

### 3.0 EXPECTED DELIVERABLES

3.1 The table below describes in detail each required engineering service, including tasks and expected deliverables.

3.2 Deliverables shall be submitted to UNICEF Pacific MCO in electronic format (drawings in AutoCAD and PDF) and hard copies printed in an appropriate scale.

**Table 1: Services, Tasks and Deliverables**

| #                | Service Descriptions   | Tasks   | Deliverables   |
|------------------|--|---|--|
| <b>Package 1</b> |  |   |  |
| 1-               | <b>Site Assessment</b><br>Evaluation of <b>WASH in all the HCF's</b> and preparation of detailed analysis with recommendations for design and implementation.    | <b>Assessment of existing WASH facilities in HCF's</b><br>Verify structural integrity and functionality of existing construction, finish quality, accessibility level <sup>1</sup> , accuracy of as-built drawings, and if not available, prepare architectural drawings of existing WASH facilities. | Detailed report approved by UNICEF with site layout, collected data, as-built drawings, WASH facilities and site analysis and recommendations. |
|                  |  | <b>Assessment of sites for new construction of WASH facilities;</b><br>Conduct site surveys (topographical, geotechnical and engineering); verify land legal status and construction laws.  |  |
|                  |  | <b>Soil investigation and ground water levels;</b><br>Check the site topography for surface and subsurface exploration. Subsurface exploration involves soil sampling, checking ground water levels and laboratory tests of samples retrieved.  | Detailed report approved by UNICEF on soil investigation.  |
| 2-               | <b>Design and Technical Documents<sup>2</sup></b><br>Development of construction technical documents, and obtaining necessary construction permits, if required. | <b>Conceptual design</b><br>Produce design sketches that comply with site conditions, criteria, performance standards, greening and accessibility requirements; formulate and evaluate design options; develop conceptual design for the "passed-screening" option.                                   | Feasibility report approved by UNICEF includes design criteria, options' analysis and conceptual design drawings.                              |
|                  |  | <b>Architectural design</b><br>Develop architectural design in 2 stages: a) Preliminary design based on approved conceptual design, and b) Detailed design with finish materials' specifications.   | Full set of architectural drawings <sup>3</sup> with specifications, approved by UNICEF.   |
|                  |  | <b>Structural design</b><br>Develop structural design in 2 stages: a) Preliminary design based on approved  | Full set of structural drawings <sup>4</sup> , specifications, calculations and design   |

<sup>1</sup> In line with UNICEF's Accessibility Technical Cards and Procedure on Eco-efficiency and Inclusive Access

<sup>2</sup> In the case of UNICEF office construction/renovation/rehabilitation, engage with the Inclusive & Sustainable operations team to ensure compliance with the Procedure on Eco-Efficiency and Inclusive Access in UNICEF Facilities and Operations, including the cases where a green building certification is pursued.

<sup>3</sup> Full architectural set includes master plan, layout, plans, sections, elevations, 3D images, details and finishes.

<sup>4</sup> Full structural set includes foundation details, structural design and details of columns, beams, slabs, stairs, etc.

|    |  |  |   |
|----|--|--|---|
|    |  | architectural design, and b) Detailed design with technical specifications and design analysis.  | analysis, approved by UNICEF.   |
|    |  | <b>Building service design</b><br>Develop design of plumbing, water supply, sanitary, electrical services in 2 stages: a) Preliminary design based on approved architectural design, and b) Detailed design with technical specifications and design analysis. | Full set of building service drawings, specifications, calculations and design analysis, approved by UNICEF.    |
|    |  | <b>Bid technical documents</b><br>Prepare Bill of Quantities (BoQs) and confidential cost estimate; and compile all technical documents (design drawings, specifications and bill of quantities).  | BoQs for repairs, rehabilitation and/or new construction approved by UNICEF.<br>Confidential cost estimates.    |
|    |  | <b>Permitting and declaration</b><br>Compile technical and administrative documents required for requesting permit and declaration, and obtain necessary construction permits <sup>5</sup> and declaration for each construction work from Authority.          | Original copy of permit(s) officially authorized by Authority.  |
| 3- | <b>Technical Support to Procurement</b><br><br>Assisting UNICEF in the solicitation process and the selection of qualified construction companies. | <b>Pre-qualification of contractors</b> <sup>6</sup><br>Assist UNICEF in the evaluation and pre-qualification of contractors.  | Report includes a shortlist of pre-qualified contractors approved by UNICEF.                                    |
|    |  | <b>Bidders' conference</b><br>Attend bidders' conference with Potential Bidders; respond to their technical queries and questions.   | Report includes answers to all technical queries and questions of Potential Bidders during the bidding process. |
|    |  | <b>Technical evaluation</b><br>Assist in the evaluation of technical proposals, visits to bidders' offices and relevant projects, verification of references, etc <sup>7</sup> .   | Evaluation report approved by UNICEF includes scores and remarks on each technical sub-criterion.               |

