Terms of Reference

**GENERAL INFORMATION**

**Services/Goods Description:** Provision of Construction Services: Upgrade Existing Emergency Shelter in Miesso IDP relocation site in Ganda Buno site, Miesso town, Oromia region, Ethiopia.

**Project/Program Title:** Strengthening Resilience of Disaster-Affected Communities Through Durable Solutions in Oromia and Somali Regions of Ethiopia

**Project location:** Ganda Buno site, Miesso town, Western Hararghe zone, Oromia region, Ethiopia

**Type of the Contract:** Non-Governmental and Non- profit Organizations

**Duration:** 6 Months

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| The purpose of the Call for Proposal is to solicit interest from Implementing Partners in the shelter domain to participate in UN-Habitat’s initiative and contribute complementary resources (human resources, knowledge, funds, in-kind contributions, supplies and/or equipment) to achieving common objectives as outlined below and subsequently agreed in an Agreement of Cooperation |

selected based on vulnerability basis and confirmed by the Municipality.

1. **PROJECT BACKGROUND / RATIONALE**

In line with its mandate, UN Habitat has been supporting member states including Ethiopia in developing planned human settlements, increased access to public spaces and adequate housing, infrastructure and basic services. UN-Habitat Ethiopia, in a joint project with IOM, FAO, and the regional governments of Somali and Oromia regions through joint funding from Sida and Swiss Development Cooperation (SDC), is implementing a project titled "Strengthening Resilience of Disaster-Affected Communities Through Durable Solutions in Oromia and Somali Regions of Ethiopia". Among other objectives, the project aims to strengthen resilience among displaced and disaster-affected communities through sustainable, long-term solutions, focusing on providing access to durable housing, land, and property rights. Shelters that are sustainable and made from environmentally friendly materials provide adequate protection against external weather elements promoting wellbeing and allow displacement affected communities’ resilience to rebuild their lives and adapt to circumstances.

UN Habitat wishes to solicit an implementing partner that can engage in fit-for-purpose Shelter and housing upgrade and repair of the existing CIS walled, attached-type shelter units that are currently occupied by IDPs in Meisso. The improvements to the housing units are expected to include but not limited to replacement of the existing corrugated Iron sheet (CIS) external and partition walls with wood-latticed walls coated with cured mud construction technique, strengthening the wooden structural members for structural integrity, reuse of dismantled CIS to extend veranda at the entrance and construction of energy saving cook stoves with mud. The task also includes construction of the whole superstructure for some units that were affected with powerful wind.

1. **OBJECTIVES AND SCOPE OF THE SERVICE / WORK**

The primary objective of this call is to engage a qualified implementing partner to upgrade the existing shelters at the Ganda Buno site in Miesso town, located in the western Hararghe zone of the Oromia region to fit-for-purpose durable housing, focussing on local building culture, and climate adaptation. The project aims to:

(1) Enhance the Comfort, Quality and Longevity of Existing shelter:

* + Rebuild the superstructure of wind - damaged houses [4[[1]](#footnote-1) blocks i.e 16 units], reusing existing masonry foundations and utilizing wood-latticed walls coated with cured mud construction technique for the walls.
  + Upgrade a minimum of 21(i.e 84 units) selected blocks by replacing the CIS walls with wood-latticed walls coated with cured mud while maintaining the existing roofs. Reusing the dismantled CIS to extend the roof to have verandas, to enhance the usability and comfort of living spaces. The existing and proposed design layout of houses is Annexed with the ToR

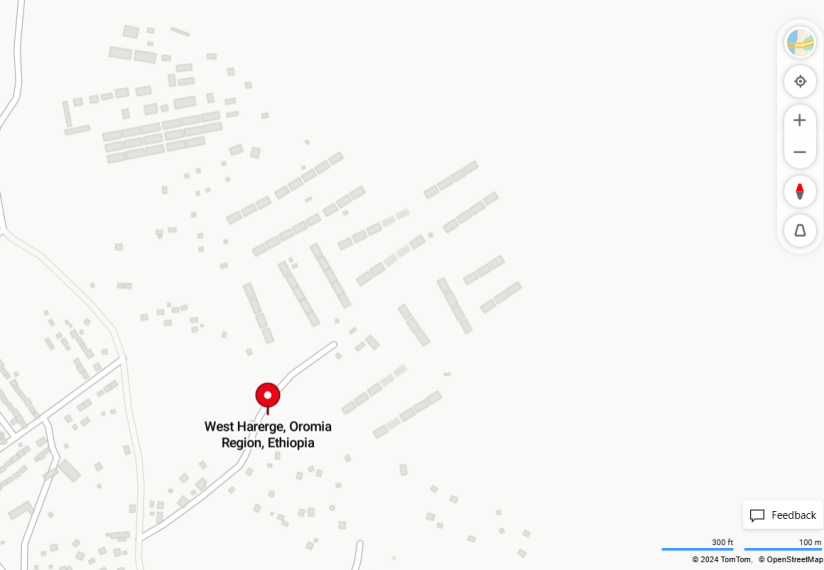
(2) Promote Community Engagement and Skills Development:

* + Work closely with the user community on basic shelter upgrade and maintenance skills
  + Engage local labor in the construction and upgrading process, fostering skills transfer, creating a sense of ownership and empowerment within the community.

1. Establish a Model for Future Shelter Upgrades:
   * Ensure close collaboration with UN Habitat office to align the upgrade process with UN Habitat approaches of facilitating community participation at all levels.
   * Prepare a final report on challenges encountered, community feedback and recommendations on the upgrading process and community engagement which can be a lesson-learned for global audience and similar future engagements in the region or beyond, ensuring a sustainable approach to adequate housing for displacement affected and vulnerable populations, contributing to SDG 11, target SDG 11.1 Safe adequate and affordable housing.
   * Actively participate in knowledge-sharing sessions organized by UN-Habitat and stakeholders to facilitate scaling up of successful shelter solutions. Activities will include creating briefs and presentations, as well as actively participating in knowledge management sessions with stakeholders involved in durable solutions
2. Support Sustainable Living and Climate Change Mitigation:
   * Using some of the removed CIS and mud construction technique, construct energy saving cook-stoves in the compounds of the selected households.
3. **PROJECT LOCATION/SITE PLAN**
4. General site description

The project will be implemented at the existing IDP site in Meisso.

Coordinates: 9° 14'36.6"N 40°45'28.1"E



1. Access and Access Restrictions

The town and project site are free from any access restrictions.

1. Site security

Site security for procured materials can be achieved by hiring security guards.

1. **REQUIREMENTS / SCOPE OF WORK**

**4.1 Summary of Requirements**

UN Habitat requirements from the implementing partner are comprised of the following:

1. **Project Planning and Mobilization**

* Develop and submit a comprehensive project implementation (inception) plan detailing:
  + Material sourcing, Construction upgrade methodologies and strategies to complete the project on time.
  + Timeline and milestones for each phase of construction.
  + Resource allocation, including labor, materials, and equipment.
  + Risk management plans to identify and mitigate potential project risks [from partner’s angle]
  + Procurement plan for sourcing locally available materials
  + Plans to conduct community engagement sessions, involve local stakeholders and beneficiaries in the project’s objectives, timelines, and expected outcomes.

1. **Site Preparation and Setup**
   * Engagement with the community, including with women, for participation in the project with varied levels of skill (newly trained or acquired in the past)
   * Provide on-the-job training to selected community members and local workers on construction techniques.
   * Make provision for temporary shelter for the households [using tarps and dismantled CIS] while their block is being upgraded.
   * Set up working perimeters, including construction of temporary storage for materials and tools at a location that does not disrupt the daily free movement of the community
2. **Upgrading existing housing blocks built with CIS external and partition walls**

The housing blocks require different levels of upgrading based on their current conditions. The types of houses include:

| **No** | **Item** | **Quantity of blocks** |
| --- | --- | --- |
| **1** | Blocks that are totally damaged by strong winds: utilizing the existing masonry foundations, rebuild the whole superstructure with wooden structural posts, wood-latticed walls coated with cured mud construction technique for the walls and CIS roofing. | 4 |
| **2** | Blocks requiring CIS Wall Upgrades only:   * Dismantle and replace CIS internal and external walls with wood-latticed walls coated with cured mud, with a final smooth plastering. * Maintain existing roofs * Add verandas as extensions to existing houses reusing the dismantled CIS. * All structural members to be reinforced with metal straps (as deemed necessary), submerge additional wooden poles in concrete for better strength | 21 (minimum) |
| **3** | Additional Structures: Provision for temporary accommodation using the removed CIS (as roof) and tarp for side wall, which can be later repurposed into a storage or animal shed using | Temporary solution for those that do not have extra rooms built within their compounds. |

