

## **Table of Contents**

<b>1. Background.....</b>	<b>3</b>
<b>2. Objectives.....</b>	<b>4</b>
<b>3. Scope of Services (Lots) &amp; LTA information.....</b>	<b>5</b>
3.1. Lot 1: Assessments and Feasibility Study of Infrastructure.....	6
3.2. Lot 2: Design Services.....	7
3.3. Lot 3: Design Review Services.....	8
3.4. Lot 4: Technical Site Supervision and Construction Supervision.....	9
3.5. Lot 5: Secondments, Specialist Engineering & Technical Advisory Tasks.....	10
3.5.1. Advanced Topographical Surveys.....	10
3.5.2. Advanced Building Service Design.....	11
a) Structural and Civil Works.....	11
b) Geodetical Engineer.....	12
c) Electro-Mechanical Works.....	12
d) Sustainability and Accessibility Works.....	13
3.5.3. Disaster Resilience Analysis.....	14
3.5.4. Blast Resistance Design.....	15
3.5.5. HSSE Services:.....	15
3.5.6. Testing and Commissioning:.....	16
3.6. Lot 6: WASH.....	17
<b>4. Reporting requirements.....</b>	<b>18</b>
<b>5. Responsibilities of the LTA Partners.....</b>	<b>18</b>
<b>6. Responsibilities of the Agencies.....</b>	<b>19</b>
<b>7. Team composition &amp; Scalability.....</b>	<b>20</b>
<b>8. Exclusivity and Availability of Key Experts for the duration of the LTA.....</b>	<b>20</b>
<b>9. Call-Off Orders (Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) (or other services engagement document).....</b>	<b>21</b>
<b>10. Timeline.....</b>	<b>21</b>
<b>11. Delays.....</b>	<b>21</b>
11.1. Procedure for Reporting Delays.....	22
11.2. Assessment of Delay.....	22
11.3. Mitigation Measures.....	22
11.4. Consequences of Non-Compliance.....	22
11.5. Amendments.....	22
<b>12. Pricing structure, Travel Costs, Price Adjustment &amp; Payment Terms.....</b>	<b>23</b>
<b>13. Confidentiality, Intellectual Property and Conflict of Interest.....</b>	<b>23</b>
<b>14. Compliance Requirements.....</b>	<b>24</b>
14.1. Adherence to Standards and Regulations.....	24
14.2. Quality Assurance.....	24
14.3. Health, Safety, Security and Environment Compliance.....	25

<b>15. Risk Management.....</b>	<b>25</b>
<b>16. RFP Annexes.....</b>	<b>26</b>

## **Terms of Reference for the establishment of multiple Long Term Agreements for the provision of:**

### **Design & Engineering Support Services in Ukraine**

#### **1. Background**

The full-scale invasion by the Russian Federation in February 2022 has significantly exacerbated the challenges Ukraine is facing. The country's infrastructure has been severely impacted by the conflict, humanitarian crises, and economic difficulties, leading to urgent needs for rehabilitation and development. Essential facilities such as housing, schools, health care facilities, public institutional buildings, critical infrastructure and service systems require immediate rehabilitation to meet the needs of impacted communities and promote sustainable development.

At the same time plans for the Recovery of Ukraine are underway, focusing on rebuilding impacted infrastructure and repowering communities. In this framework, the services under this RFP will be instrumental to the success of any recovery efforts.

In response to these urgent challenges and the projected recovery plans, UNOPS, UNDP and UNICEF (hereinafter referred as “the Agencies”), the United Nations System Organizations, have been working on infrastructure recovery projects in Ukraine. The Agencies are collectively focusing on critical infrastructure projects that address the key areas of rebuilding, recovery, and resilience, including:

- **Restoration of basic infrastructure:** Reconstructing utilities such as water supply, electricity, heating, and sanitation systems, to ensure essential services are operational.
- **Healthcare and medical facilities:** Rebuilding and equipping hospitals, clinics, and mental health facilities, including providing essential medical equipment, supplies, and rehabilitation of services to ensure access to healthcare.
- **Educational facilities:** Light to medium repairs of schools, kindergartens, and childcare centers, focusing on creating safe, inclusive learning environments with resources to support both in-person and digital learning.
- **Housing and community spaces:** Rebuilding damaged homes, residential buildings, and community spaces, prioritizing safe, accessible, and resilient housing for displaced families and returning communities.

- **Emergency response infrastructure:** Strengthening emergency services and facilities, such as fire stations and rescue services, and improving response systems to help communities withstand future crises and rebuild more resiliently.
- **Mine action:** Clearing explosive hazards from infrastructure sites in Ukraine, removing and managing debris to create secure, clear spaces for reconstruction and community use.

