



**UNITED NATIONS CHILDREN'S FUND
SUDAN COUNTRY OFFICE**

TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL CONTRACTORS

Program Title: CONSTRUCTION of One Stop Centers – (2 in Khartoum State)

Contractors must comply and be in line with the drawn Specifications, Tasks, Activities and Deliverables matching each individual school as reflected in the attached Drawings and Bill of Quantities (BoQs)

Khartoum State SUDAN

Services description: Construction of two One stop centers in Khartoum State (Umbada and Jebel Awlia).

Duration of Contract: 18 Months (6 months for execution + 12 month as defects liability period).

Duty Station: UNICEF Country Office-Khartoum State.

Supervision Officer: (Program Specialist /Officers + UNICEF Engineers)

1. Background:

For more than a decade, UNICEF has worked with the government of Sudan to address the needs of children in contact with the law (CICWL) in a holistic way through the Justice for Children Programme. During this time, the Government of Sudan (GoS), with assistance from UNICEF, established laws, policies, procedures, institutions, and services to address the justice needs of CICWL as victims, alleged offenders, and witnesses of crimes. A major achievement of this programme was the establishment of Once stop centers (OSC), that provide specialized services for child victims of violence, abuse, and exploitation. The first OSC opened in Khartoum in 2007. Since then, a total of 88 units have opened throughout all 18 states (UNICEF Sudan, 2019a). Since OSCs began operating, reported cases of violence and abuse against children have increased and cooperation and coordination within and across government sectors and civil society organizations have improved (UNICEF, 2013).

Construction and rehabilitation for OSCs is crucial to ensure access to justice institutions and support reduction of violence cases and bringing perpetrators to justice. UNICEF works with the Ministry of Interior and Police authorities and partners to construct/rehabilitate many OSCs across the country to ensure child cases are brought before the professional institutions and to ensure child friendly procedures are applied to all child cases without discrimination.

UNICEF will make ensure that all construction work is in alignment with the government standards and rules as well as reflecting the Child Friendly justice standards.

2. Purpose of Services:

The objective of this project is to improve access to justice for vulnerable children subjected to different types of violence through construction of OSCs.

3. Project Description

The project is consisting of construction of 2 OSCs considering Gender sensitive latrines in building, in accordance with the minimum standards as in the Map and BOQs.

4. Basic objectives of Company/ Contractor Services:

1. Ensure completeness, preparation and accuracy of the technical packages before start commencing of the construction activities.
2. Ensure the implementation work in accordance with expected high quality and in line with time schedule.
3. Ensure that all construction activities are well documented and properly communicated to UNICEF properly.

1. General Scope of Works: OSCs

Key Activities	Deliverables	Time frame
<ol style="list-style-type: none">1. Sites preparation2. Earth work and Excavation3. Backfilling4. Concrete works5. Brick & Masonry works6. Roofing constructions7. Installation of the windows and doors8. plastering works9. False Ceiling works10. Painting works11. Electrical Works12. Leveling of the site and cleaning.13. Measure the school boundaries and make sure from the legal documents of the land planning.	<ul style="list-style-type: none">• Cleared site from obstacles & unnecessary items.• Excavation (structural & general) for the Mastaba, flooring and provide back filling with selected soil.• Plain concrete for flooring and the ramp as well as reinforced concrete are properly done.• Wall for External Mastaba & Steps completed.• Installed Steel structure Canopy.• Doors & windows are installed• Excavate for flooring in all kinds of soil and rocks including shuttering, back filling with selected soil.• Plain concrete and plain concrete for Flooring.• Painting for internal & external walls, doors, windows.• False ceiling with wooden boards• Building wastage collected and site is cleaned• Handed over to UNICEF and MOE	18 months (6 months for execution + 12 month as defects liability period)

Evaluation Criteria:

2. General Scope of Works: OSCs Latrine (Prototype)

Key Activities	Deliverables	Time frame
<ol style="list-style-type: none"> 1. Site clearing 2. Earth Works (Excavation & backfilling works) 3. Foundation and concrete Works 4. Masonry Works 5. Roofing & Verandah works 6. Metal Works 7. Plaster Works and Painting Works 8. Building handwashing facility 9. Water Proofing System (installation of plastic tank) 	<ul style="list-style-type: none"> • Excavation (structural & general) for the building foundations. • Structural Excavation for footings. • Plain concrete & plain concrete under foundation. Reinforced concrete for foundation, g. beam, short columns, fool slab and l. Beam. • construct dry well complete including excavation. • construct grade red brick around foundation and walls. • Install steel structure & zinc cover roof. • Install High quality of 44mm thick double/ single leaf steel door & windows. • Plaster works for external & internal walls with 20 mm thickness. • Painting works for external & internal walls • Hand wash facility established • Building wastage collected and site is cleaned 	<p>18 months (6 months for execution + 12 month as defects liability period)</p>

