

Annex I: Section 5 – Term of Reference (TOR)

Contents

1	INTRODUCTION	3
1.1	Background to the Project.....	3
1.2	The Project	3
2	SCOPE OF SERVICES.....	5
2.1	General.....	5
2.2	Scope of Services	5
2.3	Typical Tasks.....	5
2.4	Types of Projects.....	6
2.5	List of Engineering Requirements	7
3	PROJECT PHASES	7
Task 1:	Data Collection and Records Documentation	8
Task 2:	Collect Data, Review and Analysis.....	8
Task 3:	Interviews with Local Authorities and Other Stakeholders.....	8
Task 4:	Field Verification of Collected Data	9
Task 5:	Surveying Works.....	9
Task 6:	Preliminary Engineering Services	10
Task 7:	Preliminary Design Report.....	10
Task 8:	Geotechnical/Soil Investigations and Analysis.....	11
Task 9:	Detailed Designs and Construction Drawings.....	11
Task 10:	Specifications, Bill of Quantities and Final Cost Estimates.....	13
Task 11:	Detailed Designs and Portions of the Bidding Documents Report	13
Task 12:	Pre-Construction And Bidding Support Services	13
Task 13:	Construction Supervision.....	14
4	OTHER SERVICES	15
4.1	Quantity Surveyor Services.....	15
Task 14:	Undertake Quantity Surveyor and Cost Consulting Services ..	15
4.2	Professional Services Advice	16

Task 15:	Professional Services Advice	16
4.3	Professional Liability Insurance.....	16
Task 16:	Service Providers will be required to provide UNDP an insurance related to Professional liability insurance (PLI), also called professional indemnity insurance (PII) or Errors & Omissions (E&O).....	16
5	CROSS CUTTING ACTIVITIES	16
6	REPORTING.....	178

Definitions

Authorizing Agency	The government or other agency appointed or named to approve or otherwise manage, supervise or oversee the project.
Service Provider	The contractor appointed by UNDP to undertake the Services.
Stakeholder	An individual, group, or organization that may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project, program or portfolio (PMBOK Guide 6 th Ed, 2017)
Works	The permanent and temporary works in a construction contract required for the delivery of the project.

Abbreviations

BOQ	Bill of Quantities
LTA	Long Term Agreement
RFP	Request for Proposals
SOW	Statement of Works

1 INTRODUCTION

1.1 BACKGROUND TO THE PROJECT

The expected overall objective of this RFP is to place a regional Long-Term Agreements (LTAs) for Engineering Design Services and Consultancy Services to be utilized by UNDP country offices to support engineering related activities in projects financed by a variety of UNDP partners.

The intention is to set up regional Long-Term Agreements (LTAs) for Asia and Pacific.

UNDP is becoming increasingly involved with implementing construction works across the globe, including major rehabilitation works in post-disaster and countries in protracted crisis as well as resilience building that includes both hard and soft (ecosystem-based) engineering solutions. According to global spend figures, the volume of “professional engineering services” category in year 2018 was USD 162 million. The implementation modality ranges from standard UNDP contracts to community-based approaches and execution under remote management. The diversity in project environments and the corresponding requirements for a variety of construction solutions has prompted UNDP to improve its ability to source relevant technical capacities and resources from a diverse pool of pre-qualified experts.

Having in place the regional long-term agreement for the engineering services will allow UNDP to manage various forms of construction related activities in a consistent manner assuring adequate quality, cost and risk management.

1.2 THE PROJECT

This Request for Proposals (RFP) relates to a range of services that are required as part of UNDP’s construction activities in its development programmes. The nature of projects implemented by UNDP are diverse based on the local context, local conditions and needs. As part of the projects’ implementation, proper design and planning, assessments are required to ensure the long-term sustainability and the efficient use of resources.

Once the LTAs are established, call-offs contracts will be issued throughout the LTA life span on a need basis. It is expected that the budget for the engineering services for each specific project might vary approximately from 30,000 USD to + 400,000 USD.

