

Annex A: Terms of Reference (ToR)

Consultancy Service for Environmental Impact Assessment (EIA) for the Establishment of a Refugee Settlement

1. **Background:** The United Nations High Commissioner for Refugees (UNHCR) is establishing new refuge settlements to host refugees from Sudan in the Benishangul Gumuz Regional State. The government of Ethiopia has allocated 350 hectares of land for refugee settlement. Currently UNHCR with the government counterpart, Refugee Returnees Services (RRS) through partners are providing initial basic services and infrastructure at the sites to enable families to gradually move to the settlements from existing transit center/refugee sites. In line with our commitment to environmental stewardship and sustainable development, an Environmental Impact Assessment (EIA) must be conducted to ensure minimal adverse effects on the environment.
2. **Objective:** To engage a consultancy service that will carry out a comprehensive Environmental Impact assessment (EIA), identifying potential environmental impacts of the refugee settlement and proposing mitigation measures.
3. **Scope of Work**
 - Conduct a baseline study to understand the current environmental conditions,
 - Identify and evaluate potential environmental impacts during planning, construction, and operations.
 - Develop a stakeholder engagement plan and conduct consultations with local and refugee communities and relevant authorities.
 - Prepare an Environmental Management Plan (EMP) outlining mitigation strategies for negative impacts including EAP (Environmental Action Plan)
 - Provide recommendations for monitoring and managing environmental performance throughout the project lifecycle.
 - Conducting flood analysis and simulations, along with designing drainage networks, including hydrological and hydraulic studies, and detailed civil works designs.

Project Location is:

- Benishangul Gumuz Region, Ura Woreda, Akuda Tumet Kebele, Ura Refugee Settlement (Coordinate: 10° 9' 6.4368" N, 34° 41' 42.5328" E)

4. Deliverables

- A detailed and endorsed EIA report including all findings, analyses, and recommendations.
- An EMP that complies with national regulations and international best practices.

- Generate topographic survey Report/Topographic Map, including datasets and establish benchmarks. The topographic maps should include site spot elevations on a maximum grid of 10mX10m at 0.5m intervals.
 - Flood Analysis Reports: Detailed findings from the flood analysis and simulations, including flood maps and risk assessments.
 - Drainage Network Design Plans: Detailed design plans for the drainage networks, including layout, dimensions, and specifications. Detailed design documents for the civil works, including construction drawings, material specifications, and construction cost estimate.
 - A final presentation to UNHCR and stakeholders summarizing the key aspects of the EIA and EMP.
5. **Timeline** The consultancy is expected to commence in October 2024 and be completed within 60 calendar days, including all deliverables.
6. **Evaluation Criteria** For the award of this project, UNHCR has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows: The Technical Proposal will be evaluated using inter alia the following criteria and percentage distribution: 60% from the total score of 100 points. Companies who failed to pass preliminary technical evaluation shall not be considered as technically compliant and shall not be financially evaluated.

Remarks: The Technical Proposal score will be calculated according to the percentage distribution for the technical and financial Proposals.

Important to Note: Bidders fail to pass the criteria set in the Preliminary Evaluation will not be qualified to the next level of Technical Evaluation.

Preliminary evaluation /Mandatory Documents:

Item	REQUIREMENT	DESCRIPTION	(Pass / Fail),
1	Certificate of incorporation	The company should provide documented evidence of being duly licensed by the relevant authorities to engage in the relevant commercial activities in the country. The documents to be provided should include; a valid certificate of incorporation / registration certificate.	
2	Tax Payer Registration Certificate	The company should provide a Tax payer identification documented being registered by the relevant authorities in the country.	
3	VAT Certificate	The company should provide a VAT certificate being registered by the relevant authorities in the country.	
4	Company Profile	The company should provide company profile of at least five pages.	
5	UNHCR General Conditions for	The technical offer should contain your acknowledgement of the UNHCR General Conditions	

	Provision of Goods and services .	for Provision of Goods and services by signing Annex A and submitting it with the technical offer	
6	UN Supplier Code of Conduct:	The technical offer should contain your acknowledgement of the UN Supplier code of conduct by signing Annex E and submitting it with the technical offer.	