To achieve these goals, UNOPS, UNICEF, and UNDP intend to establish Long Term Agreements (LTAs) with experienced Design & Engineering Support Services consultancy firms. These LTAs will ensure a timely and efficient response to the infrastructure needs across the country by providing a framework for procuring specialized services in infrastructure design, planning, supervision, preparation of assessments, and other engineering-related services, as described in this document.

## 2. Objectives

The primary objective of the LTAs is to secure the expertise needed to support infrastructure initiatives by the Agencies in Ukraine. By engaging qualified consultants, the Agencies aim to deliver high-quality infrastructure projects that adhere to international standards, meet local standards and also align with the United Nations standards for infrastructure development. The LTA partners will play a critical role in designing, planning, supervising, and assessing various infrastructure projects, including public facilities, utilities, and other infrastructures. The LTAs aim to enhance community resilience, improve access to essential services, and contribute to the long-term sustainable development and recovery of Ukraine.

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

- i) Create a wider range of providers both technically, to suit different service needs, and geographically to suit the range of local market conditions in Ukraine.
- ii) Establish working relationships with firms that understand the relevant requirements.
- iii) Provide a selection of quality design firms with skills and experience, and specific knowledge of the construction industries and enabling environments in which the Agencies operate in Ukraine.
- iv) Provide rapid access to technical knowledge when needed enabling the Agencies to provide more responsive services to development partners.
- v) Provide access to local or on-site support and technical expertise.
- vi) By increasing their partner base in the country and working more with local firms, the Agencies will also contribute to their capacity development, by exposing them to international best practices and standards. This aligns with the agencies' strategic objective to build local capacity.

vii) 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.

viii) In the specific context of Ukraine, the Agencies need to be as responsive and flexible as possible, due to their 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 the Oblasts and Donors. The scope of services requested in these LTA's for Ukraine 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 the Agencies' intention to appoint a number of LTAs with only local capacities to cover the range of skills, experience, and knowledge required to support the operations of the Agencies.

### **3. Scope of Services (Lots) & LTA information**

The scope of services are outlined in the six distinct Lots involved in the project, which collectively aims to deliver a comprehensive infrastructure development program.

**Lot 1: Assessments & Feasibility Study of Infrastructure**

**Lot 2: Design Services**

**Lot 3: Design Review Services**

**Lot 4: Technical Supervision & Construction Supervision**

**Lot 5: Secondments, Specialist Engineering & Technical Advisory Tasks**

**Lot 6: Water Sanitation & Hygiene (WASH)**

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

The exact services required from the LTA partners will be specified in a Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document), which will include a detailed task description as per each Lot.

The key stakeholders of the Projects/Works assignments may be:

- Governments
- Donors
- Beneficiaries

- Clients Internal Groups (Infrastructure and Project Management, Procurement, Legal, Finance, HR)

### **3.1. Lot 1: Assessments and Feasibility Study of Infrastructure**

The objective of Lot 1 is to conduct detailed assessments and feasibility studies to determine the current condition of existing infrastructure and evaluate the feasibility of constructing new shelters or modifying existing facilities.

#### ***Scope of work:***

- Conduct site assessments by visiting the site with a qualified team and collecting the building documents, drawings, etc., including Utility surveys and environmental evaluations, in accordance with the project scope requirements.
- Conduct structural, mechanical, electrical, and plumbing assessments for existing infrastructure.
- Conduct assessment on presence of hazardous substances (e.g. asbestos or any other).
- Evaluate the condition of existing and recommend renovation or replacement based on safety, cost, and regulatory compliance.
- Carry out feasibility studies to assess and identify necessary infrastructure upgrades, or retrofits, to assure the structural integrity..
- Conduct a geodetic survey of the site for construction, including contour mapping, level measurements, and other necessary data as outlined in the project scope in COO/Service contract by the respective agencies.
- Provide preliminary cost estimates and timelines for any recommended construction, renovation, or infrastructure improvements.
- Provide a permitting road map for the project, if needed.
- Deliver a feasibility report that includes findings, conclusions, and recommendations for the next steps.

#### ***Deliverables:***

- Comprehensive assessment reports detailing site conditions, feasibility studies, and risk assessments.
- Provide data analysis findings, reports, mapping and drawings, including geodetic survey results, levels, contour mapping, environmental studies, comparison of alternatives, technical evaluations, conclusions, and recommendations.

### **3.2. Lot 2: Design Services**

Lot 2 focuses on providing detailed design services for the implementation of the work assignments.