The typical range of projects are further detailed in section 2.2.

The table below lists the countries and territories where UNDP is present and where the services may be required. Bidders shall indicate in their technical proposal the list of countries where they have experience, for each Lot which they are bidding for.

LOTS	Countries
Lot 1	Iran, Afghanistan, Pakistan, India, Nepal, Bhutan, Bangladesh, Sri Lanka, Maldives
Lot 2	Mongolia, Myanmar, Laos, Cambodia, Viet Nam, Indonesia, Philippines, Thailand
Lot 3	Timor-Leste, Papua New Guinea, Fiji, Samoa, Solomon Islands, Cook Islands, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Republic of Palau, Tokelau, Tonga, Tuvalu, Vanuatu

2 SCOPE OF SERVICES

2.1 GENERAL

The Long-Term Agreement (LTA) will operate for a three year plus the option of a fourth year term. Services under the LTA will be established as needed on a Call-Off Contract basis. Each UNDP country office may at any point in time call-off the services and the Service Provider shall provide a specific technical and price proposal.

2.2 SCOPE OF SERVICES

The professional services to be provided by the Service Provider may include, but are not limited to, the following tasks and activities:

1. Engineering studies (e.g., infrastructure assessment)
2. Civil/site improvement designs (e.g., pavement rehab, storm drains)
3. Mechanical design (e.g., plumbing, HVAC)
4. Environmental and social impact studies
5. Electrical design
6. Equipment analysis/design (e.g., emergency generator)
7. Architectural/space planning
8. Structural design and analysis
9. Constructability/biddability reviews
10. Project cost estimating
11. Surveys: Topographical, Geotechnical, Hydrology etc
12. Architecture services
13. Building design services
14. Large civil engineering projects
15. Blast design and seismic analysis
16. Environmental assessment
17. Project management
18. Site supervision

All services are expected to take place inland, near-shore, foreshore, coastal.

2.3 TYPICAL TASKS

Typical tasks that may be required of the Service Provider include, but are not limited to:

1. Preparation and delivery of feasibility/cost studies
2. Preparation of conceptual engineering and project study reports

3. Preparation of Preliminary and Detailed Designs, Plans, Specifications, Cost Estimates, Bills of Quantities, Statements of Works (SOW), Drawings, etc.
4. Project Controls activities, including cost estimate preparation and review, and schedule preparation and review
5. Pre-Construction and Bidding Support Services
6. Construction Management support services
7. Review of other Service Provider submittals
8. Evaluation of other Service Provider's claims and dispute resolution assistance

2.4 TYPES OF PROJECTS

UNDP has a requirement to provide infrastructure and construction projects in support of its respective programme. Table 2.4 below provides a typical list of the types of project that will be required to be undertaken.

Table 2.4 – Typical projects

Rehabilitation of hospitals, schools, roads, bridges, etc.	Schools (large and small)
Retrofit of buildings	
Sewerage & Drainage	Small-scale Hydropower Plant
Vehicular Access Roads and Bridges	Small-scale Solar Power
New buildings	Wells, Water Harvesting, Irrigation and Catchment Control
Administrative buildings	Health Clinics, medical centres, hospitals
Rehabilitation of governmental buildings	Marine/coastal infrastructure

2.5 LIST OF ENGINEERING REQUIREMENTS

The following is a list of potential multidisciplinary team required at the time of a call-off contract.

- Architect
- Civil Engineer
- Materials Engineer
- Geotechnical Engineer/Geologist
- Power Engineer
- Power Plant Engineer
- Coastal/Marine Engineer
- Environmental Scientist
- Structural Engineer
- Utilities Engineer
- Water Resource Engineer
- Energy Engineer
- Building Services Engineer
- Construction Engineer
- Electrical Engineer
- Mechanical Engineer
- Hydraulic Engineer

3 PROJECT PHASES

The purpose is to describe one of possible required services for Engineering Design Services and Consultancy Services. Each request for a call-off contract may have a different terms of reference with specific deliverables and requirements. The Service Providers are alerted that the proposed tasks/activities to achieve the overall called upon scope of services shall not be considered exhaustive; they are rather indicative and the Service Providers are encouraged to propose a different or expanded set of tasks to fulfil the envisaged scope of services against.

