

## **ANNEX B - TERMS OF REFERENCE**

The work described here represents construction and renovation works at commissioner for refugee's office (CoR) in Emtidad, Khartoum South- Khartoum state, to improve the quality of services provided to the refugees by CoR team through rehabilitating and finishing the two existing offices and constructing a new interview office.

### **1. The work of this project includes the following:**

- Complete construction of the interview office starting from the site mobilization, excavation, casting foundation until complete finishing in line with UNCHR procedure, the normal standards, and the supervisor engineer instructions.
- The rehabilitation of the existing RCS building, no new construction in this building, only maintenance and repairs activities.
- Finishing the second floor of the RSD building starting by building the partitions, electrical and plumping installation activities until finishing this floor and implementing some maintenance activities for the whole building including the external facades.

### **2. Site Location as below map:**



### **3. Terms of Reference:**

- A. 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. Site Visit scheduled to be on 21 October 2021.
- B. Quantities mentioned in the bills of quantities are approximate and could be increased or decreased by 10% of the contract amount; payments will be made based on actual executed quantities and quoted rates after approval from UNHCR office in Sudan according to contract. Payments for implemented quantities exceeding what is stated in BOQ should have previous approval from office.

- C. The contractor shall submit shop drawings/ description/ specification of the materials to be used in the project to the UNHCR supervisor engineer or any delegated engineer to supervise the project implementation, for approval, before commencement of works. The supervisor engineer can reject any material that will not comply with the specifications, and replaced by the contractor without extra cost, or the supervisor 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 from site without written permission from the supervisor engineer
- D. Work should be completed within period of **(90)** days, **Ninety** calendar days. Any bid with time plan exceeds the 90 days will be technically rejected.
- E. The contractor shall commence working within **7** calendar days from the date of signature of the contract and site handover.
- F. After completion of works, a guarantee period of six calendar months will apply.
- G. A delay penalty will be 0.2 % of the contract amount for each day beyond the contract period and shall not exceed 10% of contract amount.
- H. All works will be supervised by a supervisor engineer or supervisor engineers nominated by UNHCR
- I. The contractor shall appoint a qualified supervisor construction engineer with at least three years of professional experience to work full time on the site during the contract period.
- J. 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 work plan should consider the three main activities of the project and how the contractor will manage to work in the three buildings in parallel to complete the work on time.
- K. The workmanship will be assessed after completion, upon which UNHCR will consider further cooperation with the company involved.
- L. The contract should submit to UNHCR in writing notes on and delays occurred during implementation of the contractual work, mentioning the reasons and duration of delays.
- M. The site shall be handed over in a clean environment condition.