###### Development of Design and Construction Supervision of a Medical Warehousing Facility in Mutare – Zimbabwe

***Scope of Work***

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**Design and Construction of a Medical Warehousing**

**Facility in Mutare – Zimbabwe**

# Introduction

The health infrastructure in Zimbabwe has deteriorated tremendously over the years. In view of the deteriorated health infrastructure and the need to cope with the additional healthcare needs, the Global Fund has provided grants to support and help Zimbabwe through the Ministry of Health and Childcare to deal with the situation. Several infrastructure projects are funded under the current grant ZWE-H- UNDP 2018 -2010. This includes the construction of a Medical warehouse in Mutare, Zimbabwe.

In terms of the project governance, the client is the Government of Zimbabwe through the national pharmaceuticals company NatPharm and the Ministry of Health and Child Welfare. Funding is sourced from the Global Fund through UNDP Zimbabwe as the Principal Recipient (PR). Other actors are the Ministry of Public Works, the Local Authorities and Councils.

UNDP operates to the highest levels of international design and construction standards while taking account of local constraints and methods of work. Under this Request for Proposal (RFP), UNDP is seeking to engage the services of an adequately qualified engineering firm to undertake the complete design of prefabricated steel warehouse in accordance with the scope of services detailed in this document.

# The Project

The warehouse will be constructed at an empty land as per the coordinates and outlined aerial view of the site boundaries (outlined in red) below:

|  |  |  |
| --- | --- | --- |
| **Location** | **Latitude** | **Longitude** |
| Mutare, Zimbabwe | 18° 58’ 00.48” S | 32° 39’ 34.05” E |



The Consultant shall carry out a review of the existing topographic survey of the site (Appendix A). In case additional surveying is required, guidelines for the approved PGM types are available in Appendix B for reference. The Consultant shall also carry out a review of the geotechnical investigation report (Appendix C) for the identification of all the constraints particular to the site. The Consultant shall also confirm the adequacy of any existing services/utilities for the normal operations of the facility. In the meanwhile, the Consultant shall propose a preliminary design based on the attached concept design of a pre-engineered steel frame structure with solid concrete half-walls (Appendix D). The warehousing facility is composed of the following components:

* The main structure containing office and warehousing spaces with a mezzanine level;
* Ancillary facilities including, but not limited to, a guard house, covered recreational area, incinerator, hazardous material store, facility systems rooms. All ancillary facilities are located within the boundaries of the premises;
* Parking lot.

The Client shall coordinate, organize meetings and discussions with the Consultant for the full development of the concept design. At this stage, Consultant shall provide necessary support and advice to incorporate all the requirements and recommendations from the Client. After receiving UNDP’s approval, the Consultant will proceed to develop their preliminary design in accordance with the requirements of this document along with the provided concept design documents and reports forming part of this Request for Proposal (RFP).

The design shall be in conformance with national legislations as well as adequate international design codes and standards and be representative of international best practices for design of office spaces. The detailed design will be used for the manufacturing of the steel frame, implementation of civil works, installation of manufactured warehouse and ancillaries.

# Project Scope and General Requirements

The consultancy services shall cover all aspects of the project from start to finish, including the detailed main elements below. The Consultant shall have responsibility for the following elements of work:

* Consultation, at project outset, with the Client to identify the project requirements and constraints;
* Assessment of the proposed site and its current conditions (including any existing structures, services, utilities, infrastructure and ancillaries) to confirm its suitability for the proposed project;
* Review of the existing topographic and geotechnical surveys in addition to carrying out any missing or additional requirements related to these surveys;
* Detailed report based on the land surveys including the Consultant’s recommendations;
* Seismic zone report;
* Climate zone report;
* Detailed review of the concept design of the warehouse (Appendix D);
* Execution of the full design and provision of deliverables, in accordance with this scope of work and the project’s RFP documents, including detailed architectural, structural and electromechanical layouts to be used for the construction phase (refer to Appendix E for layer naming convention). The submission format shall be in both PDF and AutoCAD (version 2017 or above);
* Description of loading and performance criteria considered;
* Provide detailed specifications for materials, equipment, works and methods to enable a manufacturer to produce the pre-engineered components and a Contractor to construct the project;
* Prepare a detailed projected construction programme for the project identifying the likely timeline for the project construction phase and including project milestones;
* Provision of, at preliminary and detailed design stages, cost estimates for the project, based on the relevant schedules of quantities and reflecting local rates, to be utilised to scope the project within the available project budget and as a reference document for the assessment of prices submitted to construct the project;
* If applicable after consultation with the Client, the Consultant shall be responsible for the selection, appointment and management of the services of third parties, with the approval of the Client, for the execution of any specialist assessment, investigative works and any other third-party services required (topographic, geotechnical surveys etc.);
* Identification, preparation, and if requested by the Client, submission of the necessary permits and statutory approvals required in order to complete the project. The Consultant shall prepare a summary document highlighting the information gained and relevant procedures to be followed to obtain all permits for the Project. All applications for permits shall be prepared by the Consultant with the Client being notified when they are ready for submission. The Consultant shall not submit permits on the Client’s behalf unless confirmed in writing by the Client;
* Liaison with the Client and any other stakeholders to the project including any liaison that may be required with other third parties from time to time;
* Provide input at Project Tender Stage, as required, to answer queries from Contractors, and make any necessary alterations to the design;
* Provision of assistance and technical expertise throughout the construction phase of the project when required, to respond to Contractor’s queries, to resolve design issues on site and alter elements of the design, if requested, in accordance with the requirements of this scope of work;
* Supervise the construction of the project through to the issue of the certificate of substantial completion and beyond, as required by the Client;
* Provide input and assistance into the completion of project as-built drawings;
* Ensure that the production of the design is executed in accordance with national and international health and safety standards; Contractor must be able to submit and obtain approvals of designs in compliance with local legislation.
* Ensure that all design and construction is completed to internationally recognized quality standards and the national drug regulatory authority (MCAZ) standards;
* Any other duties consistent with the normal roles and responsibilities of a Consultant.

# Overview of Main Structural Elements

## Permanent Warehouse Building

The main warehouse building is composed of a prefabricated steel frame structure with partial masonry walls and reinforced concrete slab on grade (or similar structure proposed by the Consultant). The warehousing space will be approximately 2,560sqm and the office space 250sqm at mezzanine level. The steel frames, cladding, bracings etc. will be pre-designed and manufactured so, the design for non- steel elements such as RCC foundations, grade slab, masonry walls, etc. will be required. The warehouse shall be a raised structure to facilitate the loading and unloading of goods and materials.

## Boundary Elements

The boundary walls shall be constructed with reinforced concrete or masonry with razor wire (or similar structure proposed by the Consultant). Security Lighting will also form an integral part of boundary control. In reference to the concept design drawings, the access control facilities shall be provided at the entrance of each facility and the design of all access gates must include robust materials and mechanisms. Emergency exits shall be provided to the rear or side of each site. Specific security requirements will be communicated with the Consultant after contract signature.

## Internal Site Infrastructure

Internal site infrastructure will include electricity, water, sewerage, IT, lighting, landscaping, pavement, loading areas in addition to the elements mentioned in sections 4.4 and 4.5 below and any other necessary items. Infrastructure shall serve permanent buildings as well as any potential temporary structures.

## Access, Parking and Loading Areas

The design shall include a durable pavement design to support loading and turning movements of fully laden heavy goods vehicles and other vehicles. Pavement shall include parking areas, loading bays, facility access and maneuvering areas and footways.

## Permanent Ancillary Buildings

Other buildings shall be of reinforced concrete structures with masonry infill walls or other suitable structure(s) proposed by the Consultant. These shall include access control buildings, guard rooms, external sanitary block, plant and electrical rooms, external store, etc. Specific requirements will be discussed prior to the preliminary design phase.