The following provides the scope of the required services divided into four basic phases:

1. Phase I: Preliminary Designs.
2. Phase II: Detailed Designs and Portions of the Bidding Documents.
3. Phase III: Pre-Construction and Bidding Support Services.
4. Phase IV: Construction Supervision.

On receipt of the call-off contract the Service Provider shall prepare a Schedule for the work to be undertaken for approval by UNDP. The Schedule shall be updated at the commencement of each Phase.

1. PHASE I: PRELIMINARY DESIGNS

In this Phase, the Service Provider shall carry out the tasks presented herein in addition to being the focal point of liaison with all local authorities and other stakeholders and representing UNDP on the ground.

Task 1: Data Collection and Records Documentation

The Service Provider shall collect all project related information including, but not limited, to:

- 1.1 Maps for project area relevant locations.
- 1.2 Current and historical aerial photography
- 1.3 Site plans for the construction site including ownership boundaries.
- 1.4 1.1.3 Relevant data, information, brochures, leaflets, etc for the envisaged project supplies.
- 1.5 Rainfall records and tidal variations for coastal works
- 1.6 All structurally required information including design dead loads, live loads, wind pressures, external forces including seismic, geotechnical information, etc.
- 1.7 All relevant site specific information including geography, topography, groundwater table, soil conditions, site boundaries, previous land use, UXO records etc.
- 1.8 Existing underground and overground utilities.
- 1.9 National requirements: laws, regulations, standards, guidelines.
- 1.10 Local architectural norms and cultural preferences.
- 1.11 Locally available construction materials.

Task 2: Collect Data, Review and Analysis

In this task, the Service Provider shall review and study all collected data, reports, plans, maps, drawings, etc with the purpose of fully familiarizing itself with the project area and conditions, identifying information gaps, arranging for additional data requirements collection, field investigations and finally commencing the engineering services.

Task 3: Interviews with Local Authorities and Other Stakeholders

In order to ensure a coherent approach, the Service Provider shall launch a series of extensive meetings with the Stakeholders with a view to defining the overall requirements in all aspects including:

- 3.1 Architectural setup.

- 3.2 Surface areas.
- 3.3 Occupancy requirements.
- 3.4 Space requirements.
- 3.5 Space allocation.
- 3.6 Utilities requirements.
- 3.7 Access requirements
- 3.8 Minimum standards.
- 3.9 Design standards and performance criteria.
- 3.10 Others.

Following completion of this task, the Service Provider is expected to have developed a full idea regarding each site requirement and a preliminary design concept.

Task 4: Field Verification of Collected Data

In this task, the Service Provider shall carry out all required field investigations and verifications with the purpose of verifying the collected data, information, maps, plans, etc and for collecting any additionally required information.

A preliminary field reconnaissance of the site shall be carried out at this stage, or earlier if appropriate, and shall include

- Identification of the general nature of the site and verification of collected data
- Identification of potential geohazards requiring detailed investigation, including landslide, sinkhole, contaminated ground, flood-prone areas, and other geohazards specific to the locality.
- Status of existing infrastructure including bridges, drainage systems

Task 5: Surveying Works

In this task, the Service Provider shall carry out the required detailed surveys for the sites. Surveys shall be related to National or other appropriate and agreed Datum and Grid.

The topographic survey shall include all boundaries, general location, angles, lengths, existing structures, utilities and other features on the site and adjacent, surrounding facilities, ground levels at appropriate intervals to provide contours at 0.5m intervals or other level of accuracy as required, etc to enable the Service Provider to prepare a detailed site layout and facilitate cut and fill calculations, drainage design and other design activities.

