

Federal Republic of Somalia

Ministry of Finance

Terms of Reference

Assignment Title:	Consultancy Service for the Development of Engineering Design Technical Drawings and Bill of Quantities for the Civil Service Commission office building Infrastructures in 4 FMS Cities
Project Title:	Somalia Enhancing Public Resource Management Project (SERP)
Type of Appointment:	Consultancy Firm (Design Firm)
Duration:	Twelve (12) calendar months. Three (3) months will be for pre-Design stage and development of Bill off Quantities, technical documents review and preparation of tender documents and remaining nine (9) months will be for construction supervision stage and reporting
Scope Package:	4 State level civil service commission building offices

1. Background

The Federal Republic of Somalia has received financing from The World Bank through the Ministry of Finance (MoF) toward the cost of Somalia Enhancing Public Resource Management Project (SERP) and intends to finance the construction of the Civil Service Commission office building infrastructures as well as design and supervision services in 4 FMS Cities.

The World Bank, through (SERP) is supporting Somalia to improve institutions and service delivery to strengthen the social contract. This is part of a broader effort to build state legitimacy and reduce institutional fragmentation. For Somali citizens to be willing to contribute to public revenues, they must trust in the state's capability to discharge its basic functions and deliver public services. Similar trust is required to boost external funding for essential services and humanitarian support, such as for drought and famine, and to channel these via government institutions and systems. This requires, on the one hand, bolstering the institutional capacity of the state, and on the other hand, addressing fragmentation and strengthening the transparency and accountability in managing public resources.

SERP will assist Somali governments by focusing on synergies and interconnections between improving domestic revenue mobilization (DRM), public financial management (PFM), and public sector management (PSM). Integration of revenue, expenditure, and service delivery will in time improve formal tax revenues, strengthen legitimacy of the state by strengthening budget management, accountability for results, transparency, and the State's capacity to deliver services to its citizens.

2. Objective of the Assignment

The principal objective of this assignment is to ensure the technical quality, cost effective designs and thorough supervision and coordination between various designs and documents for the construction of FMS Civil Service Commission offices to be undertaken under **Somalia Enhancing Public Resource Management Project (SERP)**. The overall objective of the

assignment is to ensure the timely execution of SERP project involving complete documentation for construction of FMS Civil Service Commission office building infrastructure including periodic supervision. The specific objective is to provide architectural, engineering, quantity surveying, procurement and environmental and social (E&S) services for the design of the building(s) and for the production of working drawings, specifications, bills of quantities, procurement documents (in accordance with World Bank standard procurement documents), and cost estimates for the proposed building(s). The Consultants must ensure that the scope of works will fall within the allocated civil works budget. The consultant will also be responsible for conducting topographical and geotechnical surveys of each site. The consultant firm will be expected to design complete infrastructure required at each state level civil service commission site including offices, administration block, toilets and other buildings facilities, required as per building codes and design standards (structural, electrical, fire, etc) prevailing and practiced in Somalia.

The firm shall work in close coordination with the project's environmental and social specialists so as to screen, scope, and characterize environmental and social risks that may be triggered by the implementation of the construction activities. Appropriate, context specific environmental and social mitigation measures shall be elucidated, complete with an assessment of the necessary resources to implement the measures as well as any capacity gaps in the ministry there of and gap filling measures.

The Consultancy services shall be procured following World Bank Procurement Regulations. This assignment comprises two Phases: (1) preparation of a Detailed Design, Environmental and Social Management Plan and Bidding Documents, and (2) Construction Supervision activities of the corresponding civil works contracts. Consultants' proposals will be evaluated for both Phases together, but separate contracts will be awarded for Phase 1 and for Phase 2. On completion of negotiations with the preferred consultant the contract for Phase 1 will be signed and that for Phase 2 will be initialed to verify that it has been negotiated. The contract for Phase 2 will be signed on satisfactory completion of Phase 1. Phase 1 will be a lump-sum contract and Phase 2 will be time-based.

3. Scope of Services and Technical Requirements

Per the requirements below, the building design(s) shall demonstrate exemplary practices for the resilient, inclusive, accessible, and sustainable design of public buildings in Somalia. The Consultant shall review and discuss the spatial requirements, proposed office building schedule, building service needs, and operational relationships for the building(s) to ensure the proposed design options are fit-for-purpose and help to enhance public service delivery. The building should not only be engineered to adequate structural and resilience standards but also designed to suit the specific needs of the Local State and the Civil Service Commission. The Consultant will therefore need to include analysis of the proposed building occupants, activities, and their operational relationships.

