



Terms of Reference (ToR)

Services of qualified Contractor to perform WASH facilities construction, rehabilitation and improvement for selected schools in the North of Jordan (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 320 national staff member (December 2017) and 45 international staff member (December 2017). 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 approaches 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 access to water & sanitation.

In the framework of this objective, ACTED and its partners have developed an intervention which will notably contribute to the: ***"Improvement of WASH facilities in 10 public institutions in Jordan such as schools, to meet minimum standards in terms of quantity, quality, safety, and hygiene, as well as equal access to girls, boys, men, and women, including persons with special needs."*** As a result, ACTED in collaboration with the Ministry of Education (MoE) has identified 10 schools in the governorates of Mafraq in which the WASH facilities will be either rehabilitated or constructed. To implement this activity, ACTED needs to procure the services of a Contractor to perform and execute the construction, rehabilitation and improvement of the selected schools as per the ToR, B.O.Qs and designs.

ACTED's WASH in schools scope of work will include, but is not limited to:

- 1- Construction of new WASH facilities in different schools, the size of these facilities will vary depending on the structure of the WASH facilities; either with 3 toilets, and 5 toilets (refer to attached B.O.Qs and layouts for more details)
- 2- Rehabilitation and improvement of existing WASH facilities in the selected schools as per attached B.O.Qs.



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.

Contractor Objectives and Deliverables:

- Prior to share his offer with ACTED, the Contractor shall review the designs, B.O.Qs and specifications for all WASH construction/rehabilitation/improvement projects and share their comments and feedbacks related to the constructability of the WASH facilities in the selected schools. In addition, the Contractor shall ensure that the project documents (BOQs, design and other specification) are clear and comprehensive.
- In direct coordination with ACTED engineers and Project Manager, the contractor shall conduct and ensure the daily supervision and quality assurance of the assigned project sites. In addition, the selected contractor shall ensure that the project is being implemented according to the approved BOQs, design, specification and agreed timeframe and in line with Ministry of public works and Jordanian Engineers association standards and regulations and according to the pre-defined milestones of the work plan

Deliverables:

- As part of the tender documents, the contractor shall provide construction plan and timeline for the entire project and a breakdown per school
- As part of the tender documents, the contractor shall provide the project method statements.
- The contractor shall provide **weekly** construction work plan and update with pictures , **daily** progress reports for each **project** which address work progress, recommendations, and challenges related to project implementation and quality in a format approved by ACTED (see attached).
- The contractor shall deliver high quality WASH facilities in schools as per ToRs, BoQs, and technical specifications and according to the guidance and directions of ACTED assigned engineers and project Manager.
- The contractor shall provide a list of construction tools, equipment as well as the CV and other documents related to their engineers who will be assigned to supervise the project on behalf of the contractor's company.

Duration: The Project duration shall last for a total of **120 calendar days**.

Work Item	Oct	Nov	Dec	Jan.	Feb.
Provide construction plan and timeline for the entire project and a breakdown per school.					
Provide the project method statements.					



Work Item	Oct	Nov	Dec	Jan.	Feb.
The contractor shall provide weekly construction work plan and update with pictures , daily progress reports for each project which address work progress, recommendations, and challenges related to project implementation and quality in a format approved by ACTED (see attached).					
Deliver high quality WASH facilities in schools as per ToRs, BoQs, and technical specifications and according to the guidance and directions of ACTED assigned engineers and project Manager.					

Specific conditions:

- 1- The Contractor shall submit a proposal including all costs break down.
- 2- Accommodation and transportation for the contractor staff will not be provided by ACTED, but it can be included in the Contractor's budget.
- 3- ACTED security guidelines and directions given by ACTED staff shall be strictly followed throughout this project.
- 4- ACTED and local safety (personal and construction) guidelines and the directions given by ACTED staff shall be strictly followed throughout this project.
- 5- The Contractors shall subscribe to a civil and professional insurance. Therefore, the copy of the insurance certificate has to be submitted along with their offer.
- 6- All amendment requests shall be documented and approved in writing with official letters only and drafted in English (emails are considered eligible). The request can be formulated by ACTED and the Contractor. Amendment requests based on verbal communications and without proper and timely documentation shall not be considered eligible.
- 7- ACTED project engineers can request amendment (decrease or increase) to the work (scope and B.O.Q) of the Contractors, yet those amendments must be approved by ACTED Project Manager in advance. The Contractor(s) shall clearly assign a member of his staff to approve and follow-up on the amendment request.
- 8- The costs of items in the B.O.Q shall be fairly estimated and overhead cost shall be fairly shared among all items. ACTED has the right to ignore quotations which 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. Unit rates will not change, however quantities and total prices shall be adjusted as per actual situation 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 prior to the start of the project's execution (i.e. before the Contractor has incurred any spending).
- 11- The Contractor should notice ACTED engineers no less than one week before the start of execution of each school construction/rehabilitation phase by email (including sharing the shop drawings, each school phase shall be determined by ACTED project team only.). In addition the contractor shall share samples of the materials and equipment used in the project before one week from usage, the contractor shall provide 3 different origins high & quality samples. ACTED engineers will inspect the work, check the materials then approve or reject the materials or equipment without elaborating the reasons. The duration's mentioned above is part of total project duration and shall be planned during the daily and weekly meetings.
- 12- ACTED projects engineers can request any concrete tests or pipes tests (for example but not limited to: Hydraulic test) to guarantee the works has been done correctly and achieve its purposes before giving any approval, the cost will be considered included in the unit rates of relevant items and the contractor will not be entitled to any additional costs or raises of any kind.
- 13- All projects communications, reports and recommendations shall be in excellent English & Arabic languages.

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, below staff will be working only for this project:

- 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 as it applies to WASH facilities in schools.
- 2- Contractor project manager/ single point of contact: 6 years' experience civil/structural engineer, with experience in Design, executing and rehabilitation of WASH facilities in schools or public institution.
- 3- Two site engineers, 2 years' experience each, with experience in design, execution and rehabilitation of WASH facilities in schools or public institution.
- 4- 3 years' experience surveyor with experience in related project scope & based on project need, the surveyor must have all needed equipment (such as but not limited to: total station, level, prism & tri-pod), ACTED Engineering teams may request the surveyor to use these equipment for any relevant work in the project premises without any kind of compensation (neither time nor money) to the contractor.
- 5- Due to the project size, contractors with grade 4 and 5 are preferred to participate in the Bid.
- 6- Excellent written and spoken communication skills in both **English and Arabic.**
- 7- An ability to work with those of different religious, ethnic and tribal backgrounds.



8- An ability to work with different external & internal stakeholders.

Name of Bidder's Authorized Representative:

Authorized signature and stamp:

Date:
