



UNITED NATIONS CHILDREN'S FUND  
SUDAN COUNTRY OFFICE

TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANTS AND  
INSTITUTIONAL CONTRACTORS

**Project/Program Title:**

**Construction of Cold Chain in GAZEERA State**

**Position Title/Services description:**

**Duration of Contract:** 9 Months and one year liability period (DLP)

**Duty Station:** Khartoum Sudan

**Supervisor:** Jasmin Abdelmoneim/ Construction engineer

**1. Background:**

Since 1988, the time of construction of the current EPI building, new seven vaccines have been introduced into the programme. The cold chain space needed as of now is seven time more than the space at the time of the design. This situation become more difficult to manage through short shipments as result of the COVID vaccine introduction and the mass immunization plan that becomes one of the immunization directions. Moving immunization targets beyond infancy, mass vaccination campaigns, new vaccines in pipeline, the expansion on the programme operation and quality are all reasons for necessitating the construction of new building to house the vaccine cold and dry store for the coming decades. COVID mega vaccination campaigns planned in the coming months and years adds urgency for this construction.

Purpose of the building Cold Chain equipment to store vaccines and diluents, dry store and offices.

The building will house

1. one large Walk-in-Cold Room/Walk-in-Freezer Room, Combi, split type 40 Cubic meters, One Walk-in Cold Room split type 40 cubic meters, 6 Ice-lined vaccine refrigerators 360 liters each, 3 Ice-Pack freezers 380 liters each
2. Dry store 50 meters
3. Offices space for 19 personnel
4. Meeting room
5. Two to three bathrooms
6. Security room
7. Shelter for back-up generators with reserve fuel store

The design considered future investment in construction of training and meeting rooms in the first floor and increasing the space for cold and dry stores in the land floor. Easy access for loading and offloading of vaccines and immunization supplies is also considered in the building design.

**2. Purpose of Assignment**

With estimated population of **6,428,303**, Gazeera state is the second largest state in Sudan representing 12% of Sudan total population. EPI programme was established in 1976, at the time the services was available only in Madani town, the capital of the Sudan Central Region at that time. During the era of Immunization service expansion which started in 1986, the programme decided to own land and construct building to house the cold chain and operation offices. Government of Sudan approved land space of **1,161 square meters** to establish the building.

Coordinates of land are : **14°25'24.0"N 33°30'01.0"E**

**3. Scope of work:**

Works for Construction of Cold Chain Building in Gazeera include but not limited to:

3.1. Concrete skeleton, brick, plaster, backfilling damp proofing, paint, tiling, doors and windows, fixtures installations , HVAC works, air conditioning, exhaust fans, wiring cabling, DBs, electricity for Acs and refrigerators , lighting and small power ,fire fighting works and drainage system

#### **4. Basic objectives of contractor (assignment) services:**

- 4.1. Ensure completeness, preparation and accuracy of the attached technical packages before start commencing of the construction activities.
- 4.2. Ensure the implementation is in accordance with UNICEF expected quality work and be in line with time schedule.
- 4.3. Ensure that all construction activities are precisely documented and communicated to UNICEF properly (weekly report, monthly report, work plan, etc.)

#### **5. SCOPE OF WORK, ACTIVITIES, TASKS, DELIVERABLES:**

The initial assessment and preparing of design were already carried by UNICEF and a third party, The construction work will be executed by Contractors.

##### **Preliminaries:**

All contractors are to visit site to view the works outlined in the Scope of Works. If a contractor quotes without viewing the site, it will be at their own risk. All works shall conform to American Society for Testing Material (ASTM), available specifications, and as directed by UNICEF as well as architectural and engineering standards and norms applicable for Republic of the Sudan.

##### **Site preparation:**

The contractor shall prepare the limits of work prior to starting the physical work at site. The work shall consist of clearing, and other objectionable material from within the limits of work.

##### **Contractor Shall:**

- Provide for transportation of workers, equipment, and material to and from the construction site.
- Provide feeding of worker (if necessary).
- Remove any refuse and debris from the site each day and at the completion of the job and dispose of in an approved disposal site.
- Clean up any hazardous material spills from the site
- The contractor shall provide safety equipment and all required tools and equipment to complete the project.
- The contractor shall provide work schedule showing starting and completion of the project and the date and time planning to work.
- The contractor shall protect all existing surfaces and equipment in the area of work. Protection materials provided by the contractor. The Contractor will repair or replace at his own cost if anything damaged due to the negligence of the contractor.
- Work should be done causing minimum disturbance to the students if the education program is ongoing in the targeted schools.
- The contractor is responsible to complete the works 100% as per Drawings, BoQ & specification.