To mitigate the impacts of climate change, the building(s) should be an exemplar of low-carbon design: they should provide comfortable conditions for staff considering the local climatological conditions without depending upon the provision of air-conditioning. Passive climate control measures should be utilized as much as possible (such as the provision of insulation to roofs, large roof overhangs to protect windows and walls from the sun or other measures to reduce solar gains) and the provision of maximum levels of natural ventilation (and cross-ventilation wherever possible) to all rooms unless there is a specific requirement for air-conditioning (such as in IT rooms).

The building should be simple to construct and the amount of energy necessary to operate the building should be reduced to a minimum. Electricity should be provided (if within the available civil works budget) by photo-voltaic panels with mains electricity and generators for backup and the specification of energy-efficient fittings. If appropriate to site-specific conditions, rainwater may be collected and stored and used in the operation of the building. 'Grey' water should also be collected and used in the operation of the toilets (if possible) while staying within the available civil works budget. Ongoing operation and maintenance requirements should be reduced to a minimum.

Designs must be inclusive and consider universal design principles. Universal access should be provided to all floors together with accessible toilets. Furthermore, access to spaces should be designed to be accessible by people of all abilities.

Where possible, the building(s) should be designed to be largely symmetrical in plan and vertically regular with respect to lateral stiffness and weight distribution to maximize structural and seismic efficiency.

The technical services for these civil service commission offices include:

1. Consultation with all relevant/previously engaged stakeholders to re-visit and finalize the buildings' functional requirements proposed by the CSC during of Stakeholder and consultation meetings in their states.
2. Preparation of a set of design criteria to meet the requirements of this Terms of Reference, relevant building codes and development control policies.

Development of standard designs and technical specifications. Certify the final drawings by the registered Architect, Structural and Electro-Mechanical Engineers for their accuracy and compliance with building codes and design standards applicable in Somalia.

Site analysis (including landscaping/vegetation, access and movement, traffic analysis, existing structures/infrastructure, stormwater/drainage, etc.).

3. Conduct topographical and geotechnical surveys of each site.
4. Prepare site plans using topographical and geographical surveys.
5. Prepare preliminary design options (at least three different options) for the proposed building(s), including a technical rationale for the recommended design option. The information should include proposed materials and finishes (external and internal) and preliminary cost estimates.

6. For the agreed design option, preparation of detailed architectural and engineering designs and bidding documents (drawings, scope of works, and specifications etc.) and cost estimate of construction. Adjust standard designs to site conditions and prepare site-specific set of drawings.
 - 1.1 Development of architectural and engineering drawings/plans, to 25% design stage, including a technical specification, terms of reference (scope of works) and construction cost estimate and draft construction program and presentation to the Client for review and comments.
 - 2.1 Development of architectural and engineering drawings/plans, to 85% design stage, including a technical specification, terms of reference (scope of works) and construction cost estimate, after incorporating comments from the Client at the 25% stage and presented to the Client for review and comments.
 - 3.1 Preparation of architectural and engineering drawings/plans, to 100% Issued for Tender (IFT) design stage including a technical specification, terms of reference (scope of works), construction cost estimate, construction program and draft operations and maintenance manual, after incorporating comments from the Client at 85% design stage. The format of deliverables (drawings and documents etc.) is to be as advised by the Client.
7. Preparation of bidding document for civil works. The template that will be used for construction is expected to be the World Bank Request for Bids (RFB) format for civil works procurement. The Consultant is required to submit the final project cost and the detailed cost estimate. All documentation for the Bid Documents shall be version labelled as "Issued for Tender".
8. The Consultant shall submit a draft operations and maintenance manual (O&M Manual) based on the final design for Client review. The draft O&M Manual is to include ongoing annual maintenance items and estimated costs. This draft O&M Manual will be provided to the contractor, once appointed, for completion.
9. The specifications shall be in accordance with the internationally recognized standards approved by the Client, describing *inter alia* the quality and performance of materials, finishes and quality of work necessary to obtain statutory approval.
10. Undertake all necessary steps in coordination with the Client to achieve statutory approval for the works including but not limited to document preparation, submission and clearance from the Client to submit for approval.
11. A Programme for the works, including all activities for investigation, concept design, detailed design, procurement, construction and commissioning is to be prepared in consultation with the Client and their representatives to ensure that adequate planning and mitigation strategies are developed to minimize business interruption to those occupying/utilising nearby buildings and infrastructure during construction. Required format is Microsoft Project, or as otherwise agreed with the Client.
12. Work under this assignment must comply with the Project Environmental and Social Management Framework (ESMF) and World Bank Environmental and Social Framework (ESF) and specifically Environmental, Health, and Safety (EHS) Guidelines
- 13.
14. Throughout the consultancy, the Consultant will be required to provide regular progress updates to the Client and assist in resolving any issues and respond to any queries or comments derived from the design development, consultation and approval process. The Consultant shall not engage in any public consultation without the prior approval of the Client and should (to the best of its knowledge), represent the views of the Client when doing so.
15. Supervise all construction activities throughout the civil works implementation phase, ensuring corrective measures and quality controls are applied.

