

## SECTION V: REQUIREMENTS

### SCHEDULE 3: REQUIREMENTS OF THE EMPLOYER

#### 3.1 Scope of Services

*(In accordance with Sub-Clause 3.1 of the General Conditions)*

##### 1. The background, purpose and function of the Services:

###### Background

UNOPS is seeking to establish Long Term Agreements (LTAs) with multi-disciplinary infrastructure consultancy firms for the provision of technical and strategic infrastructure support services to cover a range of countries in Europe and Central Asia (ECR).

The nature of UNOPS works requires UNOPS to respond quickly to support its projects, and to successfully deliver, it needs to partner with companies that have high technical expertise as well as familiarity with situations in countries that UNOPS operates. The establishment of the Long Term Agreements is expected to facilitate this.

###### Key Objectives

The key objectives from the establishment of these LTAs are to:

- Create a wider range of providers both technically, to suit different service needs, and geographically to suit the range of regional market conditions in ECR.
- Establish working relationships with design firms who understand UNOPS requirements.
- Provide selection of quality design firms with skills and experience, and specific knowledge of the construction industries and enabling environments in which UNOPS operates in the ECR region.
- Provide rapid access to technical knowledge when needed and therefore providing more responsive services to our development partners.
- Provide access to local or on-site support and technical expertise.
- By increasing its partner base in the region and working more with regional firms, UNOPS will also contribute to their capacity development, by exposing them to international best practices and standards. This aligns with UNOPS's strategic objective to build local capacity.
- Broaden access to multidisciplinary technical skills to undertake design reviews in support of the design management process on infrastructure projects. This will improve the quality of the final design submissions sent to IPMG for Design Review Certification.
- In specific contexts, such as Ukraine, UNOPS needs to be as responsive and flexible as possible, due to its position as the infrastructure resource within the UN System, with access to specialist quality knowledge and technical resources that can be easily and rapidly deployed to support Governments and Donors.

The scope of services requested in these LTA's for the ECR is aligned with appropriate local/international codes and standards, and based on the nature of technical expertise and ability to

operate in specific geographic locations, as outlined below.

Note: It is expected that the full scope of types of services, sectors, and geographies outlined below is unlikely to be covered by a single firm. It is our intention to appoint a number of LTAs with both international and local capacities to cover the range of skills, experience, and knowledge required to support the operations of UNOPS Europe Regional office (ECR).

### **Scope of Services**

The scope of services for the LTAs are as follows:

#### **Types of Services:**

1. Strategic Infrastructure Planning
2. Feasibility Studies and Assessments (Condition & Functionality)
3. Design Services
4. Design Review Services
5. Construction Supervision
6. Technical Advisory Services (Asset Management, Climate Change, Energy Efficiency, Sustainability, Resilience, Gender, SDGs)
7. Capacity enhancement and training on technical topics related to infrastructure

#### **Technical Disciplines/ Infrastructure Sectors:**

1. Buildings
2. Transport Infrastructure
3. Utilities Infrastructure
4. Specialist Areas
5. Strategic Areas

## **2. Project Stakeholders:**

The key project stakeholders include

- Governments
- Donors
- Beneficiaries
- UNOPS Internal Groups (Infrastructure and Project Management, Procurement, Legal, Finance, HR)

## **3. Comprehensive and explicit scope of the Services:**

### **Types of Services**

The type of support services requested through the LTAs are outlined here. Although the intention is to develop long term partnerships based on close collaboration and repeat services, there is no obligation on either UNOPS or the Consultancy Firm to enter into any services under this LTA.

Bidders are requested to provide as many of the following service types as possible, with a minimum of 3 out of the 7 service types required

### **1. Strategic Infrastructure Planning**

The Consultancy Firm may be requested to provide strategic advisory services in the planning of infrastructure development:

- Coordinated, integrated, evidence based planning
- Infrastructure planning and design for specific sectors
- Support discussions and presentations with government and development partners
- Master planning and development of roadmaps and critical paths

### **2. Feasibility Studies and Assessments (Condition & Functionality)**

The Consultancy Firm may be requested to provide project feasibility studies and site assessments, such as:

- Feasibility assessments (technical, economical, environmental and financial) of proposed infrastructure projects
- Social and environmental assessments
- Disaster Risk Assessments
- Assessments of existing infrastructure for safety and potential upgrades
- Carrying out or managing site surveys and developing site survey information reports

### **3. Design Services**

The Consultancy Firm may be requested to carry out design for any of the infrastructure sectors outlined in Table 1 in section 3 below.