#### ***Scope of work:***

- Develop a design brief, discuss with Stakeholders and finalize with the Employer.
- Gather preliminary data for design, including existing layouts and design drawings, sections, topographical, geological, hydrological, and any other relevant surveys as needed.
- Develop conceptual design options and get approval before continuing with detailed design..
- Develop technical- and/or detailed process, architectural, 3d rendering, structural, mechanical, electrical, and civil engineering designs based on the approved design brief, Conceptual design and master plan. It has to be supported by relevant HSSE documentation, such as occupational health, safety and environmental risk assessment or likewise document.
- Prepare technical specifications, drawings, and schedules for construction.
- Perform value engineering to optimize designs for cost, quality, and performance.
- Ensure compliance with relevant international and Local codes, standards, and regulatory requirements in the design.
- Prepare Bills of Quantities and Engineering Estimates at each stage of design. BoQ and EEs to be in the format (WBS, level of details etc.) agreed with the Employer. Assumptions and qualifications (base date, FX rate, tax assumptions overheads %% and the likewise) shall be provided.
- Provide design revisions and updates based on feedback during the design review process.
- Prepare Design and Tender Documentation (Design Report, Drawings, BOQs, Cost Estimation, Specifications, Calculations etc) as per the requirements and format of the requesting agency.
- Obtain design-related permits as applicable.
- Carry out Author Supervision

#### ***Deliverables:***

- *Design Documents*
  - Conceptual design, schematic design, and detailed design drawings and specifications.
  - Technical documents, including calculations, material specifications, and engineering reports.

- Baseline health, safety and environmental risk assessment or likewise document.
  - Bills of Quantities and Estimates.
  - Design Risk Register.
  - Building Information modeling (if applicable as per Call-Off Order).
  - 3D models, renderings, or visualizations to illustrate design concepts (if applicable as per Call-Off Order).
  - HSSE standards should be considered in the design.
- *Approvals/ Permitting documents*
  - All required documentation for regulatory submissions, including applications, forms, and supporting documents.
  - Responses to regulatory authority comments or requirements for design modifications.
  - Evidence of obtained permits and approvals.
  - Adding, signing the design documents to the Single state electronic system in construction (the 'e-construction') and providing support to the Employer
- *Author Supervision*
  - Site visit reports documenting construction progress, compliance with the approved design, and any deviations observed.
  - Recommendations for corrective actions or adjustments during the construction phase.
  - Responses to the RFIs on design-related matters.
  - Approval (or comments, rejection) of design-related changes or substitutions proposed by the contractor.
  - HSSE documentation and reports.

### **3.3. Lot 3: Design Review Services**

This Lot is to ensure that LTA design reviewers review design documents submitted by other designers to meet required standards of each Agency, project objectives, and stakeholder needs. The scope encompasses technical, environmental, economic, and safety aspects of the design.

#### ***Scope of work:***

- Conduct thorough reviews and evaluations of design drawings, specifications, and other relevant documents (e.g., engineering calculations, materials specifications).



- Verify that all designs meet national, international, and project-specific quality and safety standards.
- Identify and suggest modifications to design components to improve functionality and sustainability.
- Identify critical design elements for new infrastructure and specific rehabilitation needs for existing structures.
- Assess regulatory compliance, environmental guidelines, and alignment with national, state, local standards, building codes and UNDP, UNOPS and UNICEF (or other Agency) standards.
- Conduct value engineering to optimize materials and resources without compromising safety or quality.

***Deliverables:***

- Summary of initial design review findings, including compliance assessment and recommended modifications.
- Recommendations on design improvements to enhance constructability, safety, and maintenance.
- Develop a design review based on different stages of design reviews.

**3.4. Lot 4: Technical Site Supervision and Construction Supervision**

This Lot is in connection to site technical supervision for construction activities, where required.

***Scope of work:***

- Provide Technical supervision services as planned on the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document).
- Attend site meetings and participation in steering committees as per the requirement from agencies.
- Ensure that Contractor's documents are prepared, finalized and implemented by the Contractor (QMP, HSSE Plan, HSSE risk assessments, work implementation schedule /Programme, Method Statement, etc.).
- Perform site supervision, inspections (including HSSE inspections), and testing to ensure compliance with design specifications and other applicable norms and requirements.
- Review the Contractor's Programme, track Programme once it is approved. Support the Employer in reviewing requests for Extension of Time.

- Manage health, safety, security, social and environmental programs on the construction site.
- Provide specialist engineering services (e.g. health and safety, structural, or mechanical etc) as needed.
- Report on project progress, including budget tracking and risk management.
- Verify Contractor's Statements and draft Interim Payment Certificates (or similar).
- Manage contractual Variations and Claims.
- Supervise testing and commissioning.
- Manage Handing-Over, prepare Punch List and confirm rectification of the defects, Prepare List of Deferred Works.
- Report any HSSE incidents occurring on site, assist in investigation of incidents.