# Detailed Design Stage

## Development of Detailed Design

During the detailed design stage, the Consultant shall develop each element of the design to a level whereby a construction company can accurately price and successfully complete the Project. Upon completion of the detailed design, a draft copy of the design shall be submitted to the Client for approval. This will form the basis of a detailed design meeting between the Client and the Consultant.

After the meeting and upon completion of all elements of the design, the Consultant shall collate all of the required technical information for inclusion in each construction contract package to be issued for tendering. The Consultant shall liaise closely with the Client in this respect to ensure that the information provided comprises a full suite of data required for the construction contract.

## Detailed Design Package Components

The main components forming part of the final detailed design package shall include, but are not limited to, the following components:

* All detailed drawings, including plans, elevations, sections and typical details required to enable a contractor to execute the construction works. These should include the detailed architectural, civil, structural, electrical, mechanical and fire protection works drawings. All drawings shall be presented on the Client’s title blocks;
* Internal layouts for the proposed storage and racking system, details of which shall be discussed and agreed with the Client during the design stage;
* All design specifications, wiring diagrams, material details and plant specifications as per the project’s requirements;
* Bill of Quantities (BOQ), separated for each element of the works, in a format approved by the Client, compiled to be included in as part of the tender documents;
* All relevant project background information required for the Contractor in order to proceed with the construction works (issued for information only);
* A report detailing any health and safety risks related to the design;
* Completed application documentation for any permits/approvals required.

## Detailed Cost Estimate

A detailed construction cost estimate is to be prepared in accordance to the BOQ for each element of the work and shall include the capital cost of the proposed works and, separately, any other costs associated with the works; for example, third-party direct costs. The cost estimate shall be in US Dollars. The cost estimate shall be calculated based on the local rates of materials and services. The content, level of detail and the basis of the cost estimate shall be agreed with the Client.

## Construction Programme

The Consultant shall prepare an indicative construction programme as part of the design package in Gantt chart format. The programme shall be utilised to assess the bidders’ proposals during the tender assessment stage.

The programme shall be as detailed as possible and shall include all phases of work cross-referenced with the BoQ. Each phase of the works shall have as many sub-phases as necessary to adequately describe the flow of construction activities. The content and detail shall be to the approval of the Client and shall be submitted in draft form during the detailed design stage.

The timeline shall consider any local constraints (i.e. specific conditions, official holidays, local site working hours, etc.) related to the execution of the project. If the location of the work site is deemed to have a direct influence on the construction programme, this shall be highlighted and clearly explained as part of the Consultant’s submission (i.e. logistical issues, security situation and extreme weather conditions).

# Construction Supervision

## General Requirements

For supervision services, the Consultant will be engaged for the Engineer’s role as described in the conditions of contract. The Consultant must be familiarized with the Engineer’s role in terms of obligations and duties towards both the Client and the Contractor.

Each member of the site supervision team shall be suitably qualified for the project’s requirements. All Consultants’ personnel will be subject to the approval of the Client. The Consultant shall be responsible for ensuring that the number of supervision personnel assigned to the work site is sufficient to satisfy the complexity of the project. Depending on specific project requirements, the level of supervision provided shall ensure that there is always presence at the worksite during the construction stage and to account for absences and the long working hours that may occur throughout the duration of the project.

The Consultant shall include a fully detailed schedule of daily rates for the site supervision team. The rate shall encompass all variables for each site team member including but not limited to basic salary, travel, subsistence, supervision equipment and working outside normal construction hours.

The duration of the site supervision contract shall extend from the signing of the Contract with the Client to a specified period of time depending on specific project requirements. A reduced level of supervision may be necessary, in advance of contract signing, through the defects notification phase and to cover unforeseen conditions such as particular weather events. Should this be the case, it shall be agreed on a case by case basis with the Consultant. Additionally, where the Client requires that the Consultant performs additional services after the issue of the certificate of substantial completion, the extent of these services shall be agreed on a case by case basis.