The Consultant will have overall responsibility for ensuring the accuracy and complete harmonization between drawings and other construction documents. The Consultant will report to the **SERP PCU Project Coordinator and work in close collaboration with the PCU team.**

3.1 Detailed Scope of Work

Phase 1.

a) Conduct technical assessments in the civil service commission on four (4) FMS cities

- The consultant will conduct site visit and develop a comprehensive technical assessment report.

b) Investigations

- The Consultant is responsible for all subsoil, materials and other investigations, including community/stakeholder consultations necessary to inform relevant E&S inputs necessary to support the engineering design.

- The Consultant shall provide a schedule line item with a detailed breakdown to carry out survey work sufficient to enable the design and construction etc. of the permanent works. In addition, following consultation with the Client, the Consultant is to provide a schedule line item with preferred locations for contractors' proposed temporary works as they may require temporary accommodation, laydown areas, workshop/s, offices etc.

- The Consultant shall clearly delineate the Project Area of Influence, which shall include, but not be limited to, the primary project area and environs; along with all associated facilities, activities and operations, including but not limited to temporary works, workers accommodation areas [if any], transport routes.

- The Consultant shall collect environmental and social data for the Project Area of Influence in relation (but not limited) to use of the area by other parties.

(c) Topographical Surveys

- Conduct a topographical survey with a contour/spot level survey interval at 0.5 meters for sloping sites and 1.0 meters for flat sites for all sites.
- Establish and construct GTS (Great Trigonometrical Survey) benchmarks, reference pillars, and/or any other reference benchmark approved by the PCU team/ engineers.
- Show locations of all existing buildings (including information about the number of floors, material of construction, age of building, plinth levels etc.) vegetation, watercourses, natural features, artificial features, electrical lines, if any, with the cable sizes, including Municipal appurtenances and paved areas on or adjacent to the site.
- The consultant shall submit complete survey maps of the site at an appropriate scale indicating grid lines, contour lines, spot levels, benchmarks, reference pillars, drainage system invert levels, demarcating all permanent features like roads, waterways, buildings, power lines, natural streams, trees, etc.
- Providing all field data and drawings in both soft and hard copies.

c) Geotechnical Surveys

- Conduct a geological survey/ geotechnical investigation for all sites indicating safe bearing capacity and details of soil strata, the level at which the foundation should be founded, etc.
- Carry out necessary field tests including dynamic cone penetration test.
- Acquire soil samples from the sites by establishing trial pits of a maximum depth of 3 meters and minimum of 2 meters.
- Carry out soil classification laboratory tests, including but not limited to Moisture content test, specific gravity test, dry density test, Atterberg limits (LL/PL) test, and particle sizing/sieve analysis.
- Carry out soil compaction laboratory tests, including but not limited to the Proctor compaction test, and California bearing ratio.
- Carry out soil strength laboratory tests, including but not limited to the Unconfined compression test, unconsolidated undrained triaxial compression test, consolidated triaxial compression test, and consolidated direct shear test.
- Carry out necessary tests to ascertain the depth of the water table.

d) Preliminary and Detailed Design

- Prepare amended drawings as per amendments agreed with PCU to reduce cost of construction. The drawings will include at least:

Architectural

- Architectural floor and roof plans
- Architectural elevations and sections
- Architectural 3D perspectives of the buildings
- Interior equipment, and finishing schedules
- Doors and window details including details of fixing details of frames to walls and construction of door frames and shutters
- Fixing details of roof trusses to walls/columns and fixing details of roofing sheets/tiles to trusses etc.
- Plinth protection, window sill, and other construction details as required
- Adjust the standard designs as per the site conditions for each site

Structural

- Prepare Structural drawings, and details of foundations, columns, beams, trusses, and all other structural members
- Prepare bar binding schedule
- Adjust the standard designs as per the site conditions for each site

Electrical

- Prepare electrical drawings (layout of fittings and fixtures and the distribution board) including the provision of connection to solar panels where provided

- Security lighting
- Detailed solar system for sites where solar energy will be used for electrification
- Adjust the standard designs as per the site conditions for each site
- Incorporate energy conservation measures across the electrical work design.

