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## **PROJECT: Zimbabwe Idai Recovery Project (ZIRP)**

**22005-001**

### **Scope of Work (SOW)**

#### **RFQ For the Construction Services for Jopa Women's Safe Market**

#### **PART A. GENERAL INFORMATION**

##### **A.1. Project Background**

UNOPS is currently providing technical and management services to the Zimbabwe Idai Recovery Project (ZIRP) which is funded by the World Bank. The programme was developed in response to Cyclone Idai which affected the eastern part of Zimbabwe in early 2019 and is being implemented in the most impacted districts of Chimanimani and Chipinge. The ZIRP project seeks to restore service levels of transport, health, education, water, and sanitation. This objective will be achieved through the construction of roads, bridges, schools, clinics, water and sanitation facilities for affected communities as well as institutional strengthening. This RFQ is being undertaken under the World Bank-funded ZIRP project.

##### **A.2. Project Objectives**

The project entails the construction of a Market Place at Jopa in Chipinge.

The Jopa Safe Market project shall provide a place for smallholder farmers from Chipinge and Rusitu valley (Chimanimani) who sell their produce at the roadside (mainly women and youths ) at the Jopa Junction in Chipinge. This will in turn be expected to develop into a quality, reliable, sustainable, and resilient marketplace, to support the beneficiaries' economic development and well-being, with a focus on safe, secure, affordable, and equitable access for all.

UNOPS is seeking a firm(s) that specialises in the construction of vertical structures. The objective of the ToR is to provide to the prospective construction firm/bidder a brief description of the nature/scope of works of the bridge and construction services. **The bidders must submit bids for all Lots. UNOPS will evaluate bid submission and will award contract(s) for the work package(s) based on UNOPS competitive procurement process.**

The successful bidder will be responsible to visit the site, acquaint with the design drawings, bill of quantities, specifications, topographical survey drawings, and all tender documents, and providing a construction methodology and implementation plan as well as construction services as per the requirements of the Tender Package/Documents.

### A.3. Project Site Location & Information

The project site for Jopa Women's Market is located along the Chipinge Mutare road facing the North as shown in Figure 2. The turn-off to Chimanimani is just opposite the allocated market space. The site slopes gently from southeast to northwest and is oriented parallel to the Chipinge/Mutare road where the new buildings are proposed to be oriented slightly northeast to make all stalls equidistant from the new slip road.

**Table 1. Jopa Market construction site Geodetic location data**

Project Name	Description	Location	
Jopa Women's Safe Market	Construction of vending stalls, storage areas, ablution facility for female & male, Kitchen and solid waste buildings, fence, and roadways.	-20.08768 S	32.64641 E



