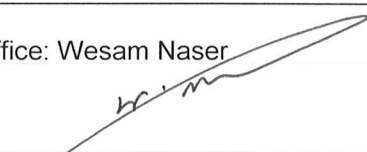


TERMS OF REFERENCE OF ENGINEERING CONSULTING SERVICE

Hiring Office:	UNFPA Syria Country Office - Damascus
Purpose of Consultancy	UNFPA-Syria Country Office (Damascus) wishes to extend its premises as a result of the ongoing increase in number of staff increase. With this occasion, UNFPA seeks a reputable and experienced consulting engineering firm to design/optimize, develop & monitor the project. The awarded consultant company is also expected to supervise and facilitate the implementation of the new additional office spaces and security mitigation measures in UNFPA premises in West Villas Mazzeh, Damascus. UNFPA can consider the possibility of awarding a retainer contract to the selected consultancy company for future projects with similar ToRs.
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<ul style="list-style-type: none"> • <u>Provision of Engineering Study and Design to modify and convert the storage area on the roof of UNFPA Building # 2 into new office space and a possible IT storage; the expected outcome translates into:</u> <ol style="list-style-type: none"> 1. Develop & optimize the initial layout to produce a final and detailed Architectural blue print to include electrical, mechanical & plumbing works to be aligned with the organizational security precaution measures. 2. Output the scope of work, work plan and schedule, the technical specification, layouts and designs including but not limited to the electrical, mechanical, furniture and security system for the new offices and storage area; 3. Provide cost management/cost planning/cost control & bill of quantities proposal • <u>Provision of Engineering Supervision and Consultancy Services during the implementation of above mentioned project, as the following:</u> <ol style="list-style-type: none"> 4. Integrated and complete project management 5. Technical management 6. Engineering expertise placement 7. Review of the procurement of materials, supplies, engineered products which is to be done by a 3rd party construction company. The role of the consultant company is to ensure that the procurement is conducted in accordance to the Bill of Quantities. 8. The consultant company is expected to conduct a structural review of the building, certify its condition and capacity to endure the works (construction material, furniture, assets, additional 20 staff, etc.). Should reinforcements be needed it should be clearly defined in this analysis. 9. The consultant company should draft the technical specifications and suggest the proper isolation material for the entire office area (i.e. roof, ceiling, outside & inside walls). This should translate in a year-round (i.e. all season) isolation adequate for UNFPA staff. 10. Subcontractors management (if any); 11. Schedule management, including progress report, logistics, sequencing and levelling; 12. Participating in the technical review of the bidder's technical offers and documents (2nd phase of the project will imply identifying a construction company to complete the work). 13. Keeping abreast of engineering technologies to facilitate the implementation of innovative engineering solutions, as well as exchanging experiences and knowledge sharing. 14. Ensure the preparation of the As-built drawing is done according to the real situation in site. 15. Day to day site inspection and testing of materials, site reports and financial aspects 16. Coordinates construction site inspection and reports any incidents & concerns to the UNFPA Operations Manager. 17. Ensure compliance and quality supervision of implemented work and all related activities 18. Receipt, review and development of comments to the contractor's technical submittal, methodology, work plan, alternatives, working drawings and any other subjects related to the contract 19. Maintain project records and issue correspondence, certificates, notices and instructions on behalf of UNFPA to the contractors as maybe required. 20. Review and certify the request of payments submitted by the contractor with all required supporting documentation. 21. Issue certification of substantial completion of the required work. 22. Make recommendations to UNFPA regarding costs of non-contracted work extra

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	<p>work).</p> <p>23. Identify and advise UNFPA on any change/Variation Order which may be required to complete the work</p> <p>24. Receive and register all samples, drawings, instructions, manuals, certifications and the correspondence submitted by the contractors.</p> <p>25. During the Defects Liability Period (12 months) the engineering company shall follow up that the contractor(s) finishes the work; should any outstanding work remain at the date of the certificate of substantial completion, the engineering company is expected to monitor and instruct the contractor(s) that all such work of repair, amendment and/or rectification should be addressed.</p> <p>26. The engineering company shall provide UNFPA with weekly progress reports, technical issues/challenges and proposed means to solve the bottlenecks.</p> <p>27. Submit a final report to UNFPA upon project completion.</p>
Estimated duration:	3 months (tentative)
Place where services are to be delivered:	UNFPA Bldg.# 2 & storage area.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Email and/or hard copy.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly.
Supervisory arrangements:	UNFPA Operation Manager
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Strong company profiles including but not limited to the following:</p> <ol style="list-style-type: none"> 1. Minimum 5 years' relevant experience; 2. 3 References (UN reference is available); 3. Copy of Contracts of similar projects in the last 3 years.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	N/A
Required documentation for submission & price schedule:	<ol style="list-style-type: none"> 1. Technical proposal – including the price 2. Monthly fee to supervise the adherence to the technical proposal and to the points specified in the above 3. CV including portfolio of works 4. Proof of work with other UN agencies (if applicable) 5. Company registration
<p>Signature of Requesting Officer in Hiring Office: Wesam Naser</p> <p>Date: 13/06/2018</p> 	

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