Where the project includes or consists of rehabilitation, upgrading or retrofitting of buildings, bridges or other engineering structures a condition survey of the structure shall be undertaken including identifying the structural integrity, state of architectural, mechanical and electrical works.

Task 6: Preliminary Engineering Services

In this task, the Service Provider shall update the preliminary concept design, prepare all required preliminary architectural and general engineering designs, drawings, calculations, plans, cost estimates, etc for all project components including, as appropriate:

- 6.1 Site layout plans including internal roads, access roads, connection to external facilities and utilities, etc.
- 6.2 Detailed structural and architectural designs and drawings for all site facilities.
- 6.3 Site landscaping plans.
- 6.4 Municipal power supply requirements.
- 6.5 Stand-by power supply requirements.
- 6.6 Water utilities.
- 6.7 Wastewater utilities.
- 6.8 Surface drainage
- 6.9 General site infrastructure.
- 6.10 Required facilities and access for disabled
- 6.11 Others.

Furthermore, the Service Provider shall also prepare site plans indicating the required boreholes and trial pits locations for geotechnical investigations including depths, coordinates, geotechnical investigations specifications, required site and laboratory testing, etc for subsequent execution. The number of boreholes and trial pits shall be in accordance with National standards or guidelines, or best accepted practice, and additional locations shall be investigated if the data from Tasks 1 to 5 indicate specific issues requiring to be investigated.

In order to allow for informed decision making, the Service Provider shall also prepare a preliminary cost estimate for the project in this task.

Task 7: Preliminary Design Report

The report shall include all collected data and information, completed designs, calculations, prepared drawings, cost estimate etc and shall clearly describe all the activities undertaken during Phase I. The report shall be submitted for review, remarks and approval by UNDP.

The report shall be submitted in the specified format as per the Terms of Reference at the time of the call-off contracts.

2. PHASE II: DETAILED DESIGNS AND PORTIONS OF THE BIDDING DOCUMENTS

Upon approval of Phase I deliverables, the Service Provider shall proceed to Phase II.

Task 8: Geotechnical/Soil Investigations and Analysis

Field investigations and laboratory subsurface soil exploration tests shall be carried out for the detailed design of the different facilities in accordance with approved national and international standards or codes of practice. The results shall define the soil bearing capacity and other physical and mechanical properties of the soils encountered.

8.1 Laboratory Tests

Mechanical, physical and chemical laboratory tests shall be performed in accordance with the approved standards. These shall include but not be limited to:

- Sieve analyses for non-cohesive samples.
- Natural density and moisture content.
- Atterberg limits for cohesive soil.
- Shear box test.
- Unconfined compressive strength.
- Compaction: Proctor or modified Proctor.
- Consolidation.
- Soil aggressiveness.
- Groundwater aggressiveness.
- Groundwater chemical composition analysis.

8.2 Technical Report

The Technical Report shall contain:

- The results of the laboratory and field data, tabulated in standard forms.
- Drawings of the boring and trial pit locations, boring and trial pit logs and all other information collected.
- Recommendations on the most appropriate type of design or design options:
 - For buildings: foundation, optimum founding level for the various components, recommended design bearing pressure, concrete quality, reinforcement cover, , protection requirements, etc
 - For roads: final alignment, road pavement design, earthworks design etc.
 - For other types of infrastructure the recommendations shall deal with all relevant design matters

Task 9: Detailed Design and Construction Drawings**9.1 General**

Based on the findings of forgoing activities, in this task, the Service Provider shall develop the approved preliminary design to detailed design and construction drawings and specifications. The Service Provider shall prepare all necessary detailed design for the works under consideration including general layout, architectural, landscaping, structural, civil, mechanical, electrical, control, instrumentation, and all other relevant components.

9.2 Buildings

Detailed architectural drawings shall be prepared for all buildings. Detailed plans shall be plotted to suitable scales illustrating different parts of the buildings, fully dimensioned and detailed. Sections, elevations and side views shall be prepared to illustrate the different parts, finishing, and levels of the various internal and external slabs. Reflected ceiling plans to show the required ceiling design and lighting fittings locations shall also be prepared. Special details to larger scale shall be prepared showing staircases, WC's, and any special purpose parts with the purpose of clearly portraying the scope of required works.

