The United Nations Development Program (UNDP) is working closely with authorities to support displaced people who are returning to liberated areas to rebuild their lives as a result of insurgent attacks.

Attacks by insurgents in 2017 led to a large displacement of Mozambicans. Great progress has been made by the Mozambican Security Forces and the Rwanda and SADC Forces in their efforts to support the Government of Mozambique. In recognition of the need for immediate response to help the people of liberated cities in this critical period, the Mozambican Government, with the support of International Coalition Partners, began planning to bring stabilization back to the newly liberated accessible areas to make it possible for the displaced population to leave the IDP camps and return to their homes.

As part of the international support to the Mozambican government, UNDP supported carrying out a rapid damage assessment and facilitating the immediate response to address prioritized needs as quickly as possible for the newly liberated areas under the leadership of local authorities.

Therefore, UNDP is supporting the government’s efforts to rapidly improve areas recently cleared of insurgents and help prepare for the safe and voluntary return of displaced populations.

Most areas that were previously occupied by the insurgents are severely damaged and all infrastructure, including government buildings, schools, electricity and water networks, roads, bridges and hospitals, have been severely damaged by them. Now, the Government has asked UNDP to support the rehabilitation work, allowing local communities to return to their homes. One of the basic requirements of local communities in the newly liberated areas is the rehabilitation and reconstruction of hospitals so that they are ideal for achieving the goal of establishing them in accordance with the international standard.

Most hospitals in Cabo Delgado province and in the newly liberated areas were partially or totally destroyed during the insurgent invasion. The government of Macomia asked UNDP to provide support in the rehabilitation/reconstruction/construction of a community porch in the village of Nacate.

In this context, the UNDP seeks to contract the services of professional engineering entities (contractors) that are reputable and experienced for the construction of the construction of a community porch in the village of Nacate. This TOR details the professional engineering services required for the preparation of this work.

The Community Health Porch will be located to the Macomia District on the Village of Nacate which is 202 KM far from Pemba City-Cabo Delgado.

**PROJECT BENEFICIARIES**
The Government and people of Macomia to stabilize areas newly liberated from the Insurgents and Levant. The main beneficiaries of this project will be the people in Nacate-sede and the surrounding neighborhoods such as Koko, village, Bangala 2, Machova, etc.

OBJECTIVES AND ENVISGED OUTCOMES

UNDP project's primary envisaged outcome is to assist the Government and people of Mozambique to stabilize areas newly liberated from the Insurgents to implement rehabilitation and reconstruction works for Nacate Community Health Porch in Macomia governorate. The planned Health Porch will provide a long-term solution to the health sector for the served areas. The construction of the Community Health Porch includes the entire necessary infrastructure (civil works, electrical works, mechanical works, medical works … etc.) that provide operational efficiency and ensure sustainability with all required safety requirements.

WORKS TO BE PROVIDED BY THE CONTRACTOR

1.1.1 Nature of Contract

This contract includes supply, delivery, installation, testing and commissioning of civil, electrical, mechanical, etc., materials and equipment and appropriate training for the "Works" detailed in this Scope of Works, the attached Technical Specifications and Price Schedule/Bill of Quantities.

1.1.2 Description of Works

The Community Health Porch consists of a main building with one floor with main activities, an area of 125 m2. In addition, service toilets with a 10 m2 floor. Additional to other buildings is the elevated water tower measuring 6.6 m2 and 6 m high

Scope of the required works can be summarized but without being limited to the following:

- Architectural and civil works;
- Electrical works;
- Mechanical works;
- HVAC works;
- Lifting works;
- Plumbing works;
- Signage works.

The works including supply, install all the required materials and equipment, testing & commissioning and training of all related equipment and as detailed in the Price Schedule/Bills of Quantities and Technical Specifications and all other ancillary work required to complete the entire scope of works completely and in accordance with the instructions of the UNDP supervision engineer.

The Works includes provision of required manpower, machinery and materials for the works as described hereunder and under the Technical Specifications, Price Schedule/Bills of Quantities and Drawings.

1.1.3 Transportation of Materials

Transportation of materials shall be contractor’s responsibility.

1.1.4 Test and Commissioning

Transportation of materials shall be contractor’s responsibility.
The scope of work includes testing and commissioning of all the equipment installed by the contractor.
CONTRACT DURATION

All works shall be completed within Three (3) calendar months of contract award.