***Deliverables:***

- *Construction Management Documentation*
  - Request For Information (RFIs), draft Notices, estimates and the likewise documents to be issued by the Employer / Employer's Representative.
  - Responses to / comments on Contractor's Quality Management, HSSE Plans, Method Statement, Programme, RFIs, Notices, Statements, Claims, reports, proposals and other contractual documents.
  - Non-compliance reports (NCRs) and NCR Register.
  - Punch List and List of Outstanding Works.
  - Register of the As-Built Documents.
  - Minutes of Meetings.
  - Progress Reports (regular and/or ad-hoc).
  - Site HSSE inspection reports.
  - Incident reports, where applicable.

**3.5. Lot 5: Secondments, Specialist Engineering & Technical Advisory Tasks**

This Lot encompasses the provision of expert personnel and consultancy services to assist with the design, implementation, and management of engineering projects.

Services to be provided:

**3.5.1. Advanced Topographical Surveys**

Topographical surveys required for specific sites (e.g., with steep slopes, irregular shapes) include drawings with topographic points with their altitudes, longitudinal or cross-sectional profiles, etc.

**Scope of work:**

- Plan surveys for steep slopes, irregular terrains, or areas with restricted access.
- Perform detailed ground surveys to capture surface features, elevation points, and contours.
- Include natural and man-made features such as vegetation, water bodies, structures, and utilities.
- Process raw data to develop digital terrain models and contour maps if necessary.
- Analyze terrain for slope stability, drainage patterns, and potential risks.
- Create longitudinal and cross-sectional profiles of specific sections.
- Generate slope analysis and elevation change data for engineering designs.

**Deliverables:**

- Geodetic control data, including benchmarks and coordinates.
- Generate slope analysis and elevation change data for engineering designs.
- High-resolution topographical maps with contour intervals suited to the project's needs (e.g., 0.2m, 0.5m, 1m as instructed in the scope).
- Longitudinal profiles showing elevation changes along specified alignments (e.g., roads or pipelines).
- Cross-sectional profiles across critical areas like steep slopes or irregular terrain.
- Detailed report summarizing survey findings, accuracy, and any challenges encountered.
- Recommendations for site-specific design considerations based on survey results.
- Report Identifying potential erosion, landslides, or drainage issues.

**3.5.2. Advanced Building Service Design****a) Structural and Civil Works****Scope of work:**

- Gather data from topographical, geotechnical, utilities surveys, and seismic design studies.
- Identify critical constraints and opportunities based on the collected data.
- Develop multiple layout options with accompanying cost estimates.
- Evaluate alternatives based on structural integrity, feasibility, and cost-effectiveness.
- Perform structural analysis and calculations for the selected design alternative.
- Create detailed civil and structural engineering plans, ensuring alignment with seismic safety and load requirements.

**Deliverables:**

- Data analysis and survey summary report.
- Comparative layout options with detailed cost estimates.
- Approved detailed structural and civil design drawings (appropriate scale).
- Structural analysis and calculation reports.

**b) Geodetical Engineer**

A Geodetic Engineer is responsible for accurately measuring and mapping the land for construction projects.

**Scope of work:**

- *Surveying*: Conducting topographic, boundary, and route surveys to gather data on land features and boundaries.
- *Geospatial Data Collection*: Using tools like GPS, total stations and others to collect accurate data.
- *Design Support*: Providing drawings and data for designing of infrastructure projects, ensuring proper alignment and levels.
- *Documentation*: Preparing maps, reports, and integrating data into GIS systems or other softwares.
- *Regulatory Compliance*: Ensuring surveys meet legal and regulatory standards.

**Deliverables:**

- *Survey Data Reports*: Detailed findings from surveys, including measurements and observations.
- *Maps and Drawings*: Topographic, boundary, and construction maps for planning.
- *Geodetic Control Network*: Control points with coordinates for reference in construction.
- *Geospatial Data Files*: Files in formats compatible with GIS and AutoCAD systems.
- *3D Models*: Visual models for planning and design.
- *Compliance Documentation*: Legal and regulatory compliance reports.

**c) Electro-Mechanical Works****Scope of work:**

- Design heating, ventilation, air-conditioning, and air extraction systems with automated controls.
- Develop systems for water pumps, wells, and water purification, ensuring environmental efficiency.

- Integrate advanced waste management and environmental sustainability systems.
- Design backup power and energy supply systems, including solar power and energy distribution networks.
- Incorporate Safety and Control Systems fire detection, suppression systems, building security, and control systems.
- Plan for ICT networks, lightning protection, refrigeration, cold rooms, oxygen plants, water drainage, and plumbing systems.
- Address carbon emissions and propose reduction strategies.

**Deliverables:**

- Detailed HVAC and extraction system designs.
- Plans for water management, waste management, and environmental efficiency systems.
- Energy system designs (backup power, solar power, energy distribution).
- Complete fire safety, security, and control system designs.
- Documentation for ICT networks, lightning protection, refrigeration, and specialized systems.

**d) Sustainability and Accessibility Works****Scope of work:**

- Ensure the design complies with prescribed sustainability standards and accessibility regulations.
- Integrate relevant requirements into construction documents, ensuring energy efficiency and universal design.