- The designer will be expected to carry out technical designs in compliance with all applicable codes and standards, national and international, including UNOPS requirements. In the event of a conflict, the more onerous requirement prevails.
- All UNOPS infrastructure designs undergo a design compliance review, which is an independent reviewer managed by UNOPS, to ensure compliance with relevant codes and standards. This also applies to designs undertaken by the Consultancy Firm under the LTAs. The Consultant is expected to compile designs with reasonable professional skill and care in compliance with appropriate codes. Where a performance specification is provided, the more onerous standard of 'fitness for purpose' may be requested on an exceptional basis.
- Designs must be sustainable, resilient and in support of the local needs, development objectives and UN Sustainable Development Goals (SDGs).
- Designs must also consider the local capacity for construction and maintenance and consider buildability, safety, and durability in the designs.

The scope and depth of design responsibilities will vary from project to project, and may include some of the following activities:

- Preparing the Design Brief
- Design Planning
- Defining Requirements for site surveys (topographic, geotechnical, hydrological etc)

- Concept Design
- Detailed Design
- Preparation of all Design and Tender Documentation (Design Report, Drawings, BOQs, Cost Estimation, Specifications, Calculations etc)
- Outline Construction Methodologies to ensure designs are buildable safely
- Development of Operation and Maintenance Manual
- Development of Project Risk Register

#### **4. Design Review Services**

The Consultancy Firm may be requested to provide technical reviews of UNOPS Infrastructure projects as follows:

- A. As part of the formal UNOPS design review compliance check process for completed designs. The design reviewer will be expected to carry out a professional and diligent review against the applicable codes and standards, and to minimize the risk associated with structural failure, risk to the safe construction and risk associated with the safe use and operation (functionality). The UNOPS Design Review Team will issue a certificate of compliance to the design if and when the reviewer's comments are satisfactorily addressed by the designer of record.

This formal design review process will include the submission of a comments log covering the applicable standards, including the Design Planning Manuals, and typically includes the review of:

Concepts, inputs and assumptions

- Preliminary surveys and designs
- Load paths, computer/analysis, calculations
- Design reports
- Detailed check of primary elements
- Other checks of selected elements
- Drawings/documentation to confirm interpretation of design/analysis
- Coordination of technical disciplines
- Technical specifications
- Bills of Quantity (BOQ) for completeness, consistency, and accuracy
- Duplicate/parallel independent analysis

- B. To provide technical review at specific key stages of the design process to ensure the design is progressing appropriately to maximize project outcomes in terms of cost, suitability, buildability, appropriateness, sustainability, resilience, and life cycle cost. This may include a review of the Design Brief, Concept Design, or during the detailed design stage. Comments will be provided on an advisory basis for the Designer and the UNOPS project team to consider.

#### **5. Construction Supervision**

The Consultancy Firm may be requested to provide on site technical support services such as:

- Quality assurance and compliance of site works and offsite fabricated elements
- Supervision of site surveys (topographic, geotechnical, hydrological etc)
- Engineering testing services including off site analysis

- Supervision of construction works for various infrastructure projects

**6. Technical Advisory Services (Asset Management, Climate Change, Energy Efficiency, Sustainability, Resilience, Gender, SDGs)**

The Consultancy Firm may be requested to provide additional technical advisory services to support UNOPS operations as required, such as:

- Developing and/or delivering technical training and capacity building for development partners or beneficiary communities
- Project reviews
- Inputs into technical documents and publications
- Support to the development of opportunities and project proposals

**7. Capacity enhancement and training on technical topics related to infrastructure**

Capacity enhancement includes:

- Development of training curriculum, course outlines and training materials,
- Development of learning/capacity enhancement plans or pathways,
- Delivery of training, both in person or remotely or 'learning by doing'
- Monitoring and evaluation of the effectiveness of training/capacity enhancement

**Infrastructure Sectors**

The infrastructure sectors covered under the LTAs are outlined in the list below.