**4.3 Delivery Requirements and Comparative Data Table**

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| --- | --- |
| **UNON Requirements** | |
| **Delivery time** | The Implementing partner should complete all upgrade works within a maximum time limit of 6 months from the signing of an agreement. |
| **UNON Right to vary requirements** | At the time the Contract is awarded, UNON reserves the right to vary the quantity of the blocks that will be upgraded, provided this does not exceed +/- 25% without any change in the unit prices or other terms and conditions of the agreement. |

**4.4 Inspections and tests**

The following inspections shall be performed as necessary: UN-Habitat’s representative shall inspect any or all the blocks that will be upgraded/reconstructed to verify their conformity to safety standards. If the materials provided or the construction technique used fails to meet the laid down specifications on the detail drawings, the IP shall take immediate steps to remedy the fault or replace the defective goods to the satisfaction of UN-Habitat.

**4.5 Quality Assurance and Monitoring**

* + Conduct regular quality checks throughout the upgrading process, ensuring alignment with local safety and quality standards. Report progress periodically.
  + Monitor progress to identify and address any issues that may arise, making necessary adjustments to maintain project timelines and quality standards.
  + Report any major delays, risks, or issues to UN-Habitat along with proposed corrective actions.

1. **RISK ANALYSIS**

While constant monitoring is essential, the likelihood of potential risks also need consideration for mitigation factors.

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| --- | --- |
| Risks | Mitigation measures |
| Inadequate interest and/or capacity of enough community members to participate in shelter upgrading activities. /Low | UN Habitat to strengthen the partnership with the local government and the community for better awareness regarding the project and project activities. UN Habitat’s implementing partner to enhance the skills and capacity of the local community and include them in cash-for-work activities as incentive. |
| Dissatisfaction and disruption from households that are not included in the project for upgrades/ Low-Medium | UN Habitat, community representatives and the local Wereda to engage early on the project to reveal beneficiary selection criterion. The Wereda to validate and reveal list of beneficiaries before project start date. |
| Delayed delivery of results by the implementing partner within the stipulated time-from | UN Habitat, implementing partner and local government to coordinate for results, undertake continuous monitoring of implementation progress by parties through scheduled monthly meetings and progress reports, raising issues of concern in good time to solve them. |

1. **EVALUATION CRITERIA**

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the Technical Proposal (comprising of technical capacity, financial and administrative management capacity and technical proposal) being completed prior to any Financial Proposal being opened and compared.