Plumbing

- Prepare plumbing and sanitation layout drawings and, details of toilet pits, ventilation pipes, and other plumbing details (water supply and waste disposal details including septic tanks where required)
- Incorporate measures that will enhance conservation of water use.
- Adjust the standard designs as per the site conditions for each site

Site layout / external development

- Prepare site layouts for each site including details of footpaths, land grading and land levels etc.
- Prepare external development works which will include a water reticulation system, rainwater harvesting systems (where required), and a solar-backed power supply system for each site
- Details of water tanks/rainwater harvesting
- Prepare the site layout plan showing all building components to be constructed for each state on the surveyed site plans, and landscaping plans with roads and footpaths
- Obtain approval of the site layout from PCU. This would be contingent on the submission, and subsequent evaluation by the PCU, of an environmental and social screening check lists and reports

Note:

- All designs must fully comply with relevant national and international building and engineering codes, as well as applicable design standards
- The consultant would be responsible for the design structural safety and safety of all other designs prepared and would take professional liability for the designs and ensure that any applicable requirements for certification or statutory approval by competent authorities or professionals are obtained
- The consultant would sign all the drawings
- The consultant would be responsible for providing all drawings required for construction till the satisfactory completion of construction
- The designs should conform to the ecological, climatic, and natural hazard aspects, environmental and safety requirements, and be consistent with national legal requirements the Environmental, Health and Safety Guidelines and other Good International Industry Practice (GIIP)
- All final drawings are fully owned by the Ministry of Finance and the consultant will not use them for any form or purpose related to their work
- The exercise is guided by the provisions of the World Bank's Environmental and Social Framework (ESF), under which the project was processed

e) **Bill of Quantities and Detailed Cost Estimates-** The Consultant shall prepare a detailed breakdown and cost estimate for all civil works. The cost estimate should be refined as design work proceeds to produce a final cost estimate. The report should be marked confidential. The cost estimate must be itemized consistent with the Bill of Quantities (a Priced BoQ, which will be essential during bid evaluation as it would be needed for itemized unit price comparison with the bids received).

- The Consultant shall finalize the BoQ from approved-for-construction drawings, which should be supported with take-off sheets
- The detailed cost estimates shall be prepared based on prevailing local market rates for material, labor, and transport costs supported with detailed rate analysis for each item. The detailed estimate shall be compiled along with necessary reports and drawings as required by the PCU.

f) **Technical Specification.** The Consultant shall adjust the technical specifications prepared by the PCU team in collaboration with the FMS-level PIU staff.

g) **Standard Bidding Document.**

The Consultant shall prepare draft bidding documents (separately for each state) using WB standard procurement documents including, *inter alia*: technical specifications, terms of reference (scope of works), conditions of contract, bills of quantities, finalized design drawings, environmental, social, health and safety procedures etc. that conform to the World Bank's Procurement Guidelines. The Consultants shall finalize all the bidding documents once they have been approved by Client.

Phase 2. Construction Supervision

a) **Periodic site visits during construction:** The consultant will be required to visit each site at least once in each month to ensure that the work is being executed as per designs and technical specifications, and to provide any technical clarifications as required during construction. Before embarking on visits the visit schedule would be approved by Project Coordination Unit. Only the architect and the structural engineer who were involved in the preparation of drawings and documents would visit the sites. Besides the site visits the consultant would provide technical support during construction from his office as and when required.

The Consultant shall perform the role of the "The Engineer" as prescribed in the Conditions of Contract and Particular Conditions of Contract of the World Bank Standard Procurement Documents (<https://projects.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>). The Engineer shall also be responsible for day-to-day supervision and monitoring of the E&S performance of the contractor/s. The works may be packaged into more than one contract (or more than one Lot), which would be implemented in parallel. The consultant shall be responsible for supervising all civil works contracts.

In broad terms the consultant shall:

- Ensure that all Works are constructed to the prescribed quality in accordance with the specifications of the bidding documents and civil works Contract(s) and quality assurance systems;
- Monitor construction methods and quality control;
- Certify the quality of works conforms to the specifications and drawings;
- Ensure contractor(s) compliance with E&S requirements
- Provide technical assistance to the Client during the Defects Liability Period; and
- Perform all other items of work not specifically mentioned below, but which are necessary and essential to successfully supervise and control the construction activities in accordance with the plans, specifications and terms of contract.

Tasks to be Covered

These shall include but not necessarily be limited to the following:

- Task 2.1 Mobilization and Initial Actions
- Task 2.2: Updating Contract Documents as Necessary
- Task 2.3: General activities
- Task 2.4: Inspect and test construction materials for quality assurance
- Task 2.5: Report progress and certify Interim Payments
- Task 2.6: Monitor and update as necessary implementation schedules and cost projections
- Task 2.7: Environmental and Social mitigation measures monitoring
- Task 2.8: Variations and Claims
- Task 2.9: Test, commission and certify civil works and any mechanical and electrical equipment
- Task 2.10: Ensure the documentation of final works
- Task 2.11: Certify completion and prepare the final payment certificate
- Task 2.12: Defects Liability Period

Task 2.1: Mobilization and Initial Actions

- a. Establish a project office/s and facilities for the consulting services including providing or identifying a suitable test laboratory for independent testing of soils, concrete and other construction materials etc.
- b. Review and coordinate overall and detailed work programs featuring all pertinent activities and critical paths;
- c. Prepare the project organization charts and overall implementation and consultant staffing schedules and maintain and update such charts and schedules as necessary;
- d. Establish document control and filing systems for the project office/s, including official correspondence, drawings, site instructions, variation orders, diaries and all site records;
- e. Develop program management and tracking system, using software such as Microsoft Project or similar forms of Gantt Charts to schedule and monitor progress on all aspects of construction activities; and
- f. Prepare an Inception Report within the first six weeks of the consulting services to present the results of the above tasks.