MATERIALS TO BE PROVIDED

1.1.5 Materials to be provided by the Contractor

The contractor shall be required to provide all equipment and materials as listed under the Bills of Quantities and Specifications” in accordance with the specifications provided to achieve the scope of work completely and in accordance with the instructions of the UNDP supervision engineer.

1.1.6 Materials to be Provided by UNDP

No materials will be supplied by UNDP.

FACILITIES TO BE PROVIDED

1.1.7 Facilities Provided by UNDP

No site facilities shall be provided by UNDP.

1.1.8 Facilities Provided by the Contractor

All required facilities for proper development of all phases of the project shall be the contractor’s own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the contractor’s price.

SECURITY AT WORK

It is the contractor’s responsibility to secure the Works against vandalism and interference during construction all the time till handing over the works officially.

GENERAL RESPONSIBILITIES / REQUIREMENTS

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. These shall include, yet not be limited to, liaising and maintaining strong working relations with all stakeholders and obtain all required letters, approvals, documentation…etc.

1.1.9 Reporting

One of UNDP’s management tools is through comprehensive progress reports supported by photographs, videos and similar materials from its implementation partners. The same also applies for illustrating project impacts.
1.1.10 Contents of Report

During implementation, the contractor shall provide UNDP with daily, weekly and monthly progress reports including yet not limited to:

- Meetings held with counterparts, contractors …..etc.
- Progress reporting, delays….etc.
- Staff employed by contractor, sub-contractors, counterparts.
- Financial status, predicted cash flow, expected variations.
- Technical Issues.

However, UNDP will supply the contractor with the format of the progress report.

1.1.11 Photography & Video Material

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

While in certain instances the photographs/videos 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. defective bearing, leaking pipeline, broken cable, defective concrete, etc.), in other instances the photographs/videos 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 contractor is alerted to the particular requirements for non-engineering purposes photography/videos, 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 (i.e. impact of not having the intervention in place such as streets flooded with wastewater, child without access to water and the like).

Conveying the post-intervention conditions (i.e. impact of having the intervention in place such as dry and clean streets, child with access to water and the like), which are generally used to assess the intervention impact.

Although many professionals have adequate capacity to capture photographs and videos, the contractor shall ensure a professional photographer/cameraman is appointed for this particular purpose that has adequate capacity to capture technical and non-technical photographs with the required artistic essence. Photographs and videos must be accompanied by basic caption information linked to each image file name identifying the date, location, subject and (if relevant) UNDP activity. The name and contact of the staff photographer should also be provided for follow-up queries.

1.1.12 Close Out Report

Upon completion of all activities of the project the contractor shall submit a collective Close-Out
Report which reflects all aspects encountered during implementation inclusive of all original documentation, photographs…etc. The report shall first be submitted in a draft form to UNDP. The contractor shall do a report presentation during which UNDP shall present and discuss their comments and remarks. The report shall then be presented in its final form following incorporation of all UNDP comments and remarks. The contractor shall, at least, submit two (2) hard copies to UNDP (1) soft copy to UNDP.

1.1.13 Translation of Documents

The contractor shall not convey any different 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 contractor shall always submit the Portuguese version together with the translated version including due stamping and sealing of the translated version with sufficient proof that the utilized translator is certified the Government.

The contractors cost shall be deemed included and/or surcharged in/to the rates for each activity.

1.1.14 Project Specific Support Services

The support services may include fees for payments settled by the contractor on behalf of UNDP for the ongoing activities under the contract. Such as, but not limited to, payments for placing advertisements, printing services, renting site equipment, technical team resources support and so forth. The payment shall be settled based on clear instructions from UNDP after at least three quotations are collected and submitted by the contractor to UNDP and the lowest responsive quoted price is approved by UNDP.

UNDP, upon the requirement, shall instruct the contractor to perform the above-mentioned services by collecting a minimum of three simple quotations for each type of services.

**DRAWINGS**

The attached drawings are to be read together with the Scope of Works, Technical Specifications and the Price Schedule/Bills of Quantities.
GENERAL REQUIREMENTS

SITE OFFICES

Within one (1) week of the “Commencement Date”, the contractor shall establish a temporary site office which shall include offices for UNDP’s as per the description.

SERVICES

The Contractor shall be responsible for the provision of services such as electricity, water, sewerage, telecommunications and roads and other facilities required to execute works.