Figure 2. Jopa Market construction site is shown above

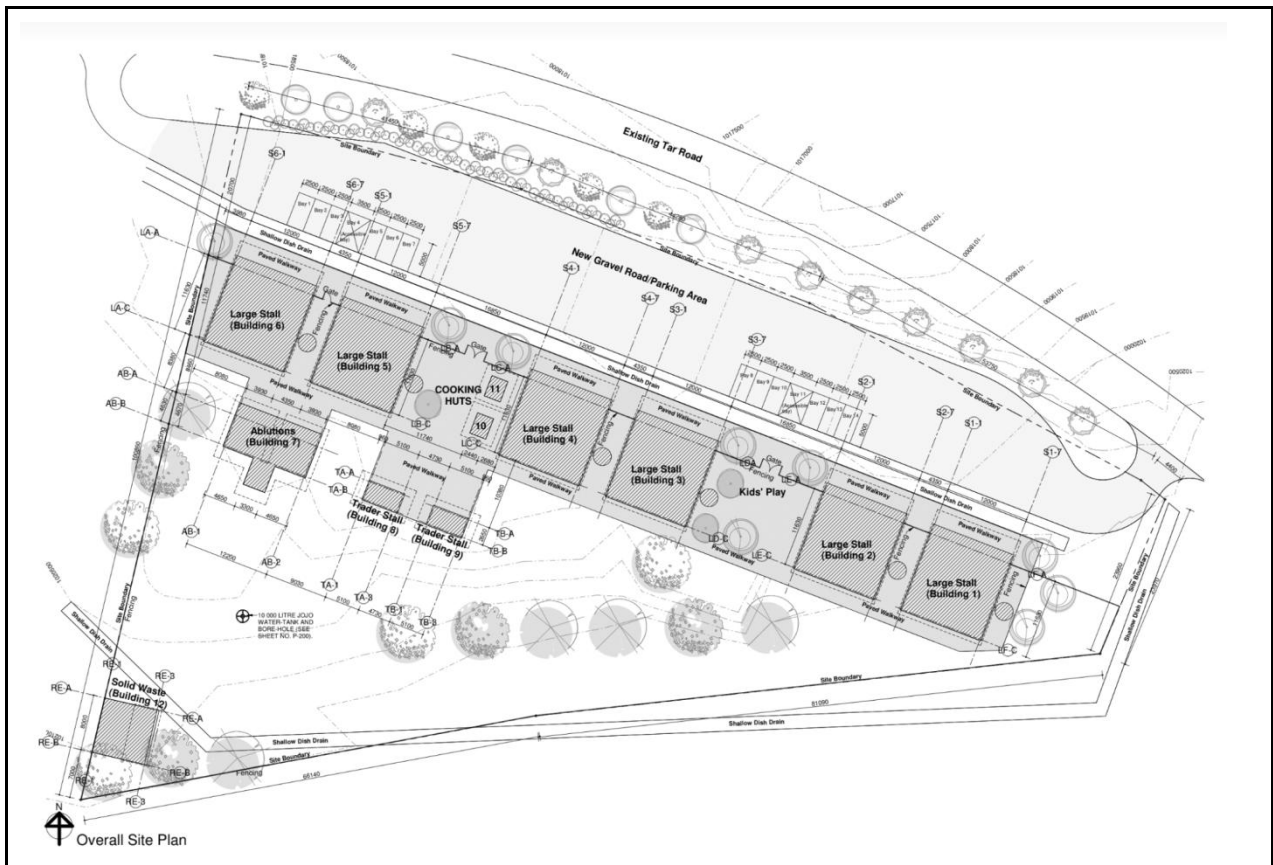


Figure 3. Jopa Market - Building Block Layout (refer to Annex 2 Technical Drawings for details & dimensions).

#### A.4. Employer's role and responsibility

The employer (UNOPS), acting on behalf of the funding agency (World Bank), is responsible for the entire procurement process from Tender, Award, management of Contract, supervision of the construction works on the site, throughout the implementation phase including assessment during Defect Notification Period. The commissioning phase will be coordinated by UNOPS and accompanied by relevant authorities and the client.

Input from UNOPS:

- Annex 1: SOW.
- Annex 2: Technical Drawings.
- Annex 3: Bill of Quantities.
- Annex 4: Technical Specifications.
- Annex 5 a: UNOPS CI Health and Safety Management Plan.
- Annex 5 b: UNOPS Minimum Health and Safety Requirements for Contractors.
- Annex 6: Jopa Women's Safe Market Environmental and Social Management Plan.
- Annex 7: Contractor Camp Management Plan.
- Annex 8: Covid-19 Management at CI Sites.

- Annex 9: Topographic and Geotechnical Survey.
- Annex 10: Traffic Management Plan for Jopa Market.
- Returnable Schedules (Schedules 0.1 - 4.9)
- Template of the General Conditions and Particular Conditions of the Contract Agreement.

#### **A.5. Bidder's/Contractor's Obligation**

The following is a general outline of the requirements/obligations of the construction firm/bidder.

- Site visit: Prior to submission of the offer/, bid get acquainted with the site, identify the source of naturally occurring materials, identify risks and issues related to logistics that may impact/affect the delivery of construction resources to the site, and get acquainted with the local authorities.
- Security & Insurance: The Contractor shall secure the works against vandalism and interference during construction during the duration of the project until handing over the works officially. The Contractor shall be responsible for securing insurance against theft, damage, or accident arising from man-made or natural disasters to his/her personnel, materials, equipment, plant, and the works.
- Provision of materials, equipment & plant: The contractor will be responsible, at his/her own cost, for the provision and transportation to the site of all personnel, materials, tools, equipment, plant, transportation, and other facilities that are required & necessary for the construction works and for the proper performance of the construction service.
- Site Office and facilities: All required facilities for proper development of all phases of the project shall be the Contractor's own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the Contractor's price. The Contractor shall provide/set up site offices and toilet facilities on or near the Working Sites and will provide and avail offices for the Employer's representative/Engineers/Officers. The Site Offices shall include
  - Three (3) 3m x 3m prefab offices, one for UNOPS, one for the contractor, and one for the meeting room. The UNOPS site office shall be furnished with two (2) office desks (complete with lockable drawers), two swivel-type chairs, a round meeting table with four (4) meeting chairs, and one steel cabinet. The contractor shall provide electricity, daily cleaning, and maintenance of the site office facility and a shared meeting room. The Contractor will be responsible for the payment of consumption charges and connection fees for utilities, etc.
- Execution of Works:
  - The contractor shall set out and execute works in line with the GC governing the contract and as per the technical specifications, design drawings, ToR, and documents in the Tender Dossiers, and to the satisfaction of the UNOPS Engineer.
  - The Contractor shall ensure to carry out all necessary checks and interventions prior to the execution of service.
  - The Contractor and its staff shall ensure that the services provided are in accordance with the professionalism and ethical standards.
  - The Contractor is entirely responsible for any act, omission, or negligence in the performance of its functions and fulfils its obligations under the contract.
  - The contractor shall provide all measures necessary to protect the existing and/or occupied structures to ensure they are not damaged, and he shall remove all such protection on completion.