Task 2.2: Updating Contract Documents as Necessary

- a. While it is envisaged that construction works will proceed soon after the completion of Phase 1, Detailed Engineering Design of this assignment, there may be modifications necessary to the design because of unforeseen circumstances. The consultant may therefore be required to update designs, contract drawings and contract documents to accommodate such changes. Before commencement of the works, the consultant shall carry out selected “route walking” to identify any necessary changes to the planned works and the access to them. Any such changes shall be subject to endorsement by the Phase 1 team, approval of the client and, depending on the implication on costs, the no objection of the World Bank.

Task 2.3: General activities

- a. Regular assessment of the adequacy of the contractor/s input materials, labor, equipment, and construction methods;
- b. Establish field survey control, as required, in accordance with the construction contracts. Check the construction contractors’ setting out to ensure that work complies with the tolerances established by the contract documents and to ensure proper control of construction;
- c. Check and ensure the contractors carry out work in accordance with their submitted Method Statements and ensure the contractors adopt international safety standards in carrying out the works;
- d. Ensure that the construction contractors have valid permission to access construction sites before work commences, and that their site occupation program complies with conditions applicable to that permission;
- e. Make and keep records of condition surveys at each site prior to commencement of construction;
- f. Random (but at least fortnightly), review of the contractors’ daily records, material-testing results, batch records, set-out survey records etc. and report to the Client;
- g. Scrutinize construction methods proposed by contractor including environmental, safety, personnel and public issues. This to include the review and approval of any temporary works proposed, including any necessary design checks;
- h. Extend timely assistance and directions to the contractors in all matters related to interpretation of the contract documents, plans, quality control testing, and other matters relating to contract compliance and progress;
- i. Check and revise construction drawings if any alteration is needed according to site requirements. Any significant revisions to design drawings should be certified by the design team of Phase 1;
- j. Conduct regular formal site meetings with the contractor and keep minutes of matters of concern;
- k. Carry out regular daily site visits and maintain an overview of progress, with particular attention to ensuring contractors’ adherence to the design and construction drawings and specifications. Maintain daily records of the activities on the site, site conditions and contractor’s resources;
- l. Attend to third party inspections as necessary;
- m. Assist the Client as necessary in meeting its obligations under the World Bank Financing Agreement, particularly in relation to reporting requirements and providing support during World Bank implementation support and mid-term review missions.

Task 2.4: Inspect and test construction materials for quality assurance

- a. Monitor, audit and perform independent testing of materials and systems put in place by the works contractor to verify their compliance with the required standards in accordance with the specifications;
- b. Supervise, approve and keep records of all site tests of the works according to the specifications;
- c. Check and verify that the materials testing laboratories established by the contractor, or outsourced to a private laboratory by the contractor, are well equipped and staffed by qualified personnel. On a random basis, have parallel samples tested at an independent and separate materials testing laboratory to verify the accuracy of the contractor's results.

Task 2.5: Report progress and certify Interim Payments

- a. Prepare monthly progress reports with supporting photos for submission to the Client; The reports will also include progress related to implementation of the Project's Environmental and Social instruments;
- b. Record and measure the quantities of works in accordance with the Conditions of Contract and the Bills of Quantities and provide certification;
- c. Process the contractors' claims for interim payments and issue interim payment certificates for the Client's review and approval;

Task 2.6: Monitor and update as necessary implementation schedules and cost projections

- a. Review, comment, and recommend for approval the Construction Contractors' proposed implementation schedules and programs, including periodic updates as the works proceed;
- b. Monitor the implementation schedules and if actual progress lags significantly behind the approved planned project schedules require the contractors to submit alternative schedules and work plans to achieve completion on time;
- c. Prepare and update contract cash flow and financial projections on a monthly basis;

Task 2.7: Environmental and Social Safeguards Monitoring

- a. Review and monitor the government and contractor's adherence to (i) the approved ESMP, (ii) any monitoring plans as recommended in the ESIA report; and (iii) environmental laws/guidelines of Somalia; and review documentation, resolution and reporting of non-compliance issues and complaints;
- b. Undertake regular monitoring and include in all reports adherence and follow up as needed of the actions required in the E&S Standard documents and National E&S instruments , prepared by the Client, including any other E&S instruments that might be needed.
- c. Support the Client regarding the Project Grievance Mechanism (GM), and monitor, report on grievances and responses;
- d. Promptly attend to, and report on, any public complaints concerning execution of the works;

