

ANNEX A

TERMS OF REFERENCE FOR PROVISION OF GARDENING AND LANDSCAPING SERVICES

1. Background

The United Nations High Commissioner for Refugees in Libya with its office located in Tunis wishes to engage a professional service for provision of gardening, landscaping, and maintenance services.

The garden is composed of green landscape with an area of around 100 m², 150 planted pots of various sizes and decorative trees and shrubs.

Services will be delivered at UNHCR Tunisia / Libya premises located at:

Rue Du Lac Biwa, Les Berges du lac 1, Tunis, Tunisie

2. Objectives

The objective of this tender is to establish a frame agreement with potential service providers to undertake regular gardening, landscaping, and maintenance services.

- Gardening services are performed in professional and efficient way to keep garden in healthy and good-looking shape.
- Landscaping services are carried out to provide beautiful, natural, and green looking appearance for UNHCR premise's main entry, paths, stairs, hedges, fences, and outside environment.

3. Requirements

To maintain the garden in an attractive condition throughout the contract period.

Gardening and landscaping maintenance works will include mowing, edging, fertilizing, trimming, plant & bed care, weeding, replacement plant materials, mulching, pruning and leaf removal or cleanup.

Planting: The Gardener will plant trees, bushes, flowers, shrubs, and all kinds of other greenery as required and in case of replacement.

Irrigation Services: Garden irrigation will be operated at an appropriate seasonal schedule, using the least amount of water necessary to maintain the growth, health, and vigor of all garden plant materials.

Fertilizing: Contractor shall apply chemical and organic fertilizers as per plant cycle life needs.

Mowing: Lawns shall be mowed at the appropriate height to keep a neat appearance.

Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.

Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed with each mowing and or as needed to maintain a sharp edge between the concrete areas and the turf.

Clean-Up: removal of all trash prior to mowing each time. Grass clippings shall be removed after each mowing prior to departure of Contractor's employees from the premises. All trash and debris are to be removed from the premises before the Contractor's employee's departure.

Plant & Bed Care: landscaped beds shall be edged as often as required prior to mulching. Excess soil/turf shall be removed from the premises and not allowed back into the bed.

Weeding: Weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as needed.

Placement Plant Materials: Plant materials that need replacing will be on an as needed basis.

Pest and Disease Control: Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices and most effective and cost-efficient results shall be implemented.

Pruning: trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood whenever required to reduce an impediment or hazard.

Leaf Removal: leaves shall be removed from the turf as required.

Cleaning Services: Cleaning of garden area and front and surroundings of building including parking garage, collecting litter, empty trash, organize pots and equipment and water the floor.

4. Contractor's Responsibilities

Employees

The Contractor shall be responsible for the professional and technical competence of its employees and will deploy, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. The Contractor shall have overall responsibility for providing working clothes for the staff, obtaining new clothes as needed and arranging for the cleaning of working clothes.

The Contractor will assume total responsibility for contracted staff behavior and performance as well as to take care of the training of the staff, their substitute, and back up in cases of unavailability such as illness and annual leave.

All employed staff should be given a written letter of appointment & job identity card as per the local law.

Safety and Health

The Contractor shall accept responsibility for the occupational safety of staff, equipment, furnishings and fittings in the areas exclusively occupied by it for the provision of the services at all times and for such responsibility in the areas where the services are being provided during the hours that it occupies those areas. The Contractor shall ensure that its staff will use protective clothing/gears (to include but not limited to gum boots and gloves) to prevent exposure to eventual risks.

Working Schedule

The contractor shall communicate to UNHCR's focal person, his working schedule monthly and at the beginning of the same month. Required services and inputs must be detailed in this schedule.

Personnel

Contractor shall provide:

- O1 Gardener: Minimum of two weekly visits to premises at full working day, are required, including one visit during the weekend (Saturday or Sunday).

Any extra work (gardening, maintenance) shall be agreed by both contracted parties and planned in the working schedule.

5. UNHCR'S Responsibilities

- UNHCR will procure required plants, seeds, equipment's, material, fertilizer, and chemicals upon contractor's request and corresponding justification.
- UNHCR will provide a storage area for keeping equipment and material stock. Storage will be under UNHCR's custody.