SAMPLES, TESTING, INSPECTION & WELDING

Cost of all samples and all laboratory testing in accordance with the instructions of the supervision engineer shall be borne by the Contractor and deemed to be included in the Contract price. All welding works must be inspected by the supervision engineer and all required tests must be applied according to the latest Iraqi and international standards. All welding works must be done by certified welders whom have certificates in welding as per the international standards.

CONCRETE

The contractor must supply ready mix concrete for all types of concrete works to achieve the scope of work without any additional cost and as per the instructions of the supervision engineer.

WORKING PRACTICES

The contractor shall at all times comply with the restrictions and conditions stipulated by the responsible authorities. Before any work is undertaken, the contractor shall give due notice to the engineer and all utilities where services may be in conflict with the works.

The contractor shall provide and erect work signs, bollards, lighting, safety barriers, and such like where necessary or required to ensure safety of the public and workers.

All care shall be taken to minimize damage to property in the execution of these works, by means of route planning, design, and prior consultation with owners, occupiers, and responsible authorities. It shall be the contractor’s responsibility to make good any damage, which is caused, to lands, crops, trees, walls, fences, gates, drains, pipelines, buildings, roads, or other property, caused directly or indirectly by the execution of the works.

HEALTH, SAFETY & ENVIRONMENTAL (HS&E) REQUIREMENTS

1.1.15 General

The Contractor throughout the execution and completion of the works shall fully comply with international recognized safety regulations specified under the Technical Specifications i.e.:

- Take care for the safety of all persons engaged at site works,
• Use reasonable efforts to keep the site and works clear of unnecessary obstruction so as to avoid danger to these persons,
• Provide and maintain electrical materials, diesel generators, guarding and watching of the works until completion and taking over of the works,
• Take all reasonable steps to protect the environment on and off site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other cause arising as a consequence of his method of operation.
• Provide to all site workers personal protective equipment, safety clothes, equipment, materials, etc., to perform ongoing activity such as portable earths, safety helmets, working and insulated gloves and safety shoes.

SITE SURVEY

Bidders shall be deemed to have inspected and examined the site and its surroundings, and to have satisfied themselves with site conditions before submitting the Bid.

SITE PREPARATION

The Contractor shall be responsible for all site preparation works.

MEASUREMENT OF QUANTITIES

UNDP reserves right to increase, decrease quantities or cancel any items in the bill of quantities as per actual requirements.

Bidders shall familiarize themselves with the conditions on site and actual quantities required as the prices submitted in the bid shall be inclusive of everything required for successful completion of the project.

TRANSPORTATION OF MATERIALS

The Contractor shall be responsible for transport of all equipment to the site including loading, off-loading, etc. and all costs and expenses involved in transport from the warehouse storage works to the sites.

The Contractor's responsibility shall also include the construction of an adequate access way, if necessary, for construction and delivery of plant from the public highway to each site.

The Contractor shall ensure that damage to any public or private roads or footpaths used by any vehicles or plant proceeding to or from the site kept to a minimum and shall be responsible for the cost of all repairs necessary to restore such roads or footpaths at least to the condition previously obtaining.

REDUNDANT EQUIPMENT

Redundant equipment as identified by the Engineer shall be carefully removed and delivered to the warehouse as indicated by the Engineer.

The contractor shall keep inventory of the quantities and obtain signature of acceptance from the applicable authority.
**PROGRAMME FOR THE WORKS**

The Contractor shall within one (1) week of the “Commencement Date” submit a time-scaled linked bar chart in “Microsoft Projects” for approval by the UNDP.

The program shall identify all key activities required to complete the works, show intermediate milestones for the purpose of assessing progress on the works and the proposed timing for all Contract deliverable’s including documentation.

This program shall be maintained by the Contractor throughout the project and shall only be varied with the approval of the Engineer.

**STANDARDIZATION OF CONSTRUCTION WORKS**

The works shall be of similar construction to those existing, in order to aid standardization and simplify stock holding and material rationalization.

All or part of such works and variations to this specification may be required due to particular project requirements and the following shall, therefore, be governed by the project requirements as described hereafter.

**STANDARDS**

The equipment and works shall be designed and executed in accordance with specified requirements and in accordance with the latest versions of the standards given in the specifications or other recognized engineering standards and codes of practice approved by the UNDP. The Contractor shall investigate the existence of any regulations and local by-laws governing the proposed works and shall fully comply with relevant requirements therein.

The following quality and shipping standards should be complied with in design, manufacture, and testing for all equipment and materials supplied by the contractor.

