

## UKR/RFP/2022-05

### ANNEX A – TERMS OF REFERENCE (TOR)

#### **Background:**

Big influx of IDPs to western part of Ukraine requires the immediate humanitarian response, including shelter component, while the existing capacity of the region is limited. In parallel with different approaches to provide temporary/permanent shelter there is another approach: to use for this purpose premises/buildings which are currently not in use.

As of now UNHCR identified and completed the technical assessment of buildings/premises within Zakarpattya oblast and seeks to identify the Contractor to conduct construction works in line with the technical documentation provided by UNHCR.

#### **Tasks:**

To conduct construction works following parameters specified in Annex documents (Annex A1/A2/A3/A4 – full set of quantities with specifications). Upon the completion of construction works the Company submits to UNHCR the Technical Report and issues the Act of Acceptance.

#### **Timeframe:**

The timeframe for the construction works for each specified lot/building in the attached BoQs is as follows:

Lot 1: 90 calendar days

Lot 2: 150 calendar days

Lot 3: 150 calendar days

Lot 4: 210 calendar days

#### **Unit of measure:**

The financial offer should be provided on all-inclusive basis as the whole budget needs to include all construction services and construction material procurement under the BoQ provided by UNHCR including ancillary expenses (administration, transportation, delivery of materials, accommodation of working brigades, insurance, amortization of machinery and equipment etc.). Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT.

#### **UNHCR's role:**

UNHCR will be monitoring, certifying, approving, controlling, and verifying implementation of all tasks under this TOR and due provision of all expected services. This includes the overall control and approval of works at all stages within this Project. The quality of construction work, the scope of work, the size and pricing of all work and all expected results within the framework of this Project are also checked by a consulting company contracted by UNHCR that conducts audit, engineering, and technical supervision services in accordance with contracts for consulting services.

## Technical Requirements

Construction services will be done by the Company identified through a bidding process. The Company's technical compliance will be evaluated by a TEC (technical evaluation committee) against the following requirements:

- *Evidence of past contracts - successfully executed - with similar construction services and similar size*
- *Availability of all licenses and permissions needed to conduct construction works*
- *Ability to conduct qualified construction works in the specified location and in the capacity specified in BoQ provided by UNHCR*
- *Ability to complete the construction works in number of days specified in the timeframe including submission of (1) Construction Schedule and (2) Work Plan*
- *Ensure presence at the site visit at the stage of application for participation in the tender (pre-bidding site visit presence mandatory)*

## Evaluation

The Bidder submits its technical and financial proposals, which collects all documents in line with requests as to conduct all construction services and construction material procurement under the BoQ provided by UNHCR including all associated expenses (administration, transportation, delivery of materials, accommodation of working brigades, insurance, amortization of machinery and equipment etc.).

Upon the completion of construction works the Company submits to UNHCR the Technical Report and issues the Act of Acceptance.