- Bid Forms, Returnable Schedules documents: The contractor shall ensure to read and fully understand the contents of all Tender Dossiers, all Annexes (Annex 1 to 9), in particular the design drawings, technical specification, this ToR, and all Returnable Schedules.
- On-site supervision of works: Construction works shall be directly supervised by pre-approved competent engineer/personnel from the identified Contractor. For this reason, the contractor is to hire competent, experienced engineers as per the qualification criteria stated in the returnable Schedule 4.4.
- Experience: The bidder is required to have previous experience and a proven track record in the construction and delivery of vertical infrastructure (Refer to Schedule 0.4 for requirements on experience).
- Method Statement, Implementation Plan: The bidder shall provide a detailed method statement and implementation plan which demonstrate its capacity to execute the work within the agreed timeline and deliver quality that meets the technical specification and performance requirements.
- Work Plan: The bidder shall prepare a detailed work plan showing critical activities. The contractor should demonstrate how procurement activities for the delivery of construction materials, equipment, and machineries are factored into the work plan. (refer to Schedule 9 - Schedule of Programme for Returnable requirements).
- Approval for works/materials/equipment: During the construction period, to ensure that works are performed according to the quality control plan, the contractor will be required to get approval from UNOPS for all construction materials, equipment and plant to be used for the works. Provision of construction material samples as per pre-agreed ITP to the independent laboratory solicited by UNOPS for testing.
- Quality Control Plan: The contractor will carry the execution of works to a quality standard in strict accordance as stated in the Technical Specifications. To this end, the Contractor shall provide a quality control plan within the method statement which shall be reviewed and accepted by the UNOPS Engineer. The contractor shall provide QA/QC facilities and personnel to perform all quality tests on all construction materials as per pre-approved **ITP (Inspection and Test Plan)**, which will be submitted by the Contractor 1 week after project commencement.
- Health Safety Social and Environmental Management System: The Contractor shall ensure that the implementation of the project complies with all UNOPS, GoZ, and World Bank HSSE requirements. That is, UNOPS CI Health and Safety Management Plans, UNOPS 10 Golden Rules, UNOPS Goal Zero Policy, and Incident Reporting Policy, including but not limited to the use of local labour for general work and employing women as part of the project workforce. World Bank 10 Environmental and Social Standards.
- Commissioning and provisional handover: At this final stage of the works, the contractor will avail access to relevant documents and to the project site. The contractor will also facilitate the commissioning process to enable the employer (UNOPS) and relevant authorities to verify and certify that the market is constructed and works are executed as per foreseen quality and design.



The contractor shall provide operation and maintenance training to the end-users at the commission and handing over the phase of the project.

- Defect Notification Period: The contract foresees the Defect Notification Period after substantial completion of works. The contractor is due to guarantee an adequate follow-up during this period. The contractor's obligation includes undertakings to rectify defects during the Defect Liability Period. UNOPS will indicate during the commissioning phase to the contractors the modalities and the mechanisms the contractor needs to follow up.
- Labour Management Procedures: The Contractor shall comply with local legislation as it applies to the construction industry and with UNOPS Labour-Management Procedures including the following:
  - All hired workers must sign a contract with details on the terms of employment and frequency and method of payment including arrangements to allow workers to recuperate.
  - The contractor shall also pay all his workmen all wages, cost of living, holiday, housing, and transport allowances at rates not less than those stipulated by NEC
  - Contractor to provide adequate PPEs and welfare facilities, and PPEs shall be provided on-site.
  - Emergency preparedness plans and mechanisms shall be set up on-site.
  - Grievance Redress Mechanism to be put in place by the Contractor and this includes a suggestion box, use of Toll-Free number, and a help desk.
- Progress Meetings & Progress Report:
  - Progress Meetings: During implementation, the Contractor shall arrange for progress meetings, weekly & monthly progress meetings, and at such other times as may be necessary, as determined from time to time by the Engineer. At each meeting, the Contractor will provide the Engineer and those present with typed copies of a progress report monitored against the program. HSSE performance shall also be included in the report. Separate technical meetings to address technical issues may be held at the instance of UNOPS. The progress meetings shall be attended by at least the following:
    - UNOPS Engineer(s)
    - The contractor's representative who is familiar with the progress of the works, has the authority to make decisions and commitments on behalf of the contractor.
    - Contractor HSSE focal point.
    - Any nominated sub-contractors specifically requested to attend.
    - Any local authority, power, water, factories inspectorate representatives requested to attend.
  - Reporting Frequency: During implementation, the Contractor shall provide UNOPS with daily, weekly, and monthly progress reports including yet not limited to:
    - Meetings held with counterparts, sub-Contractors, etc.
    - Progress reporting, delays, etc.
    - Staff employed by Contractor, Sub-Contractors, counterparts.

- Financial status, projected cash flow, expected variations.
  - Technical Issues.
  - HSSE issues.
  - Quality control tests carried out and results.
  - Labour, plant, and materials plans and site records
  - Daily activity logs and weather records.
  - Photographs and videos of the progress of the weekly and monthly reports.
- Documents and Record-Keeping: Copies of all these records shall be kept on-site by the Contractor and available to UNOPS upon request. The Contractor shall also keep at the site an accurate and detailed Copy of all Technical Drawings of the work, including a record of times, and dates for his site activities, and shall provide the UNOPS Engineer with copies of these records. HSSE documents including Incident register, worker contracts, signed code of conduct, training registers, pre-task risk assessments, site HSSE plan, and Contractor Environmental Social Management Plan shall be kept in a file at the site office. The overall risk assessment and Contractor ESMP shall be shared with UNOPS one week after the signing of the contract. Weekly HSSE inspections shall be carried out.

#### **A.6. Cooperation with Partners**

The Contractor shall cooperate with local community leaders, authorities, and persons appointed by UNOPS who may be employed in the execution of the project. The Contractor shall take adequate and reasonable care to minimize interference and damage to the existing ecosystem/habitat.

## PART B. SCOPE OF WORKS (SoW)

### B.1. Lot Management

The works are divided into 3 lots as stated and summarised below, which will be evaluated and awarded separately:

- Phase /Lot 1 - Buildings 1, 2, 3, 7, 8, 9, 10, 11, 12 and external works.
- Phase /Lot 2 - Buildings 4, 5, and 6.
- Phase /Lot 3 - Buildings 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and external works.

The bidders must submit bids for all Lots. UNOPS will evaluate bid submission and will award contract(s) for the work package(s) based on UNOPS competitive procurement process. Below is the summary of the buildings to be constructed per Phase /Lot.

