



Terms of Reference

Services of qualified contractor to perform supply, installation and commissioning for house hold project in the North of Jordan (Mafraq Governorate)

Call of Tender For

Supply, and installation of wash items for houses in Mafraq Governorate

Background on ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters.

In Jordan, ACTED has its capital office in Amman, has around 333 national staff member (December 2016) and 50 international staff member (December 2016). ACTED operates notably in the host communities in the northern governorates, Za'atari Refugee Camp, Azraq Refugee Camp, King Abdullah Park Camp. Since 2011 ACTED's focus has been on responding to the Syrian crisis and the influx of refugees entering the country. To mitigate the increased pressure on Jordanian public institutions, particularly education and water and sanitation systems, ACTED also works to rehabilitate infrastructure, provide social support and engage with civil society and government actors.

Project Background

As the Syria crisis nears its seventh year, over 630,000 refugees have fled to Jordan. Many Syrian refugees are living outside of camps (above 80% of the Syrian refugees), which is considerably increasing the population in host communities and thus puts severe pressure on the Jordanian public services. Jordan faces chronic and severe challenges in providing sustainable access to water and sanitation (WatSan) to host communities and refugees.

In this context, ACTED has been generously funded by the European Union MADAD Trust Fund to improve the stability and resilience of Jordanian communities hosting Syrian refugees through improved facilities of water & sanitation.

Within this objective, the project shall contribute to: "Improved Water and sanitation facilities in targeted communities and institutional strengthening for efficient and sustainable resource management." As such, ACTED shall implement the house hold project identified by ACTED, located in the North of Jordan, particularly Irbid and Mafraq governorates. To support this objective, ACTED wishes to procure the services of a contractor to supply, installation and commissioning of the selected houses as per shared T.O.R, B.O.Qs, designs, general terms and special terms.

The projects scope of works shall include, but is not limited to:

- Supply and installation of Water sanitation items in selected houses in North of Jordan, as per attached B.O. Qs, designs, general terms and special terms.
- Rehabilitation of internal water networks and sanitation for selected houses as per attached B.O.Qs, designs, general terms and special terms.



Given the above, ACTED intends to procure the services of a contractor/s who will be tasked with achieving the objectives set out below, as agreed by ACTED and the EU MADAD Trust Fund.

Supply, installation & Rehabilitation of wash items for houses in Mafraq Governorate

Tender Documents

Documents priority is in the following order:

- ACTED Terms of Reference
- Schedule of Prices (BOQ) in Arabic and English
- Special Conditions and Specifications-in Arabic and English

Contractor Objectives and Deliverables

- Prior to share your offer with ACTED, review designs, B.O.Qs and specifications, and share comments and feedbacks related to the mentioned project. Moreover to ensure the project documents (BoQs, design and other specification is comprehensive.
- In direct coordination with ACTED Engineer, ACTED project Manager and assigned consultant engineers, conduct and continues supervision and quality assurance of the assigned project sites, and make sure that project is moving according to the approved BoQs, design, specification, general & special conditions, agreed time line, in line with ACTED and according to the pre-defined milestones within the work plan.

Deliverables:

- Construction plan and timeline for the project. Based on the tentative plan in the tender documents.
- Project method statements.
- **weekly** construction work plan update and **daily** progress reports for the **project** which address work progress, your recommendations, and any challenges related to project implementation and quality in a format approved by ACTED.
- Execution and Delivery of works as per best practices in Jordan and up to the satisfaction of ACTED assigned engineers and Program Manager.
- Provide list of construction tools, equipment as well as the CV and other documents of your Engineers who will be assigned to supervise the project on behalf of your company.

Duration: The Project duration shall last for a total of **90 days including coordination time period and review period for each stage.**



Task	Nov	Dec	Jan	Feb
Provide implementation plan and timeline				
Provide project method statements, construction tools, equipment's in addition to CVs approval				
Provide weekly construction work plan update and daily progress reports for each project which address work progress, recommendations, and any challenges related to project implementation and quality in a format approved by ACTED				
Execution and Delivery of works for selected houses as per best practices in Jordan and up to the satisfaction of ACTED assigned engineers and Program Manager				

Specific conditions:

- 1- The contractor shall submit a proposal including all items costs break down.
- 2- Site Accommodation and transportation for contractor stuff will not be provided by ACTED, and considered included in the prices of the BoQ.
- 3- All instructions and security directives issues ACTED team must be strictly followed throughout the entire project
- 4- ACTED and local safety (personal and construction) guidelines and the directions given by ACTED engineers in this matter shall have to be strictly followed throughout this project.
- 5- Contractors shall subscribe a civil and professional insurance.
- 6- All change requests shall be documented and respond in writing with official letters only (emails is considered eligible) & within 3 Working days from submission date, change requests based on verbal communications and without proper and timely documentation shall not be considered eligible.
- 7- ACTED project engineers can ask change requests, yet change requests shall be approved only by ACTED project manager. Contractor(s) shall clearly assign from his staff who approve change requests.
- 8- The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly disturbed among all items, ACTED has the right to ignore any quotation which its costs are not within ACTED market surveys without any notification.
- 9- The quantities shared in the B.O.Qs are for guidance purposes, the quantities shall be re-measured after the execution, quantities and total prices shall be adjusted as per actual without any additional compensation of any kind.
- 10- ACTED has the right to cancel any item mentioned in the B.O.Q without any compensation of any kind.



- 11- The contractor should inform ACTED 72 hours in advance before start any kind of works. Also, Materials to be used in the project shall be submitted for approval prior to commencing execution and this should be planned in the daily and weekly meetings.
- 12- The contractor shall submit one sample for all materials within the required specification before start the project, and ACTED has the right to reject it without any explains.
- 13- All projects communications, reports, recommendations, and all kind of studies shall be in both English & Arabic languages.
- 14- The time required to execute and complete the works is hereby established in maximum 90 days including coordination and review time period.
- 15- The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises, No unit price adjustment will be made for additional reduced quantities of BOQ items.
- 16- ACTED is allowed to change the location of the project or part of it to be in Irbid Governorate without any additional cost or compensation of any kind to the contractor.

Qualifications:

The Contractor shall have experience working with international NGOs, collaborating with local government authorities and the private sector. The contractor shall provide in his/her bid the profile & CVs of his/her company & teams, (particularly its staff assigned for the project), the following is the minimum accepted resources level:

- 1- The contractor company shall have prior demonstrated experience in similar projects scope & capacities. This includes good knowledge of Jordanian national and local level legislation and policy.
- 2- Due to the size of the projects, it's preferable that the contracting company grade to be 4th or 5th. Grade.
- 3- The project staff is according to the following table

Position Name	Number of staff	The amount of daily discount per person(JD)
Site Engineer	2	35
Technician	4	20

- 4- Excellent written and spoken communication skills in both **English and Arabic.**
- 5- An ability to work with those of different religious, ethnic and tribal backgrounds.
- 6- An ability to work with different external & internal stakeholders.