Technical Proposal will be evaluated as below criteria and percentage/points distribution:

#	TECHNICAL EVALUATION CRITERIA POINTS	Max. Points obtainable
1	CAPACITY/QUALIFICATIONS OF THE COMPANY	10
	Company Profile – Short description of the Company, details on the objectives, and experience in the environmental impact assessment or related.	< 3 years: 1.00 points 3-5 years: 3.00 points 6-8 years: 5.00 points > 8 years: 10.00 points
2	QUALITY OF THE PROPOSED STAFF	36
	Number and Qualifications of dedicated staff, CV, diplomas, background of the:	
	i) Project leader with min. ten (10) years of experience in conducting and managing EIAs. Holds an Environmental Impact Assessment (EIA) manager certificate.	< 10 years: 0.00 points 10-14 years: 8.00points > 15 years: 14.00 points
	ii) Three (3) Dedicated field/technical staff (Environmental science, Ecologist, and social science with min. five (5) years' experience in the respective field) (three staffs each with a maximum of 4 points)	< 5 years: 0.00 points 5-8 years: 2.00points > 8 years: 4.00 points
	iii) Topographic surveyor (Surveying, or Civil Engineering with min. five (5) years' experience in the respective field)	< 5 years: 0.00 points 5-8 years: 2.00points > 8 years: 4.00 points
	iv) Hydrologist having a specialization in Hydrology and Hydraulics with min. five (5) years' experience in the respective field.	< 5 years: 0.00 points 5-8 years: 3.00points > 8 years: 6.00 points
3	FINANCIAL CAPACITY	10
	Indicate the annual turnover of the company for the past three years dually certified by external firm/party. Having minimum annual turnover of 2 million ETB.	< 2 million: 0.0 points 2-5 million: 5.0points > 6 million: 10.0 points
4	WORK SCHEDULE AND WORK METHODOLOGY	27
	a) Detailed methodology showing how the different scope work items will be implemented. Familiarity with the legal and regulatory framework pertaining to EIAs in the project area.	Scanty/limited methodology 3.50 points Detailed methodology 7.00 points
	b) Level and quality of the proposed GANTT chart (presented indicating activities that shall be performed on a weekly basis and broken down with percentage distribution for all main-tasks with their content table to be indicated by the participating companies) with critical path analysis included for each task/sub-task (A3 format is preferred).	Weekly basis 5.00 points Indicating Sub-Tasks 5.00 points Indicates complete scope of work and Critical path analysis 5.00 points.

		Completion time (proportionally distributed) 5.00 points
5	PROVEN EXPERIENCE	17
	Submission of evidence regarding executed similar sized, relevant contracts signed with companies or organizations and or their outcome within last eight (8) years supported with copies of purchase orders/contracts or letter of references or work completion certificates. Please note that, companies that are not providing reference letters or work completion certificates shall score 0.00.	
	Less than 3- References or copy of work completion certificate or purchase orders / contracts- Attached	0.00 points
	3-6 - References or copy of work completion certificate or purchase orders / contracts- Attached	4.00 points
	7-9 References or copy of work completion certificate or purchase orders / contracts-Attached	8.00 points
	10 or above References or copy of work completion certificate or purchase orders / contracts- Attached	17.00 points
	OVERALL TOTAL (Available for Technical Component):	100
	Minimum Score to be Obtained (60%) of the Overall Score:	60

The Financial Proposal will use the following percentage distribution: 30% (shall be awarded to the lowest, technically compliant contractor. The maximum number of points will be allotted to the lowest price technically compliant proposal that is opened and compared among those technically compliant firms. All other price Proposals will receive points in inverse proportion to the lowest price; e.g., $[\text{total Price Component}] \times [\text{ETB lowest}] \setminus [\text{ETB other}] = \text{points for other supplier's Price Component}$.

Important Note: Bid Security, through CPO/ bank guarantee Letter/Insurance guarantee: The companies are required to provide a bank guarantee valid for six (6) months in the name of UNHCR minimum of either 5% of the proposed bid amount or 100,000 ETB in the financial proposal. Bids submitted that do not have the required bank guarantee in their financial proposal envelope shall be disqualified. Upon award of contract the bank guarantee letter shall be returned to the bidders against signature.

Submission of Proposals Interested parties are invited to submit their proposals, including a technical and financial offer.

Contact Information For further information or how to submit proposals, please contact refer to the details as per Request for Proposal (RFP).