**Bidders are requested to select as many sectors as possible for the areas of support they are able to provide but should be able to provide at least 2 of the following sectors:**

**1. Buildings**

- a. Health (including rural health posts, clinics, hospitals, laboratories)
- b. Education (including rural primary schools, secondary and tertiary facilities)
- c. Agriculture (including warehouses and cold storage)
- d. Institutions (including government, UN, rule of law and other admin buildings)
- e. Housing
- f. Cultural Heritage
- g. Condition and Functionality Assessments

**2. Transport Infrastructure**

- a. Roads and Bridges (including rural / unpaved roads)
- b. Ports and Harbours
- c. Airstrips (including paved / unpaved)
- d. Railways
- e. Border Crossings and Customs

**3. Utilities Infrastructure**

- a. Renewable Energy (including solar, wind and small scale hydro and biogas)

- b. Drainage, Irrigation, flood management
- c. Water (including supply and wastewater)
- d. Communications (including IT)
- e. Solid Waste Management

#### **4. Specialist Areas**

- a. Structures including cyclone and seismic stability assessment of buildings
- b. Civil Structures – bridges, culverts etc.
- c. Mechanical
- d. Electrical
- e. Public Health
- f. Fire Engineering
- g. Geotechnical including seismic considerations
- h. Topographic surveying
- i. Environmental Management
- j. Integrated Water Resource Management
- k. Condition and Functionality Assessment of existing Infrastructure e.g. Buildings, Roads, Bridges
- l. Green Technology
- m. Security and Blast
- n. Asset Management
- o. Failure Analyses
- p. Health & Safety (Safe by Design, Site Safety)
- q. Architectural Design
- r. Urban Planning

#### **5. Strategic Areas**

- a. Public Private Partnerships
- b. National and Regional Infrastructure Planning
- c. Capacity Enhancement and Training
- d. Sustainability (including gender)
- e. Resilience (including disaster risk reduction)
- f. Climate Change
- g. Innovation (e.g. appropriate alternative technologies and materials)
- h. Humanitarian and emergency response

### **Geographic Coverage**

The coverage of this LTA is in the following countries:

Albania, Armenia, Austria, Azerbaijan, Bosnia and Herzegovina, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, North Macedonia, Moldova, Montenegro, Poland, Serbia, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan.

UNOPS intends to appoint a selection of LTAs which will include firms that have multi-country representation and also local firms that could provide some of the requested services in specific countries.

**Each service provider should be able to provide service in at least 2 countries listed above, and is**

encouraged to identify as many countries as possible that it has capacity / willingness to provide the service in the countries listed in this Terms of Reference. If a firm only has previous experience in one country, they should select at least one more country which may have similar infrastructure context which they would be willing to provide services if requested.

It is recognised that Design Services may only be possible to be offered in countries in which the firm is registered, but other services such as technical review, feasibility studies and technical advisory services may be selected in other similar countries.

Using the Returnable Schedule, bidders must indicate which services they intend to provide. All service types and sectors are included in the technical evaluation. For those countries selected, minimum experience is also required through provision of project examples to be considered acceptable.

Although the focus of the provision of services is those countries listed above, UNOPS may wish to agree services outside of the locations specified if appropriate and agreed by both parties in advance.

## **Personnel Requirements**

### **Disciplines**

To become eligible for award of LTA, bidders are requested to provide maximum daily rates for the provision of services under the following areas of expertise. Bidders are requested to provide prices for different experience levels as listed in the following section.

Bidders must ensure that the disciplines selected align with the services that they will offer.

### ***Category 1: Core disciplines***

Bidders should offer as many discipline as possible, and at least 4 of them should be offered in all 3 experience levels:

1. Structural Engineer
2. Mechanical Engineer
3. Electrical Engineer
4. Civil Engineer
5. Quantity Surveyor
6. Surveyor
7. Architect
8. Geotechnical Engineer
9. Water Engineer
10. Hydrology/Hydrological Engineer
11. Hydraulic Engineer
12. Environmental Engineer/or specialist
13. Renewable Energy Engineer (solar, wind, biomass, biogas and geothermal)
14. Urban Planning Specialist
15. Health & Safety Specialist
16. Social & Sustainability Specialist
17. Financial Specialist / Economist

**Category 2: Additional disciplines**

These are not mandatory but bidders are encouraged to include the disciplines and experience levels as appropriate based on their expertise. **Bidders are free to provide which experience level as it sees fit based on its capacity:**

1. Biomedical Engineer
2. Wastewater Engineer
3. Solid waste Engineer
4. Gender Specialist
5. Seismic Engineer
6. Risk Management Engineer
7. Bridge Engineer
8. Transport Planner
9. Tunneling Engineer
10. Marine / Port Engineer
11. Rail Transportation Engineer
12. Dams Engineer
13. Blast Engineer
14. Acoustic Engineer
15. Prison Planner
16. Rule of law Planner
17. Airport Planner
18. Fire Engineer

**Experience Levels**

**Experience Level 1** is a qualified person in the particular discipline with a minimum qualification of a Bachelor's degree in the area of technical specialty for the skill listed, with experience ranging from 1 to less than 8 years.

