



*Empowered lives.
Resilient nations.*

United Nations Development Program

Terms of Reference (TOR)

Appendix (1)

Provisions of Consultancy Services

For

**Consulting services for Preparation of Detailed Engineering Designs and Site Supervision
Support for Conferences Center at MOI**

Under the Project

Decentralization, Accountability, Integrity at Local Level in Jordan (DAILL)

January 2020

Table of Contents

PROJECT BACKGROUND.....	3
SPECIAL CONSIDERATIONS DURING COVID-19 EMERGENCY	4
PROJECT BENEFICIARIES.....	4
OVERALL PROJECT OBJECTIVES.....	5
PROJECT AREA.....	5
ASSETS OWNERSHIP.....	5
CONSULTANCY ASSIGNMENT OBJECTIVES	6
OUTLINE OF THE CONSULTANCY SERVICES	7
SCOPE OF THE CONSULTANCY SERVICES	8
STAGE 1: DESIGN SERVICES.....	10
Phase I: Conceptual Design.....	11
Phase II: Detailed Designs and Tender Documents Preparation	12
Phase III: Bidding phase support.....	14
STAGE 2: SUPERVISION SERVICES	15
Phase IV: Construction Supervision/Management	16
Phase V: Construction Defects' Liability Period Management	26
GENERAL RESPONSIBILITIES / REQUIREMENTS	26
1. Reporting and Photography	26
2. Translation of Documents.....	28
3. FACILITIES PROVIDED BY UNDP.....	28
4. FACILITIES TO BE PROVIDED BY THE CONSULTANT	28
5. INSURANCE CONTRACTUAL REQUIREMENTS	28
6. LIAISON.....	29
7. STAFF REQUIRED	29
8. DURATION OF CONTRACT.....	33
OUTPUTS, DELIVERABLES, AND SCHEDULE OF PAYMENTS	34
QUALIFICATIONS OF THE SUCCESSFUL BIDDER	34
SELECTION CRITERIA	35
CONCEPT DESIGN.....	35

PROJECT BACKGROUND

The Decentralisation, Accountability, Integrity at Local Level in Jordan Programme (DAILL) is a 48-month initiative funded by the European Union (EU) and designed to support democratic governance and to improve the performance of Kingdom's public institutions in terms of integrity and accountability. The Agreement has three components and specifically Component 2 aims to support the Government of Jordan's efforts to increase citizens' participation, and to improve integrity and accountability at sub-national levels to foster an inclusive and sustainable development.

In the framework of the current decentralisation process, the programme will seek to enhance local governance through improved accountability and effective and efficient policymaking and implementation. DAILL will establish accountability mechanisms and communication lines at all institutional and administrative levels of the development processes to ensure coherence and impact. The role of the elected councils and the relationship between citizens and public administration throughout the planning/budget cycle will be enhanced. Transparency will be strengthened through participatory planning processes for citizens through gender sensitive participatory planning processes for both, integrated territorial development plans (governorates and municipalities) and sectoral plans (health, education, social services). Policymaking and planning will be linked to financial planning and funding opportunities. With a view of strengthening the administrative and downwards accountability, development plans will be carried out to improve service delivery and development opportunities to respect the social contract.

The focus of the programme seeks to empower the entities involved in local development processes, thereby ensuring that key ministries - Ministry of Interior and Ministry of Local Administration - develop the organizational and human capacities needed to direct and coordinate the decentralisation reforms and the donor support.

Under this project, a conferences center/hall deigned according to the best international standards will be constructed that will be used to support the overall goals of this project. The hall will be designed to accommodate around 120 person, in addition to the required services. This hall shall be deigned in accordance to LEED environmental requirements and shall be certified as a green building. The government approached UNDP to develop the design and all related studies to ensure that the project would effectively achieve the target. To do so, UNDP seeks to develop modern, eco-friendly conceptual design and all related construction plans for the project to ensure the sustainability and viability of its functions.

UNDP under this project is seeking a reputable Engineering consultancy company ("the Consultant") to provide the services of design and support the UNDP site engineers (employer representatives) in the supervision tasks, taking the role of the "Engineer" in the construction works supervision.

SPECIAL CONSIDERATIONS DURING COVID-19 EMERGENCY

In year 2020, a new global pandemic has emerged which is caused by virus of the Corona type, which infects the respiratory system. The World Health Organization (WHO) was first informed of cases of pneumonia unknown etiology in December 2019, reported in Wuhan City, Hubei Province of China. On 30 January 2020, this was announced as Public Health Emergency of International Concern, and by 11 February 2020, the WHO announced a name for the new coronavirus disease: COVID-19. On 12 March 2020, this was declared a global pandemic by the WHO, with Countries and Territories around the world reporting a total of 59,481,313 cases of the COVID-19 and 1,404,542 deaths by 25 November 2020. According to the WHO; “The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes”, where the symptoms could be mild, but in many cases they become severe especially for people with underlying medical problems.

By 24 November 2020, there were 198,021 confirmed COVID-19 cases and with 2,442 deaths in Jordan, where on 17 March 2020 the enforcement of the Defense Law (13/1992) was announced by the Government of Jordan ; declaring a national emergency with regards to health and public safety which resulted in curfew and restrictions on movement and many other legal, health and socio-economic aspects. COVID-19 is a complex health crisis compounded with a development crisis that brings with it the challenge of supporting response and recovery on multiple fronts. Beyond the adverse health risks and effects, the pandemic is already showing major implications for socio-economic stability and threatens to significantly backtrack progress on the Sustainable Development Goals.

During the curfew and quarantine events, the project has an adaptive management approach by which went ahead with possible activities and had to delay some others that needed direct interaction and/or travels for event, workshop, etc. The Consultant shall be aware of these travel restrictions (national and international) and account for them within their tasks planning and outcomes submitted (including IT solutions). Also, necessary health and safety instructions policies developed by the Government of Jordan must be applied by the Consultant for each activity under this contract.

PROJECT BENEFICIARIES

The project funded by the European Union (EU) and implemented by the United Nations Development Programme (UNDP) in Jordan, targets the active participation of community’s decision making. The end-user/owner of the assets to be constructed or procured will be the Ministry Interior (MoI).

OVERALL PROJECT OBJECTIVES

The main objective is to support increasing public participation in decision making and in effective change-messages communication through the establishment of platforms through a conference's center/hall at MOI, as a vertical extension of the existing Nationality Building in the MOI.

PROJECT AREA

The project is located at the Ministry of Interior Head Quarters area, in Amman, opposite to the National Library. The land authority information is as below:

محافظة العاصمة – اراضي عمان – قره عمان – حوض عرجان – قطعة رقم 01007 – ومساحة القطعة 2251.7 متر مربع



The Consultant herein shall make site visits to make the necessary engineering surveys (land survey for new buildings and walls, soil investigation tests if required for the areas to be constructed...etc.). The Consultant shall coordinate the site visits with the UNDP and the MOI focal points beforehand, and shall record all the visit minutes, and report them to UNDP, and ensure that the surveys and needs assessment reports are signed by the respective MOI authorized staff.

ASSETS OWNERSHIP

Due to the importance of national ownership of center's relevant facilities, a project steering committee (PSC) comprising UNDP and its counterparts shall be responsible for revising, developing remarks, approving, etc. all assignment related deliverables. This committee is necessary to avoid, as much as possible, the unforeseeable and unavoidable issues which may appear during the contract period.

The construction site is owned and managed by the MOI, and construction is financed by the EU and constructed by the UNDP, and later to be operated by the UNDP and the MOI.

The bidder (architectural office) should either have structural, Electromechanical classification specialty JEA classifications in-house, or could enter joint venture or sub-contracts with other engineering office for these specialties. The bidder will go into JEA design and supervision contract for all specialties with the land-owner (MOI) for construction permit issuance purposes, where the cost of this contract and relevant fees is assumed to be covered within (included in) the financial offer submitted to this RFP.