- e. Ensure that the contractors are aware of the approved grievance procedures and that they follow the relevant Code of Conduct, protocols (including proper documentation), and address any works-related complaints in a timely manner; and
- f. Liaise with, and give necessary support to, any independent environmental and social consultants in carrying out their monitoring and evaluation tasks, and fully cooperate with periodic monitoring visits and spot-checks undertaken by the Client or World Bank staff.
- g. Undertake the inspection of and approval of contractors' disposal site to ensure that the ESMP criteria for such sites are met;
- h. Assist with the encouragement of employment of communities, specifically women during infrastructure works and ensure that core labor standards are followed and monitored during implementation. This includes integrating necessary provisions in bidding documents and contracts to ensure that Project goals can be reached, and indicators measured.
- i. Undertake regular monitoring to ensure that the measures to mitigate negative impacts from construction, as described in the ESS instruments and national E&S documents prepared by Client's ES specialists, including implementation of ESMP as part of their contractual activities;
- j. Reviewing each contractor's MCPR and prepare a summary for all contracts;
- k. Supervise contractors' compliance with E&S documents, and issue instructions to the Contractor to address any non-compliance concerns;
- l. Supervision of contractors in all matters concerning compliance with occupational health, safety (OHS) and care of the works and workers and the community standards, including education on HIV/AIDS and gender-based violence. If required, instruct the Contractors to take actions in accordance with the requirements of the Contract to ensure compliance with the requirements of the project for addressing HIV/AIDS and gender-based violence.
- m. Conduct safety audits to validate the OHS supervision of the resident engineer and independently confirm compliance with the Contractor's OHS plan. Provide regular audit reports of the findings.
- n. Ensure that any workers' camps are established and managed in accordance with the recommendations of the ESMP.
- o. Provide materials and otherwise support the Client to consult with the communities and stakeholders in accordance with the Stakeholder Engagement Plan (SEP) in the E&S documentation.

Task 2.8: Variations and Claims

- a. Prepare, for the Client's review and approval, and subsequent issue to the contractor/s, submissions for variations to the contract/s that may be necessary to address unforeseen circumstances or other matters. Such variations should be in accordance with Section 13 Variations and Adjustments of the Conditions of Contract. The submissions should inter alia indicate to the Client any effect the changes may have on the contract amount and any additional time required to complete the contract;

- b. Assess any contractor's claims for extension of time, additional payment etc., and recommend means of resolving them for approval by the Client. Adopt the procedures described in Section 20 Claims, Disputes and Arbitration for resolution of such claims;
- c. In case of unresolved claims prepare a report stating the issues, documentary evidence and way forward for the Client;

Task 2.9: Test, commission and certify civil works and any mechanical and electrical equipment

- a. Review and approve the contractor/s' procedures for commissioning and acceptance tests (to be submitted by the contractor);
- b. Supervise all tests and commissioning of all works in conformity with the specifications of the bidding document and approve all test certificates.
- c. Supervise the installation, testing and commissioning of any electro-mechanical and control equipment supplied and installed by the contractor/s and ensure that quality and performance is as stipulated in the contract document. Verify and approve all test certificates;
- d. Review and approve all operating manuals submitted by the contractor before their handing over to the Client;

Task 2.10: Ensure the documentation of final works

- a. Verify and ensure that the contractors carry out all revisions to construction drawings and any detailed drawings as necessary during the contract implementation;
- b. Check and approve (i) as-built drawings and other documentation, and (ii) operation and maintenance manuals submitted by the contractors;

Task 2.11: Certify completion and prepare the final payment certificate

- a. Certify partial, substantial, and final completion of the works in accordance with provisions of the contracts, including certification of stage and final acceptance tests. This to include inspecting the works and informing the contractor in writing regarding the items outstanding or needing remedial work for full completion. Upon full completion, the Consultants shall assist the Client in undertaking the inspection of the works in connection with the issuance of the Completion Certificate stating the date or dates from which the Period/Defects Liability period shall start. The Consultants will issue taking-over certificates after prior approval by the Client and completion of remedial/outstanding works.

Task 2.12: Defects Liability Period

- a. During the 12-month defects liability period, intermittent checks are required to ensure that the works constructed including any electro-mechanical equipment and control systems are operating in accordance with technical specifications of the bidding document and operating manuals. The Consultants shall carry out at least two evaluation missions during the defects liability period. The Consultant will agree the mission dates in consultation with, and approval by the Client. Each evaluation mission shall cover, inter alia:

- i. Review of the performance of any electro-mechanical equipment and control systems, including all monitoring data and testing in accordance with the manufacturers' specifications;
 - ii. Identification of any performance issues with the works;
 - iii. Assessment of the day-to-day operation and maintenance of the works;
 - iv. A status report to the Client including recommendations for any remedial actions;
- b. Each evaluation mission report shall be submitted to the Client not later than one week after completion of the mission.

