

## **Terms of Reference**

### **Rehabilitation of the Barbuda Post Office to support the recovery of post-Hurricane Irma Barbuda**

<b>Project Title:</b>	Resilient Restoration of pivotal public infrastructure for the recovery and sustainable development of the island of Barbuda in post-hurricane Irma
<b>Beneficiary countries:</b>	Antigua and Barbuda
<b>Contracting Authority:</b>	United Nations Development Programme (UNDP)
<b>Contract Type:</b>	Professional Services Contract (ISC)
<b>Duration of Assignment:</b>	2 months
<b>Start Date:</b>	18 December 2018

#### **1. BACKGROUND**

On September 6, 2017, Hurricane Irma hit Antigua and Barbuda with catastrophic effect on the island of Barbuda. Hurricane Irma made landfall as a category 5 storm (Saffir-Simpson scale), packing winds in excess of 180 mph (277km/h). The storm's eye passed directly through Barbuda exposing the island to the highest wind velocities in the storm. While out of the path of the eye, Antigua, located approximately 27 miles to the south of Barbuda, experienced major category 5 winds generated in the storm's inner core. During the event, Barbuda was exposed to the extraordinary eye wall winds for more than 3 hours as the storm passed over the centre of the island. This was accompanied with a significant storm surge (5-11 feet) which provoked flooding reported to reach some 600 meters inland. Compounding the situation, on September 18, Hurricane Maria, another category 5 storm affected the island of Antigua with strong winds and rainfall, without making landfall.

The Post Disaster Needs Assessment (PDNA) carried out by UN, EU, World Bank, Caribbean Development Bank and Eastern Caribbean Central Bank estimated the total damage (e.g. destroyed physical assets) of the Irma/Maria for Antigua and Barbuda as EC\$367.5 million (US\$136.1 million), while losses amount to approximately EC\$51.2 million (US\$18.9 million). Recovery needs amount to EC\$600.1 million (US\$222.2 million). Approximately 95% of the buildings in Barbuda were damaged or destroyed. Based on the results of the PDNA, with total recovery needs for this sector estimated at USD 79.6 million.

The combined value of destroyed assets and disruptions in the production of goods and services is equivalent to about 9% of the country's gross domestic product (GDP, current terms) in 2016. Hurricanes Irma and Maria will, therefore, have a significant negative impact on the overall performance of the national economy and likewise on the quality of life.

The Government of India has been one amongst the leading donors in responding to the climate crisis in the Caribbean region and intends to continue this assistance towards building climate resiliency. In the aftermath of the 2017 hurricanes Irma and Maria, the Government of India has been supporting the post-Maria recovery of the devastated island of Dominica. Through the India-UN development Partnership Fund, the Government of India is contributing US\$ 1 million for the resilient restoration of pivotal public infrastructures for the recovery and sustainable development of the island of Barbuda. It is in the context of this support, that UNDP is seeking that services described in this TOR,

will aim at implementing one of the components in the India-funded project, the rehabilitation of the Barbuda Post Office.

UNDP's contributions and strategy, from Early Recovery to Long-term Resilience in the Caribbean, include the mobilization of US\$25 million and the restoration of over 800 buildings. In Antigua and Barbuda, UNDP has mobilized initial resources to support the substantive assessment of the impact and recovery needs through a PDNA. Additionally, a comprehensive building damage assessment (BDA) was completed in October 2017, which supported identification and classification of priority repairs. Early recovery of Barbuda post-Irma has witnessed considerable interventions in the housing sector through collaborative efforts of humanitarian and development actors, for example through the Government of Antigua and Barbuda/UNDP Roof Restoration Initiative funded by the Government of China. Additionally, through a Regional CERF grant of US\$300,000, Antigua and Barbuda received support to implement a small Cash-for-Work Debris Management Project, which complemented post-Irma rehabilitation activities.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The awarded contractor will provide their services, as follows:

- Rehabilitation works for the climate-resilient restoration of the Barbuda Post Office, according to the OECS Building Code and in compliance to national hurricane and seismic-proof national building guidelines.

## **3. SCOPE OF WORK**

The contractor with guidance of the UNDP Antigua and Barbuda Office and in compliance with the OECS Code and National Building Guidelines will undertake the following activities outlined below.

### **General:**

#### **A. Site Assessment and Review of Drawings**

1. Undertake site assessment and review of the technical drawings to confirm all works to be undertaken at the project site with respect to the rehabilitation and reconstruction activities.
2. Provision of detailed schedule of works for rehabilitation and reconstruction activities to be undertaken with detailed timelines and milestones for each stage of the work.

### **Rehabilitation and Reconstruction Activities:**

#### **B. Construction Activities**

1. Demolition of existing infill and internal sheet rock walls as well as site clearance.
2. Rebuild the roof structure (to build a ring beam, installation of: rafters, hurricane straps, T1-11, purlins, flash bands, galvanize, ridge caps, and fascia board).
3. To build interior walls (sheet rock walls) keeping the existing layout.
4. To install windows and doors.
5. To build and install a customer counter.
6. To do electrical (wiring, light and switch fixtures replacement), plumbing (removal and installation of sanitary fixtures as well as installation of pipes, fittings and any other works that guarantee an adequate functioning of the post office) and paint works.

#### 4. INSTITUTIONAL ARRANGEMENT

Under the overall guidance of the UNDP Antigua and Barbuda Head of Project Office and the direct supervision of the Project Manager and the Project Engineer, the contractor is required to provide an initial detailed schedule of works as well as copies of progress reports to all parties on work progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The Project Manager, in coordination with the Project Engineer, will review for certification of acceptance the outputs produced by the awarded contractor.

The UNDP Project Engineer will provide technical support to the awarded contractor, in collaboration with the Public Works Department (PWD) and the Development Control Authority (DCA).

#### 5. REPORTING REQUIREMENTS

All reports should be submitted in Microsoft Word and PDF. Copies of high resolution graphics should also be submitted (in png, jpg, or pdf formats) to the Project Manager. Pictures of completed work and work progress, where necessary, are required.

The awarded contractor will report in accordance to the approved schedule of works to the Project Manager to ensure a timely delivery of the expected outputs.

#### 6. REMUNERATION

##### Payment

Payment will be remitted on sign-off on all works completed, as per engineering specifications, by UNDP Antigua and Barbuda, and is based on the contractor's price proposal.

The expected schedule of payment is the following:

Deliverable	No. of days	Percentage
Advance	Upon receipt of Detailed Schedule of Works (and after signature of contract)	20%
Complete rebuilding of roof structure	35 days	50%
Complete rebuilding of interior walls, installation of windows and doors and completion of electrical, plumbing and paint work	60 days	30%

The contractor's price proposal will include **all expected costs of the assignment**. As the contractor will be required to provide all necessary materials and equipment for the stated works, these elements must be considered in the submitted financial proposal.

#### 7. SUBMISSIONS

Interested contractors must submit the following to demonstrate their suitability:

- Portfolio of successfully completed civil works (within the scope of the items listed in the TOR)
- Three recent written references from clients with whom the contractor has completed similar work

The contractor most suited to complete this assignment comprise a team who have:

- Five or more years of experience in civil works as highlighted in the submitted portfolio of work
- Experience with the design and repair/construction of public buildings, according to regional and national building codes
- Experience with rehabilitation and construction of public buildings in post-crisis environments will be considered an asset.

**Language:** Fluency in written and oral English is required

## **8. ADMINISTRATIVE INFORMATION**

Contractors **must** submit the documents outlined below. Incomplete submissions will not be acknowledged

- Portfolio of works undertaken in the last 5 years
- Completed price proposal
- Three reference letters for recent work