##### **QUALITY CONTROL**

- Quality control will be assured through UNICEF engineers, field offices and or third-party consultancy firm.
- The above will have unlimited access to supervise the Works, and will have the right to review the type, quantity and quality of Material and workmanship used in the Works to ensure compliance with the Drawings, Technical Specifications and the Bill of Quantities.
- All works should follow standard procedures with respect to submittal and approval of the following but not limited to: material, shop drawings, method statements, materials samples, technical data sheets etc...

- Contractor to make sure that a Site Supervisor/ Civil Engineer that has a minimal knowledge of English is always present. One site supervisor for the project, one project manager and one MEP engineer are required among the team of the project
- Site supervisor will ensure the material is not damaged prior to or during installation and that standard industry practices as defined in the ASTM, are always followed. Material received on site form to be submitted and approved prior commencing with the works.
- Regular Inspections will be held in stages with the Client/ consultancy firm and the site supervisor to inspect for quality of the works.

#### **SAFETY**

Site supervisor will ensure that all equipment used during the project is in safe operating condition. All personnel on the job site will be given the appropriate safety equipment. The Client reserves the right to stop the work if any unsafe conditions are found.

#### **Project management and overall monitoring**

UNICEF Construction engineer will manage the project in close collaboration with field offices, through a third-party consultancy firm. The consultancy firm will coordinate technically with all parties involved ((i.e. Contractor, UNICEF engineer and field office). Regular monitoring visits to sites to be conducted by Consultancy Firm and UNICEF's Representative to verify that construction works are progressing on time, as per budget and adhere to the agreed design and specifications. Weekly progress meetings to be conducted with the contractor to avoid any misunderstanding or technical issues that arise on site.

#### **Project timeline:**

The total duration of the projects is 9 months from NTP letter (Notice to Proceed), and one year defect liability period (DLP)

#### **Breakdown of the work: the scope of work includes the following without limited to:**

##### **❖ Civil work:** the civil works include the following including but not limited to:

- Concrete skeleton
- Brick, plaster, backfilling damp proofing etc..
- Finishing works that include paint, tiling, doors and windows, fixtures etc...

##### **❖ MEP works:** including but not limited to:

- HVAC works, air conditioning, exhaust fans, etc...
- Electrical works including wiring cabling, DBs, electricity for Acs and refrigerators , lighting and small power
- Fire fighting works
- Drainage system

#### **Deliverables:**

The deliverables will be based on the stages of works mainly:

- Cold chain building in Gezeera state as per workplan and milestones below

During the implementation stage the contractor should submit weekly and monthly progress report. Material data sheets, samples and tests to be approved beforehand. Shop drawings, as built drawings and any related documentations to be submitted whenever needed or requested.

## **6. Estimated cost of Consultancy/Contractor Service and WBS and Grant:**

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## 8. QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES:

**Minimum Eligibility of the bidder: The bidder must submit the following documents (Checklist)**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
Company Profile, including printed brochures and product catalogues relevant to the goods and/or services being procured	<input type="checkbox"/>
Certificate of Incorporation/ Business Registration in Republic of the Sudan as a Construction Company.	<input type="checkbox"/>
ANNEX B-technical proposal forms	
Quality Control procedures plan& Site Management plan construction& Proposed Methodology for each lot.	<input type="checkbox"/>
List and value of projects performed for the last 5 years, plus client's contact details who may be contacted for further information on those contracts	<input type="checkbox"/>
Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past Three years [2018-2019-2020].	<input type="checkbox"/>
Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar projects completed within last 7 years	<input type="checkbox"/>
Joint venture agreement if applicable	<input type="checkbox"/>
Implementation timetable as per the requirement. For each lot	<input type="checkbox"/>
Confirmation of availability of the construction equipment with evidence for ownership	<input type="checkbox"/>
CVs of the below proposed key personnel: with qualification <ul style="list-style-type: none"> <li>One Team Leader (PM) with at least 7 years of experiences in relevant field including supervision of similar projects</li> <li>One Site Engineer with at least five years of experiences in relevant field.</li> <li>One MEP engineer with at least seven years' experience in relevant field</li> </ul>	<input type="checkbox"/>