Evaluation Criteria:

3. General Scope of Works: OSCs Security Fence (Gabon wire fence)

Key Activities	Deliverables	Time frame
<ol style="list-style-type: none"> 1. Earth Works 2. Concrete Works 3. Masonry Works 4. D. Metal Works 	<ul style="list-style-type: none"> • Structural Excavation for strips foundation. • Back filling around the foundation. • Constructed grade A red brick walls for load bearing, 20 cm thick for boundary walls • Position reinforced concrete Footing foundation. • Installed metal wire fence. • Installed school main steel gate. • Installed school steel sign. 	<p>18 months (6 months for execution + 12 month as defects liability period)</p>

Evaluation Criteria:

5. Project Phases:

This is a one-off project & the required Time for Completion for the Whole of the Works is (6 months) from the signing of the contract & the duration of the Defect Liability Period is 12 months from the substantial completion

6. Timeline

This construction project is expected to be completed by October 2022 including the Defect Liability Period (DLP) of 6 months. The construction work should be substantially completed in 6 months, counted as from the signature of the construction contract & handing over the sites to the contractors. The site will be handover to the UNICEF and MOE upon substantial completion. The resident engineers will be at the sites only until the substantial completion date. The DLP will be extended for 6 months, counted as from the substantial completion date. The contractor, together with the UNICEF officer, will visit the work at site monthly to identify any possible defects linked to the quality of the construction. All defects will be corrected prior signing the certificate of final completion.

7. Project management and overall monitoring

1. UNICEF Construction Engineers together with the MOE/partner engineers will conduct regular motoring visits in order to verify that construction works are progressing on time and they adhere to the agreed design and specifications, also they will certify the quality of all works at different stages.
2. The successful bidders who will be contracted for this project should have a resident engineer in the sites during the project duration.
3. The contractor shall be closely monitored by an engineer or engineering consultancy firm hired by UNICEF to ensure that high quality standards and timeliness are maintained.
4. In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNICEF for all sub-contractors. The approval of UNICEF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract,
5. The Contractor shall be responsible for the professional and technical competence of its employees and will select reliable individuals who will perform effectively, respect the local customs, and conform to a high standard of moral and ethical conduct.
6. The Contractor shall maintain records and receipts for the purchase of all Materials and remuneration of labour used in the Works and shall make such records and receipts available for inspection by the Designated UNICEF Representative, upon request.

8. Breakdown of Payment services:

9. Amount budgeted (Overall Approved Budget in AWP Activity)

10. Company/ Contractor Required Qualifications:


- Copy of Valid Company registration in Sudan
- Company profile which should include, company management structure, company line of business, number and profile/type of employees, Trade License or certificate of incorporation, Valid Tax registration certificate.
- Proof of Professional and Technical Experience
- Any other license/ permission issued by governmental authority to operate the business in Sudan.
- At least three reference contacts of major clients.
- UNGM Registration Number.
- Certified Financial Statements for the last THREE years
- Recommendation Letters and reference details.
- Language skills required, preferable English and Arabic
- Other attributes essential for the assignment

Please note that the overall Technical Proposals Evaluation Criteria Form and its annexes are included in Section no. 3.


11. General Terms and Conditions of the Contract:

- Under the contractor agreements, payment is deliverable based as defined in the ToR
- All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the Contractor.
- For international contractors outside the duty station, signed contracts must be sent by fax or email.
- Contractors will not have supervisory responsibilities or authority on UNICEF budget.
- Mention is it as per the General Terms and Conditions of the Contract.
- Mention "Grace Period" for submission of deliverables, after which payment will not be processed.

12. Prepared by Programme Officer/Specialist:

Section	Name and Title	Signature	Date
Child Protection	Tahani Elmobasher Child Protection Specialist		06/06/2021

13. Reviewed by Section Chief:

Section	Name and Title	Signature	Date
Child Protection	Emilie Welam Chief Child Protection		06/06/2021