**Experience Level 2** is a qualified person in the particular discipline with a minimum qualification of a Bachelor's degree in the area of technical specialty for the skill listed, with experience ranging from 8 to 15 years. A Masters degree is also preferred.

**Experience Level 3** is a qualified person in the particular discipline with a minimum qualification of a Bachelor's degree in the area of technical specialty for the skill listed, with experience greater than 15 years. Experts at this level will serve as leaders in their discipline and must possess a professional license/certification in their engineering/architecture discipline.

Bidders must include CVs of the resources as outlined above. Different disciplines might be covered by the same person, provided that the person has the relevant experience and qualification as outlined in the CV and aligns with the Terms of Reference

For all Experience Levels 1, Level 2, Level 3 categories, a Master's Degree in relevant discipline may be substituted for 2 years of professional experience.

For technical disciplines in which the bidder does not possess technical expertise and will not provide services, the bidder shall insert "n/a" within the pricing schedule.

If at the time that UNOPS sends a request for proposal for a specific project, any of the proposed personnel is no longer available, the offeror must propose another professional with the same



profile, background and qualifications. The replacement will be subject to UNOPS approval.

**Language:**

Personnel must have a working level of English. Knowledge of the language of the country where services are offered is desirable.

**Pricing Schedule**

Rates provided should be maximum daily rates and should be inclusive of all management and administrative overheads, and any fees, taxes, and insurances that may apply. All rates should be provided in Euro.

Rates shall be valid for the initial three year LTA period. If the LTA is extended for an additional two years beyond the initial three year period, then there will be an opportunity to agree revised maximum daily rates with UNOPS based on local market conditions and any recognised national official price indices.

**The actual rates used to undertake the provision of services under the LTA will be based on the actual resources and level of effort required to undertake each assignment. UNOPS will conduct a secondary bidding process for each specific requirement and the LTA holder supplier will be required to propose a fee based on the requirements and deliverables required. These fees must be in line with the maximum rates outlined in the LTA.**

Any expenses incurred for assignments undertaken will be agreed in advance and outlined in the Call Off Order, based on the following:

- Travel costs based on actual reimbursement
- General expenses based on [UN standard DSA rates](#) or other standard expenses rates, to be agreed on a case by case basis, provided they do not exceed the UN DSA rates.

In the event that UNOPS requests the provision of services that are not expressly listed in this document, but are related to similar services, the Parties may enter into a Call-off Order under this Agreement as long as the rates of the experts to provide such services are not higher than the maximum daily rates set out in the bidder's submitted Schedule of Rates.

**Rapid Deployment (OPTIONAL)**

Bidders that wish to participate in potential rapid deployment requests (deployment within 48 to 72 hrs of a request for deployment) should indicate the availability of the professionals for this type of assignments in "Matrix 5" in excel file named "Schedule 4 -Annex 2 (Matrix 5-6)". Any conditions related to the "rapid deployment" option, should also be mentioned in that table.

Rapid deployment may not be limited to one provider as resources may have to come from multiple providers depending on the demand.

These are optional quotations and therefore will not be part of the evaluation of the offers.

**4. Any pertinent details and technical information relevant to the successful execution and completion of the Services:**

To be defined for each specific Call of Order

**5. The standards, codes and regulatory requirements the Consultant shall use and comply in the performance of its obligations under the Contract:**

The scope of services requested in these LTA's for the ECR is aligned with appropriate local/international codes and standards, and based on the nature of technical expertise and ability to operate in specific geographic locations.

**6. Key responsibility and liability matrix as indicated in the General Conditions and Particular Conditions, if any:**

**Management of the LTA and Engagements under the LTA**

It is expected that through the LTA, a long term collaboration is developed between UNOPS and the Consultancy Firm. This will be fostered through a proactive management approach. The LTAs will be coordinated through the UNOPS Europe Multi Country Office (ECR).

**Roles and responsibilities**

Successful bidders should assign the following key roles:

1. **Consultancy Firm Authorized Signatory** - Person with authority to approve the overarching LTA contract as well as any Call Off Orders which fall under the LTAs on behalf of the Consultancy Firm. This should be an Experience Level 3 person.
2. **Consultancy LTA Coordinator** - Focal point for the Consultancy Firm for engagement and reporting
3. **Assignment Manager** - To be identified for each assignment to manage the actual services in any Call Off Order agreement

For UNOPS, the following roles are identified:

1. **UNOPS ECR Director (or OiC Procurement DoA)** - The Regional Office Director, responsible for signing the LTA
2. **UNOPS ECR LTA Coordinator** - UNOPS ECR SSU Procurement team, responsible for facilitating communication and engagement between the UNOPS requesting unit and the Consultancy Firms, coordinating the Consultancy Firm reporting and sharing lessons learned
3. **Assignment Manager** - The Project Manager for the requesting unit for the specific assignment, responsible for managing the engagement as per the agreement in the individual Call Off Order
4. **Assignment Procurement Authority** - The relevant procurement Authority for specific assignment, responsible for approving the individual Call Off Orders, subject to UNOPS Delegation of Authority

**General Reporting & Coordination**

An annual report shall be submitted by the bidder, within the last month of the year using the

template provided in Clause 4 of the Long Term Agreement

. Coordination meetings (by Video conferencing) may be requested to discuss issues, opportunities, and lessons learned as required.

Note, reporting and coordination for specific engagements will be agreed and outlined in the Call Off Order.

#### **Engaging through Call Off Orders under the LTA**

All services engaged under the LTA must be outlined in a Call Off Order (COO) using the attached template.

For engaging the services a secondary bidding process with the others LTA holders selected for the same country, service and sector, shall be conducted to select the supplier that will perform the services. The suppliers should send their proposals using rates no greater than the maximum daily rates awarded in this LTA.

Once service and prices are agreed, the Call of Order (CoO) must be signed by UNOPS relevant Procurement Authority and by the Consultancy Firm's LTA Signatory.

Upon acceptance and signing of the COO, the services and deliverables outlined therein will be provided to the agreed quality and within the agreed timescale.

The Consultancy Firm shall have an internal quality control/assurance system on the services provided. UNOPS reserves the right to spot check the deliverables received to verify the quality of the services. If necessary, the quality assurance process of the Bidder may be augmented to meet UNOPS requirements.

The quantities specified in any Call-off Order entered into under this Agreement must not be exceeded or decreased without the prior written authorization of UNOPS. Each Call-off Order may be terminated by the Parties in accordance with the Agreement. It is understood and agreed by the Parties that the termination of a Call-off Order shall not, in and of itself, affect the validity of this Agreement and any other Call-off Orders entered into under this Agreement.

### **7. Health, Safety, Social and Environmental (HSSE) requirements:**

*(In accordance with Sub-Clause 3.16 of the General Conditions)*

#### **Methodology & Approach**

##### **Sustainable and Resilient Approach to Infrastructure**

UNOPS is a not for profit organization, as part of the United Nations system, with a core mandate in Infrastructure development in support of national development plans, the [Sustainable Development Goals](#) and other global development agenda's, such as the [Sendai Disaster Reduction Framework](#), the [Paris Climate Agreement](#), and the [New Urban Agenda](#). UNOPS aims to build a better world by supporting the most vulnerable and least developed communities through infrastructure and capacity building programmes. Infrastructure is a key driver of development, but can also be a burden if not designed appropriately to suit local needs and hazards, and reflect local capacity for construction, operation and maintenance. All UNOPS infrastructure projects should have sustainable and resilience principles embedded within them and this is especially important at the planning and design stages.

The expectation is that LTA holders will share these values and approaches in their support to UNOPS projects. This will ensure infrastructure solutions are safe to build and operate, durable for the long term, easy to maintain and operate, suit the current and future needs of the end users, protect end users from local hazards, as well as providing value for money to the project stakeholders.

