**Norwegian Refugee Council- The Pakistan Afghanistan Tajikistan Regional Integration Programme (PATRIP) Foundation Partnership**

**Term of Reference (ToR)**

**for**

**Architectural Design of School Construction Including WASH Facilities.**

**Project Title:** *Cross-Border Social Development through Permanent Education Infrastructure and Access to Improved Water and Sanitation Facilities* and *Increased Access to Permanent Education and WASH Facilities to Vulnerable Afghan Refugee-Returnee Children*

Project Code:AFG-NRC-KHO-001, AFG-NRC-KUN-001, PATRIP Foundation

Location: Khost and Kunar Provinces, Afghanistan

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# List of abbreviations:

AFN Afghani Currency

BoQ Bill of Quantity

CV Curriculum Vitae

ILO International Labor Organization

MoE Ministry of Education

MoJ Ministry of Justice

MoRR Ministry of Refugees and Repatriation

MoU Memorandum of understanding

NGO Non-Governmental Organization

NRC Norwegian Refugee Council

PATRIP Pakistan Afghanistan Tajikistan Regional Integration Program

RfP Request for Proposal

RfQ Request for Quotation

SOW Scope of Work

U.S Army Corps United State Army Corps

WASH Water, Sanitation and Hygiene Promotion

# Context:

NRC Afghanistan is implementing Cross-Border Social Development through Permanent Education Infrastructure and Access to Improved Water and Sanitation Facilities project in Khost Province and Increased Access to Permanent Education and WASH Facilities to Vulnerable Afghan Refugee-Returnee Children project in Kunar Province both funded by PATRIP Foundation to provide the required infrastructural facilities to ensure vulnerable primary school-aged Pakistani refugee, vulnerable Afghan refugee-returnee and displaced children gain improved access to education in both provinces.

# Profile of implementing organization:

NRC has been operational in Afghanistan, since 2003 and has focused on three primary sectors to directly assist and protect people that have been forced to flee their homes: Legal Protection, Shelter, and Education. The Shelter teams implement a cash-based, community driven, conditional self-build shelter programme, whilst the Education team paves the way for vulnerable and displaced children to access quality education in a protective environment.

NRC Afghanistan also has complementary activities in other technical sectors, such as community-based WASH – primarily for shelter and education work, Livelihoods and Food Security, and Camp Management in urban displacement and out-of-camp settings. At present, the organisation employs 1,208 staff (826 Male; 382 Female), serving 18 provinces of Afghanistan, and has an average annual financial portfolio of USD $26 million.

NRC Afghanistan currently has two ongoing infrastructure projects funded through the PATRIP Foundation, constructing a transit centre and a reception centre in Nimroz and Herat Provinces respectively to allow for improved protection assistance and support reintegration of returnees coming across the Iranian border.

NRC Afghanistan is registered under the Ministry of Economy of the Islamic Republic of Afghanistan entitling it to operate as an NGO. It also holds Memorandum of Understanding (MoU) with the Ministry of Education (MoE), Ministry of Justice (MoJ), and Ministry of Refugees and Repatriation (MoRR).

# Objective

The objective of these TOR is to seek qualified professional services from a registered and reputable architectural design firm in Afghanistan. The services include designing complete schools, extension of classrooms including handwashing facilities, latrines and disability access platforms.

# Scope:

The selected firm will be required to visit the site and get familiarized with all aspects of the project; understand the local artisans and technician’s dynamics. Prepare a design that suits the use of suitable local traditional materials for construction and ensure that the natural integrity of the site and its built heritage is maintained. The below should be provided in soft copy and in two hard copies.

**The scope of work includes:**

1. Preliminary drawings

* Prepare preliminary designs to be approved by NRC and PATRIP Foundation. This includes design drawings and sketches showing site plan, the proposed position in relation to the other existing structures and the natural site.
* Floor plan of all spaces.
* **Preparation of grounding plans**
* Exterior perspective to show the building’s elevation (façade) design.

1. Technical architectural drawings

* Architectural layouts – sectional views
* Drainage, plumbing, and sanitary fixtures (latrines/toilets and handwashing facilities including water connections and storage tanks)
* Electrical plans and connections to main supply and or inverted to solar system.
* Mechanical plans
* Detailed drawings of finishing’s and schedules.

1. Bill of quantities and specifications including computed costs. General outline of quantities and specifications to list all building materials and their specifications. This list of quantities and specifications should include the following items:

* Grading and excavation works
* Foundations
* Disability access in classrooms, offices and toilets.
* Wall construction and finishes
* Moisture and insulation
* Roof structure
* Ceiling finishes
* Doors and window openings and associated fixtures
* Electrical works including grounding – lightning arrestors
* Drainage, plumbing and sanitary fixtures
* Mechanical

1. Structural analysis.
2. The design component that includes drawings and BOQs need be APPROVED by the relevant authorities as per Afghanistan building and construction regulations.
3. Site preparatory works and setting up of site office.
4. Proposed time table and key steps for how the construction of the building will be performed including material testing and certification.