CONSULTANCY ASSIGNMENT OBJECTIVES

From a focused prospective, the following activities comprise the consultancy assignment objectives, which will be translated into general tasks to be undertaken by the project consultant:

- A. Design and provide technical support for the works for the conferences center/Hall within the Nationality Management Building, including the design for the external works. This will include the design of general layout including the detailed designs in addition to the full architectural, structural, electromechanical and artistic environmental, and modern designs for the facades and the internal design works, including the façade for the front elevation of the existing building.
- B. Introduce value engineering principles in the design, and green buildings principles.
- C. Attend meetings and site surveys to collect the needed design functions, assumptions and requirements, document these findings, and factor them in the design development.
- D. Liaising with relevant local authorities and representing UNDP on the ground when requested by the UNDP and only for technical and contracts' management issues.
- E. Coordinating all on-the-ground assignment related activities with the various relevant parties,
- F. Coordinate all sites access and handover for construction contractors and the relevant notice to proceed, etc. procedures with relevant parties,
- G. Inspection, surveying, etc. the designated sites,
- H. Develop detailed design documents inclusive technical specifications, basic assumptions and considerations, criteria and calculations, drawings and BOQs (in English and Arabic). The available design has to be compared with UNDP's internal procurement regulation and complied with the priorities of the project in order to ensure that the available design achieved these requirements completely.
- I. Submit estimated cost based on the BOQs.
- J. Submit detailed design report and recommendations.

- K. Upon UNDP request, to amend the drawings, technical specifications and bill of quantities, and other related items in the available design documents as per the outputs of the later designs' revisions and recommendations.
- L. Producing the final design files, BoQs and documents necessary for the upcoming construction, Internal Designs and furniture tendering and implementation, incorporating all the approved design review remarks and amendments into the original design files and related documents.
- M. Full technical support to UNDP during the bidding stage and the evaluation of contractors' bids and preparing reports with pertinent recommendations should UNDP so request.
- N. Engineering supervision and management of the construction and furniture works including all related activities and tasks (taking the role of the Engineer as per national regulations and supporting when needed to design reviews).
- O. Ensuring standards of quality assurance in executing the works in accordance with the most appropriate international and professional practices.
- P. Ensuring completion of the work within the stipulated time limit and ensuring handover of the works to the UNDP and the end-user after completion of the construction.
- Q. Follow up during the defects liability period for the construction works, until the end of this period.

OUTLINE OF THE CONSULTANCY SERVICES

The Consultancy firm (hired under this ToR, and referred to as “ the Consultant”) shall prepare and present to UNDP, and the project steering committee the full tendering design package, and later the supervision of construction works, including all necessary documentation that will be needed to satisfy the requirements listed herein.

- Develop design for (but not limited to) all buildings and relevant earthworks, parks, green areas with irrigation system, fence/boundary walls, vehicles and pedestrians' gates (with design of connection with public/access roads and sidewalks), place for bicycles parking, external lights, external floors (tiles), slabs on grade and asphalt pavement yards, external shades, rain water drainage systems, utilities connections design (sewer, water supply, electricity, data), waste collection systems and locations, signboards, and signage.
- Support in bidding phase, in accordance to UNDP's regulations, at all tendering and pre-tendering steps.
- Support in construction supervision, through qualified engineering and project management staff, in addition to support from the Consultant's HQ.

- Support in construction defects' liability period, in monitoring issues, and resolving them with the construction and other relevant goods Contractor(s)/Supplier(s).
- In case of any additional support to UNDP relevant to the scope of this work, but not included in this ToR, UNDP might request in writing additional support; where the consultant will only be allowed a management fee over the actual costs of this support; where management fee (inclusive of all overheads and profit) maximum is (5%) by the consultant for provision of additional materials, resources, equipment or services by others specialist companies. Three offers for actual costs should be obtained by the consultant when requested.

SCOPE OF THE CONSULTANCY SERVICES

The Consultant will be technically responsible for the full engineering design of all works required for the **International Conferences Center at the MOI.**

The Design will include the Architectural, structural, Electromechanical for buildings and landscape of an approximate area of buildings of minimum 400-500 sqm, achieving the largest possible external public places and green areas. The buildings should be designed thematically to represent the importance of this hall as a center for though leadership, with a cultural/traditional environmental theme representing at the same time the modern image of Jordan, integrated smoothly with the surrounding area. The designs shall go in line with Jordan National Codes, standards and Jordan Engineers Association (JEA) regulations and best international environmental standards for green buildings (LEED). The works will include supervision of works as required in Jordan Engineers Association (JEA) regulations, in addition to UNDP's supervision requirements in this ToR.

The nature of the project needs a highly skilled Engineering and Architects team, specialized in developing designs for landmarks, cultural and environmental public areas, conferences' centers, with experience in technical issues related to design and supervision of civil, architect, mechanical and electrical works with outstanding project management record. The Consultant shall ensure successful design and technical inputs of the project in accordance to national governing laws of Jordan, green building standards and JEA regulations.

The design will in concept transform the roof and entrances and the existing façade at the front elevation to an international conference's center/hall. The area is functionally divided into indoor conferences hall, reception area, hall management room, VIP visitors' room, toilets, landscaping at the roof level and the ground level, design of new entrances, staircases and elevators, with redesign of the affected elevations, kitchen and catering area, and green areas at the roof and the ground floor entrance, and solar PV system

relocation and adjustments, hall storage area, furniture for the hall and its annexes, the data, servers, presentation tools and sound and telecommunication systems, greywater systems, external shades for catering area and ground floor entrance...etc. Moreover, the design should adopt the relevant green practices; i.e. simplicity, low skyline, recycle materials, water recycling, PV solar power outdoor lighting system, friendly to visitors of special needs (accessible for person with physical disabilities).

The proposed breakdown of areas is:

Revenue Source	Description	Quantity ¹
Main Hall	Indoor hall of approximately 230 sqm	1
VIP office	Indoor room of around 35 sqm	1
Toilets and storage room	Indoor area of 35 sqm	1
Kitchen and catering area	Indoor area of 55 sqm and outdoor of approx. 40 sqm	1
Management room	Two rooms, one for technical management of 5 sqm and one for general management of 12 sqm	1
Staircase	One new staircase and elevators with storage area sub0building adjacent to it, and rehabilitation of existing staircase	1
Car Parking	Parking space with a capacity in accordance to GAM requirements – assigned by MOI.	1

The scope of the required services has been divided into specific timely stages and phases in accordance to the following sequence of services:

Stage 1: Design Services:

- A. **Phase I:** Conceptual Design
- B. **Phase II:** Detailed Designs and Tender Documents Preparation
- C. **Phase III:** Bidding phase support

Stage 2: Supervision / Management Services:

- A. **Phase IV:** Construction Supervision/Management
- B. **Phase V:** Construction Defects' Liability Period Management

Each of the above stages involves specific tasks, time schedules, deliverables and responsibilities for the consultant. These phases have been furthermore subdivided into tasks/activities covering the broad spectrum of required services as presented in the following sections. Consultants are alerted that the

¹ These estimates are tentative and could be adjusted based on the final design if approved by the UNDP.

proposed tasks/activities to achieve the overall called upon scope of services shall not be considered exhaustive; they are rather indicative.