**CONSTRUCTION AND MANUFACTURING STANDARDS**

All works, activities, equipment and materials of any type shall be strictly in accordance with the latest technical standards & specifications of the following which serialized according to the following priorities:

- All materials, equipment, construction activities and all works of any type to be implemented under this contract shall fully comply with the “Technical Standards & Technical Specifications” mentioned in the Technical Specifications, Drawings and the Bill of Quantities.
- All materials, equipment, construction activities and all works of any type to be implemented under this contract shall fully comply with the latest “Technical Standards & Technical Specifications” published by Government of Mozambique and applied in Mozambique.
- UNDP General Technical Specifications for Building Construction Works”.
- British Standard (BS), European Standards (EN) and American Society for Testing and Materials (ASTM).
QUALITY STANDARDS

- ISO 9000: Quality Assurance
- ISO 9001: Quality Systems - Model for quality assurance in design, development, production and servicing.

SHIPPING STANDARDS

- CFR 49: Code of Federal Regulations - Title 49 Part 100 - Part 185
- IATA: International Air Transport Association.
- IMO: International Maritime Organization, regulations.

CONTRACT MANAGEMENT

1.1.16 The Engineer

The Contractor shall comply with all project instructions, management systems, procedures, general and special requirements of the UNDP Engineer when carrying out implementation works.

1.1.17 Method Statement

Prior to the commencement of the contract, the Contractor shall provide a detailed methodology statement. This shall include full details of both type and quantity of all the plant and equipment he proposes to use and a work program, clearly showing the timing and sequence of all activities.

1.1.18 Records

The Contractor shall keep at the site accurate and detailed electrical drawings of the work, including a record of times, dates for his site activities, and shall provide the Engineer with copies of these records. At the conclusion of the Project, the Contractor shall supply reproducible copies of all drawings, showing full details of the works implemented.

1.1.19 Supervision

The Contractor shall employ at the works at adequate number of engineers and staff during the construction stage to supervise all stages of the work as appropriate.

QUALITY ASSURANCE REQUIREMENTS

1.1.20 Quality Plan

The Contractor shall prepare a job specific Quality Plan for all work performed under the Contract.
This Plan shall include, but not be limited to, the following Contract information and quality system elements:

- Identify the senior personnel responsible for execution of work and quality for the Contract.
- Include an organizational chart.
- Name of HS&E Representative
- Name of the Quality Management Representative.
- Contract Program.
- Contract procedures, test certificates and manuals.
- Inspection and Testing including all proposed inspections and testing (ITP’s)
- Inspection, measuring and test equipment.
- Control of non-conforming product including all applicable records (NCR).
- Handling, storage, packaging and delivery plan.
- Quality records.

Should the Contractor fail to execute the work in accordance with the approved Quality Plan, the Contractor shall be deemed to be in default.

1.1.21 Submission of HS&E and Quality Plans

The HS&E and Quality Plans shall be submitted to the Engineer for approval within one (1) week of the Commencement Date and shall contain the approval signature of a person at a suitable level in the Contractor’s organization.

Inspection and Test Plans are required to be submitted for approval. In addition, the engineer will nominate those plans or other documentation referenced in the Quality Plan, that are to be submitted for approval before that portion of the work is commenced.

When changes to the HS&E and Quality Plans are proposed, they shall be submitted to the Engineer for review and acceptance before they are implemented.

1.1.22 Audits & Quality System

The Engineer may conduct audits on a daily basis to determine that work is carried out in accordance with the HS&E and Quality Plans.

TESTING UPON COMPLETION

Prior to taking over of the Works or any section of the Works or to putting any portion of the Works into service, the Contractor shall carry out Tests Upon Completion in accordance with the provisions of the Specification. The tests shall be carried out in the presence of the Engineer and to his satisfaction.

The Contractor shall be responsible for the measurement, recording and reporting of Tests on Completion. As each item is completed, its completion shall be certified by the Contractor and countersigned by the Engineer. Three (3) copies of the certificates shall be submitted to the Engineer.

The Contractor shall provide and bear the cost of competent test personnel, instrumentation and test rigstogether with all auxiliary personnel, electric power and other services necessary for the completion of the tests.

The Tests on Completion shall verify the correct functioning of individual parts of the Works and of systems involving more than one item of equipment. The tests shall include tests for dielectric withstand, insulation resistance, earth resistance, correct wiring and connections, correct functions and operating characteristics, and polarities.
If the Engineer fails to appoint a time after having been requested to do so or to attend at the time and place duly appointed, the Contractor shall be entitled to proceed in the absence of the Engineer and such tests shall be deemed to have been made in the presence of the Engineer.