**Deliverables:**

- Design documents showing compliance with sustainability and accessibility standards.
- Specifications for sustainable materials, equipment, and construction techniques.

### 3.5.3. Disaster Resilience Analysis

#### a) Design Analysis Against Natural Disasters

##### Scope of work:

- **Data Collection:** Gather records and data from:
  - Building planning and control documents.
  - Site geotechnical reports.
  - Local area natural disaster history, including strong storms, earthquakes, and floods.
  - Local drainage records.
  - As-built information on subject buildings.
- **Surveys and Testing:**
  - Conduct field surveys to assess structural and site conditions.
  - Perform material testing and non-destructive evaluations as needed.
- **Tier Level Reviews:** Undertake Tier 1 to Tier 3 evaluations:
  - Tier 1: Screening Level  
High level assessment to identify issues. Using simplified checklists and approaches based on past performance. To determine if more detailed analysis is needed.
  - Tier 2: Detailed Engineering Evaluation  
  
In depth evaluation for the structure's capacity to withstand specific hazards. Using analytical modeling, and performance based design approach. To identify potential failure modes and recommend improvements or retrofit.
  - Tier 3: Comprehensive Analysis  
  
Highly detailed simulation for extreme conditions and failure mechanism. Using historical analysis, interaction studies, and performance based engineering modeling. To provide comprehensive risk assessment and mitigation strategy.

##### Deliverables:

- Conclusive Assessment Report: Final report with structural integrity evaluation, risk analysis, compliance status, and mitigation recommendations, including cost-effective retrofitting or redesign options..
- Data Collection Report: Summary of collected records (building plans, geotechnical data, disaster history, drainage records, as-built drawings)..
- Survey & Testing Results: Documentation of site surveys, material testing, and structural inspections

- Tier 1-3 Review Reports: Stepwise structural and risk assessment findings based on standard evaluation frameworks
- Supporting Drawings & Models: Relevant structural sketches, models, or simulations illustrating potential vulnerabilities

#### 3.5.4. Blast Resistance Design

##### Scope of work:

- Evaluate current structural and non-structural elements for susceptibility to blast impacts.
- Define potential explosive threats and required protection levels based on threat scenarios.
- Analyze air-blast parameters, and assess building performance under identified threat conditions.
- Develop strategies to enhance structural resilience, such as strengthening façades, retrofitting windows, and reinforcing critical elements.
- Prepare and discuss with **UNICEF/UNDP/UNOPS** a proposed scope of works, logistics plan, approach, and timeline for implementing mitigation measures.

##### Deliverables:

- Integrated **Disaster Resilience Report** combining both natural disaster and blast resistance findings and recommendations.
- Approved detailed design drawings, calculations, and specifications for structural and non-structural improvements.
- Presentation of findings and recommendations to UNICEF/UNDP/UNOPS (or other Agency) for approval.

#### 3.5.5. HSSE Services:

The HSSE (Health, Safety, Social, and Environment) focuses on ensuring the protection of personnel, the environment, and assets throughout the project lifecycle.

##### Scope of work:

- *Risk Assessments*: Conducting health and safety and social and environmental risk assessments to identify and mitigate hazards.
- *Health and Safety Management*: Implementing site safety protocols, regular HSSE inspections, PPE use, and safety training for workers.
- *Environmental Protection*: Monitoring air, water, noise, and waste, ensuring compliance with environmental standards.

- *PSEAH*: To ensure that sexual exploitation , abuse and harassment risks are mitigated.
- *Emergency Response*: Preparing emergency plans and ensuring first aid and medical services are available on-site.
- *Monitoring and Reporting*: Tracking HSSE performance and reporting to agency, ensuring transparency and continuous improvement.
- *Compliance*: Ensuring adherence to HSSE policies under UNDP, UNICEF and UNOPS (or other Agency), local regulations, and international standards.

**Deliverables:**

- Reports on safety and environmental risk evaluations, with mitigation measures.
- Documentation of site safety protocols, inspection records, Personal Protective Equipment compliance, and training completion.
- Incident investigation reports.
- HSSE performance reports with analysis and improvements documented.

**3.5.6. Testing and Commissioning:**

Testing and commissioning for an infrastructure project is a critical phase that ensures all systems and components function according to design specifications and regulatory standards.

**Scope of work:**

- Implement rigorous inspections and functional tests of all systems and components.
- Ensure that infrastructure meets quality, performance, and safety standards.
- Identify any issues or defects that need addressing before commissioning.
- Verify that all systems are fully operational and ready for use.
- Should Include final adjustments and validation of equipment, utilities, and facilities.
- Confirm compliance with regulatory standards and project specifications.
- Official handover to beneficiaries, marking project readiness for public or intended use.