# References to building and engineering codes:

**The design formulation has to adhere to the below stated building codes and guidelines.**

* 1. **IBC International Building Codes latest edition for architectural and structural design.**
  2. **IPC International Plumbing Codes latest edition for plumbing (water & sanitation).**
  3. **ACI-318 building code latest edition.**
  4. **IMC International Mechanical Code latest edition.**
  5. **MLUDH (Ministry of Land, Urban, Development & Housing), standard design.**
  6. **ASSHTO, latest edition.**
  7. **National Electrical Code, latest edition.**

# Timeframes/payment schedule:

The timeframe/Payment schedule to deliver the designs are broken down into:

1. a) Preliminary designs – 3 weeks upon signing of contract. Payment 30%
2. b) Technical architectural drawings, Bill of Quantities, structural analysis and approvals – 7 weeks upon approval of the preliminary designs. Payment 60%
3. c) Retention/As built designs - 4 weeks upon completion of the construction. Payment 10%

# Output

1. Preliminary drawings.
2. Architectural technical drawings.
3. Bill of Quantities and specifications.
4. Structural analysis.
5. For new school set ups – 3D view and construction animation.
6. For classroom extensions - general layout of the school showing the extension.
7. Approved documents by all relevant government agencies.

# Profile of the contracted firm

Background information of the firm demonstrating the firm’s understanding of the project’s setting, various governing regulations as per Afghanistan building codes, Ministry of Education guidelines on school construction whilst incorporating green technology.

# **Firm qualifications:**

1. Duly registered and domiciled in Afghanistan.
2. Must have in their company profile architects, quantity surveyors, structural engineers and other technical staff available on a needs basis.
3. Proven experience of minimum 5 years in the architectural design and construction of environmentally friendly building and vernacular structures;
4. Proven creative design skills for designing, producing and building in natural areas;
5. Demonstration of knowledge and familiarity with the site and its region;
6. Extensive experience in the design and construction of projects in situ, which utilize local labor skills and traditional knowledge of locally available materials;
7. A proven record of delivering projects within the planned time schedule and cost estimates
8. Must have valid operating permits and licenses
9. Must provide tax returns for the year 2018
10. The proposed team of professionals who will conduct a technical expertise and develop detailed technical design must have the following professional skills
11. The firm shall complete its project team with support services by an electrical engineer, mechanical engineer, civil engineer (if necessary) and a structural engineer. Other services such as an interior designer and landscape architect may also be added to the firm’s team. All support services are to be coordinated by the firm team leader and responsibility of the firm, including payment of these services.
12. **The firm shall submit Declaration of Undertaking with their bid. The failure to do so will result in exclusion from the bid.**
13. Firm Team Member Qualifications & Experience Position Title Relevant Experience yrs

**Team members’ requirements.**

**Key personnel**

* Project manager / Architect. Master’s degree or equivalent in Architecture / Civil Engineering/
* Construction Project Management.
* Design architect. Master’s degree or equivalent in Architecture.
* Civil engineer to develop drawings, work execution timetables and fit-out works supervision.
* Master’s degree or equivalent in Civil engineering.

**Team 1**

* Quantity surveyor. Master’s degree or equivalent in Civil engineering.
* Electrical engineer. Bachelor’s degree or equivalent in Electrical engineering.
* Plumbing engineer. Bachelor’s degree or equivalent in Plumbing engineering.
* Mechanical engineer. Bachelor’s degree or equivalent in Mechanical engineering.

**Team 2**

* 3D / visual presentation specialists. Experience in architectural presentations and 3d
* visualizations.
* Quality assurance. Diploma in quality survey and experience in supply chain management
* Safety officer. Diploma in Health and Safety in a Construction Environment or Equivalent and experience in first aid and trauma management

\* Project Manager/Team Leaders of Civil Engineering and Electrical Engineering works must be

licensed according to the rule and regulation of Afghanistan

**Evaluation Criteria:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Concept and methodology** | | | |
| Clarity and completeness of bid | | | 5 |
| Critical analysis of the objective of the project and the terms of reference | | | 10 |
| Proposed concept and methodology, including a work programme, a staffing schedule and monitoring and coordination mechanisms | | | 10 |
| Technical Evaluation Criteria | Required supporting documents | Relevant Experience | Maximum Score |
| **Technical capability** | | | |
| Years of experience in  carrying out architectural and  Engineering activities and a proven record in delivering professional results | Project reports, reference  letters etc. | 5 years | 15 |
| Year of experience in  providing project and  construction management. | Relevant projects completed within the last 7 years. Provide details of projects (Years of commencement and completion, project name and location, client’s name and contact details, project value) and certificates of completion. | 5 – 10 years | 15 |
| Experience in conducting  similar projects either with the UN and/or other international organizations. | List of projects for UN and /or international organizations. | Provide documentation | 10 |
| Availability of Quality Policy, Health and Safety statement in the accordance with local and international requirements. | Provide ISO, BS certifications received by your company and details when the initial certification received. | Provide documentation | 5 |
| Availability of Quality Policy, Health and Safety statement in the accordance with local and international requirements. | Quality, health and safety  statements of the company. | Provide documentation | 5 |
| **Required team experience** | | | |
| Complete Project  management organization. | Detailed organogram / chat  of the designed project  management team | Provide documentation | 5 |
| Experience of technical  personnel.  Project Manager | CVs of team members.  Details to be provided with  the description of similar  projects, including details  of position and contract  value. | 10 – 15 years | 20 |
| Experience of technical  personnel.  Design Architect | CVs of team members.  Details to be provided with  the description of similar  projects, including details  of position and contract  value. | 10 – 15 year |
| Experience of technical  personnel.  Team 1. | CVs of team members.  Details to be provided with  the description of similar  projects, including details  of position and contract  value. | 10 – 15 years |
| Experience of technical  personnel.  Team 2. | CVs of team members.  Details to be provided with  the description of similar  projects, including details  of position and contract  value. | 3 – 5 years |

The ranking of contractors is based on the overall evaluation criteria with a technical score ration of 80%, and a price ration of 20%.

(Place) ......................................, this ................ day of ..........

Name of company ...............................................................

Signature(s)