The consultancy services and assignments of this project would be commenced by the consultant in stages. The services will be provided in Stages by way of a separate Notice to Proceed (NTP) to be issued to each Stage to activate the stage contractually & financially, and each Stage shall have a Lump Sum Fee as stipulated in the Stages offers. At end of Stage 1 (Design Services) the consultant shall submit a summary report outlining the successful completion of the Stage 1, and handing over process of the related contractual deliverables such as technical reviews, reporting, and a complete set of the detailed design files, for request of UNDP's approval. In case of approval, the consultant will get a separate NTP issued by UNDP for the commencement of the Stage 2 and provision of the relevant supervision and management services. The completion of the consultant mobilization for stage 2 is within fourteen calendar (14) days after issuance of the NTP. UNDP reserves the right to withhold or omit the next Stage of the Services and works (next stage means all or any part of Stage 1, and 2), as stated above without any impact of any type on UNDP's, contractual, financial or otherwise. Given the importance of national ownership, a PSC comprising UNDP and its counterparts shall be the responsible for revising, developing remarks, approving, etc. all assignment related deliverables.

STAGE 1: DESIGN SERVICES

This includes three phases, each of having its own start order (notice to proceed) issued by the UNDP for the consultant to be allowed to start the phase. The phases are as following:

- A. Phase I: Conceptual Design
- B. Phase II: Detailed Designs and Tender Documents Preparation
- C. Phase III: Bidding phase support

All documents/designs generated under this stage shall belong to the UNDP including its copy rights. The Consultant shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Consultant, or the Consultant's employees, officers, agents or sub-contractors, in the performance of this contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this contract.

The consultant has the overall responsibility for providing technical design services including provision of the professional experiences and qualifications representing multi-engineering disciplines in relation to the scope of this assignment with a professional practice of engineering, and then production of a complete set of the final design files and documents in compliance with the UNDP's requirements and procedures. When the final version of the design files and related documents are approved and endorsed by UNDP/PSC, the ultimate responsibility and potential professional liability for the final design deliverables are the key task to be considered by the consultant. Indeed, the obligations of the design review's consultant "in responsible charge" continue after the design submittal and endure throughout the life of the construction of works. Hence, the consultant will be committed to provide prolonged design review / design modification services for all essential deficiencies, structural challenges and possible changes which might arise during the upcoming construction phase.

Phase I: Conceptual Design

In this Phase, the Consultant shall carry out the tasks presented herein, in addition to be the focal point of liaison with all local authorities/counterparts through UNDP and to representing UNDP on the ground when request. The proposers/bidders are alerted that the proposed mentioned tasks/activities below to achieve the overall called upon scope of services shall not be considered exhaustive; they are rather indicative (minimum requirements). There is a concept design available but should be updated based on actual site surveys (using total station) by the consultant, the scope will include improving the available concept design and use it as a general guideline for design requirements and restrictions within phase I tasks.

A PSC comprising UNDP and its counterparts shall be the responsible for revising, developing remarks, approving, etc. all assignments and related deliverables for this phase. The tasks include (but not limited to):

- 1) Develop site survey report using total-station device (AutoCAD) and existing building/structures' stability and suitability for the project and the additional loads and uses, stamped from JEA.
- 2) Develop concept design based on this ToR and the technical offer, UNDP and the steering committee comments and updated requirements. The design should include AutoCAD engineering drawings that include, architectural general layout, building plans, sections, elevations and 3D images for the site plan, and the main center.
- 3) Provide report on the areas' uses, traffic study of the project and nearby roads (if required by GAM), and rough estimated budget for construction (with 25% margin of accuracy).
- 4) Once revised conceptual design is approved, assign areas that could be used for the construction supervision offices and site leveling, temporary roads, site planter, greenbelts and fencing...etc.

Phase II: Detailed Designs and Tender Documents Preparation

1. Provide the land & topographical survey of the project area (CAD file and stamped hardcopy in accordance to the design and licensing requirements), and make sure that the survey results are stamped in accordance to national laws and are useful for the design and licensing process.
2. Perform all (as required by JEA) site investigation works and geotechnical inspection tests required for the design and licensing process for all building and yards of the project , and existing building/structures' stability and suitability for the project and the additional loads and uses, stamped from JEA and as per national regulation (شهادة سلامة منشأة). This shall be conducted by the Consultant through a licensed laboratory (subcontractor) and ensure the adequacy of the report for the design and licensing. Including analysis whether removal of some columns within the hall is safe within the engineering designs to be submitted and is stable within the analysis of existing structures capacity and conditions.
3. Apply and report on Value Engineering Principles throughout design development. (low price, high quality solutions for construction that ensure aesthetics and functions are of the best quality).
4. Each step/milestone of the design should be approved by UNDP prior to later steps of design (without relieving the Consultant from design responsibility).
5. Develop and submit full design for the external works with the buildings in accordance to JEA and GAM requirements. The design shall include civil, architect, mechanical and electrical works, including the detailed design (but not limited to) relevant earthworks, parks, , outdoor relevant mural art works², green areas with irrigation system, fence/boundary walls, bicycles parking, external lights , external floors (tiles), slabs on grade and asphalt pavement yards, external shades, rain water drainage, harvesting and recycling systems, utilities connections design (sewer, water supply, electricity, data), waste collection systems and locations, external solar PV power systems, signboards, and signage. All these designs should be compatible with the design of the main existing Nationality Management Building and should be accessible for persons with disabilities. The designs should take into consideration to the extent possible³; the environmental aspects (through UNDP guidelines and other relevant codes such as LEED and Jordan Green Building Council) in addition to the efficiency and best use of the land available. Also, the design calculation sheets should be available upon UNDP request. The design should allow the project to be LEED

² As proposed guideline; this should not cost more than 0.005 of the construction works estimated cost, should focus on using existing structures in the design rather than adding new ones (such as boundary wall...etc.), simple, partially doable by volunteers, artistic and of high quality, and should be of high quality, appealing and highly visible for visitors. This could be removed from the construction phase depending on the allocated budget.

³ This goal should be balanced with the available construction budget but should be proved in the design.

certified,⁴ and the Consultant shall take the necessary steps to follow up on this process if certification is possible within the available construction budget at this stage.

- 5) Complete full design of all buildings with the specifications (any particular/special specifications required should be indicated clearly). The design shall include civil, architect and interior design, furniture and other services, fire alarm/firefighting, mechanical and electrical works. Also, the design calculation sheets should be available upon UNDP request.
- 6) The final design drawings should be stamped/validated -after getting UNDP approval- by the Consultant (JEA licensed Engineering office) as per JEA regulations, and then submitted for review approval and validation (stamp) of the drawings from JEA and Civil Defense (CD) in accordance to national laws, and follow up and adjust drawings based on Greater Amman Municipality (GAM) requirements, till construction permit is issued.
- 7) Make any necessary adjustments based on UNDP, JEA or Civil defense remarks, and also amend as necessary upon Licensing Municipality comments with stamping drawings by the Engineering Office if municipality comments are minor, or stamp from CD and JEA if requested by the Municipality.
- 8) Provide a 3D modeling of the project and the internal designs using 3d max or similar program (still images and movie) for the tendered design (Arch., landscape, and ID works) and later for the amended design as required for licensing and permits.
- 9) Provide a Health, Safety and Environment (HS&E) plan for the construction phase, with QA/QC particular conditions.
- 10) Sign with the landowner and UNDP a design service contract as required by JEA and provide technical support during construction period (as the designer) when requested by the UNDP, even after completion of this contract/stage as an after-sales services component free of charge.
- 11) Submit soft copy of required AutoCAD drawings for the design (required drawings listed shall be as usually required by Jordan Engineers Association/JEA for Construction projects design).
- 12) Prepare BoQ & estimated cost (cost break down in detail) for the whole design (in addition to furniture, sound, telecommunication, presentations and data-connections...etc. systems) in English for construction works. A cost breakdown estimate (on $\pm 10\%$ accuracy basis) shall be provided by the consultant separately for all items of works, components and subcomponents within the local context of Jordan and for such type of project. However, the awarded Consultant shall perform

⁴ The consultant shall initiate and follow up on the LEED certification process during all stages of this project and shall acquire at least LEED ID+C V4.1 certification for water, energy, indoor environment quality, material, and innovation. If within the project available construction budget, a better ranking (i.e. net zero) the consultant shall aim to this target.

plausibility checks and degree of suitability with that allocated in the project's budget document that will be provided to the awarded Consultant by UNDP/PSC. In case that cost estimations provided for the items of the final BOQ exceed the allocated budget, then the Consultant shall revise the whole design of the project and re-scale the size or use value engineering techniques to be within the available resources (i.e. using different material or method). The Consultant has to submit to the UNDP/PSC recommendations including such appropriate scenarios for the design revision; or other technical alternatives, which eventually need to be approved by UNDP/PSC prior to amending the original design.