Bidders are requested to submit a Sustainability strategy which demonstrates their commitment to sustainable and resilient infrastructure to include the following:

a) Technical sustainability requirements

- Local natural and manmade hazards
- Use of local materials, recycled materials and local construction technologies.
- Life cycle costs
- Durability and design life
- Energy reduction, and /or renewable energy provision
- Water management
- Waste management (both solid waste and wastewater)
- Travel: In order to reduce the impact of excessive travel on the climate, services offered under this LTA will limit unnecessary travel by prioritizing teleworking where possible, and where travel cannot be avoided, every effort will be made to minimize the creation of emissions. The proposals for each specific requirement should include rates only for economy flights. No other category will be paid by UNOPS.

b) Capacity Building requirements:

- Practical approach for transferring skills or knowledge to local beneficiaries during projects undertaken during the LTA, for example in the development of an operation and maintenance manual, or working with local site surveying companies.

c) Gender and inclusion requirements:

- Bidders must provide a practical plan for implementing gender and inclusion during the execution into the services and projects supported under the LTA.

**DRiVE questionnaire**

Bidders are requested to complete the DRiVE Supplier Sustainability Questionnaire.

The DRiVE (Delivering Responsibility in Vendor Engagement) questionnaire is part of UNOPS' commitment to sustainability and risk management in procurement, to ensure that UNOPS vendors operate responsibly and in accordance with high standards of integrity. This supplier self-assessment questionnaire is designed to give us a better understanding of how your company manages its impact, awareness and mitigation in these areas. The DRiVE submission is mandatory, but will not be scored as part of the evaluation process. However, please note that UNOPS reserves the right to verify the completeness and accuracy of information provided as part of our due diligence process and in the spirit of fostering an open and honest dialogue and continuous improvement.

The DRiVE questionnaire covers key sustainability topics related to the bidder's operations, including:

- Environmental - such as energy reduction, promotion of energy efficient and water efficient technologies, waste management (both solid waste and wastewater)

- Social - such as gender equality and inclusivity, and number of women at senior level in the organization. Women owned firms are strongly encouraged to apply.

Mainstreaming these sustainability principles into projects and assignment deliverables is also an important consideration, and this is covered in the Sustainable and Resilient Approach to Infrastructure section above.

## **8. Quality Management System:**

*(In accordance with Sub-Clause 3.18 of the General Conditions)*

The bidder shall include a detailed discussion of the standard quality management methodology used by the firm to ensure services provided to UNOPS will maintain consistently high levels of technical accuracy and be appropriate for the context.

The bidder's discussion of quality management shall include at a minimum:

- Design Approach
- Design Management
- Methodology for confirming accuracy of calculations, drawings and other detailed design deliverables
- Methodology for confirming coordination across design disciplines (for example, structural drawings and details conform with architectural and electrical drawings and details)
- Methodology for assessing design suitability, buildability, functionality and value
- Methodology for embedding sustainability and resilience principles into the design process

**9. The list of all Deliverables and/or the Consultant's Documents related to the Services:**

(DO NOT COMPLETE)

Will be agreed in advance and outlined in the Call Off Order.

**10. Specific tools required such as software to be used to develop the Deliverables and the format of presentation of the Deliverable:**

(DO NOT COMPLETE)

Will be agreed in advance and outlined in the Call Off Order.

**11. Information on the Review and Approval Process (UNOPS and any other as required):**

Will be agreed in advance and outlined in the Call Off Order.

**12. Employer-Supplied Personnel and Services of Others, Employer's Equipment and Employer's Facilities:** *(Details in accordance with Sub-Clause 2.6 of the General Conditions)* **(DO NOT COMPLETE)**

Will be agreed in advance and outlined in the Call Off Order.

	No.	Description of the item	Unit	Quantity
Personnel	1			
	2			
Services of others	1			
	2			
Equipment	1			
	2			
Facilities	1			
	2			

**13. Any other details as relevant:**

**Insurance and Liabilities**

The Consultancy Firm is required to have Professional Indemnity, Public Liability, and Employer's Liability insurance in accordance with local laws and as agreed with UNOPS based on the nature and value of the assignment in the individual Call Off Order.

**Subcontracting & Assignment**

**Subcontracting**

The Consultant shall engage no subcontractor to perform any work or services in connection with this Contract without prior written approval from UNOPS. The approval by the UNOPS of the engagement of a subcontractor shall not relieve the Consultant of any of its obligations under this Contract or from its responsibility for the work or services performed by the subcontractor. The terms of any subcontract shall be subject to and in conformity with the provisions of this Contract. The term "subcontractor" includes any independent contractor or other person or entity with which the Consultant enters into an association, affiliation or relationship of any form for the purposes of performing work or services in connection with this Contract, other than an agent, servant or employee of the Consultant.