**Table 2: Lot 1 - Buildings 1, 2, 3, 7, 8, 9, 10, 11, and 12**

Building ID No.	Total Area	Scope
1	144□2	Vending stall, Storage area, Ablution facility for Female & Male
2	144□2	Vending stall, Storage, Storage area
3	144□2	Vending stall, Child care, Storage
7	113.4□2	Ablution facility for Female & Male, Storeroom
8	16.35□2	Trader stalls
9	16.35□2	Trader stalls
10	7.5□2	Kitchen hut
11	7.5□2	Kitchen hut
12	64□2	Solid waste building
	100□2	Timber cabins to be relocated
		External works

**Table 2: Lot 2 - Buildings 4, 5, 6**

Building ID No.	Total area	Scope
4	144□2	Vending stall, Kitchen, Storage
5	144□2	Vending stall, Office, Utilities, Storage
6	144□2	Vending stall, Storage

**Table 3: Lot 3 - Buildings 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12**

Building ID No.	Total area	Scope
1	144□2	Vending stall, Storage area, Ablution facility for Female & Male
2	144□2	Vending stall, Storage, Storage area
3	144□2	Vending stall, Child care, Storage
4	144□2	Vending stall, Kitchen, Storage
5	144□2	Vending stall, Office, Utilities, Storage
6	144□2	Vending stall, Storage
7	113.4□2	Ablution facility for Female & Male, Storeroom
8	16.35□2	Trader stalls
9	16.35□2	Trader stalls
10	7.5□2	Kitchen hut
11	7.5□2	Kitchen hut
12	64□2	Solid waste building
	100□2	Timber cabins to be relocated
		External works

## B.2. General Description of Works

The works comprise the construction of Vending Stalls and ancillary facilities (Ablutions facility, Kitchen

dining area, septic tank, water storage tanks, plumbing, and electrical works, pavement and drainage works, road, retaining, and fence works, all as shown in the Technical Drawings (Annex 2), Bill of Quantities (Annex 3), Technical Specifications (Annex 4) and in line with the GC of the contract.

The Work includes the provision of required manpower, materials, equipment, plant, material samples for tests for the works, and any other elements required for the completion of the vending stalls and ancillary facilities. All works shall be performed in accordance with the HSSE plans (Annexes 5a, 5b and 10), Technical Drawings (Annex 2), Technical Specifications (Annex 4), and Bill of Quantities (Annex 3), Topographic and Geotechnical Surveys (Annex 9), and as follows.

- Preliminary work.
- Demolish existing timber frame cabins with IBR roofing sheets.
- Earthworks.
- Foundations, reinforced concrete works, masonry, timber frames.
- Waterproofing & Roof coverings.
- Electrical & Plumbing and drainage.
- Ironmongery & Metalwork.
- Plastering, Tiling, Painting, Glazing.
- External work.
- Defect Notification Period and Final Handover.

### **B.3. Preliminary Works**

The primary aim of the preliminary works is to ensure that all issues associated with the works have been fully defined, stakeholders and employers are consulted, options for resolutions are identified and evaluated, and preferred options are either agreed upon and adopted or recommended for approval prior to starting of works. Preliminary works shall comprise all activities necessary to commence the construction works including but are not limited to: -

- Mobilisation and demobilisation.
- Site Organisation & Management.
- Security of Contractor's Personnel and Construction Site, Materials, Equipment, and Machineries.
- Pre-testing of materials.

#### **B.3.1. Mobilization and Demobilization**

- Allow for assembling and disassembling after completion of work, temporary site office of adequate size with required facilities for the Employer's Representative in accordance with the plans prepared by the contractor and approved by the Employer.
- Liaison and engagement with local authorities and the community leaders to gain access to the site and obtain approval to start work on site.

- Removal of the remaining structural elements of the previously washed away structure. Structural elements may include but are not limited to abutments and pillars on dry land and in water.

### **B.3.2. Site Organization & Management**

The contractor is required to adhere to and work in accordance with the approved site management plan & procedures, health, safety, and security management plan, environmental management plan, quality plan, and quality control measure/procedure, and works schedule.

- The contractor is required to keep records of all activities and accidents on-site throughout the construction period.
- The contractor shall provide onsite all temporary works including an office for his/her site personnel, storage for materials and equipment, and a sanitary facility as outlined in this ToR and the tender dossier.
- The contractor is responsible for the payments and connections regarding the supply of electrical power and all other services, including water supply, sanitation, and telephone services for the key personnel associated with this project. None of these services will be provided to the Contractors by UNOPS.
- The contractor shall provide, erect, and maintain project signboards at such positions and locations as directed by the UNOPS Engineer/Representative. Before ordering and manufacturing any such project name boards, the contractor shall seek and obtain from UNOPS a written approval in respect of the outlay/design and size of the boards, and all names and wordings of partners that will appear on the name boards.

### **B.3.3. Insurance and Security of Contractor's Personnel, Construction Site, Materials, Equipment & Plant**

The Contractor shall be responsible for the security of his own and site facilities, his personnel and construction plant, and materials on and around the site of the works during construction and as stated in the GCC Clause 4.22.

The contractor shall be responsible for arranging and securing insurance against any accidents (natural or man-made), loss, or damage to the works, his personnel, equipment, and plant/machineries that may happen as a result of undertaking activities related to the construction of the bridge. No claim in this regard will be considered by UNOPS in the case of any project site incidences (Refer to GCC Section 18).