- 13) Complete and submit project specifications (General and particular) for all works.
- 14) Coordinate a bi-weekly meeting with UNDP Engineer (and other stakeholders if requested by the UNDP) in Amman and submit minutes of meeting.
- 15) Liaising with relevant local authorities and representing UNDP on the ground when officially requested by the UNDP, and for technical issues only.
- 16) Follow up on all land acquisition for construction permits, sites handover, etc. procedures with relevant parties,
- 17) Based on UNDP's requirements and the estimated time for construction works completion, develop a milestones time schedule that should be part of the tender package for the construction contractors to abide with.

Phase III: Bidding phase support

- 1) Support in tender management process, through tendering documents development in accordance to UNDP regulations and templates with contract conditions and specifications, providing Terms of Reference with the minimum requirements for bidders,
- 2) Complete set of final detailed construction drawings; Detailed technical specifications for all facilities, systems, materials, and equipment (including codes and standards);
- 3) The Terms of Reference for the implementation of the design.
- 4) Technical negotiations and related technical contractual arrangements.
- 5) Construction quality assurance submission requirements (CQA).
- 6) BOQs; and
- 7) Any supplementary Information attached to the bidding documents of the construction.
- 8) participate in pre-bid meetings and answering UNDP and bidders' queries during bidding phase, and assessment of bids/offers received by bidders/construction contractors, including technical

evaluation of the bidders' proposals and technical advice on the quality and deliverability of the proposals made.

- 9) Stamp the final design drawings (in case were not stamped in previous phase) after getting UNDP approval from a JEA licensed Engineering office (including their revision of designs) and stamp the drawings from JEA and Civil Defense (CD) in accordance to national laws.
- 10) Make any necessary adjustments based on UNDP, JEA or Civil defense remarks, and also amend as necessary upon Licensing Municipality comments with stamping drawings by the Engineering Office if municipality comments are minor, or stamp from CD and JEA if requested by the Municipality.

STAGE 2: SUPERVISION SERVICES

This includes two phases, each of having its own start order (notice to proceed) issued by the UNDP for the consultant to be allowed to start the phase. The phases are as following:

- A. Phase IV: Construction Supervision/Management
- B. Phase V: Construction Defects' Liability Period Management

All documents/designs generated under this stage shall belong to the UNDP including its copy rights. The Consultant shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Consultant, or the Consultant's employees, officers, agents or sub-contractors, in the performance of this contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this contract.

At this stage, the consultant is expected to perform the following general tasks:

1. Preparation of the work site and related mobilization arrangements.
2. Provision of permanent technical control of the constructions being performed by the construction contractor at the project site; in terms of time, cost and quality.
3. Preparation of accounts and payments.
4. Preparation of project management and contracts implementation.
5. Regular implementation of the provisional taking over procedures.

6. Participation in the final taking over procedures and close out activities.

The above tasks have included several detailed sub-tasks, duties, and responsibilities and are linked to certain milestones and deliverables; which are elaborated in detailed in the following sections in order to ensure proper construction activities of the required works and to facilitate a high level of performance and collaboration for the three main project's counterparts (Owner/Employer, Contractor, and Consultant/Engineer). Accordingly, the Stage 2 of supervision and management includes two timely phases as follows:

Phase IV: Construction Supervision/Management

While not mentioned earlier, the consultant shall be responsible for activities such as liaising with the counterparts and contractor for handing over work site, including minutes of meetings, examination of areas, assistance with fixing boundary marks, etc...

The consultant's main task shall be the management and supervision of construction activities on daily basis. The consultant has to ensure that the works are carried out in accordance with the contract documents, consistent with internationally accepted engineering standards and practices.

The Services shall also include some duties normally performed by UNDP field staff, which includes the establishment and maintenance of contacts with counterparts and other stakeholders, liaisons, coordination and similar activities. Hence, the consultant has to assist the UNDP's staff in the examination of officially handed documents, supervision and formulating opinion about the modifications and supplements proposed by the contractors.

Upon site handover to the contractor, the consultant shall take charge and be responsible for managing, supervising, monitoring, verifying, certifying...etc. all site activities and acting on behalf of UNDP.

The consultant has to submit UNDP his mobilization plan describing their methodology in mobilizing the Consultant's staff to site, allocation of necessary resources and qualifications, work task breakdown and level of indicative activity for each working staff, an organogram for the management and technical staff, as well as, an overall organizational structure for the consultancy assignment and their linkages to the overall project management in particular of the design and implementation phases of the project. Necessary communication procedures contact persons and information, own work schedule and deployment plan shall be established accordingly. The mobilization plan is subjected to prior approval of UNDP.

The actual attendance of the deployed staff of the supervision consultant at the site should be documented on a daily basis through original time sheets (time calculations can be prepared on pro-rate basis). Time

Sheets shall require a prior approval of the UNDP site representative (s) before application of the relevant interim request for payment.

The detailed scope of services to be delivered by the Consulting Engineers (Consultant) is listed below:

i. Design/shop-drawings Review and submittals

The consultant's general responsibilities under this aspect shall include, yet not be limited to, the following:

1. Receipt, review and development of comments to contractor's technical submittals.
2. Receipt, review and development of comments to contractor's construction methodology, work plan, alternatives, working shop drawings and any other subjects related to the contract.
3. Review and approve the contractor's program for submitting designs, drawings and documents.

During the implementation stage, if any design deficiencies, structural challenges and possible changes arise, then the Consultant is obligated to revise, develop additional designs, and consider all required amendments and modifications and upon UNDP's request.

ii. Contract Administration

The consultant's general responsibilities under this aspect shall include, yet not be limited to, the following:

1. Maintain project construction records and issue correspondence, certificates, notices and instructions on behalf of UNDP to the contractor as may be required by the provisions of the construction contract documents.
2. Assist UNDP as expert witness in litigation arising from the development or construction of the project and in hearings before various approving and regulatory agencies.
3. Review and certify Contractor's progress payment requests, and accompanying support backup data and schedules.
4. Verify amounts due to the Contractor based on the on-site observations and Contract requirements.
5. Certify, in writing, to UNDP payments to be made to the Contractor with all required support documentation including progress reports, photographs and so forth.
6. Withhold payment for any work which has been rejected or any work which is not in compliance with the contract documents.
7. Issue certification of substantial completion on completed construction contract.
8. Review and certify the request for final payment submitted by the contractor at the completion of construction under contract.