Finishing materials schedules doors and window schedules and detailed drawings shall be prepared. Detailed drawings for the latter shall also be prepared to define their construction, shape model, size, materials, size, type of glass, and specify hardware lists. The architectural drawings shall also allow for detailing of any other construction or finishing requirements such as; damp-proofing treatment, dust control, balustrades, and special details for fixation of equipment.

Landscaping plans shall also be prepared including parking lots, green areas, walkways, pavement, site illumination, etc.

Mechanical drawings shall be in adequate detail illustrating; equipment; piping; fittings; electromechanical components; connections, etc.

Electrical drawings shall include wiring diagrams, transformers, single line diagrams, standby power generation set; site illumination, cabling, grounding, control, instrumentation, etc for all components. The drawings shall illustrate electric operation and control panels, switchboards; measurement equipment panels; synchronizing equipment; lighting panels, etc.

Careful studies shall be carried out to select the most appropriate and economic structural design. The latter shall ensure reduction of both construction period and costs. Detailed structural drawings shall be prepared illustrating the required detail for the foundations, reinforcement, beams, columns, etc.

Foundations for relevant electromechanical equipment such as switchboards, standby diesel generation sets, etc shall also be drawn in sufficient details showing all required insulations and supports.

Work drawings to suitable scales (e.g.1:100 and 1:50) and large-scale details shall be prepared. The drawings will comprise plans, sections and elevations and will provide sufficient details for the construction and installation of all works.

9.3 Other Infrastructure

Detailed drawings shall be prepared for all structures and other infrastructure including plans, longitudinal and cross sections, details and other relevant information.

Landscaping plans shall also be prepared to show hard and soft landscaping requirements.

Mechanical and electrical drawings shall be in adequate detail to identify the requirements and their interfacing with the other parts of the works.

Task 10: Specifications, Bill of Quantities and Final Cost Estimates

10.1 Specifications: The Service Provider shall prepare all required specifications for all works components designed.

10.2 BOQs: Detailed BOQ's shall also be prepared of all items of works and for each component and subcomponent on separate basis. The BOQ's shall be developed to such a level of detail as to allow easy estimation of construction costs , which would allow receipt of responsive contractor bids for the works under consideration.

10.3 Cost Estimates: Following preparation of the BOQ's, the Service Provider shall utilize the data and information collected in foregoing tasks to prepare detailed cost estimates of all included works.

The specifications and BoQ's shall be formatted as per an agreed international format.

Task 11: Detailed Design Report

The report shall include all collected data and information, carried out design, calculations, prepared drawings, etc and shall clearly identify all spent efforts during the entire phase.

3. PHASE III: PRE-CONSTRUCTION AND BIDDING SUPPORT SERVICES

Task 12: Pre-Construction And Bidding Support Services

The scope for the Services during this phase is related to the bidding period up to award of contract and commencement of implementation of the works. While the standard procurement timeframe of the procurement cycle revolves around the sphere of 3 months.

In this Phase the Service Provider shall carry out the following without being limited to them:

12.1 Coordination with UNDP on the transmittal of bidding documents at UNDP's discretion.

12.2 Assistance in arranging pre-bid meeting and organize site visits (or virtual meeting).

12.3 Assist UNDP in providing technical responses to bidder's questions and queries.

12.4 Provide technical advice, whenever required, on evaluation of received technical bids.

12.5 Support the technical and price evaluation of bids.

4. PHASE IV: CONSTRUCTION SUPERVISION

Task 13: Construction Supervision

The Service Provider shall be responsible for activities such as liaising with UNDP and the Authorising Agency and Contractor for handing over the site including preparing minutes of meetings, examination of areas, assistance with fixing boundary marks, etc.