## Responsibilities

The Consultant shall have responsibility for all or part of the following elements of work:

* Facilitate Handing over of site to contractor.
* Administer the terms of the construction contract during operations on site.
* Constant supervision of the construction work, programming and co-ordination.
* Provision of engineering and project management services from inception to completion.
* Inspect and monitor time, progress, cost, quality and quantity of the works and other agreed targets.
* Ensure the implementation of the project in accordance with the approved design and the construction contract and local circumstances.
* Exercise any and all powers delegated by the Client under the construction contract and ensure the successful delivery of the project.
* Liaison with Local Authorities, as required, to obtain any necessary authorizations for the implementation of the project and to ensure co-ordination of activities throughout the project duration.
* Provision of advice to the Client concerning the schedule of handing over of the site and any designated access to the successful contractor including notification of possible delays that could affect such a handover.
* Approval of the contractor’s site supervision personnel that have not already received the prior approval of the Client.
* Approval of the contractor’s selected sub-contractor(s) that have not already received the prior approval of the Client.
* Inspection and evaluation of the contractor’s on-site and off-site facilities to ensure compliance with the terms and conditions of the contract. This shall include inspecting any material sources, fabrication facilities and the contractors' proposed laboratory testing facilities and recommending improvements (if any) to said facilities or procedures to ensure the desired performance.
* Advice on the selection of contractor's equipment. Assess minimum construction equipment, plant and machinery requirements, by type and specification, and monitor, keep and regularly update a list of the contractor’s equipment, plant and machinery in order to keep track of the contractor’s mobilization.
* Inspection of contractor's construction equipment ensuring that compliance with the manufacturers’ requirements is being achieved and international standards relating to pollution, noise and vibration are being complied with.
* Inspection of material sources both on and off site. Ensure the completion of tests of materials to ensure adherence to specifications. Approval of all material to be used on the projects.
* Assessment of the contractor’s construction methods for the works ensuring that the methods proposed are satisfactory with respect to the requirement of programme, quality, and health and safety.
* Continuously monitor the construction progress to ensure it is proceeding in accordance with the approved design, methodology and work programme. Liaise with the contractor in the event of problems occurring to attempt to mitigate any risks or negative impacts resulting from the situation.
* Liaison with the Client in relation to any variations. Assessment and approval of variations required, at the rates established in the construction contract, or at alternative rates mutually agreed between the Client and the contractor, in accordance with the delegated authority assigned under the construction contract.
* Ensure that the contractor adheres to local laws and customs and particularly does not use child labour for the execution of the contract.
* Preparation, review and approval of "as built" documentation and preparation of report(s) certifying the satisfactory completion of the works in accordance with the contract.
* Inspection of the completed works with the Client including the provision of assistance in formal taking over of the works.
* Monitoring of any required remedial works carried out during the defects notification period and provision of guidance to the Client with respect to the release or otherwise of contractual controls (bonds, insurances, retention amounts etc.).
* Identify “Hold & Inspection” points.
* Approve start of work and completed work, as per list of “Hold & Inspection” points.
* Conduct Final Technical Inspection of completed facilities with defect listing as appropriate.

6.2.1 QUALIFICATIONS OF THE TEAM OF EXPERTS

The proposer is expected to have a minimum of the following key staff supporting the project.

1. Project manager/Resident Engineer:

General Qualifications

* Masters degree or equivalent in architecture or civil engineering / structural engineer or related discipline
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).

General Professional Experience

* 15 years experience with project management
* 5 years acting in the capacity as a Resident Engineer running a project
1. Deputy PM/ Assistant Resident Engineer:

General Qualifications

* Masters degree or equivalent in architecture/ civil engineering / structural engineer or related discipline
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).

General Professional Experience

* 10 years of experience in contract administration
* 5 years in a similar position
1. Civil Engineer:

General Qualifications

* A master’s degree or equivalent in Construction/Civil engineering
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).

General Professional experience

* 10 years’ proven working experience in the construction sector
* 10 years of Experience in the preparation and supervision of large construction projects including storage infrastructure is essential
1. Electrical Engineer

General Qualifications:

* Bachelor’s degree or equivalent in Electrical Engineering, and
* Excellent computer skills (e.g. MS Access, GIS, AutoCAD computer software programs).

