



Terms of Reference

Services of qualified contractor to perform supply, construction, installation and commissioning for infrastructure projects in the North of Jordan, Jarash governorate

Call of Tender For Jordan

[T/13DBI/91D/AS1/Mafraq/EU MADAD WASH/03092019](#)

Excavation, supply, and installation of water & one waste water networks projects in North of Jordan, Jarash 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 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 access to water & sanitation.

Within this objective, the project shall contribute to improve water and sanitation infrastructure in targeted communities and institutional strengthening for efficient and sustainable resource management. As such, ACTED shall implement one infrastructure project identified by ACTED, the Ministry of Water and Irrigation (MoWI) and Yarmouk Water Company (YWC), located in the North of Jordan, particularly Jarash governorate. In order to implement the project, ACTED needs to procure the services of a contractor to supply, construct, install and commission the selected infrastructure projects as per shared T.O.R, signed contract, special terms and conditions, B.O.Qs and drawings:

- 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.



Excavation, supply, and installation of water networks projects in Jarash governorate

(منطقة امهات عمران و همتا و المجر)

- ACTED Terms of Reference.
- Signed contract.
- Special conditions in Arabic and English
- General conditions.
- Schedule of Prices (BOQ) in Arabic and English

In the above-mentioned documents, The Arabic version of the document is the reference in case of any discrepancies/conflict with the English version.

Contractor Objectives and Deliverables

- Prior to sharing your offer with A CTED, review designs, B.O.Qs and specifications, and share comments and feedbacks related to the constructability of the mentioned project. Moreover, it is necessary to ensure that the project documents (BoQs, design and other specification) are comprehensive.
- In direct coordination with ACTED Engineer, ACTED Project Manager and assigned consultant engineers, conduct and maintain supervision and quality assurance of the assigned project sites, and ensure that project is moving forward according to the approved BoQs, design, specification, general & special conditions, agreed time line, in line with ACTED and Jordan standard engineering rules and regulations 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.
- A 20 square meters' site office for the use of the supervision staff.
- Project method statements within 3 days from signing the contract.
- **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.
- A weekly meeting will be held by the contractor, ACTED and any other concerned party to discuss the project update, challenges and next week plan. The frequency of the meeting can be reduced by ACTED team as they see it fit.
- A 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.
- Execution and delivery of works as per best practices in Jordan and up to the satisfaction of Yarmouk Water Company (YWC), ACTED assigned engineers and Program Manager.



Duration: The Project duration shall last for a total of **60 calendar days including coordination time period and review period for each stage.**

Task	Sep.	Oct.	Nov.
Provide construction plan and timeline			
Provide project method statements, construction tools, equipment's in addition to CVs approval			
Mobilization of the site include site preparations (caravan) in addition to the required coordination			
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 as per best practices in Jordan and up to the satisfaction of Yarmouk Water Company (YWC), ACTED assigned engineers and Program Manager.			

Specific conditions:

1. Accommodation and transportation will not be provided by ACTED, but it can be included in the Contractor's budget. The Contractor shall submit a proposal including all costs break down.
2. The supplier shall fully insured and secured transportation for ACTED project team on daily bases during the project timeline from Mafraq ACTED base to Project locations and vice versa. The car should be in the best conditions (from safety and operational point of view) with all functional equipment's and devices in
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 engineers shall be strictly followed throughout this project.
5. Contractors shall subscribe a civil and professional insurance. Therefore, the copy of the insurance certificate has to be submitted along with their offer or after awarding.

All amendment requests shall be documented and approved in writing with official letters only (emails are considered eligible) and within 3 working days. The request can be formulated by ACTED, YWC, the Contractor or the Consultant. Amendment requests based on verbal communications and without proper and timely documentation shall not be considered eligible.

ACTED project engineers can request amendment to the work of the Contractors but 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.



6. 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.
7. 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.
8. 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 incur any spending's).
9. Materials to be used in the project shall be submitted for approval prior to commencing execution
10. All projects communications, reports, recommendations, and all kind of studies shall be in both English & Arabic languages.
11. All executed works must comply with Ministry of Water and Irrigation and Ministry Of Public Works and Housing "MOPWH" specifications.
12. The time required to execute and complete the works is hereby established in maximum **60 calendar days** including coordination, approvals, review time period, snag list and final handover.
13. Whenever there is a contradiction between specific conditions mentioned in the TOR and Conditions of Contract issued by Ministry of Public Works and Housing 2007, ACTED specific conditions will prevail.
14. The Contractor will supply and maintain a site office (20m² caravan) with a desk, 4 chairs, file cabin, cold water, etc) for the use of the supervision staff, the supply and costs of water and electricity are part of contract responsibility, ACTED will not compensate the contractor for it.
15. The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises
16. No unit price adjustment will be made for additional or reduced quantities of BOQ items.
17. The contract must coordinator with relevant authorities for technical specifications with authorities (such as: YWC, MOPWH, relevant municipalities...etc.) and must apply the most stringent specification(s) in each authority area.
18. The awarded contractor must provide a performance guarantee of 10% of awarded contract value with 5 working days to the contracting authority.
19. The awarded contractor must provide a maintenance guarantee of 10% of the final contract value for 2 years starts from the final handover date.
20. The contractor must read, review, adhere, execute and apply to all the terms, conditions, specifications...etc. mentioned in the attached ANNEXES (total 7 annexes) and drawings (total 3 drawings).



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 and capacity in the execution of similar projects. This includes good knowledge of Jordanian national and local level legislation and policy.
- 2- Due to the size of the projects, it is preferable that the contracting company grade is 3 or 4.
- 3- Please refer to the Specifications and Special Conditions Documents for the Contractor's required project staff qualifications.
- 4- Excellent written and spoken communication skills in both **English and Arabic**.
- 5- An ability to work with in a multi-cultural environment
- 6- An ability to work with different external & internal stakeholders.
- 7- For the **minimum** required staff, please see below table:

Number	Job position	qualification	Years of experience	Needed number	Deduction rate in JOD per day for absence
1-	Contractor representative (project manager)	Civil Engineer	7	1	50 JODs
2-	Site Engineer	Civil Engineer	5	1	35 JODs
3-	Fresh graduate engineer (from the same governorate the project being executed in)	Civil Engineer	Less than a year	1	20 JODS
4-	supervisor	Diploma in relevant major	7	2	25 JODs
5-	Surveyor	Diploma in relevant major	7	1	20 JODs

The following must be included in your submittal, otherwise your offer will be rejected automatically

- Valid Contractor classification certificate شهادة تصنيف المقاولين
- Brief of company's profile, experiences and similar projects implemented.
- CVs of the engineers.
- Contractor's Association registration certificate at. شهادة تسجيل المقاولين سارية المفعول
- Substantiation Documents for all requested data should be provided