9. Review the calculations for the final payment due to the contractor accounting for all guarantees and retainage in accordance with the actual work performed following conclusion of such and although UNDP-Consultant contract would have physically expired.
10. Make recommendations to UNDP regarding costs for works not specified in the contract documents.
11. Determine the value of the works at the date of termination, in the event of the termination of the contract.
12. Identify any Change/Variation Order as being issued under one at the following categories:
13. Variations which alter, amend or delete items contained in the Contract and which variation does not alter the Scope of the Works and is not charged against contingencies and which does not increase the contract value.
14. Variations which may increase the Contract value, requiring the commitment of additional funds.
15. Manage all claims, activities and provide expert advice regarding the handling of the claims made.
16. Providing the UNDP with cost estimates for additional works and participate as an advisor to the UNDP in contract negotiations with the contractor on additional works; and make recommendations to the UNDP on rates for new works.
17. Prepare input for project control system.
18. Review the construction contractor's Critical Path Method (CPM) construction schedule for contract and monitor schedule compliance.
19. Develop and implement a comprehensive project control system during the Preconstruction and construction Periods including:
 - A. An updated and current CPM network.
 - B. Weekly progress reports listing significant progress, lack of progress, current problems, proposed solutions, and other pertinent information.
 - C. Monthly progress reports, summarizing pertinent information developed from the above control information, special studies developing recommended solutions or alternate solutions to current or anticipated problems, evaluation of the financial situation of the contract, the variations, if any, the forecast of the progress of implementation of remaining works etc....;
 - D. Drafts final Completion Report summarizing all essential accomplishments, developments, drawing appropriate conclusions, and making recommendations. The final version of the completion report should be submitted following the commissioning and operational phases, as the report should outline certain actions to be taken, such as issuance of Final Acceptance Certificate, return of guarantees or retention.

20. Receive and catalog all samples, drawings, testing results, instructions, manuals, certifications and the correspondence submitted by the contractor.
21. Review, revise, as necessary, and obtain UNDP approval, of lists of recommended operating spare parts and supplies, prepared by the contractor. Instruct the contractor as to those items that shall be procured for the Project.
22. Coordinate with the PSC and other counterparts in case UNDP pursues an agreement with it to carryout equipment transport.

iii. Works Construction Monitoring

The construction management and supervision during the construction stage shall include activities key for the day to day site inspection and testing of materials, site reports and financial aspects; to ensure smooth execution of the works in line with approved works schedule and planned milestones. The consultant's general responsibilities under this aspect shall include, yet not be limited to, the following:

1. Establish procedures for coordination among UNDP, Contractors and consultant with respect to all aspects of the project and implement such procedures.
2. Schedule and conduct progress meetings at which Contractors and consultant can discuss jointly such matters as procedures, progress, problems and programming, record and distribute minutes reflecting decisions on issues raised and keep UNDP informed on critical matters orally and in writing.
3. Provide regular monitoring of the program as construction progresses.
4. Identify potential variations between program and probable completion dates, and submit monthly update of updated estimated project budget based on the site data.
5. Review schedule for work not started or incomplete and recommend to UNDP and contractor adjustments in the schedule to meet the probable completion date.
6. Provide summary reports of each monitoring and document all changes in schedule.
7. Determine the adequacy of the contractor's personnel and equipment and the availability of materials and supplies to meet the program.
8. Recommend courses of action to UNDP when requirements of a contract are not being met.
9. Maintain cost accounting records on authorized work performed under day works, actual costs for labor and material, and any other costs requiring accounting records.
10. Develop and implement a system for the preparation, review and processing of change orders.
11. Recommend necessary or desirable variations to UNDP, review requests to changes, submit recommendations and assist in negotiating variation orders.

12. Observe work performed by the contractor for compliance with the drawings, specifications, contract documents and acceptable engineering practices. Take action, as appropriate, to urge the Contractor to carry out acceptable corrective measures where and when required.
13. Advise on all aspects of varied works and recommend any redesign necessary.
14. Advise UNDP on all aspects and matters of the project.
15. Liaise with UNDP, PSC, other relevant authorities and counterparts.
16. Review, finalize, as appropriate, and submit to UNDP, PSC and other relevant authorities detailed operation instructions and maintenance manuals for the facilities and plant provided under the contract and for facilities required for training of personnel.
17. Testing and approving construction materials and equipment before being used in the work.
18. Monitor the Quality Control Program (QCP) to be established by the contractor. This program shall cover the inspection and tests of all materials and equipment to be procured as well as all construction activities related to the project.
19. Monitor the contractor's QCP, including field tests of materials, and review laboratory test results for compliance with contract documents and acceptable engineering practices.
20. Direct the contractor to provide representative samples of materials to be utilized in the works and where required, submit them to the designated Laboratory to test for compliance with quality standards and technical specifications.
21. Observe tests and notify UNDP and the contractor in writing of acceptance or rejection of materials or equipment tested. When appropriate, direct the contractor to take necessary action to remove, replace or correct work which does not comply with the contract documents and withhold payments for such work until the appropriate corrective actions are taken and the work is completed to the consultant's satisfaction.
22. Review and note any exceptions which are taken relative to the results of the contractor's on-site inspection program and QCP. Instruct the contractor to take necessary actions to resolve any exceptions which are noted and report such activities in the Monthly Progress Reports.
23. Conduct regular measurements of quantities of work performed by the contractor.
24. The formal and substantial supervision of the invoices (for interim and final invoices) of the contractor and check the appropriateness of the works completed and to be accounted for.
25. Maintain comprehensive construction progress photo albums. Photos shall be shot by the Contractor on a regular monthly basis or shorter intervals as deemed prudent. Each photo shall be identified as to location, activity/subject matter, date, time and photographer.
26. Perform final inspections of each component of the work for compliance and prepare a list of outstanding works prior to Taking-Over.

27. Witness all final performance tests and prepare completion certificates and acceptance documents for all completed works.
28. Inspecting and supervising construction of all works and installations to ensure compliance with documents and drawings.
29. Review and approve contractor's submittals including methodologies, requests and shop drawings. Accurate records shall be maintained relative to date due, date received, date review completed, date returned and/or any other action required.
30. Receive, review and ultimately approve the following specific submittals: shop drawings, operating and maintenance manuals, safety program and procedures, startup procedures, instructions, schedules, guarantees, bonds and certificates of inspection which are to be provided by the contractor in accordance with the contract documents.
31. Review and approve proposed installation and commissioning procedures.
32. Coordinate and inspect the work of individual sub-contractors.
33. Maintain job diaries, drawing register and other records.
34. Coordinate all construction work efforts with relevant counterparts.
35. Maintain competent full-time staff at the project site to coordinate and provide technical observation of construction and general direction of the work and progress to the contractor on the project.
36. Review, approve, and ensure the implementation of HS&E plans by the construction contractor.
37. Review "As built Drawings" and all related information and documents for submission to UNDP, the PSC and the relevant authorities.

iv. Regular implementation of the Provisional Taking-Over Procedure

1. Calling for the technical taking-over by the time requested by the contractor, inviting all relevant parties after checking and supervision of the documents provided by the contractors which constitute the basis for the (technical and financial) taking-over procedure.
2. Ordering the contractor for immediate remedy of defects, the establishment of the value of amortization due to non-remediable defects.
3. Preparing a updated list of outstanding works (if any),and obtaining a written undertaking from the Contractor to complete any outstanding work during the Defects Liability Period.
4. Quality classification and the establishment of the eventual price decrease.
5. Progressive checking of the "As built Drawings" prepared by the Contractor for fully completed or parts of the work and submitting the final set to UNDP/PSC upon finalization.
6. Issuing a taking-over certificate, handing over of the facilities taken over from the contractor to UNDP/PSC and/or relevant authorities.

v. Participation in the Final Taking-Over Procedure

1. Organization of the procedure at the end of the defect's notification period; making the found defects and deficiencies repaired.
2. Provision of data and documents for the financial closure and activation of the investment;
3. Advising UNDP/PSC on any disputes or differences arising with the contractor services provision, however, shall not extend to advising on any arbitration or litigation;
4. Preparation of the final financial accounts.