General Professional Experience:

* 10 years in the electrical engineering field for construction projects.
* 5 years of professional experience in GIS and database design works.
1. Mechanical/Structural engineer:

General Qualifications:

* Bachelor’s degree or equivalent in Mechanical/Structural Engineering
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).

General Professional Experience:

* 10 years of professional experience in mechanical/structural engineering

6) Quantity Surveyor

General Qualifications

* Masters degree or equivalent in quantity surveying or civil engineering or related discipline
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).

General Professional Experience:

* 10 years of professional experience in quantity surveying

*Cross cutting work experience for the core team:*

* Experience working in complex environments and large infrastructure and/or civil works, particularly in the field of construction technical (including detailed design and supervision of construction projects),
* Project documentation development as well as construction supervision,
* Experience and ability to address and manage all aspects of monitoring of a construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up),
* International experience especially with FIDIC Contracts (Red Book) is an asset
* Knowledge of procurement, tendering and contracting processes and requirements,
* Working experience with UN Agencies or International Development Organisations is an asset.
* Substantial experience with projects involving public infrastructure, buildings, facilities, etc,
* Excellent and proven experience in dealing with contractors and local partners,
* Registered with a professional engineering board, and
* Fluency in both oral and written English.

## Reporting

The Consultant shall include within the supervision report, details of the procedures that they would intend to implement at the work site and the national/international standards the supervision of the project would be carried out to. The following is a list of the main elements to be included in the supervision report:

* Review, evaluation and approval of the planned construction methodology by the contractor.
* Establishment and maintenance of project performance monitoring, evaluation and reporting for the approval of the Client up to project completion. The consultant will be required to submit weekly reports in addition to a monthly comprehensive report.
* Establishment of a comprehensive system for maintaining site records including site correspondence, survey data, inspection records, test data, site diaries, records of meetings, financial records, progress records etc. to the approval of the Client.
* Inclusion within the site recording system of a procedure to record all items/materials brought to and utilized on the project, to include information relating to the source, constituent elements and certification of the item/material/equipment in question.
* Compilation of a day by day project diary which shall record all events pertaining to the administration of the contract, the completion of the project on site and any other information which may be later of assistance in resolving issues concerning the execution of the works.
* Preparation and issuance of the following reports, the format and content of which are to be approved by the Client: a weekly progress summary; a detailed monthly progress report; a detailed project completion report; and any other project updates required by the Client from time to time.
* Preparation of reports, including financial updates, technical appraisals, additional contract documentation, reviews of the contractor's proposals and any other relevant reports as may be required from time to time.
* Issuance of project completion reports: draft report at 90% physical completion on site, full report on issuance of substantial completion certificate.

## Changes to the Consultant’s Personnel

The Consultant shall provide the Client with a minimum of 28 days’ notice of the intention to change the resident Engineer or any members of its approved site supervision team. Non-compliance to the terms of this paragraph shall lead to the suspension of payments for all staff for the period that no Engineer is in place or that the level of supervision on site is below what has been agreed between the parties.

In addition, the Client may instruct the Consultant to remove any person employed by the Consultant as part of the supervision team, including the Engineer if applicable. Upon receipt of the instruction by the Client, the Consultant shall proceed to appoint a suitable replacement person within 14 days of the receipt of the instruction.

## Equipment for the Consultant’s Personnel

The Consultant shall be responsible for the provision of all facilities and equipment required by the supervision team to undertake their responsibilities on site, except for equipment that would normally be supplied by the Contractor as part of their construction contract. The cost of provision of all such equipment shall be included in the daily rates for staff, unless it is agreed with the Client to include it as a separate lump sum element of the Agreement.

Supervision Work Plan

Following the selection of a contractor to undertake the construction works, but prior to the signature of the contract, the Consultant shall prepare a work supervision plan based on the Contractor’s detailed construction programme.

The work plan shall take into account the following elements:

* Assignment of staff to site at the times needed to follow the construction of the project (i.e. small core team at commencement, mechanical and electrical inspector only when these works are being undertaken, etc.);
* Allowance for national holidays;
* Personal leave requirements of the site staff;
* Details of how the Consultant will enable the execution of night or weekend works, if required, to facilitate the successful execution of the project.