## 9. General Terms and Conditions of the Contract:

**Performance Guarantee and Maintenance:**

- Selected vendor must submit 10 % performance guarantee before signing of the contract and will be released by UNICEF after substantial completion of the project.
- 10% of the contractual amount will be retained as guarantee for the Works have been executed under the contract from each invoice up to one year after issuance of substantial completion

**Payment's method:**

Payments shall be done as per actual work done certified by UNICEF field representative with following schedule:

**Gazeera State:**

<b>Payment No</b>	<b>Milestone No</b>	<b>Description of milestone</b>	<b>Payment</b>
01	Milestone 01	Completion of 20% of the total cost of project	20%; upon submission of certified and approved measurement sheet and monthly report to be verified by UNICEF and Partner Engineers
02	Milestone 02	Completion of 40% of the total cost of project	20%; upon submission of certified and approved measurement sheet and monthly report to be verified by UNICEF and Partner Engineers
03	Milestone 03	Completion of 60% of the total cost of project	20%; upon submission of certified and approved measurement sheet and monthly report to be verified by UNICEF and Partner Engineers
04	Milestone 04	Completion of 90% of the total cost of project	30%; upon submission of certified and approved measurement sheet and monthly report to be verified by UNICEF and Partner Engineers
05	Milestone 05	After the completion of the defect liability period (DLP)	10%; from the total contract value, Retention money - Upon submission of work completion report

			by contractor and certified and approved by UNICEF and Partner Engineers.
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- ❖ Prior approval is required for any extra work at the project site.
- ❖ For late completion of work or for work not which does not meet UNICEF's specifications and are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages.

#### Commencement and Duration of work:

The contractor shall mobilize resources and commence the services immediately following signature of the Contract with UNICEF and handover the construction site. The total duration to complete the task is 9 months and one year defect liability period (DLP).

#### Responsibilities of the contractor

The Responsibility of the contractor will be as the following without being limited to:

Contractor is responsible to plan, execute, supervise, inspect and direct the construction works as per BOQ, drawing and technical specifications.

- Deploy qualified technical staff as mentioned in the agreement.
- Ensure that the materials are protected in the site as per the engineering standard
- Take necessary action to ensure safety at the site for the workers and third party and submit a detailed safety and security plan prior initiating the work.
- Get prior approval for all the construction materials from the UNICEF engineer by submitting sample or catalogue in advance.
- Attend the progress meeting with UNICEF engineer
- Reporting weekly, monthly the progress of the actual works to the UNICEF engineer
- Report about the incidents to UNICEF through consultancy firm, with affect progress
- Prepare invoice and measurement of actual work done and submit to UNICEF for review and approval
- Contractor will be liable until the completed building is handed over to the Government relevant department. The substantial completion letter will be issued after the handover of the building, and the project will be entered to DLP for the duration of 12 months.
- Base on the Work Plan, the Contractor shall prepare resource plan that shall be approved by the UNICEF. All delivery of materials shall be as per the resource plan including skilled and unskilled labours.
- Contractor will strictly follow the Work Plans. In case of deviation from the Work Plans, the contractor shall bring to the notice of UNICEF Engineer with credible reasons. UNICEF shall decide whether some time can make up the backlogs; otherwise, the contractor shall make up the back logs with extra hours works

#### 10. Prepared by Programme Officer/Specialist:

<b>Section</b> 2022 Engineering Unit	<b>Name and Title</b>	<b>Signature</b> Jasmin Abdelmoneim	<b>Date: 06 November</b>
<b>Approved by:</b>	Suzan Muyindike		07 Nov 2022

#### 11. Reviewed by Section Chief:

<b>Section</b> 2022 Health and Nutrition	<b>Name and Title</b>	<b>Signature</b> Tedla Damte	<b>Date: 06 November</b>
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#### 12. Approved by:

**"I hereby certify that the output/deliverables are clear and specific"**

**Dep Representative/OIC** (Programme Related TOR) or **Chief of Operations/OIC** (Operations related TOR)

<b>Name and Title</b> Mary Louise Eagleton	<b>Signature</b>	<b>Date: 06 November 2022</b>
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List of Annexes:

ANNEX A - TECHNICAL EVALUATION SHEET: COLD CHAIN PROJECT GAZEERA

ANNEX B -TECHNICAL PROPOSAL FORMS: COLD CHAIN PROJECT GAZEERA ANNEX

C - PRICE PROPOSAL FORMS: COLD CHAIN PROJECT GAZEERA

ANNEX D - DRAWINGS AND BILL OF QUANTITIES FOR: COLD CHAIN PROJECT GAZEERA