The Service Provider's main task shall be the management and supervision of construction activities. The Services shall also include some duties normally performed by UNDP field staff, which includes the establishment and maintenance of contacts with Authorizing Agency and other stakeholders, liaison, coordination and similar activities.

The Service Provider's major responsibilities shall fall under the following broad categories, yet not be limited to them:

13.1 Review and recommend acceptance of Contractor's Detailed Designs, Shop and Erection Drawings

13.2 Construction Management and Supervision

13.3 Project Management and Related Procedures

13.4 Quality Assurance Plan and Related Procedures

13.5 Quality Control and Related Procedures

13.6 Progress Control and Related Procedures

13.7 Construction Monitoring

13.8 Measurement of Works for the payment purposes

13.9 Project Costs Monitoring

13.10 Provisional Acceptance of Works

13.11 Reporting

13.12 Liaise with the Authorizing Agency, relevant national and local authorities, utility companies and other stakeholders and the Contractor for site preparation activities.

13.13 Review Shop Drawing and material submittals.

13.14 Prepare progress reports as per UNDP project manager instructions.

13.15 Construction Inspection including inspection of materials, equipments, etc to be constructed/erected/installed.

13.16 Check materials received at warehouses against damages, missing parts and appropriate ratings.

13.17 Timely response to UNDP on Contractor's technical enquiries.

- 13.18 Ensure that the Contractor maintain safety on site.
- 13.19 Discuss site issues with the Contractor on daily basis and promptly report back to UNDP if a problem arises that requires UNDP's input.
- 13.20 Review, check and certify Contractor's progress payment
- 13.21 Evaluate, check and verify Contractor's measurements on site
- 13.22 Checks and certify substantial construction completion and payment
- 13.23 Assist UNDP in issuing certificates of Substantial Completion, whenever required.
- 13.24 Obtain, on behalf of UNDP, all required approvals, letters, etc from relevant authorities, or ensure that Contractor obtains such approvals, as appropriate..
- 13.25 Acceptance of Works: A Certificate of Substantial Completion shall be issued when the Service Provider considers or has established that the whole or part of the works has been satisfactorily completed, tested and is ready for use by the beneficiary or end user.
- 13.26 A Certificate of Final Completion shall be issued at the end of the Defect Liability Period passing the responsibility and liability for the works from contractor to the Authorising Agency, end user or beneficiary.

4 OTHER SERVICES

4.1 QUANTITY SURVEYOR SERVICES

The Service Provider may be required to deliver or perform 'Quantity Surveyor Services' as follows but not limited to:

Task 14: Undertake Quantity Surveyor and Cost Consulting Services

- 14.1 Review and confirm, or adjust, where required, initial estimates for the cost of the facilities based on the core design development and modification process.
- 14.2 Prepare a total project cost estimate, for each procurement option considered, to support the project decision-making documentation and process. This includes capital cost estimates and hard facility operating costs (e.g., construction, implementation, maintenance, energy and capital replacement) for the life cycle of the proposed new facilities. The estimate is expected to be accurate within +/- 15%. The Service Provider will be expected to justify unit rates by comparison to similar projects and provide an opinion on cost escalation.
- 14.3 Develop a life-cycle cost analysis for the proposed building elements.
- 14.4 Provide assistance, as required, in the development of the RFP performance specifications and the procurement process for the Project.
- 14.5 Provide input into the assessment of the construction timeline for the Project.
- 14.6 Provide an Excel version of both the capital cost estimate and life-cycle cost estimate.

- 14.7 The Service Provider shall prepare and use the latest Estimating Software for producing Bills of Quantities, estimating, cost planning, variations and valuation. This may include the Elemental Estimate, Approximate Quantities, Superficial Floor Area and Unit Method.

