

Scope of Services and Expected Deliverables:

To ensure a successful project implementation, the contractor shall perform the following tasks:

a. Resource management

1. Deployment of qualified and well experienced managers, site engineers and workers to complete the required tasks;
2. Preparation and submission of staff deployment plan/organogram for the project implementation;
3. Assigning the specific persons in charge of communication and coordination with the project supervisor;
4. Preparation of Work Plan;
5. Preparation of “Resource Plan” (materials, machine/tools, man-power) in accordance with the submitted Work Plans;
6. Identifications of sources of materials (from where the materials are procured/supplied – material bought or supplied from an illegal source will be rejected);
7. Conduct all necessary materials tests in the laboratory/on site (if necessary) and obtain sample approvals from the supervisor before procurement of materials or its usage at the construction sites;
8. Preparation of delivery plan of materials based on the needs at the construction sites to ensure that none of the activities are stopped or delayed due to unavailability of materials, machines or man-power;
9. Ensure that materials are properly packed and covered during transportation to ensure that the materials are not damaged;
10. Ensure that all materials in particular cement, timber, paints etc. are properly stored on sites to prevent any deterioration of strength by water, moisture or heat.

b. Mobilization of resources (man-power, materials, machine) to the construction sites

1. The contractor shall mobilize the resources within one week after signing the contract with UNDP (i.e. right after the receipt of the Commencement Order for works).
2. The contractor should arrange temporary office/accommodation at the site with necessary facilities for the staff and workers (water, toilets, first aid kits etc.).
3. The contractor is responsible for maintaining pollution/contamination free surrounding environment;
4. The contractor should display work plan and resource plan at the construction site;
5. The debris from any demolition activity and garbage at the construction sites should be removed by the contractor and disposed in a safe area away from the site;
6. A Log-Book for the site should be maintained for comments and recommendations by visitors.

c. Management of construction activities for maintaining quality standards and timelines

1. The contractor shall deploy a qualified and experienced engineer for the construction site to be appointed as Site Manager;

2. The contractor shall strictly follow the design drawings, technical specifications and BoQs attached to the contract documents;
3. The contractor shall submit monthly reports to the supervisor for approval;
4. No variations will be accepted without prior approval by the Contracting Authority (UNDP). In case of any foreseen variations, the supervisor will report to UNDP in writing with justifications, its implication in the cost and time prior to executing the additional works. UNDP in its sole discretion will accept or reject such variations;
5. Based on the approved work plan, the contractor shall execute multiple work activities simultaneously to save time;
6. The construction site shall be free of debris and hazardous materials/objects. The contractor shall apply all safety measures for its workers and work supervisors;
7. The contractor shall allow unlimited access to construction sites for the UNDP Architect Consultant dealing with this project as required;
8. UNDP Architect Consultant shall monitor the construction activities on a regular basis to ensure that quality standards and timelines are maintained;
9. Any materials or works that do not conform to the technical specifications, design drawings or BoQs shall be rejected. The contractor will then be responsible for dismantling and removal of the rejected materials from the sites immediately. Rectification and reconstruction of works shall be carried out at the cost of the contractor. Refusal of this instruction will lead to immediate termination of contract;
10. All structural works such as foundation works, erection of columns, beams, fixing roof support structures etc. shall be executed in the presence of the site supervisor;
11. All materials shall be approved by UNDP Architect Consultant;

Minimum Requirements of the contractor's Key Personnel:

S#	Proposed professional	Specific expertise/qualifications	Years of experience	Minimum deployment
1	Project Manager/Site Engineer	Civil Engineer (preferably Master degree in Civil Engineering or Project Management) with extensive experience in management of construction projects and with experience in construction, supervision and management of construction projects in Timor-Leste	5 years	Overall in charge of the project
3	Logistic Officer	Experience in supply and logistics for multiple construction Projects in Timor-Leste	5 years	Full time
4	Skilled labor	Having skills to execute the desired quality of works. They may be of different categories depending on the required type of works (i.e. masons, welders, steel technicians, carpenters, plumbers, electricians)	Experienced, qualified for the field of works	
5	Unskilled labor	They should be physically fit, have certain knowledge of works, but NO children below 18 will be allowed to work at the site.		