**Deliverables:**

- Documentation of all inspections and functional tests conducted.
- Report confirming that infrastructure meets required quality, performance, and safety standards.
- Confirmation of compliance with regulatory standards and project specifications.



### **3.6. Lot 6: WASH**

This Lot is developed to provide professional services in the design and planning of Water, Sanitation, and Hygiene (WASH) infrastructure, ensuring compliance with technical, environmental and regulatory standards.

#### ***Scope of work:***

- Review project objectives, site conditions, and existing infrastructure.
- Conduct feasibility studies and environmental/social impact assessments.
- Review and ensure compliance with local regulations and standards.
- Develop designs for water supply systems, sanitation (toilets, treatment plants), and hygiene facilities (handwashing stations, showers etc). Including water pumping stations or networks and sewage pumping stations or networks.
- Conduct water pumping tests and studies infield and desk to evaluate water wells/boreholes.
- Conduct geotechnical and topographical surveys for pipe laying for water and waste water.
- Conduct detailed Environmental Impact Analysis for specific projects with associated sampling, testing and report generation.
- Ensure integration with local systems and focus on sustainability, resilience, and environmental impact.
- Prepare detailed design reports, technical specifications and drawings.
- Develop tender documentation including BoQs.
- Coordinate with the project team and provide regular progress reports.
- Evaluation and assessment of wells/boreholes including desk and field studies

#### ***Deliverables:***

- Inception reports
- Feasibility study reports
- Design reports
- Well/Borehole Pumping Test Report
- Environmental Impact Analysis Report
- Tender documentation
- Final design reports

#### **4. Reporting requirements**

The LTA Partner is expected to comply with, but is not limited to, the reporting outlined below. A detailed deliverable with technical tasks will be specified in the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document), based on the specific scope of work and objectives for the services required in each individual project.

The reporting requirements below, as well as the format of the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document)s or Purchase Orders, are not exhaustive and the Agencies may/will establish their own requirements and/or templates that the LTA partners will need to comply with.

- *Progress Reports*
  - Regular progress updates (weekly or monthly based on Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) covering the status of assessments, design development, approvals, and supervision activities.
  - Highlight any risks, delays, or changes to the schedule that may affect the project.
- *Meeting Minutes*
  - Documentation of discussions, decisions, and action items from meetings with the client, contractors, or regulatory authorities.
  - Follow-up on unresolved issues and next steps.
- *Issue and Risk Reports*
  - Reports identifying any project risks or issues, along with proposed mitigation measures.
  - Updates on the resolution of previously reported risks or issues.
- *Final Reports*
  - A comprehensive report summarizing all project activities, deliverables, and outcomes, including final design documents and any as-built drawings.
  - Certification of compliance with project requirements and relevant standards.

#### **5. Responsibilities of the LTA Partners**

The LTA partner is expected to fulfill the following responsibilities to ensure the successful delivery of the project:

- To complete the defined scope of work and deliver according to the specific requirements of each lot.
- To comply with the Service Level Agreement for each deliverable, as specified in Annex C.
- Site, communications, transport, and other means/resources necessary for the provision of the services.
- LTA partners are accountable for ensuring that these services are delivered efficiently, on time, and within budget, while meeting all client and regulatory expectations outlined in the Lots.
- LTA partners shall be obliged to maintain confidentiality and agree not to disclose, transfer, use, copy, or allow access to any confidential or proprietary information (e.g. technical data, designs, cost estimates etc.) to third parties without the prior consent of the Agencies. For this purpose, the successful LTA partners will be required to sign the Non-Disclosure Agreement, as specified in Annex D.
- To log, update and maintain regularly a Capacity Tracking Matrix (to be shared with the LTA partners at contract award stage) with the ongoing work assignments, allocated resources and other details, including information from other UN agencies that are placing contracts as a result of the LTAs.
- LTA partners are not allowed to provide services under this LTA that are not in line with this ToR and charge rates that are not in line with their Financial Proposal. All requests for the provision of the services should be communicated via a formal contract authorized by the authorized Employer's Representative. The Agencies reserve the right to not compensate services that do not align with these provisions.
- The LTAs that will result from this RFP are not to be shared with other UN Agencies without the prior agreement of UNOPS.

## 6. Responsibilities of the Agencies

- Provide necessary project information and documents. Facilitate site access for assessments and supervision.
- Facilitate communication with local authorities and other stakeholders, if/when necessary.
- Review and approve design submissions in a timely manner.
- Fulfill payment obligations as per the payment schedule of each Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) or other services engagement document.
- Support dispute resolution and approve project changes when needed.

## 7. Team composition & Scalability

The consulting team should be composed of professionals with relevant experience and qualifications to cover the full scope of the project, which are outlined in the five Lots described in the Scope of work. The required profiles are detailed in [Annex A - Key Profiles Requirements - Team Composition](#).