4.2 PROFESSIONAL SERVICES ADVICE

Task 15: Professional Services Advice

It may happen there is already and on-going construction project, UNDP may require a third opinion at any stage during the construction. The advice can be but not limited to:

- 15.1 Contractual advice
- 15.2 Contractor selection advice
- 15.3 Preparation of tender and contract documentation ie. bills of quantities & schedules of rates
- 15.4 Forms of contract
- 15.5 Reviewing tender documents ie. drawings and specifications
- 15.6 Auditing services
- 15.7 Cost and financial reports of all stages of the construction project to ensure that all costs are taken into consideration during the key stages of a project and to ensure that the clients budget is not exceeded.
- 15.8 Support UNDP to negotiate with Contractor
- 15.9 Etc.

4.3 PROFESSIONAL LIABILITY INSURANCE

Task 16: Professional Liability Insurance

Service Providers may be required to provide UNDP an insurance related to Professional liability insurance (PLI), also called professional indemnity insurance (PII) or Errors & Omissions (E&O).

5 CROSS CUTTING ACTIVITIES

5.1 SOCIAL AND ENVIRONMENTAL STANDARDS

UNDP and Service Provider shall incorporate social and environmental sustainability objectives all through the process, including the development of the technical requirements, Statement of Works (SOW), solicitation documents, evaluation criteria for bidders, and any other relevant aspects. UNDP shall abide by any national requirements and provisions in respect of environmental and social impact.

5.2 PROVISIONS FOR PERSONS WITH DISABILITIES, GENDER, HUMAN RIGHTS AND FORCED LABOUR

In line with the objectives of the Convention on the Rights of Persons with Disabilities, newly constructed Works, structural additions, or major renovations must be planned, designed and constructed so as to be accessible to persons with disabilities, including adopting building codes that meet international and local standards for universal access, wherever possible.

UNDP and Service Provider shall incorporate the necessary provisions in the design and procurement of Works to achieve the requirements in the UN Disability Inclusion Strategy, Convention on the Rights of Persons with Disabilities, the Sustainable Development Goal for gender equality and empower all women and girls (Goal #5) and the UN Global Compact Principles.

In order to achieve the Sustainable Development Goal for gender equality and empower all women and girls (Goal #5) by 2030, newly constructed Works must be planned, designed and constructed to be gender responsive to the different needs and constraints of women and men. The design must remove barriers to access and the use of Works and related services by women, as well as enhance women's safe access and use.

In line with the Sustainable Development Goal to achieve gender equality and empower all women and girls (Goal #5) by 2030, and noting the historical underrepresentation of women in the Works industry, consideration must be given to developing solicitation requirements aimed at promoting women's economic participation, equality and empowerment where possible (e.g. vendors employ a minimum percentage of women, provide childcare facilities, or have policies that promote gender equality).

In implementing Works, UNDP and Service Provider shall support and respect the protection of internationally proclaimed human rights; ensure that the processes are not complicit in human rights abuses and support the elimination of all forms of forced and compulsory labour, wherever possible.

6 REPORTING REQUIREMENTS

Reports and other deliverables specified could use the below format, however at the time of issuing the Term of Reference the number of copies or reports may differ:

Document	Number of Copies: to UNDP [to Authorizing Agency]			
	Draft		Final	
	Electronic	Hard Copy	Electronic	Hard Copy
Schedule for the work to be undertaken	1 [1]		1 {1}	2 [2]
Preliminary design concept (Task 3)	1 [1]		1 {1}	2 [2]
Preliminary Field Reconnaissance Report (Task 4)	1 [1]		1 {1}	2 [2]
Survey Report & Drawings (Task 5)	1 [1]		1 {1}	2 [2]
Preliminary Design Report (Task 7)	1 [1]	2 [2]	1 {1}	2 [2]
Geotechnical Report (Task 8)	1 [1]		1 {1}	2 [2]
Specifications, Bill of Quantities & Final Cost Estimates (Task 10)	1 [1]		1 {1}	2 [2]
Detailed Design Report (Task 11)	1 [1]	2 [2]	2 [2]	6 [6]
Progress and other reports during construction supervision (Task 13)	1 [1]		1 {1}	2 [2]