If any portion of the Works fails to pass the Tests on Completion, then tests on the said portion shall, if required by the Engineer, be repeated within a reasonable time upon the same terms and conditions, save that all costs and losses incurred by the Engineer in consequence of such failure and/or by such repetitions shall be borne by the Contractor.

Proximate notification of each particular test or inspection shall be given to the Engineer on an approved form not later than 24 hours prior to the scheduled commencement of the particular test.

HEALTH SAFETY AND ENVIRONMENTAL PROVISIONS

1.1.23 LIFE SAVING RULES

All Personnel must adhere to the 12 Life Saving Rules.

Violations and/or disregards for the 12 Life Saving Rules may lead to immediate dismissal.
1.1.24 PROTECTIVE CLOTHING

Personal safety depends very much on wearing appropriate protective clothing.

a) THE HEAD
   Safety helmets must be worn at all times and a chin strap used when working at heights.

b) THE EYES
   Eye protection (approved safety glasses or goggles) must be worn at all times.

c) MOUTH AND NOSE
   Inhalation of dust and fibrous material can cause irritation of the mouth, nose, throat and lungs. When working in dusty environments or other similar environment, the personnel must wear a mask which covers the nose and mouth.

d) EARS
   When working in noisy environments, ear plugs or muffs must be worn.

e) HANDS
   Safety gloves must be worn during any activity that there is a risk of hand injury (climbing of ladder, cable pulling, hoisting etc.)

f) FEET
   Safety boots must be worn at all times.

g) BODY
   Fire Retardant coveralls must be worn at all times.

1.1.25 WORK AREA

All personnel shall ensure the following:

a) All new personnel must undergo a Site Induction prior to being allowed to commence working at the site

b) A tidy site must be established and maintained.

c) All accumulated site rubbish must be removed at regular intervals.

d) All statutory warning signs must be installed.

e) A site diary must be established and filled in daily.

f) Safe access and exit to and from sites must be maintained.

g) All site materials must be stored in an orderly fashion.

h) Contractor management must regularly inspect working site and submit inspection reports to MFDHS&E Team.

i) All inspection records, certificates for lifting equipment, plant, etc. must be available for inspection.

j) Permit to work must be obtained for most activities, displayed and kept-up to date.

k) Tool box talks must be given on a weekly basis and pre-job meeting held daily.

1.1.26 FIRST AID

a) Approved first aid kits shall be available and crew made aware of their location.
b) Selected members of the crew must be trained in first aid.

c) Supervision to be trained in location of nearest emergency Medical facility.

d) Supervision to be provided MFD fire and medical emergency response numbers

1.1.27 FIRE PRECAUTIONS

It is a major requirement to protect against losses due to fire. As a result, adequate measures must be taken to protect individuals as well as the asset for risk due to fire or explosion.

Suitable firefighting equipment shall be provided to ensure adequate protection against these hazards. This equipment, together with fire alarm system and means of escape shall be maintained as far as reasonably practical.

As part of the site induction, all the personnel involved in the execution of the works for this CONTRACT shall receive basic information of the site fire prevention and emergency procedures

Minimum standard is defined as:

a) Knowledge and understanding of cause and nature of fire.

b) Knowledge and use of fire extinguishers.

c) Understanding of evacuation procedure in case of emergency.

d) Recognition of calm behavior in order to eliminate panic.

e) Recognition of fire extinguishers and types of fires they are most effective against.

1.1.28 WELFARE FACILITIES

CONTRACTOR shall provide for his employees on site:

a) Protection against weather.

b) Adequate supplies of drinking water.

1.1.29 CONTROL OF HAZARDS TO HEALTH

a) Material Safety Data Sheets (MSDS) must be made available at the work site for all controlled (hazardous) products.

b) A work permit will be required for all work carried out in the vicinity of electrical and process systems.

c) A first-aid kit adequate appropriate to number of personnel on site must be provided.

d) An emergency list of telephone numbers and location of nearest first aid facility must be posted.

1.1.30 HS&E INCIDENCE REPORTING

a) In the event of any emergency, injury, spill and/or near miss the ENGINEER must be informed immediately.

b) All unsafe acts and unsafe acts must also be reported to must be reported to the ENGINEER in a timely manner.