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 Annex\_A\_Key\_Experts\_matrixes.

**Scalability:** Due to the high volatility of the operational context of the Agencies in Ukraine and occasionally increased capacity needs for experts with specialization described in the above table, successful LTA partners will need to maintain a pool of additional resources for these profiles. For this purpose scalability is introduced as a technical evaluation criterion. Bidders that are able to demonstrate capacity scalability, will receive additional points commensurate with their technical ability to increase capacity scalability.

## 8. Exclusivity and Availability of Key Experts for the duration of the LTA

Bidders must be aware that the proposed key experts/consultants are not allowed to present themselves as a candidate to any other bidder submitting a proposal for this RFP.

The Agencies having selected a bidder partly on the basis of an evaluation of the key experts presented in the offer, expect the contract (LTA) and any contract that is a result of the LTA, to be executed by these specific experts. Therefore, the experts proposed by the bidders are expected to be available for the entire duration of the LTA, should the bidders' proposal be successful.

The Agencies will only consider substitutions after the deadline for the submission of offers or during the contract (LTA) or during the implementation of a Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) or Purchase Orders, only in cases of unexpected delays in the commencement date beyond the control of the LTA partner, or exceptionally because of the incapacity of a key expert for health reasons or due to force majeure or other circumstances which may justify a replacement. The LTA partners will be required to present a replacement expert with at least the same or comparable skills, educational qualifications and experience, as the expert to be replaced and in line with the requirements of this RFP, as stipulated in Annex A Key Experts. Prior to any replacement or substitution, the LTA partners shall first seek the agreement of the

Agencies by presenting the profile of the expert to be engaged. The LTA partners shall make every effort to inform the Agencies within a reasonable time period for any replacement/substitution need.

**9. Call-Off Orders (Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) (or other services engagement document)**

The Agencies have a standard template for a Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document), which is a formal agreement used in contractual arrangements with the purpose of outlining the main scope of work, deliverables, rates, and defined timeline based on the project's objectives.

**Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) Award Methodology**

Multiple vendors LTAs.

For Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) of value < USD 50,000.00: selection by ranked order within lot and after confirmation of capacity. i.e. if the top ranked LTA holder cannot provide the services (as per the capacity matrix the LTA partners will need to maintain), the opportunity will be extended to No. 2, then No. 3, etc.

For Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) of value ≥ USD 50,000.00: secondary bidding of the LTA partners for each Lot.

**10. Timeline**

The timeline for the services will be stipulated in each Call-Off Order (Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document)) based on the project objectives and scope of work and in line with the Service Level Agreement. However, it should be agreed with the selected LTA partner before signing the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) form. Refer to the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) template from individual agencies for a detailed timeline of activities and deliverables, including any involvement of other parties, such as Design Review or Stakeholder sign-off. A Gantt chart or similar visual tool should be provided to facilitate progress tracking.

## 11. Delays

The consultant is required to adhere to the timeline established in the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) template or other services engagement document, offered by the Agencies. Each deliverable should be submitted on or before the specified due date as per the agreed contract and in line with Annex C Service Level Agreement.

### 11.1. Procedure for Reporting Delays

- The consultant must notify the Design Manager/Project Manager in writing immediately if a delay is anticipated.
- A detailed report explaining the reasons for the delay and the proposed mitigation measures must be submitted within three working days of the notification.
- Requests for an extension of time must be submitted at least 1 week prior to the date of submission, with sufficient justification.

### 11.2. Assessment of Delay

- Delays will be assessed based on the severity and impact on the project schedule.
- Any delay caused by circumstances beyond the control of the consultant (e.g. force majeure events) may be considered acceptable, subject to review and approval.

### 11.3. Mitigation Measures

- The consultant should propose measures to accelerate work and make up for lost time, where feasible.
- Regular progress meetings may be arranged to monitor the revised timeline and ensure compliance.

### 11.4. Consequences of Non-Compliance

- In case of an unjustified delay, the Consultant will be liable for delay damages in the amount of 0.1% up to 0.5% per day for failure to comply with the timelines signed in the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) and up to the aggregate maximum amount of 10 % of the Accepted Contract Amount, or termination of the contract.
- Persistent delays may result in negative performance reviews and impact future engagements with the organization.
- Each Agency may establish a different delay damages penalty, which will be communicated to the LTA partner at the time of the contract award.

#### **11.5. Amendments**

- The Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) may be reviewed and amended as necessary to reflect changes in project requirements or unforeseen circumstances. Any amendments should not be unilaterally implemented and should be communicated in writing to the other party as soon as possible.