### **B.3.4. Pre-testing of materials**

Geotechnical investigation: Prior to the commencement of the execution of the works, the contractor is required to review and understand the previous geotechnical investigation and test results on materials including a geotechnical survey undertaken for the purposes of the bridge design. During execution, should the geotechnical formation vary, the contractor shall inform the Employer's Representative /Engineer (UNOPS). Following this notice, the contractor under the direction of the UNOPS Engineer shall undertake geotechnical investigations, geotechnical survey, and testing of materials.

Concrete Design: During the execution of the works, prior to starting concrete works, the contractor shall provide information on concrete design including all its components (Mix ratios) and parameters for the control of cement, and water aggregate as per QC Plan the Technical Specifications (AnnexVI). The contractor shall also provide test results as per UNOPS Quality control procedures and or the Contractor's Quality Control Plan which shall be approved by the UNOPS Engineer. In the case of conflict, the UNOPS Quality Control Manual will have precedence over the Contractors Quality Plan.

For other materials to be used for the construction of the bridge structure (eg. reinforcement bars, steel products, waterproofing elements, painting, coatings, etc.), the contractors shall submit to UNOPS Engineer samples, test certificates, and warranties (wherever it is applicable).

## B.4. Earthworks

This will include the following activities which bidders shall allow for as per the prescription of the technical specification, bill of quantities and technical drawings, and general conditions of the contract:

**Site clearance, Marking the site and geodetic survey, and Setting Out** - covers removal of vegetation, fences, posts, litter and building rubble, boulders of sizes up to 0.15 m<sup>3</sup>, and surface and subsurface obstructions, and demolition and removal of structures (including their basements, if any), not directly associated with or incidental to any excavation.

**Earthworks (general)** - includes excavations, filling, compaction, and finishing of general excavations for buildings, carried out with heavy construction equipment or light construction equipment, or by hand. These excavations can be for foundations and floors, to reduce levels, or for working space.

**Disposal of excavated materials** - material from excavations after testing and approval may be returned as fill, deposited on-site and leveled, or carted away to a suitable dump site.

**Maintenance of excavations** - this includes planking, strutting, and maintenance against the risk of collapse.

**Water in excavations** - this is the protection of excavations against any water entering them.

**Filling** - these shall be of approved clean gravel in layers not exceeding 150mm thick and to defined levels to foundations and to descriptions.

## B.5 Foundations, reinforced concrete works, masonry, and timber frames

All in situ concrete work (mass and reinforced), reinforcement, formwork, and testing requirements shall comply with the requirements stated in Annex 4. Technical Specification.

All masonry wall works, quality of materials, testing, and laying of masonry units in unreinforced and reinforced applications, shall comply with the requirements stated in Annex 4. Technical Specification

All timber frames and timber-related works, shall comply with the requirements stated in Annex 4. Technical Specification and all timber used for the permanent structure of the buildings (roof truss, rafter, purlin, column, beam, crossbeams, door and window frames or shutters, cabinets, shelves) shall be treated and preserved.

## B.6 Waterproofing & Roof coverings

All waterproofing shall comply with the requirements stated in Annex 4. Technical Specification. The bidder shall submit specifications for all waterproofing compounds for approval before application.

The roofing works include timber trusses, all connections, insulation, chromadek roof sheets, overhead conductors, gutters, and downpipes and shall comply with the requirements stated in Annex 4. Technical Specification.



## **B.7 Electrical & Plumbing and drainage**

Electrical installations shall be carried out by a qualified electrician and the bidder shall comply with the requirements stated in Annex 4. Technical Specification.

## **B.8 Ironmongery, Metalwork & Structural Steelwork**

Ironmongery works include mortise locks and keys, door levers and keys and window levers, and all screws, nails, bolts shall be supplied by the bidder. and shall comply with the requirements stated in Annex 4. Technical Specification.

All metalwork shall be prestressed frame fabrication, and all structural steelwork shall comply with the requirements stated in Annex 4. Technical Specification. All steelwork shall include preparation, priming, and finishing after erection.

## **B.9 Plastering, Tiling, Painting, Glazing**

The bidder shall allow for the preparation of surfaces to be plastered to remove oil, dirt, or other substances that might affect the bond with the plaster. Floor, wall tiles, and tile skirtings shall be of an approved mixture of ceramic tiles and shall comply with the requirements stated in Annex 4. Technical Specification.

## **B.10 External Works**

All fencing wires shall be hot-dipped galvanised and gum poles to be treated in accordance with the requirements stated in Annex 4. Technical Specification.

All road works for the Market junction shall be in accordance with the requirements stated in Annex 4. Technical Specification.

## **B.11 Deliverables**

During the execution and/or after completion of works (at the time of commissioning/ provisional handover), the Contractor shall provide the deliverables listed below as per the Tender dossier, Design drawings, Technical specification, Bill of Quantities, and as stated in this ToR. The Contractor shall be responsible for ensuring that she/he has adequate information to fully price the works.

List of Major Outputs Required from the Construction Services

- Market buildings constructed as per design drawings and technical specifications.
- The access road from the main highway to the market.

