

## Terms of reference

**Annex A.** Terms of Reference for the provision of engineering services: damage assessment, detailed working project (general documentation, textual documentation, numeric documentation, graphic documentation), author's and technical supervision services in **Cherkasy and Kirovograd oblasts**.

*Refurbishment of the CCs for IDPs accommodation*

**Subject:** damage assessment, detailed working project, author's and technical supervision services are to be done by a specialized Project Entity officially registered and authorized to conduct these works.

**Background context:** Big influx of IDPs within Ukraine requires an immediate humanitarian response including a shelter component, while the existing capacity of the region is limited.

UNHCR is embarking on the repair/refurbishment works of the collective centers identified by shelter colleagues on the grounds. They meet minimal living standards and can be used as shelter for IDPs (with minimal refurbishment required).

Further technical evaluation (damage assessment, detailed working project) or author's and technical supervision services should be done by the Project Entity identified through a bidding process.

### **Functions / Key Results Expected:**

- To produce a Draft of Defective Act, BoQ estimated, working project (with official expertise if need be), and any other numeric or graphic documentation needed for refurbishment.
- To provide site construction management for the repair/refurbishment project (author's and/or technical supervision).
- To report to the Contract Manager (CM) or his/her delegates of the UNHCR engineering team on all technical issues including but not limited to compliance with technical specifications, monitoring, execution of the works programme and quality assurance.
- To certify progress and measurements as needed to process invoices from the contractors.

### **The technical requirements are the following:**

- *Being duly registered outstanding project entity*
- *Being specialized/licensed project entity*
- *Ability of non-cash transaction*
- *Availability of at least 2 mobile units to do visits in different locations in parallel*
- *Ability to conduct qualified damage assessment*
- *Providing cost estimates (shelter works, materials)*
- *Ability to draft technical project/plan for refurbishment*
- *Regular monitoring of construction works taking into account the UNHCR's requirements and local standards (for author's and technical supervision)*
- *Providing UNHCR with technical reports upon the completion*

### The timeline for damage assessment required:

Damaged assessment is divided into two steps: 1<sup>st</sup> step – preparation of the Draft of Defective Act, BoQ estimated, general documentation including drawings, 2<sup>nd</sup> step – preparation of the working project (with official expertise if need be), any other numeric or graphic documentation needed for refurbishment.

Types of intervention / area of premises	Common repairs, step/days		CC1, step/days		CC2, step/days		CC3, step/days	
	I step	II step	I step	II step	I step	II step	I step	II step
Premise up to 500m <sup>2</sup>	8	10	10	20	12	25	15	35
Premise from 500 to 1500 m <sup>2</sup>	10	13	13	25	15	30	25	45
Premise from 1500 to 3000 m <sup>2</sup>	12	15	15	30	20	35	35	55
Premise above 3000 m <sup>2</sup>	15	20	20	35	25	45	45	65

Author's and technical supervision is limited by the time needed to complete the refurbishment and specified in the agreement.

### Contractor's fee

The surface area in square meters is the measuring unit for calculating the price in USD (VAT-free). Charging of the supervisor's duties executed is to be calculated upon the whole surface of the premises being intervention, i.e., where the refurbishment is taking place (divided by four main categories in terms of area). During the repair process and upon the completion of works, the Contractor is to provide the technical report.

### Evaluation

The evaluation will be based on two (2) Lots as follows:

Lot 1: Common repair, CC1, CC2

Lot 2: CC3

The Financial offer form (Annex C) contains the following 4 steps of works:

1. Step 1. Damage Assessment - Draft of Defective Act, BoQ estimated, general documentation.
2. Step 2. Developing a detailed working project ( with official expertise if need be), any other numeric or graphic documentation needed for refurbishment.
3. Step 3. Performance of author's supervision
4. Step 4. Performance of technical supervision

- **Bidders shall be able to provide all 4 steps in each CC. Bidders not offering a complete offer with all 4 steps, will be excluded from bid evaluation and contract award.**
- **The financial offers will be compared on the basis of the grand total price as per Annex C – Financial Offer Form.**
- **Bidders shall submit all rates as per Annex C, even where the projected quantity (in m2) is 0. Bidders submitting an incomplete financial offer will be disqualified.**