On satisfactory completion of the defects liability periods for the works the consultant shall certify final completion.

Deliverables and Reporting Phase 2 Supervision

Submit the reports listed below in English, including maps at clearly readable scales, in both electronic and hard copy format. Translations must be high quality with editing for language and technical accuracy by a translator familiar with technical terminology. All major reports need to contain an executive summary in both languages. The reports are to be prepared first in draft and finalized upon review by the GoG. Turnaround time of comments will be agreed upon depending on the size and complexity of the deliverables. The Consultant can expect a comment matrix from the MoA and the Consultant is expected to include a response to the comments on how the comments have been implemented in the final deliverables. This comment matrix shall be part of the final deliverable

No.	Report	Submission of Reports (from the date of contract signing Phase 2)
1	Inception Report	3 weeks
2	Monthly Progress Report	monthly
3	Final Completion Report	On substantial completion of contract/s
7	Final Project Completion Report	Upon completion of works

4. Deliverables

1. Assessment report of site/documents. This will include a preliminary feasibility study report based on the existing site conditions, associated Environmental and Social (E&S) risks and reported issues.
2. Preliminary review of designs and cost estimates including 3D visuals depicting materials and furniture layout

3. Design and Tender documents including priced and unpriced BoQ in excel and PDF format
 - o Architectural Floor Plans and Layouts
 - o Site layout (with landscape design and circulation)
 - o Interior equipment, furniture and Finishing Schedules
 - o Architectural Elevations and Sections
 - o Structural drawings
 - o Electrical drawings
 - o Plumbing layout
4. Assistance in evaluating bids during the selection of a contractor for the construction of infrastructure
5. Regular site visit reports from site meetings including a status report that shows progress and highlights any deviations found
6. Opinion (where tests have failed) and/or certifications whether the acceptance tests have been passed in accordance with the completion tests in contract documents for each site
7. Completion Certificate and final review of OM Manual for each site

5. Logistic Arrangement

The Consultant will be responsible for arranging office space, utilities, equipment, supplies, transport, and all other logistical arrangements necessary for its staff in carrying out the services and site visits.

6. Roles of the Ministry of Finance

a. Approve the documents at every stage and grant permission to the consultant to proceed to the next stage. b. Process payments to the consultant within the required timeframe. c. Secure approval of drawings by the state /local governments while the consultant would provide all technical support like drawings and other documents.

7. Timeline

The timeline for this assignment shall be 12 calendar months. Three months will be for pre-bidding stage and development of designs and Bill of Quantities and remaining 9 months will be for construction stage. The consultant firm will be required to adjust its input as per the phased requirement conveyed by FGS MoF PCU team from time to time.

8. Location of the Services

The locations are the following cities of four Federal member states:

- **Dhusamareeb Galmudug State**
- **Jowhar Hirshabelle State**
- **Kismayo Jubbaland State**
- **Baidoa Southwest State**

9. Reporting Requirements

The desired timelines for the design process is as follows:

Deliverables	Timeline
Work Plan describing proposed methodology and program explaining how the work is proposed to be carried out.	Within 4 weeks after Commencement of Services
Delivery of Basis of Design (Levels of Service) for approval following consultation with stakeholders	Within 6 weeks after Commencement of Services
Consultation with the Client and relevant Government Departments to discuss and confirm functional requirements of building	Within 8 weeks after Commencement of Services
Presentation of concept architectural design & layout options for discussion.	Within 12 weeks after Commencement of Services
Development of architectural and engineering drawings/plans, to 25% design stage, including a technical specification, terms of reference (scope of works) and construction cost estimate and draft construction program, and draft operations and maintenance manual and presentation to the Client for review and comments.	16 weeks after Commencement of Services
Development of architectural and engineering drawings/plans, to 85% design stage, including a technical specification, terms of reference (scope of works) and construction cost estimate and draft construction program, and draft operations and maintenance manual and presentation to the Client for review and comments.	20 weeks after Commencement of Services
Preparation of Environmental and Social Management Plan, Environmental Monitoring Plan as well as any other plans as per Environmental and Social Management Framework.	24 weeks after Commencement of Services but before construction activities.
Preparation of architectural and engineering drawings/plans, to 100% Issued for Tender (IFT) design stage including a technical specification, terms of reference (scope of works) and construction cost estimate, construction program, and draft operations and maintenance manual,	24 weeks after Commencement of Services

after incorporating comments from the Client at 85% design stage.	
Submission of the following documents (for each State): 12 Issued for Tender (IFT) copies of: Architectural and Engineering building plans Technical specification Terms of reference (scope of works) Operation Maintenance Manual Project Cost Estimate with Bill of Quantities. Electronic files of the documents	30 weeks after Commencement of Services