The Consultant shall alert the Client in case of any unrealistic aspects regarding the Contractor’s submitted programme. Should the Client agree with the Consultant’s comments, they shall request a revised copy of the programme from the Contractor addressing the issues presented, subsequent to which, the Consultant shall finalize their work plan in accordance to the updated schedule of works.

Once agreed between the parties, the work plan will form the basis of the Agreement between the Client and the Consultant and the Consultant shall be paid based on the agreed rates as part of the supervision component, subject to any adjustments agreed in writing by the Client. Should progress on site vary from the agreed work plan, due to variations agreed in accordance with the Contract, the Engineer shall submit to the Client a revised work plan that incorporates any amendments necessary to reflect contract adjustments due to agreed variations.

## Monetary Related Items

* Compilation and provision to the Client, of all relevant financial documentation required to assist in the settlement of disputes (if any) with the contractor. Formulation of recommendations to the Client with respect to such claims received from the contractor.
* Receipt, assessment and determinations required to make appropriate recommendations in respect of interim payments, change order and other financial matters. Submission of approved payment invoices to the Client for processing.
* Preparation of supporting documents for variations to address issues encountered on site or arising from the needs of the Client or others. Assistance in the preparation of any required designs, drawings, quantities, etc. Review and approval of proposed variation orders and implementation schedules prepared by the contractor. Preparation of variations to address any other issues that may affect the successful completion of the project.
* Assistance in the preparation of documents related to the settlement of the Audits and Enquiries (if any) pertaining to the Project.
* Compile, verify and submit project final accounts for the work site.

Quality Control

* Verification of as-built quantities in reference to the project documents such as drawings, bill of quantities, etc.
* Assess, in detail, any contractor submissions received during the project implementation phase.
* Establish and maintain project quality assurance procedures to the approval of the Client.
* Assistance with interpretation of the contract documents. Explain and or reconcile any ambiguities and or discrepancies in the contract documents and apply the various provisions of the contract documents.
* Completion of all necessary measurements and control of quality of the works for the implementation of the project. The site supervision team in consultation with the Client (subject to the Client’s approval) shall make all engineering decisions, within the limits of delegated authority assigned under the construction and service contracts, as are necessary to ensure the successful and timely completion of the project.
* Assurance of the quality of the works during construction, continuously inspecting the materials and construction operations with regards to workmanship and compliance with the approved contract drawings, specifications and international construction standards. Ensure the completion of independent testing in the field and/or in a laboratory in order to approve or disapprove certification of the works in accordance with the contract. In addition to maintenance of permanent records of results of all the tests made.
* Provision of notice to the contractors of any defects and deficiencies identified throughout the construction phase, and where such defects and deficiencies are observed, monitoring and approval of any remedial works undertaken.

## Health and Safety

* Act as the Health and Safety officer on site in accordance with the roles and responsibilities of said individual under nationally recognized health & safety laws and the requirements of the Client.
* Ensure that the contractors abide by the internationally recognized standards of health and safety for the works, adjacent properties, all site personnel and the general public.
* Notification to the Client of any serious breaches to health and safety rules on the project.
* Reporting of all health & safety incidents and accidents in weekly and monthly progress reports.

## Other Duties

* Other duties normally performed by a site supervision team in the course of their duties as required and approved by the Client.

# Project Requirements

The following components will be essential to the delivery of any and/or all services listed above, as applicable based on the project’s nature. The Consultant shall have the capacity to fulfil the following requirements and must adhere to the following standards, deliverables and mechanisms.

## Design Standards

The Consultant shall use internationally recognised design standards/codes in the execution of the project. Details of the design codes to be used by the Consultant, for each element of the works shall be stated in its project bid submission and shall be to the approval of the Client.