#### 4.0 TIME FRAME AND PAYMENT SCHEDULE

- 4.1 The timely completion of these engineering services is of utmost importance to UNICEF.
- 4.2 The duration required for completing Package 1 except "Technical support for procurement" should be no later than **two (2) months** from date of signing the contract.
- 4.3 The intended Substantial Completion Date should be no later than twelve (12) months from the Start Date of construction works.
- 4.4 The Defects Liability Period is six (6) for renovation works/ twelve (12) for expansion works and construction of new building(s) months counted as from the date of issuance of the Certificate of Substantial Completion.
- 4.5 UNICEF will issue interim and final payments upon satisfactory completion of each Deliverable.

<sup>5</sup> Such as owner's permit, construction permit, environmental permit, permits from utility companies, including necessary design/drawings and documentation for service declaration to the government.

<sup>6</sup> Contractors are recommended to have experience in constructing green and accessible buildings.

<sup>7</sup> Declaration of Impartiality and Confidentiality to be signed by external committee members prior starting the evaluation process.

**Table 2: Timeframe and payment schedule**

| #                | Scope of deliverable  | Payment distribution | Timeframe       |
|------------------|---|----------------------|-----------------|
| <b>Package 1</b> |   |                      |                 |
| 1                | After approval by UNICEF Pacific MCO on completed deliverables of site assessment of all WASH facilities in the earmarked HCF's.        | 30%                  | Three (3) weeks |
| 2                | After approval by UNICEF Pacific MCO on completed deliverables of design and technical documents for proposed WASH facilities in HCF's. | 30%                  | Three (3) weeks |
| 3                | After providing technical support to procurement and signing the contract for Works with the Contractor.                                | 40%                  | Two (2) weeks   |

## Evaluation Process

After the opening, each proposal will be assessed first on its technical merits and subsequently on its financial value price. The proposal with

the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical and procurement staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee or other relevant approving authority. The evaluation panel will first evaluate each response for compliance with the requirements of this Terms of Reference. Responses deemed not to meet all the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in these Terms of Reference, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The overall weighting between technical and price evaluation will be based on the predefined criteria. The technical component will account for 70% of the total points allocated and the financial component (commercial evaluation) will account for 30% of the total points allocated.

| <b>A</b>  | <b>Technical proposal</b>                   | <b>Points</b> |
|---|---|---------------|
| 1   | Qualifications and experience               | 25            |
| 2   | Understanding of TOR, Approach, methodology | 25            |
| 3   | Availability & workplan timeframe:          | 20            |
| <b>Total Points for Technical Proposal:</b>   |   | <b>70</b>     |
| Minimum point required for short listing 70% of 70 = 49 points<br><i>Only proposals which receive a minimum of 49 points (out of 70 points) will be considered for financial evaluation</i> |   |               |
| <b>B</b>  | <b>Financial proposal</b>                   | <b>30</b>     |
| <b>Grand total (A + B)</b>  |   | <b>100</b>    |

### Commercial evaluation:

The price/cost of each of the technically compliant proposals shall be considered only after evaluation of the above technical criteria. A maximum 30 point assigned to the financial proposal will be allocated to the lowest financial proposal. All other price proposals will receive scores in inverse proportion according to the following formula:

**Score for price proposal A = (Maximum score for price proposal \* Price of lowest priced proposal)/Price of proposal A.**

As a result of the financial evaluation, the points of each proposal will be taken into further consideration in the final evaluation.