**P.S. The works listed above are only the major works, details and specifications are listed in the SOW Part B, the BOQs, and drawings.**

- Documentation that the contractor is required to prepare and submit:-

- Test results
- Shop drawings as required by the UNOPS Site Engineer.
- As-built drawings and layout using AutoCAD and one soft copy of the final Project as-built documentation to be submitted to UNOPS.
- Outline for concrete design and testing procedure for the concrete types stated in the technical specification and design of the water and sanitation infrastructure.
- Operations/maintenance, management, and troubleshooting manual for all works completed. In the event that the manual is prepared by UNOPS, the Contractor shall contribute to the draft document.
- Catalogues, manuals, datasheets, certificate of warranty for devices/components used in the construction, and relevant information and or documentation pertaining to the construction of the market as per the Contractors Quality Plan (to be approved by UNOPS) and as per UNOPS Quality Management Plan.
- Detailed plans for any temporary works (e.g. detours) to be used in the project
- Detailed implementation plan in accordance with the Technical Drawings (Annex 2) and Technical Specification (Annex 4).

## **B.12 Delivery Timelines**

The bidder is expected for Lot 1 to complete the works within 20 calendar weeks of contract award and for Lot 2 to complete the works within 16 calendar weeks and for Lot 3 to complete the works within 24 calendar weeks.. The contractor is required to prepare a detailed work schedule for the phases mentioned below, showing the critical tasks, path and deliverables. The contractor shall prepare detailed works prior to award of the contract or during the mobilisation period, as per UNOPS' directives, and shall seek UNOPS's approval of the work plan. The Contractor shall also be responsible for providing comprehensive daily, weekly, and monthly update reports. The execution of the works will be undertaken in phases as listed below.

**NB.** Construction works for both lots shall commence at the same time.

- Phase 1: Mobilisation.
- Phase 2: Execution of Civil works.
- Phase 3. Structural, Electrical, and Mechanical Works.
- Phase 4: Execution of Ancillary works.
- Phase 5: Commissioning & Provisional Handover.
- Phase 6. Defect Notification Period and Final Handover.

*Note:*

- *The phases are not implemented as linear and can overlap as the Contractor sees practical for efficient execution.*

- *Part of the contract may be executed during the rainy season. UNOPS will not accept delays and claims related to weather conditions and will not grant additional time for the completion of works for such events. Contractors are advised to take into consideration the risks and issues arising from rains and the challenges in delivering material and labour to the site during the rainy season. The contractor is required to have in advance a plan for the mitigation of such risks. The contractor's mobilisation and implementation plan should have such mitigation measures.*

### **Phase 1: Mobilisation**

This shall include preparing and submitting a detailed work plan, consultations with local stakeholders and authorities to gain access to the site, getting required permits, setting up the site protection hoarding + gate, setting up the lockable site office and toilets for male and female staff and workers, setting up the lockable store for the storage of tools/equipment/smaller material/cement, etc. and creating clearly identified zones for stockpiling materials like sand, aggregate, fabrication, and erection of site signboard, etc. all as per the approval of UNOPS Engineers.

### **Phase 2: Execution of Civil works**

This phase includes the implementation of all works as specified in the Technical Drawings, Bill of Quantities, Technical Specifications, and Topographical and Geotechnical Survey. The Contractor shall also be responsible for providing comprehensive daily, weekly, and monthly update reports.

### **Phase 3. Structural, Electrical, and Mechanical Works**

Under this phase the contractors shall undertake all structural, electrical, and mechanical works as specified in the Technical Drawings, Bill of Quantities, Technical Specifications.

### **Phase 4: Execution of Ancillary works**

This phase includes the implementation of ancillary works as specified in the Technical Drawings (Annexure 2 a-d ), Bill of Quantities (Annexure 3 a-d), & Technical Specifications (Annexure 4 a-b ).

### **Phase 5: Commissioning & Provisional Handover**

Upon satisfactory completion of all activities related to the construction works and completing the works the contractor together with UNOPS and local authorities will undertake the commissioning. Following the commissioning and rectification of any defects, the contractor will provisionally hand over the market to UNOPS and the beneficiaries.

Prior to issuance of a satisfactory completion certificate by UNOPS, the Contractor shall submit a Close-Out Report detailing all aspects of the construction work and challenges encountered during implementation. The report shall include historical photographs of the project taken during the execution of the works, annexing all technical documents related to the works. A draft report is to be submitted by the contractor for review by the UNOPS Engineer. The contractor shall edit and revise and incorporate

comments and remarks from UNOPS and finalise the report in consultation with the UNOPS Engineer. The Contractor shall, at least, submit two (2) hard copies and (1) soft copies to UNOPS.

## **Phase 6. Defect Notification Period and Final Handover**

Defect Notification Period will come into effect after the Provisional Handover and will run for a period of 12 months from the date of the Provisional Handover. During this period UNOPS personnel/Engineers and representatives from the beneficiaries will monitor the performance of the completed structures and the contractor will be responsible for rectifying all defects as per the UNOPS Engineer directives. Prior to the end of the DNP, UNOPS personnel will undertake final inspections of the structures. UNOPS will issue a Completion Certificate to the Contractor upon successfully meeting the requirements of the contract agreement and the Final Handover of the market.

## **B.13 Quality Assurance Requirements**

Method Statement: During the Tender Stage the Contractor shall prepare and submit a draft Method Statement. This document is to be submitted along with the Quality Management/Control Plan with the returnable as stated in the Tender Dossier. The contractor will prepare and submit to UNOPS satisfaction a detailed method statement upon the award of the Contract during the mobilisation stage.