vi. Commissioning, Start-up, Operation and Maintenance and Training

1. In coordination with the contractor, verify the preparation of a list of spare parts needed for start-up. Verify the timely procurement and job site delivery by the contractor so as not to delay start-up.
 2. In coordination with the contractor, verify the preparation of a detailed start up procedure for each separate facility. Each procedure is to be divided into the applicable system.
 3. Prior to start-up of any facility, the contractor shall be instructed to demonstrate the completeness and the correct functioning of each system, in accordance with the applicable up procedure. The consultant shall witness and either approve or reject, in writing, the provisional acceptance of each of the component systems.
 4. In coordination with the contractor, revise the logic Network Diagram to an appreciably higher level of detail for the start-up phase of each facility i.e. show more individual activities.
 5. Review and approve all O&M manuals.
 6. Review and approve contractor's O&M theoretical and on-the-job training program, if any.
 7. Review and approve contractor's material to be delivered during O&M training program.
 8. Attend and comment on contractor's O&M theoretical and on-the-job training program.
 9. Review and comment on all on-the-job training programs prior to delivery.
 10. Issuing substantial acceptance certificates.
 11. Approve substantial payment certificate to carry out follow-up works.
 12. Finalize quantity surveying books.
 13. Preparing project completion reports.
 14. Review and evaluate claims.
 15. Assist during arbitration if any.
 16. Prepare and obtain handing over certificate to the PSC and relevant authorities.
- vii. The Consultant shall provide project management and supervision service contract as required by JEA for construction permit process in coordination with stage#1 progress and needs, and provide technical support during construction period, in addition to engineering office support for UNDP

in reporting and consultation. The Consultant will be at the end of construction and finishing works a member of the Substantial Completion Committee for the works (including the finishing works).

viii. Submit bi-weekly progress report, and one final report after completion of all works, given the remote management nature of the project and the fact that UNDP may not maintain prolonged and/or frequent on-the-ground presence through comprehensive progress reports supported by photographs and similar materials, and for illustrating project impacts as following:

a) Contents of Report; The consultant shall provide UNDP with bi-weekly progress reports including yet not limited to:

1. Meetings held with counterparts, contractors, etc.
2. Progress reporting, delays, etc.
3. Staff employed by consultant, contractors, counterparts.
4. Contractor's plant and equipment.
5. Financial status, predicted cash flow, expected variations.
6. Technical Issues.
7. Challenges and means to resolve these.
8. Security incidents.
9. Completed, in-progress, delayed, envisaged, etc. activities.

b) Photography

1. The consultant shall provide adequate photographs as an integral part of any submitted reports with the purpose of illustrating progress, impact, elements requiring particular attention and so forth. Photographs shall also be captured and submitted as frequent as requested by UNDP.

2. While in certain instances the photographs shall be required to portray the status of technical elements, which necessitates that these be of technical nature portraying an engineering view of the photographed element (i.e. site before construction), in other instances the photographs are rather required for general illustrative purposes and should convey a general inclusive overview for non-engineering purposes. It should be noted that these should have an artistic essence to them.

3. The consultant is alerted to the particular requirements for non-engineering purposes photography, which are required to achieve several purposes including yet not limited to:

- Conveying the overall extent and magnitude of the intervention.
- Conveying the overall intervention nature.
- Conveying a broad overview of the overall intervention.
- Conveying the pre-intervention conditions
- Conveying the post-intervention conditions, which are generally used to assess the intervention impact.

4. Although many professionals have adequate capacity to capture photographs, the consultant shall ensure a professional photographer is appointed for this particular purpose that has adequate capacity to capture technical and non-technical photographs with the required artistic essence. The consultant's cost shall be deemed included and/or surcharged in/to the consultant's fee rates under each phase.

The nature of the above-mentioned project requires this Consultant to be versatile, effective, and able to take on tasks without detailed hands-on supervision. In case of contradiction with UNDP regulations that is not related to construction permit issuance requirements, this ToR or the signed contract agreement, those three shall supersede the JEA model contract.

ix. There are other specific responsibilities/tasks during supervision phase, which include the following:

A. General

These shall include, yet not be limited to, the following:

1. Project Management
2. Project Administration
3. Project Delivery: Including Daily Construction Status Report, Daily Log/Diary, Weekly Status Report, Monthly Work Progress Chart, Monthly Progress Reports, Material Samples and Test Log, Contractor's Submittals Log, Meeting Records and Construction Photographs.

B. Pre-construction Services

These shall include, yet not be limited to, the following:

1. Review, furnishing comments and recommendations regarding contractor's detailed construction program, procurement, installation, construction and commissioning and hand-over schedules.
2. Review and evaluate qualification and experience of nominated sub-contractors.
3. Agree on program for submission of methodologies for each element of construction.

4. Inspect and record original condition of site, equipment, ground and buildings.

C. Contractor's Documents Review and Construction Management and Supervision

These shall include, yet not be limited to, the following:

1. Review and approve contractors detailed designs, shop and erection drawings.
2. Review and approval of design calculations.
3. Review and approval of equipment documentation.
4. Review and approval of instrumentation and automatic control systems (As Applicable).
5. Review and approval of pneumatic diagrams (As Applicable).
6. Review and approval of civil designs.
7. Factory inspection and witness testing of manufactured items (As Applicable).

D. Construction Management and Supervision Services

These shall include, yet not be limited to, the following:

1. Project management and related procedures.
2. Quality assurance plan and related procedures.
3. Quality control and related procedures.
4. Progress control and related procedures.
5. Cost control and related procedures.
6. Change order Procedures.
7. Commissioning, testing and related procedures.
8. Training delivery and related procedures.
9. Substantial completion - Handing Over.

E. Substantial Completion Close-out Report

These shall include, yet not be limited to, the following:

1. The report shall be a collective report including and presenting all aspects of “Jobsite Work Implementation Management, Supervision and Monitoring” inclusive of all original documentation, photographs...etc. The report shall first be submitted in a draft form to both UNDP and PSC. The consultant shall then arrange for PSC officials travel to Amman for attending a report presentation during which UNDP and PSC shall present and discuss their comments and remarks.

2. The report shall then be presented in its final form following incorporation of all UNDP and PSC comments and remarks.
3. The consultant shall, at least, submit two (2) hard copies to UNDP and five (5) to the PSC of the final version and one (1) soft copy to UNDP.

Phase V: Construction Defects' Liability Period Management

A. Works to be Performed

These shall include, yet not be limited to, the following:

1. During the Defects Liability Period the consultant shall ensure, the contractor finish the work, if any, outstanding at the date of Certificate of Substantial Completion and shall monitor and instruct the contractor all such work of repair, amendment, reconstruction, rectification of defects, imperfections, shrinkages or other faults as may be required.
2. Upon satisfactory completion of all the work outstanding and approval by UNDP, the consultant shall within twenty-eight (28) days of the expiration of Defects Liability period issue the contractor with the Certificate of Final Completion.

B. Final Completion and Close out Report

These shall include, yet not be limited to, the following:

1. The report shall be a collective report including and presenting all aspects encountered during the "Defects Liability Period" inclusive of all original documentation, photographs...etc. The report shall first be submitted in a draft form to both UNDP and PSC. The consultant shall then arrange for PSC officials travel to Amman for attending a report presentation during which UNDP and PSC shall present and discuss their comments and remarks.
2. The report shall then be presented in its final form following incorporation of all UNDP and PSC comments and remarks.
3. The consultant shall, at least, submit two (2) hard copies to UNDP and five (5) to the PSC of the final version and one (1) soft copy to UNDP.

GENERAL RESPONSIBILITIES / REQUIREMENTS

1. Reporting and Photography

Given the remote management nature of the project and the fact that UNDP may not maintain prolonged and/or frequent on-the-ground presence, one of UNDP's management tools is through comprehensive

progress reports supported by photographs and similar materials from its counterparts and consulting engineers. The same also applies for illustrating project impacts.

a. Contents of Report

The consultant shall provide UNDP with bi-weekly progress reports including yet not limited to:

- 10.1.1.1 Meetings held with counterparts, contractors, etc.
- 10.1.1.2 Progress reporting, delays, etc.
- 10.1.1.3 Staff employed by consultant, contractors, counterparts.
- 10.1.1.4 Contractor's plant and equipment.
- 10.1.1.5 Financial status, predicted cash flow, expected variations.
- 10.1.1.6 Technical Issues.
- 10.1.1.7 Challenges and means to resolve these.
- 10.1.1.8 Security incidents.
- 10.1.1.9 Completed, in-progress, delayed, envisaged, etc. activities.

b. Photography

The consultant shall provide adequate photographs as an integral part of any submitted reports with the purpose of illustrating progress, impact, elements requiring particular attention and so forth. Photographs shall also be captured and submitted as frequent as requested by UNDP.

