

TERMS OF REFERENCE

PROJECT TITLE:	Development of Detailed Design, Drawings and Bill of Quantities for UNHCR Premises in Kuala Lumpur, Malaysia
AGENCY NAME:	United Nations High Commissioner for Refugee (UNHCR)
COUNTRY OF ASSIGNMENT:	Malaysia

1) GENERAL BACKGROUND

The Office of the UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate internal action to protect refugees and resolve refugee problems worldwide. UNHCR Malaysia Office is located in 570 Jalan Bukit Petaling, Kuala Lumpur Malaysia. The current condition of the premises is in need of repair and maintenance work. Additional facilities also needed to be installed to comply with sanitation guidelines and for general safety and welfare of staff.

This terms of reference outlines the key deliverables required by UNHCR.

2) OBJECTIVES

The objectives are as follows:

1. Create a design, layout and provide Bill of Quantities (BOQs) to have a welcoming and comfortable environment for the safety and dignity of both staff and visitors for UNHCR premises
2. Ensure that the design provides a safe and comfortable work environment to staff of UNHCR in line with COVID-19 prevention requirements, and include furniture and fixture as specified
3. Conduct a meeting twice a month with the client and contractor during tendering and construction period to provide feedback on the on-going construction
4. Conduct monthly site visit during construction phase

3) SCOPE OF WORK

The independent consultant is expected to provide technical architectural drawings and prepare BOQs for UNHCR on the refurbishment/construction of the following projects for tendering purposes, keeping in mind the objectives as outlined above and the specific requirements as listed below:

The layout and design should be based on the following:

Project A - Building A Repair Works

A1

- Seal holes on the ceiling and wall, replace damaged ceiling boards, fill gap at ceiling edges
- Replace fire exit door to fire resistant door (2-hour fire rated door) and repair the door frame
- Repair naco window, rotted window frame and change old blinds at the Representative's Office, External Relations and Conference Room

- Install glass panel over 3 existing louvre windows for three sets of windows (one approx. length 9 feet, one approx. length 6 feet, and one approx. 3 feet) at the External Relations Office

A2

- Repaint internal walls, doors and window jambs of Admin Office
- Install vinyl flooring and replace ceiling in Admin Office
- Install lighting and power points in Filing Room, Pantry and Service Area in Admin Office
- Install frosted film on window and doors of Admin Office
- Install Betoci-type side door closer on main door of Admin Office
- Install gypsum board and wall mounted cabinets in Filing Room in Admin Office
- Rewire phone and internet connection
- Install 4 workstations with socket trunking and full fabric partitions
- Swap door and outer glass panel of Senior Finance Associate Office, and change door from outswing to inswing at right side

A3

- Repaint internal walls of Representative's Office
- Install half-glass panel at Programme Office
- Fix casement window panel at the Deputy Representative's Office
- Rectify floor in Deputy Representative's Office
- Repaint external walls of building

Project B - Building B Repair Works

B1

- Seal holes on external walls to prevent water seepage during heavy rain
- Rectify wall cracks on external and internal wall
- Repair movable partition door in Conference Room
- Replace floor lamination on staircase
- Replace single door leaf and adjoining laminated floor at the first floor

B2

- Replace 5 units manhole/ floor drain cover near the building
- Install metal deck roofing, new gutter and downpipe near the water tank

B3

- Repaint rusty metal staircase/ link bridge
- Repaint external wall of building

Project C - Kitchen, Storeroom and Staff Pantry Repair Works

C1

- Repair and extend roof and install gutters
- Rectify cracked wall and install fiberglass mesh
- Repaint ceiling and replace damaged ceiling boards

C2

- Install barricade fencing on staircase going from Building A to Staff Pantry
- Repaint staircase going from Building A to Staff Pantry

Project D - Main Filing Room Repair Works

- Install ramp for entry to the room
- Replace double door leaves

Project E - Office Grounds Repair Works

E1

- Construct walkway from guard house to Building B
- Construct a wheelchair accessible pathway from the ramp at Building C to the wheelchair accessible washrooms

E2

- Construct wheelchair parking spots near smoking area
- Repair parking tarmac and paint demarcation of bays

E3

- Replace 6 units of drain grill cover
- Repair and repaint perimeter fence

E4

- Construct pavement near smoking area
- Extend motorbike shelter near guard house

4) IMPLEMENTATION SCHEDULE, PLACE OF DELIVERY & INSTALLATION

Schedule:

- Selection of Architectural Firm for Design and BOQ Development – 28 October 2022
- Submission of Drawings and BOQs for approval - 15 November 2022
- Tender for Selection of Contractor – 16 November - 16 December 2022
- Approval of Construction Contract – 19 - 23 December 2022
- Construction – 02 January – 30 June 2023

Location: 570 Jalan Bukit Petaling, Kuala Lumpur, Malaysia

5) FINAL PRODUCTS

- ✓ Prepare architectural design which includes Design Development, Tender Documentation, Drawings, BOQs, and Construction Documentation
- ✓ Prepare BOQs for general building works, structural and civil works, architectural works, interior finishing and furnishing, air conditioning, lighting, telecommunication, electrical sockets
- ✓ Provide Build monitoring and coordination with awarded contractors and reporting to UNHCR
- ✓ Ensure that the contract is implemented in the best possible way and that other contract management issues related to schedules, variations, disputes, etc. are managed without any impact on the quality and timeframe works

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant should coordinate with UNHCR's focal persons including Project Leader and Admin Associate for the entire implementation period.

7) TEAM COMPOSITION, DEGREE OF EXPERTISE AND QUALIFICATIONS

The company should have proven track record in development of architectural designs, drawings, BOQs, and construction supervision with at least 5 project references (To be provided with the quotation).

Qualifications of Personnel Assigned to Lead the Project:

Education: Degree in quantity surveying, engineering, management, architecture or similar

Experience: Minimum 7 years

Language requirement: Proficient written and spoken English

8) REVIEW TIME REQUIRED

10 days after submission of each output.

9) PAYMENT TERMS & MILESTONES

1 st Payment	Upon submission of workplan 10%
2 nd Payment	Submission of BOQ and tender documents 50%
3 rd Payment	Upon acceptance of work by UNHCR 40%
Monthly	Charge per visit during construction phase