Quality Plan: Within one (1) week of the Commencement Date, the Contractor shall prepare a job-specific Quality Plan (QP) for all work performed under the Contract, and submit it to the UNOPS Engineer for approval. The QP shall contain the signature of a person at a management level in the Contractor's organisation. This Plan shall include, but not be limited to, the following information:

- Senior personnel responsible for the execution of work and quality for the Contract.
- Include an organisational chart.
- Name of the Quality Management Representative.
- Contract Program.
- Contract procedures, test certificates, and manuals.
- Inspection and Testing including all proposed inspections and testing (ITPs)
- Inspection, measuring, and testing equipment.
- Control of non-conforming products including all applicable records (NCR).
- Handling, storage, packaging, and delivery plan.
- Should the Contractor fail to execute the work in accordance with the approved Quality Plan, the Contractor shall be deemed to be in default.

Audits & Quality System: The UNOPS Engineer may conduct audits daily to determine that work is carried out in accordance with the HS&E and Quality Plans.

Material Testing: All materials shall be tested in accordance with the test [procedures stated in the approved QP & as stated in the method statement. The frequency and type of tests shall be as stipulated in the QP at the start of the project or when requested by the UNOPS engineer at any period of the works and carried out in the presence of the UNOPS Engineer (or their appointed representative) and to his satisfaction.

- The Contractor shall be responsible for the collection of samples and sampling as per standard methodology, curing and storage as required, transportation to testing centres, and ensuring that tests are done to standard procedures. As each item is completed, its acceptance shall be certified by the Contractor and countersigned by the UNOPS Engineer.
- If any portion of the Works fails to pass the Tests on Completion, then tests on the said portion shall, if required by the UNOPS Engineer, be repeated within a reasonable time upon the same terms and conditions, save that all costs and losses incurred by the UNOPS in consequence of such failure and/or by such repetition shall be borne by the Contractor.
- Proximate notification of each test or inspection shall be given to the UNOPS Engineer on an approved form not later than 48 hours prior to the scheduled commencement of the test.
- The quality control material tests shall be conducted by a UNOPS appointed independent Laboratory which will be a Nominated Subcontractor to the Contractor. All payments will be handled through the Contractor in accordance with the Bill of Quantities and Conditions of Contract.

- For the execution of the concrete works, it is necessary that the Concrete Design provides information on all its components, as well parameters for the control of the cement, water, aggregate, and additions.
- For the execution of the reinforcement works it is necessary to provide test certificates for the reinforcement.
- For the execution of other works (waterproofing, coatings, etc.) the Contractor needs to hold test certificates for the materials used for this structure.

## **B.14 Health, Safety, Social & environmental Assurance Requirements**

### HSSE (Health, Safety, Social and Environment) Plan

- The Risk Assessment and Contractor Environmental and Social Management Plan shall be submitted to the UNOPS Engineer for approval within one (1) week of the Commencement Date, and it shall adhere with the UNOPS CI Health and Safety Management Plans (Annex 5a), Jopa ESMP (Annex 5b), World Bank ES Standards and shall contain the approval signature of a person at a management level in the Contractor's organization. The submitted health and safety plan shall include the risk assessment, emergency response plan, Contractor's COVID-19

policy/playbook which shall align with the UNOPS COVID-19 Management at CI Sites (Annex 8) during the project construction works.

- Changes to the HSSE and Quality Plans shall be subjected to review and approval by the UNOPS Engineer before they are implemented.
- Where a contractor camp is required, the Contractor shall adhere to the UNOPS Contractor Camp Management Plan (Annex 7).

#### Environmental and Social Management Plan (ESMP)

- The Contractor shall comply with all the requirements of the Environmental and Social Management Plan (ESMP) for the site.
- The Contractor shall submit a Contractor ESMP (in accordance with the guidance document given by UNOPS) for approval within one week of the commencement date and shall contain the approval signature of a person at a management level in the Contractor's organization
- Sand abstraction will be done according to the provisions of the ZIRP Raw Material and Resources Abstraction guidance. The contractor shall ensure all necessary licences from Chipinge RDC and EMA are acquired for sand, gravel and sands abstraction.
- Water abstraction permission shall be sought from Budzi Sub Catchment Council in case there is need for water abstraction.

#### Health Safety and Environmental Provisions

- The bidder shall take full responsibility for site HSSE and operational supervision in line with the specific site ESMP, risk assessments, local authorities' permits and UNOPS HSSE Plan
- HSSE compliance shall be according to UNOPS, GoZ, and World Bank Environmental and Social Standards.
- Traffic Management shall also be put in place for the safety of both workers and the community.
- All workers are required to wear adequate personal protective equipment (PPE) at all times during work including a safety helmet, safety vest, safety shoes, as well as gloves, eye, and ear protection (according to the specific task being carried out). In case of work at heights, adequate fall protection shall be provided for the workers affected. It is the responsibility of the Contractor to provide PPE for all Operators. Violations and/or disregard for the UNOPS Site Safety Rules may lead to immediate dismissal.

#### Site Health and Safety, Environmental and Social (HSSE) Personnel

The Contractor shall appoint and deploy personnel qualified in HSSE to undertake and manage HSSE plans and to ensure full compliance with UNOPS HSSE requirements and legal requirements. The personnel will among other things be responsible for the coordination of the following activities: -

- Formulation of Contractor ESMP
- Implementation and reporting on the Contractor ESMP and UNOPS Jopa ESMP
- Weekly HSSE reporting and inspections

- Weekly HSSE inspections
- Legal compliance and environmental licences, including sand abstraction & transportation and water extraction.
- Training of workers
- Maintaining HSSE documents on site

#### UNOPS Goal Zero

- The Contractor shall comply with the UNOPS Goal Zero requirements, including the UNOPS 10 Health and Safety Golden Rules. In addition, the Contractor shall adhere to the UNOPS site safety rules, HSSE policies, and procedures.