### **12. Pricing structure, Travel Costs, Price Adjustment & Payment Terms**

The rates that will be applied for services rendered under the LTA must align with or be lower than those outlined in the bidders' financial proposal form, which will eventually become the LTA rates for successful bidders who will be awarded an LTA. LTA partners are encouraged to offer lower than the quoted (ceiling) rates of their financial proposal each time they are called to respond to a work assignment request. The quoted prices against a specific work assignment will then become the firm prices of the Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) or other services engagement document, if eventually accepted by the Agency.

In order to achieve best value for money through effective competition, the Agencies may request bidders under the same LTA lot to quote for the same work assignment (secondary bidding).

The LTA prices shall remain firm against increase for the first 24-month period of the LTA duration. Based on the LTA partner's written request and justification, the Agencies may approve an annual increase in unit prices that shall not exceed ten percent (10%) of the initially offered prices, after the initial LTA 24 month period and for every 12 month extension thereafter, should further extensions are granted.

The payment terms for each work assignment under a Call-Off Order (CoO)/Service Contract/Service Request (or other Agency specific engagement document) shall be the standard payment terms of each Agency, unless otherwise specified in the formal instrument of agreement.

The daily rates must include all associated costs, such as insurance, incidentals and other overhead expenses.

### **13. Confidentiality, Intellectual Property and Conflict of Interest**

The United Nations Office considers confidentiality and intellectual property to be mandatory components of its operations. Consultants and LTA partners are required to uphold strict confidentiality regarding all sensitive information obtained during their



engagements, ensuring that proprietary data, project specifics, and organizational insights are protected from unauthorized disclosure.

LTA partners shall be obliged to maintain confidentiality and agree not to disclose, transfer, use, copy, or allow access to any confidential or proprietary information (e.g. technical data, designs, cost estimates etc.) to third parties without the prior consent of the Agencies.

#### *Confidentiality*

The LTA partners are required to maintain strict confidentiality regarding all information obtained during the course of their work with the UN. This includes project details, client data, and proprietary methodologies. Unauthorized disclosure of confidential information may result in legal consequences and damage to professional relationships.

#### *Intellectual Property (IP)*

All intellectual property created during the consultancy, including designs, reports, and methodologies, typically belongs to the UN or the contracting agency, unless otherwise specified in the agreement. LTA partners must ensure that their work does not infringe on existing IP rights and should provide any necessary licenses for the use of third-party materials. Proper acknowledgment of contributions is essential to maintain transparency and integrity in the creative process.

For the purposes of safeguarding the interests of the Agencies, the contracted LTA partners will need to sign a confidentiality agreement, attached to this RFP as Annex D. Each Agency may request the LTA partners to sign their own Agency specific confidentiality agreement.

## **14. Compliance Requirements**

The LTA partner engaged by UNOPS, UNICEF and UNDP (or other Agency) must adhere to the following compliance requirements:

### **14.1. Adherence to Standards and Regulations**

- Ensure all designs and assessments comply with local, national, and international building codes and regulations.



- Follow UNOPS, UNICEF and UNDP and/or other UN Agencies policies, guidelines, and technical specifications related to project execution and design standards.

#### **14.2. Quality Assurance**

- Implement a quality management system to ensure that all deliverables meet the required standards and are subject to thorough review and validation processes.
- Conduct regular internal audits and reviews of the work to maintain high-quality outputs.

#### **14.3. Health, Safety, Security and Environment Compliance**

- Adhere to UNOPS, UNICEF and UNDP HSSE regulations during the assessment and design phases, ensuring that all practices promote a safe working environment.
- Provide appropriate safety training and guidelines for all personnel involved in project execution.
- Conduct environmental and social impact assessments as necessary and adhere to sustainability principles in all design and development activities.
- Ensure that all projects consider social impact and community engagement, addressing the needs of affected populations.

### **15. Risk Management**

The LTA partner should develop a risk management plan aligned with the outlined scope of work. The plan should cover the following key areas, among others:

- *Security Risks and Mitigation*  
The LTA partners shall be responsible for undertaking the measures considered as appropriate and necessary for the security and safety of all its personnel involved in the delivery of activities.
- *Reduction in Technical Personnel*  
Plan for scenarios where staffing levels are reduced, which could affect project timelines, design quality, and author supervision. Implement strategies such as cross-training staff, maintaining a reserve pool of qualified personnel, and using remote supervision tools to ensure continuity.
- *Compliance Risks*  
Changing regulations in conflict-affected areas.

- *Environmental risk.*

Consultants should be responsible for identifying potential environmental risks associated with the project, such as pollution, habitat destruction, or resource depletion, and developing strategies to mitigate or manage these risks throughout the project lifecycle. Consultants must ensure that the project adheres to local, national, and international environmental standards and regulations.

## **16. RFP Annexes**

Annex\_A\_Key\_Experts\_matrixes

Annex\_B\_Template\_Financial\_Proposal

Annex\_C\_SLA\_Design\_&\_Engineering\_Services

Annex\_D\_NDA\_Template