## Reporting

The Consultant will be required to provide progress reports at regular intervals as required by the particular project scope. The report shall detail the work planned, the actual work performed, any complications encountered, milestones reached and the status of the design elements. Delays on the project shall be clearly explained and the Consultant shall provide proposals to recover lost time. The progress report shall be provided in a format acceptable to the Client and a list of proposed Project report headings shall be agreed at project commencement.

## Project Controls

In preparing design submissions, the Consultant shall submit details of the measures that will be put in place to ensure the best practice management of the Project as well as ongoing project control. This shall include:

* Project Methodology
* Project Programme
* Quality Control
* Health and Safety.

### Project Methodology

The Consultant shall submit details of its understanding of the project and its proposals for the execution and management of the project design phases through to project completion. The project methodology shall also include information relating to the management of any sub-consultants and other third parties. The methodology shall be structured such that it will provide a clear understanding of the Consultants proposals for the completion of the project.

### Project Programme

As part of its submission documentation, the Consultant shall provide a detailed design programme covering in detail the timeline for the execution of the project. The programme shall reflect the various stages identified in this document and provide a clear outline of the execution of the project.

All project programmes prepared for both the design and construction stage of the project shall be submitted in Gantt chart format utilizing Microsoft Project or other alternative format approved by the Client. Milestone decision/target and reporting dates should be highlighted. The Consultant should note that realistic times must be allowed in the project programme for all consultation and/or decision-making processes.

### Quality Control

Details relating to the quality control procedures to be implemented on the Project by the Consultant shall be included as part of the Consultant’s proposal.

### Health and Safety

The subject of health and safety and the management of risk is an important aspect all projects. The Consultant shall take into account the requirement to ensure that the project designs are completed such that any dangers to health and safety have been reduced as much as was possible during the design phase. The Consultant shall include, with the final detailed design package, a summary of any health and safety risks that were considered during the design and if the design was changed to make it safer, details of the changes. This summary shall also alert the contractor to perceived health and safety risk to be mitigated during the construction phase of the project.

# Notes

## Access

Where the Consultant is refused access to any area within the site boundary, or where required by the scope of work indicated above, outside the site boundary during the execution of the Works the Client shall be immediately be notified. Should efforts to provide access to these areas fail, the survey report shall include details along with the location, time and date where the access was refused. Any data required from such area shall be supplemented where possible from other avenues where possible with the survey report and drawings indicating the same.

## Reserved Rights

The Client reserves the right to alter the Scope of Work at any stage where in the opinion of the Client the consistency of results from site investigations warrants less or more investigation. Where the Scope of Work is amended, payments shall be adjusted in accordance with the rates stated in the Long-Term Agreement.

## Errors or Omissions

If the Consultant notes any errors or omissions in this document, they are obliged to inform the Client without delay. Failure to raise this with the Client within this time voids the right of the Consultant to variations arising from the error or omission.

## Conflict of Interest

Any conflict of interest or potential conflict of interest must be fully disclosed in making the firm’s submission or if discovered later, immediately upon such information becoming known.

In particular, any undertaking, development or work being carried out, by the Bidder, a consortium member or individual involved with a consortium, which may affect or be affected by this Project, shall be disclosed to the Client.

The Consultant will be required to sign a conflict of interest disclosure form as part of the contract documents.

## Reporting Line

The Consultant’s representative will be directly reporting to UNDP’s project manager. The name and contact details will be provided after contract signature. WFP will have the role of a technical advisor providing engineering oversight and assisting UNDP in managing the project. The ministry of public works will be the approving the detailed design (including the final project drawings) in the capacity of the national engineering authority. The client to which the project will be handed over is NatPharm.

## Payment

The payment for services will be disbursed in accordance with the contract terms, based on UNDP’s endorsement and verification of successful delivery and fulfillment of all project requirements (including any relevant documents, drawings, test results, etc.).

## Contract Duration

The contract agreement shall have a contractual period based on the Consultant’s proposal and the final agreed milestones and timeline. The commencement of services will begin from the date of signature of the contract and can be extended for further period(s) with the conditions that the Client deems necessary. Prices shall remain valid for a One-year period starting from the day of signing the Agreement(s).