While in certain instances the photographs shall be required to portray the status of technical elements, which necessitates that these be of technical nature portraying an engineering view of the photographed element (i.e. site before construction), in other instances the photographs are rather required for general illustrative purposes and should convey a general inclusive overview for non-engineering purposes. It should be noted that these should have an artistic essence to them.

The consultant is alerted to the particular requirements for non-engineering purposes photography, which are required to achieve several purposes including yet not limited to:

1. Conveying the overall extent and magnitude of the intervention.
2. Conveying the overall intervention nature.
3. Conveying a broad overview of the overall intervention.
4. Conveying the pre-intervention conditions (i.e. impact of not having the intervention)
5. Conveying the post-intervention conditions (i.e. impact of having the intervention in place), which are generally used to assess the intervention impact.

Although many professionals have adequate capacity to capture photographs, the consultant shall ensure a professional photographer is appointed for this particular purpose that has adequate capacity to capture technical and non-technical photographs with the required artistic essence. The

consultant's cost shall be deemed included and/or surcharged in/to the consultant's fee rates under each phase.

2. Translation of Documents

The consultant shall not convey any Arabic language correspondences to UNDP, all official correspondences with the counterparts and other relevant material shall be translated to the English language by a certified translator. The consultant shall always submit the Arabic version together with the translated version including due stamping and sealing of the translated version with sufficient proof that the utilized translator is certified by the Government.

The consultant's cost shall be deemed included and/or surcharged in/to the consultant's fee rates under each phase.

3. FACILITIES PROVIDED BY UNDP

No site facilities shall be provided by UNDP.

4. FACILITIES TO BE PROVIDED BY THE CONSULTANT

All required facilities for proper development of all phases of the assignment shall be its own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the consultant's fee rates. All facilities, equipment, resources, and other expenses necessary for the proper performance of the services and to be provided by the consultant should be broken down in their unit prices. This includes the Consultant site offices, and their furniture, equipment and IT equipment, consumables, services (electricity, water, sanitation/sewage, heating, cooling...etc.) and the transportation means for their staff.

5. INSURANCE CONTRACTUAL REQUIREMENTS

The consultant is responsible for maintaining professional indemnity/liability insurances in relation to design negligence, errors, and omissions arising out of the performance of the consultancy services in the project or its failure to comply with any of its professional and/or contractual obligations.

The consultant, at his own cost and expense shall provide and maintain for the duration of the contract, the following insurance policies with minimum coverages in favor of UNDP:

A. Professional Indemnity Insurance

Minimum level of Professional Indemnity Insurance: Minimum USD 25,000 per occurrence for USD 250,000 in aggregate.

The Insurances should be issued by a reputable insurance company in Jordan in accordance with the relevant applicable laws and regulations. The Consultant shall maintain such professional indemnity insurance from the effective date service agreement for a period not less than three (3) years from completion of the Project or the earlier termination of the agreement. The consultant has to submit the above-mentioned insurances within (14) calendar days from the date of issuing the notice to proceed (NTP).

6. LIAISON

The consultant shall liaise with counterparts on all matters related to the execution of the contract. All activities are to be conducted according to UNDP rules and regulations. The consultant shall also obtain the counterparts' endorsement of all its submittals.

7. STAFF REQUIRED

The Consultant shall provide the required staff and qualifications to manage all the different tasks of the assignment. The Consultant should specify their project management, methodology and approach. In the table below, the personnel that will need to be mobilized.

Regardless of the below mentioned staff, it will be the Consultant's full responsibility lonely to bring additional supporting staff to achieve the required scope of work on time without any additional fees.

UNDP reserves the right to reject and/or instruct removal of staff due nonperformance.

UNDP has the full right to make an appropriate deduction from the contractor's progress payments in case of his failure to secure the project with the below mentioned site staff.

C. Stage's Phases I, II, III, IV and V

The following table shows the minimum qualifications and staffing requirements⁵ required for the proper performance of the design and supervision consultancy services in line with the scope of this assignment:

⁵ In case that JEA/GAM regulations require more engineering staff for a certain specialty in addition to the mentioned herein for the required tasks in this ToR, the Consultant shall provide them as per JEA/GAM's regulations without extra charges on UNDP (assumed to be included in the financial offer).

Title & Main Expertise	Particular Experience & Qualifications ⁶	Years of Experience
Staff required for stage 2		
1) Minimum key staff (minimum actual required staff on site - office support when needed and from the design teams is required also and assumed to be covered when needed on or off site).		
Site Engineer /Project Manager - Local - Full Time for Stage 2 in phase IV and part time for phase V (including at least one site visit per three months – could be substituted in phase V by the team leader).	<ul style="list-style-type: none"> - Minimum degree of BSc in civil engineering or relevant discipline from accredited university. - A relevant Degree in project management is a plus. - 5 years of experience of which at least 3 years of work experience in a similar position in the fields of environmental buildings developments and landmark/public areas supervision engineering projects. - Solid experience in the planning and design of public areas’ facilities particularly and in urban planning - Previous experience in supervision of works in at least one similar projects for large scales complexes of at least 1500 m2 area of buildings and 2000 m2 of landscaping - Excellent experience in contract management and arbitrations. - Advanced reporting and communication skills. - Excellent verbal and written English skills. - The project manager should demonstrate the ability to work with others and lead a project team. The project manager will supervise the entire assignment process and will be responsible for all designs and supervision deliverables, ensuring good quality standards. 	5 years
Electrical and Mechanical Engineers - Local (two engineers) - Part Time for this stage and for at least site visit twice a month at phase IV and at least once every three months during stage V.	<ul style="list-style-type: none"> - Minimum degree BSc degree in Electrical and mechanical engineering from accredited university. - Previous implementation of at least one similar project. - At least 3 years practical experience in electro-mechanical engineering and preferable in similar projects. 	3 years
Staff required for stage#1		
2) Minimum Supporting Personnel for stage 1		
Design Architect (team leader) - International /local Full Time for Stage 1 (Phases I, II and III)	<ul style="list-style-type: none"> - Minimum degrees of BSc in Architectural engineering from accredited university. - At least 7 years of work experience in similar design position in fields of urban and 	7 years

⁶ Each engineer should be licensed and authorized by JEA to do their tasks as stipulated herein.

Title & Main Expertise	Particular Experience & Qualifications ⁶	Years of Experience
	<p>environmental infrastructure development and complex similar projects. (head of specialty)</p> <ul style="list-style-type: none"> - Strong experience in the design, construction, and operation conferences' centers - Accredited LEED expert/specialist (Green buildings design/ environmental considerations).⁷ - Should demonstrate ability to provide value-engineering designs (i.e. SAVE certified) - Excellent verbal and written English skills. - The Design Architect will be responsible for designing the architectural works, and integrating the designs for civil, mechanical, and electrical works and materials related technical specifications and standards. Also, will be responsible for incorporating the approved remarks and amendments into the original cell design and produce complete set of the final design files and documents. - The Design Architect is obligated to consider all essential deficiencies in design, structural challenges and possible changes which might arise during the upcoming construction phase IV (works construction). 	
<p>Structural Design Engineer local Part Time for Stage 1 (Phases II and III)</p>	<ul style="list-style-type: none"> - Minimum BSc degree in Civil Engineering from accredited university. - At least 7 years of practical experience in the design, construction, and supervision of similar projects (head of specialty) - Should demonstrate ability to provide value-engineering designs (i.e. SAVE certified) - At least 3 assignments in similar projects. <p>(This is allowed to be covered by a Joint venture with another engineering office, in case the in-house capacity for the JV leader is not available, keeping the minimum requirements herein).</p>	7 years
<p>Electrical and Mechanical Engineers Local (two staff) Part Time for Stage 1 (Phases II and III)</p>	<p>Minimum BSc degree in electrical and mechanical /engineering from accredited university. (head of specialty)</p> <ul style="list-style-type: none"> - Previous implementation of at least two similar projects. 	7 years

⁷ The LEED accreditation requirement could be waived if the consultant provide within the backstopping team, an architect who is LEED accredited and aware of LEED building certification process to support during the design phases.