Table 1: Reporting schedule	
Deliverables	Descriptions
Inception Report	The inception report must be in the World Bank format; i.e., it should contain a work plan, milestones for key deliverables and Environmental and Social Impact Assessment. The Consultant should deliver IR within a month after Contract Signature
Preliminary Design Report	The PDR should include several design options for some of the subprojects which the client (or the beneficiary) could choose from based on Beneficiary Satisfaction. The Consultant should deliver this report within 5 months after Contract Signature. The Preliminary Design Report should document the outcomes of the meetings with the concerned Line Ministers including pictures and signatures of participants as well as pictures of the current pre-intervention situation of the civil service commissions being considered for reconstruction.
Final Designs & BOQs	The Final Designs & BOQs should be delivered within 5 months after contract signature
Tender Documents	The Tender Documents should follow World Bank Guidelines for the procurement of small works. They should be delivered within 7 months after contract signature.

10. Duration of Contract

The duration comprises three (3) months for the assessment & design phase and 9 Months for the supervision of the construction phase.

11. Environmental and Social Safeguards Compliance

The consultant must comply with all SERP environmental and social (E&S) instruments, including the ESMF, SEP, and LMP, and prepare additional E&S risk management instruments where needed. The consultant must also ensure fair employment practices, implement a grievance mechanism for workers and community, a GBV/SEAH Prevention Plan, and promote citizen engagement and gender inclusion. Compliance with Somalia's environmental legislation is required to minimize environmental impacts and ensure sustainable management (ESS1). Lastly,

the consultant should prioritize knowledge transfer and capacity building for local junior engineers, aligned with World Bank ESF and state policy requirements.

12. Qualifications and Experience of Consultant and Key Experts

- The Consultant will be an engineering consultancy firm that has a team of skilled professional architects, civil, structural, MEP engineers, and E&S specialists or an architectural office that subcontracts the respective skills (Joint applications from firms with complementary skills will be accepted).
- The firm should have a track record of at least 5 years relevant to conducting assessments and developing preliminary and detailed engineering designs and supervision of construction works.
- The consultant should have proven experience At least two (2) successfully completed comparable projects in the areas of design of sustainable, climate responsive and resilient public buildings. Supporting documentation of this experience should be enclosed with the proposal. Firms that have developed designs that focus on increasing cost savings in operations of the center would be preferred. This can be achieved by considering in their previous works and designs the use of:
 - user-friendly spaces with improved thermal comfort,
 - optimal natural lighting and ventilation,
 - layered with necessary ergonomic considerations, functionality
 - electrification with solar power and integrated energy optimization.
- The consultant should have prior experience in design and oversight of building construction and/or civil engineering projects in the Somali context. Proof of the same needs to be enclosed with the proposal.
- For communication and reporting English will be the working language and the Consultant should be able to communicate effectively in English. Preference will be given to teams that have members who are able to communicate fluently in Somali

In addition, it should have in its team the following expertise with similar years of experience:

Key Positions	Minimum Education and Experience Requirements
Lead civil engineer and supervisor	Masters' degree in civil engineering, minimum 10 years of experience
Architect (prepare design and tender documents including priced and unpriced BOQs)	Professional degree in architecture, minimum 5 years of experience
Material Engineer	Bachelor's degree in materials science and engineering or in a related engineering field, with minimum 5 year's progressive experience
Environmental and social safeguard specialist/officer	Bachelor's degree in environmental Science, social sciences, occupational health and safety or a related field. Minimum 3 years of experience
Electrical Engineer	Bachelor's Degree in Electrical Engineering, minimum 5 year's progressive experience

Mechanical Engineer	Bachelor's Degree in Mechanical Engineering, minimum 5 year's progressive experience
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13. Staffing Requirements

The following table provides an indicative estimate of the human resources required; the Consultants are not bound by these estimates and can propose alternative staffing support levels.

Indicative Key Positions Only	Estimated Staff Months
Lead engineer and supervisor	3 months including the duration of the assessment and 9 months for the construction of the CSC buildings phase that is to follow the assessment
Architect	4 months
Material Engineer	9 months
Environmental and social safeguard specialist/officer	12 months
Electrical Engineer	3 months including the duration of the assessment and 9 months for the construction of the CSC buildings phase that is to follow the assessment
Mechanical Engineer	3 months including the duration of the assessment and 9 months for the construction of the CSC buildings phase that is to follow the assessment

14. Language Requirements

Language: All documents must be provided in English

15. Input/facility provided by the Client

The client will provide facilities and copies of all the documents the consultant may need to discharge their functions.