**TERMS OF REFERENCE**

**RECRUITEMENT OF A CONSULTANCY FIRM TO DO A CONSTRUCTION STUDY, TECHNICAL ASSISTANCE AND SUPERVISION OF CONSTRUCTION WORKS**

1. **INTRODUCTION**

SOS Children’s Villages Rwanda (SOS CV’s Rwanda) is an international non-governmental social development organization and one of 134 Member Associations working under the umbrella of SOS Children’s Villages International. SOS CV’s Rwanda have been active in Rwanda since 1979, with footprints across the country and with four operating locations in Kigali, Kayonza, Gikongoro and Byumba.

SOS Children’s Villages Rwanda focuses on the child’s development into a self-supporting and contributing member of the society. In recognition that a child’s development to his or her full potential is best realized in a caring family environment, and acknowledging the role of the child, the family, the community, the state and other service providers in the development of the child, SOS CV Rwanda supports a child’s holistic growth and development using a number of approaches including education, family strengthening, mental health and psychosocial support as well as provision of alternative care.

SOS Children’s Villages Rwanda work with all these stakeholders to find the most appropriate response to the situation of children at risk of losing parental care and those without parental care.

SOS Children’s Villages Rwanda focuses on program interventions that are based on the specific situation which are in the best interest of the child. These interventions are developed together with all relevant stakeholders, building on the foundation of existing resources, initiatives and capacities to ensure we respond with relevant interventions, making best use of available resources, to have greater impact on the situation of the children within our target group.

Therefore, in order to fulfil its mission, SOS CHILDREN’S VILLAGES RWANDA is planning to construct school complex which will be composed of:

* Primary school
* Kindergarten school
* Different play grounds for children

The plot to be built on is located at Gisozi Sector (Near Ecole Belge), in Gasabo District, City of Kigali and it has 31,798Sqm. SOS will organize field visits for interested firms to visit the plot.

The buildings will be composed of:

* In the primary section, from primary 1 to primary 2 each class level will have 4 streams and from primary 3 to primary 6 each class level will have 3 class rooms. Totaling 20 classrooms for the Primary school.
* In the kindergarten, each class level will have 4 streams implying that each class level will need 4 classrooms totaling 12 classrooms for the kindergarten.
* Each classroom would be equipped with 30 desks for pupils, a table, a chair, and a cabinet for the teacher.
* A Library with a capacity of 100 seats
* Two toilets for teachers (men and women)
* 3 toilet blocks each lock contains 4 toilets for girls and 4 toilets for boys and urinal
* 1 toilet block each lock contains 4 toilets for girls and 4 toilets for boys and urinal
* 1 toilet per block for children living with disability
* A girl’s room with 2 beds, a bathroom, a toilet and a cabinet for sanitary materials
* A sick bay with 3 beds and first aid kits, a cabinet
* A computer room (equipped with at least 50 computers)
* A teachers’ staffroom for 30 people for the primary section
* A teachers’ staffroom for 30 people for the kindergarten section
* A kitchen to prepare breakfast and lunch for kindergarten and primary sections.
* 2 dining halls one for primary and another for the kindergarten
* 1 playground for children in primary for the break time
* 1 playground for children in kindergarten for the break time
* 1 football pitch
* 1 basketball pitch
* 1 volley ball pitch

1. **GENARAL OBJECTIVE**

The general objective of the assignment is to do a detailed construction study of school complex.

1. **EXPECTED DELIVERABLES**

The following deliverables are expected at the end of the assignment:

1. Soil analysis/investigation
2. Complete detailed design (architectural, structural, electrical and mechanical) of the assignment
3. Environmental impact assessment
4. Producing Bill of Quantities (BoQs) and technical specifications
5. Confidential project construction estimates
6. Applying, following up and acquiring the construction permit issued by City of Kigali
7. Provision of technical assistance of bids evaluation and contract drafting
8. Supervision and management of construction works

1. **IMPLEMENTATION PERIOD**

The whole assignment is expected to be concluded in a period of ***34 months*** as below detailed:

* From contract signing up to availability of Bill of Quantities, technical specifications and confidential project construction estimates: ***2 months***.
* Tendering process up to contract signing with the successful constructor: ***2 months***
* From contract signing up to provisional reception of works: ***18 months***
* From provisional reception of works up to final reception of works: ***12 months***

1. **QUALIFICATION OF THE CONSULTANCY FIRM**

* The consultancy firm must fall in: “***categories A&B*** ***as per final categorization list for consulting firms operating in the field of building and civil engineering for design and supervision alignments***” ***published by RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA) version 2022.***
* The consultancy firm must present at least two similar assignments realized in last three years (2019,2020 and 2021) (***to be justified by completion certificates and related contracts***).

1. **QUALIFICATION OF THE PROPOSED KEY PERSONNEL**

The following key personnel must be provided by the consultancy firm during proposal submission:

1. **Registered Architect engineer**: with 6 years of working experience.

2. **Registered Civil Engineer**: with 6 years of working experience in structural design of buildings.

3.**Registered electrical engineer**: with 6 years of working experience in the domain of buildings.

4. **Registered mechanical Engineer**: with 6 years of working experience in the domain of building construction.

5. **Expert in construction management**: with 6 years of working experience.

6. **Expert in telecommunication**: with 6 years of working experience.

7. **Land surveyor**: with 6 years of working experience.

8. **Registered geotechnical engineer**: with 6 years of working experience in the domain building construction.

9. **Quantity surveyor**: with 6 years of working experience in building construction.

10. **Expert in disables design facilities**: with 6 years of working experience.

11. **Sound Expert**: with 6 years of working experience in building construction.

**Note**:

* an MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board must be presented together with technical proposal.
* For each proposed staff, ***a valid registration certificate/license as per the related association***, a ***related academic degree***, ***a curriculum vitae (Cvs) signed by the owner*** and ***a confirmation of availability signed by the proposed staff must be submitted together with the proposal.***

1. **EVALUATION CRITERIA**

The consultancy firms will be evaluated through three phases:

1. ***Preliminary evaluation***

In preliminary evaluation, the following documents will be checked:

* Proposal submission letter, dated, signed and stamped by the official representative of the firm (*if the signatory is not the official representative of the firm, a power of attorney should be issued to him/her*).
* Certificate of domestic company registration issued by RDB
* A valid tax clearance certificate issued by RRA
* VAT certificate
* Being in either category A or B as per final categorization list for consulting firms operating in the field of building and civil engineering for design and supervision alignments” published by RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA) version 2022.

1. ***Technical evaluation***

During technical evaluation, the following will be checked:

* Responsiveness of the proposed personnel vis à vis of the set requirements
* Provided similar references
* A MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board

1. ***Financial evaluation***

During financial evaluation, only firms that would have been qualified at preliminary and technical evaluation levels will be considered.

The lowest firms among the qualified ones will be invited for contract negotiations.

1. **PROPOSALS SUBMISSION**

Interested consultancy firms should submit in separate files, the technical and financial proposals clearly marked “***construction study of a school complex***” not later than 21/04/2022 at 3:00PM to the following address: [sos.procurement@sos-rwanda.org](mailto:sos.procurement@sos-rwanda.org) . (For COVID 19 prevention measures, no proposals submitted in hard copies shall be accepted)

**(Sé)**

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National Director