#### Safeguard of Life and Health

- The Contractor shall take and apply all necessary measures for the safeguard of the life and health of his workers, including the provision and maintenance of adequate First Aid Facilities throughout the Contract Period. The contractor shall ensure emergency preparedness procedures are set up on-site. A first aider is also required on site.
- The Contractor must comply with the local government regulations in terms of COVID-19 and should adhere to best practices in health and safety, including from guidance issued by the World Health Organisation. The Contractor must comply with the UNOPS COVID-19 Management plan to protect staff and beneficiaries from the risks of COVID-19 and budget for appropriate risk mitigation equipment and supplies.
- The Contractor will be required to have considered all potential hazards and determined suitable work methods and any controls required to manage potential hazards. A Risk Assessment shall be submitted to UNOPS within one week of the commencement date of the contract. Pre-task risk assessments shall be carried out before a task/activity and this shall be well documented.

#### Work Area: All personnel shall ensure the following:

- All new personnel must undergo a Site Induction prior to being allowed to commence working at the site
- A tidy site must be established and maintained. Good housekeeping practices shall be maintained at all times.
- All accumulated site rubbish must be removed at regular intervals and this shall be managed according to the waste management plan.
- All statutory warning signs must be installed.
- A site diary must be established and filled in daily.
- Traffic management.
- Safe access and exit to and from sites must be maintained.
- All site materials must be stored in an orderly fashion.



- Contractor management must regularly inspect the working site and submit weekly inspection reports to the UNOPS Engineer.
- All inspection records, certificates for lifting equipment, plant, etc. must be available for inspection. All operators of equipment shall be qualified and competent.
- Permit to work must be obtained for all activities, displayed, and kept up to date.
- Toolbox talks must be given and documented on a weekly basis and pre-job meetings held daily.

HSSE Incident Reporting: UNOPS has a ZERO harm policy and as such reporting, all near misses and incidents is crucial:

- In the event of any emergency, injury, spill, and/or near-miss the UNOPS Engineer must be informed immediately.
- All unsafe acts and near misses must also be reported to the UNOPS Engineer within 12 hrs.
- Social incidents shall also be reported to UNOPS immediately

End of contract HSSE documents: During and after completion of the construction work, the Contractor will provide a copy of the following documents to the UNOPS Project Manager for review and approval:

- All construction risk assessments and pre task risk assessments
- Approved HS Plan updated
- List of all Subcontractors involved, their details, and work scope.
- A register of all incidents
- Investigation reports of all incidents (with all corrective actions completed)
- Records of all incidents reported to the National Regulatory Authority. i.e. Department of Labor
- UNOPS/Contractor Management HS audits (site establishment, legal compliance, in-house  
Copies of all HS non-conformance reports receive/issued (including corrective and preventive plans)
- PPE Issuance Registers
- Visitor Induction Registers
- Clearances/permits from local authorities
- Worker temperature records

#### Contractor Camp Management Plan

- The Contractor shall comply with the requirements of the UNOPS CI Contractor Camp Management Plan (refer to Annex 7).

#### Prevention of Sexual Exploitation and Abuse (PSEA) & GBV)

- UNOPS has zero-tolerance for sexual exploitation and abuse & gender-based violence. The Contractor shall include within their Code of Conduct provisions that create an enabling work environment and prevent sexual harassment, gender discrimination, and gender-based violence

(GBV) in the workplace. The Codes should spell out penalties where any worker commits an offence identified above. GBV and PSEA posters shall be put up on site.

#### Gender Action Plan

- The Contractor shall implement the following requirements in fulfilment of the UNOPS Gender Action Plan
- The Contractor shall provide equal employment opportunities for both men and women. To that end, a quota system of at least 50% of females to males is encouraged. The Contractor must also ensure that the contracted workers are representative of different age groups.
- Gender-sensitive welfare facilities shall be made available at all sites. That is the Contractor must provide separate lockable toilets for men & women. These must also be located in such a way as to ensure safety and privacy ( i.e not in a heavily vegetated area where a worker may be waylaid).
- Where necessary the Contractor shall also provide a child care area for those females who may be lactating so that they are not excluded from work and can still tend to both the work and child care activities.
- The Contractor shall include within their Code of Conduct provisions that create an enabling work environment and prevent sexual harassment, gender discrimination, and gender-based violence (GBV) in the workplace. The Codes should spell out penalties where any worker commits an offence identified above.
- The Contractor shall facilitate their staff receiving training/awareness on GBV and sexual exploitation and abuse (SEA).

## **ANNEXES**

- Annex 1: SOW.
- Annex 2: Technical Drawings.
- Annex 3: Bill of Quantities.
- Annex 4: Technical Specifications.
- Annex 5 a: UNOPS CI Health and Safety Plan.
- Annex 5 b: UNOPS Minimum Health and Safety Requirements for Contractors.
- Annex 6: Jopa Women's Safe Market Environmental and Social Management Plan.
- Annex 7: Contractor Camp Management Plan template.
- Annex 8: Covid-19 Management at CI Sites.
- Annex 9: Topographic and Geotechnical Survey.
- Annex 10: Traffic Management Plan.
- Returnable Schedules (Schedules 0.1 to 4.9)
- Template of the General Conditions of the Contract Agreement.