Title & Main Expertise	Particular Experience & Qualifications ⁶	Years of Experience
	- At least 7 years practical experience in electro-mechanical engineering and preferable in similar projects. - Excellent experience green-building projects - Should demonstrate ability to provide value-engineering designs (i.e. SAVE certified) (This is allowed to be covered by a sub-contract with another engineering office, in case the in-house capacity for the Consultant is not available, keeping the minimum requirements herein).	

❖ For both stages:

The team is expected to include experts with local or regional knowledge/expertise. The experts should have excellent skills in arts, urban planning, engineering and environmental designs/studies. English and Arabic will be the working language; the final products must be presented in English and Arabic Languages. For each specialist proposed, a curriculum vita must be provided of no more than (five) pages setting out their relevant qualifications and experience. In addition to the main experts, the Consultant shall provide the support/backstopping team (including direct management/operations/logistics support team, environmental experts, ...etc.) during the performance of this consultancy services. In case of staff not complying to the fulltime requirements in this ToR, deductions could be made of a 100 USD/day rate at minimum for each staff member proven to be in no-compliance to the full-time requirements for mentioned positions herein.

❖ For Stage 2

For the Consultant staff during the stage-2 of the project, deductions for absence of site will be applied in accordance to the minimum JEA engineers scale for each position (but not less than 50 USD/day in any case). Any leave unrelated to work (lab test, material checks...etc.) for more than 2 hours per day, or each cumulative 4 hours per week shall be deducted for as a half day (not less than 25 USD per incident). shall be Working days shall be 6 days per week, and the daily work on site shall start at 7:15 AM and end by 16:15 PM including one lunch break hour (flexible as per work requirements between 12 and 2 PM), expect for overtime requirements below;

1. The Consultant should make sure that the construction contract covers their overtime on the construction contractor’s expense, where the JEA minimum scale and national laws will be applied for any overtime required during the construction phase, and a 2.5 JD/hr. overtime rate should be covered by the construction contractor for positions required in the above-mentioned table that are not covered by JEA salary scale.
2. This being mentioned, and as there are usually overtime requirements for construction sites, the first 16 hours/month of overtime for the required supervision staff herein (and as per JEA’s requirements) by the Consultant will not be compensated for under this contract, and would be assumed to be included in the Consultant’s financial offer.

3. Failure of the Consultant to include, or indicate the need for overtime article for their staff in the construction works contract, will result in the Consultant being obligated to perform all overtime hours allowed in the national laws, on their own expense when required by the UNDP, for the site supervision mentioned in this ToR (and additional requirements of JEA).

8. DURATION OF CONTRACT

➤ Project Implementation Schedule

The following table represents the maximum time required for completion of the project:

#	PHASE ID	DURATION (Calendar days)
stage#1		Eighty-one (81) days
I	Conceptual Design	Seven (7) days following contract effective date (not negotiable).
II	Detailed Designs and Tender Documents Preparation	Fourteen Days (14), and should be completed within twenty-one (21) days following contract effective date (could be extended in case of valid justified reasons, but with no cost extension, and if such delays could not have been anticipated before entering into contract)
III	Bidding phase support	60 days (60), and should be completed within eighty-one (81) days following contract effective date (a no-cost extension for this phase could be allowed to the Consultant in case of delays caused by the UNDP's internal bidding processes, or retendering by the UNDP that is not caused by the Consultant negligence).
stage#2		One hundred fifty (150) days for construction + 365 days of defect liability
IV	Construction Supervision/Management	Estimated duration to be around one hundred fifty (150) days. However, depending on the awarded construction contract stipulations.
V	Construction Defects' Liability Period Management	365 days for all works. ⁸

⁸ This could be extended (with no extra cost at UNDP) in case there are claims with regards to the defect's liability period by the UNDP, in case the construction contractor does not repair or amend defects or finalize the substantial completion certificate snag list.

- ❖ For each phase, there should be an inception report and time plan submitted to the UNDP, and a closure report, at the end of the last phase, there will be allowed 60 days for the Consultant to issue project closure report and payments requests and submit it to the UNDP.
- ❖ For stage#1, all documents/reports shall be issued before deliverable deadline as a final draft (tentatively; 20% of deliverable duration is allowed both for UNDP review and Consultant respective adjustments)., and the Consultant will receive comments on the drafts from UNDP/ MoA/ MoEnv/as soon as possible to issue the final revised version to be submitted to JEA/GAM based on all the comments received. All documents/reports shall be issued in English and Arabic Languages and delivered in both hard and soft copies per as UNDP directives.

OUTPUTS, DELIVERABLES, AND SCHEDULE OF PAYMENTS

Output	Payments
(I) Conceptual Design	5% of contract value
(II) Detailed Designs and Tender Documents Preparation	30% of contract value
(III) Bidding phase support	5% of contract value
(IV) Construction Supervision/Management	50% of contract value
(V) Construction Defects' Liability Period Management ⁹	10% of contract value

QUALIFICATIONS OF THE SUCCESSFUL BIDDER

The bidders should meet the below requirements:

- Proven track record in producing high-quality reporting, designs, surveys, project management.
- Proven record experience in engineering construction design (and/or supervision projects for similar projects, with at least three projects of similar design as a lead designer (conferences halls, hotels, environmental guesthouses, commercial buildings, ID works Etc.), each project shall have a value of at least 280,000 USD cost estimate for construction.

⁹ Additional 60 days is given after submitting the final deliverable for contract closing, payments processing and proper documentation of project completion.

- Prior experience in the country, specifically on similar projects.
- Prior experience of working with relevant stakeholders, including local municipalities, (I)NGO's, CBOs. The bidder should have experience in green building requirements and projects, and preferably being a member/certified in the green building council in Jordan, or the LEED.
- Prior experience of working with the UN system, in particular the UNDP is preferred.

SELECTION CRITERIA

The Evaluation of the bidders will be carried out as follows:

- a) 70% will be the weight of the technical proposal.
- b) 30% will be the weight of the financial proposal.
- c) A combined score for the above evaluation will be the driver of the final selection of winning bidder.

CONCEPT DESIGN

UNDP has agreed with MOI on a concept design that covered the main design criteria as approved by MOI. This is found in Appendix (II), and shall not be replicated, but rather used as a guideline of the space uses/requirements for the concept design. As for the front elevation of the existing building, an environmental friendly, modern design shall be prepared (at least proposed designs), and the approved design shall be completed by issuing the BoQ and specifications and the new façade and front landscape should not cost more than a specific threshold (that will be shared by the UNDP during the design) in construction, based on the designer cost estimate. The Consultant could arrange with JEA a design contest for architects (youth) with a low-value (preferable non monetary) reward if requested by the UNDP, and Consultant shall cover for its costs, and invite the UNDP the MOI to chair the contest for the redesign of the front façade of the Nationality Management Building. There will be within the final design; new slabs construction and change of use and internal design works for some existing rooms, including demolition and reconstruction of internal works.