The sub-contractor personnels assigned for the work performed under this Long Term Agreement shall fulfill the minimum requirements of experience as outlined in this Terms of Reference.

**Assignment**

The Consultant shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Consultant's rights, claims or obligations under this Contract except after obtaining the prior written approval of the UNOPS.



## 3.2 Consultant's Delegations

(In accordance with Sub-Clause 3.9.1 of the General Conditions)

**(DO NOT COMPLETE)**

Will be set in the Call Off Order for each specific requirement.

The Consultant's designated personnel has the delegated duties and authorities of the Engineer and Engineer's Assistant as in the Construction Contract for Major Works: General Conditions and Construction Contract for Major Works: Particular Conditions.

**OR**

The Consultant's designated personnel has the delegated duties and authorities of the Employer's Representative's Assistant under the Construction Contract for Small Works: General Conditions as identified in the table below.

No.	Clause/Sub-Clause No. and title	Delegated duties and authorities	Remark
1			
2			
3			
4			
5			

## 3.3 Valuation and Payment

(Based on actuals on monthly basis or based on the following payment schedule  
In accordance with Sub-Clause 7.1 of the General Conditions)

**(DO NOT COMPLETE)**

Will be agreed in advance and outlined in the Call Off Order.

No.	Milestone	Amount	Target date
1		<input type="text"/> % of Accepted Contract Amount	
2			
3			
4			
5			

### 3.4 Programme Requirements

(DO NOT COMPLETE)

Will be agreed in advance and outlined in the Call Off Order.

*(Description of the requirements associated with the Programme, in accordance with Sub-Clause 4.3 of the General Conditions)*

### 3.5 Nominated Sub-consultants

*(Details of Nominated Sub-consultants, in accordance with Sub-Clause 1.7.5 of the General Conditions)*

Will be agreed in advance and outlined in the Call Off Order.

No.	Description of Sub-consultant Services	Name of Nominated Sub-consultant
1		
2		
3		
4		
5		

### 3.6 Employer's Delegations

Will be agreed in advance and outlined in the Call Off Order.

No .	Clause/Sub-Clause No. and Title	Delegated duties and authorities	Designation	Remark
1				
2				
3				

### 3.7 Key Personnel Requirements

*(Details of Key Personnel requirements in accordance with Sub-Clause 3.6 of the General Conditions)*

(DO NOT COMPLETE)

Will be agreed in advance and outlined in the Call Off Order.

No .	Position description/title	Required qualification	Area of experience required	Years of relevant experience required
1				
2				
3				
4				
5				

### 3.8 Equipment and Machinery Requirements

*(Details of equipment and machinery to be provided by the Consultant)*

**(DO NOT COMPLETE)**

Will be agreed in advance and outlined in the Call Off Order.

No.	Description of Item (equipment or machinery)	Units	Remarks
1			
2			
3			
4			
5			

### 3.9 Insurance Requirements

*(Details in accordance with Sub-Clause 9.1 of the General Conditions)*

Insurances	Additional details on scope of cover	Period	Limit of Liability
<b>Professional Indemnity Insurance</b>	Bidder should specify their Professional Indemnity Insurance. A more detailed Insurance requirements would be set at Call-Off Order level, and be specific to each assignment.	As required by Law or by industry body or trade association from the Contract Effective Date until expiration of the Liability Period	As required by Law or by industry body or trade association
<b>Public Liability Insurance</b>	Bidder should specify their Public Liability Insurance. A more detailed Insurance requirements would be set at Call-Off Order level, and be	As required by Law or by industry body or trade association from the Contract Effective Date until Final Completion of the Services.	As required by Law or by industry body or trade association

	specific to each assignment.		
<b>Workers Compensation Insurance</b>	Bidder should specify their Workers Compensation Insurance. A more detailed Insurance requirements would be set at Call-Off Order	From the Contract Effective Date until Final Completion of the Services.	As required by Law or by industry body or trade association
<b>Any other insurance as required by Law or industry body or trade associations</b>	A more detailed Insurance requirements would be set at Call-Off Order		
<b>All risk insurance</b>	Bidder should specify their All Risk Insurance. A more detailed Insurance requirements would be set at Call-Off Order level, and be specific to each assignment.		