from that team.

- Contractor Team's Qualifications:

UNHCR has the right to conduct an evaluation exercise for the contractor's team and reject any unqualified personnel from that team.

- The contractor should visit the sites before submitting the offer and get acquainted with the type of works required, the nature of the area, securing of supplying materials to site and to keep them stored safely.
- The contractor shall prepare a detailed plan of the works upon handover of the site and signing of contract before commencement of the work and should as well submit periodically progress reports to the supervisor engineers of UNHCR.
- The contractor shall submit samples / description / specification of the materials to be used in the project to the UNHCR supervisor engineer, for approval, before commencement of works.
- The supervisor engineer can reject any material that will not comply with the specifications and should be replaced by the contractor without extra cost.
- The supervising engineer can ask for any test to ensure the quality of the material used and work.
- The contractor has no right to change or draw any samples or materials being submitted and approved without written permission from the supervising engineer.
- Quantities mentioned in the bills of quantities BOQs are approximate and could be increased or decreased; payments will be made based on actual executed quantities.
- The contractor shall commence working within Seven (07) calendar days from the date of signature of the contract and handover the site.