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| --- | --- | --- |
| **Criteria** | **Submission Details/**  **Documents Required** | **Weight** |
| **1. Technical capacity** |  | **20%** |
| 1.1 Does the organization have the **relevant experience and proven track record** in implementing shelter upgrading activities in Oromia or other regions  Has it managed in the past projects of similar technical complexities and financial size?  Is the project linked with the core business of the IP? | * List of similar projects executed in the last 5 years (value, location, donors, nature of projects, execution stage – completed or ongoing). * Demonstrate how the experiences in past projects are relevant in the execution of the current proposal. * References from past organizations or donors. |  |
| 1.2 Does the organization have **qualified technical staff** with the experience and the technical skills required by the project?  What is the staff size, type, qualification and education background?  Does the team speak the local language? | * CVs of key management staff, technical and non-technical staff that will be involved in the project. * How many technical staff do you have to implement the project? Is there reasonable assurance that such technical staff required by the project will continue to be available as needed in the Project? Does the technical staff speak the local language? |  |
| 1.3 Does the organization have a clear and strong link with **an identifiable constituency** relevant to the targeted population of the project?  Can it impact on the targeted population and on the issues? Does it have a strong presence in the field and for how long?  Does it have adequate capacity to work in key areas/regions where the proposed field activities will be implemented? | * Demonstrate, describe, and provide proof of local operational presence, including link and ability to impact the targeted population. |  |
| 1.4 Does the organization possess adequate physical facilities, office equipment, transport, etc. to implement the activities? | * Provide location and list of office facilities, vehicles, and office equipment locally available to implement the project. |  |
| 1.5 Does the organization have formal procedures to monitor project execution (e.g. milestones, outputs, expenditures…) | * Provide formal project monitoring policies and procedures. |  |
| **2. Financial and administrative capacity** |  | **15%** |
| 2.1 Has the organization been in operation over a period of at least 5 years to demonstrate its financial sustainability and relevance? | * State the years of operation. * Financial statements for the last 5 years. |  |
| 2.2 Does the organization have qualified staff in Finance? Is the current accounting system computerized and does have the capacity to collect and provide separate financial reports on the activities executed under the Agreement of Cooperation?  Does it have systems and practices to monitor and report whether the project deliverables and expenditures are within agreed time and budget?  Does it have minimum segregation of duties in place (separation between project management, finance/accounting and executive office) | * CVs of key finance and accounting staff * Description and key features and controls of the accounting system used. * Organization structure/ Organogram. |  |
| Does the organization have capacity to provide in-kind, financial, personnel contribution as UN-Habitat Implementing Partner in this specific project? Please give details of contribution nature and size. | Describe nature and value of contribution (in-kind or cash) to meet common objectives |  |
| **3. Financial Proposal** |  | **35%** |
| 3.1 Is the budget for each component of the activity to be performed by the Implementing Partner  (i) cost-effective (i.e. the cost should be economical and prudently estimated to avoid any under/over estimation)  (ii) justifiable/well supported and  (iii) accurate and complete | * Budget Proposal - The applicant must submit a budget proposal as per the budget category recommended * Other supporting documents |  |
| **4. Technical Proposal** |  | **30%** |
| 4.1 The technical proposal is sound and responds adequately to the specifications and requirements and is assessed on a comparative basis against the following criteria:  4.1.1 Has extensive, demonstrable experience working in humanitarian emergency response, housing and shelter, community infrastructure facility upgrading and expanding of basic services in close collaboration with respective local community action groups, local leaders and local authorities in Ethiopia.  4.1.2 High quality portfolio of at least 2 recent shelter and housing projects (e.g. trainings, construction material support, cash for work etc.). This should include the certificate of successful completion of all projects.  4.1.3 Capacity of partner on any emergency response for the most vulnerable and marginalized community members (e.g. description and proof of recent interventions including beneficiary selection processes and criteria)  4.1.4 Capacity of partner to implement the proposed projects in the agreed time-frame.  4.1.5 Link with existing/ongoing projects.  4.1.6 Has replicability dimension.  4.1.7 Has high visibility dimension.  4.1.8 Knowledge management and communications | * Well-prepared Technical Proposal document outlining all requested information (Template Annexed)   - Work approach, work-plan  - Experiences on engagement with community  - Portfolio with experiences in both humanitarian and development context |  |
| Cumulative score for ratios |  | **100%** |

1. **INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The IP will be responsible for the entire project management on site. The UN Habitat project focal will undertake periodic supervision to ensure that the IP undertakes the assignment according to the agreed quality requirements and that delivery will be on the set schedule. The Wereda can assign a person that can monitor project progress for a common goal. The IP will provide a monthly progress report including challenges faced to UN-Habitat. The IP is also expected to prepare and submit a final report at the end of the project, mentioning challenges encountered, community feedback and recommendations on the upgrading process.

1. **BUDGET, PAYMENT MILESTONES AND AUTHORITY**

Prospective IP will need to indicate the cost of services in ETB when applying for this bid. The budget category recommended by UN Habitat is below.

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| --- | --- | --- |
|  | **Budget per expenditure category (ETB)** | **Total** |
| **A** | **Labor Costs (Salaries including for builders & unskilled labor)** |  |
|  |  |  |
| **B** | **Travel & Accommodation specific to staff** |  |
|  |  |  |
| **C** | **Goods, Materials, Works & Services** |  |
|  | 1. To complete the superstructure of the 4 blocks |  |
|  | 1. To upgrade the 21 blocks[[2]](#footnote-2) |  |
|  |  |  |
| **D** | **Training/ Workshops/ Seminars/ Community engagement** |  |
|  |  |  |
| **E** | **Equipment & Other Small Fixed Assets/Other Operating Costs** |  |
|  |  |  |
| **F** | **Communication, Awareness and Dissemination costs** |  |
|  |  |  |
| **G** | **Monitoring and Evaluation** |  |
|  |  |  |
| **H** | **Misalleneous** |  |
|  |  |  |
|  | TOTAL [A+H] in (ETB) |  |

The contract for this shelter upgrade project is **a lump sum contract** type where the IP agrees to complete the project **for a fixed amount** after negotiations with UN Habitat prior to signing the execution version of the contract. No variations will be allowed once the contract is signed. The negotiated single price quoted for the entire project, based on the information in the ToR and the negotiation will be binding.

The IP will be requested to present a verified bank performance guarantee. The bidder will be paid only after an approving authority both from the community representative and from UN Habitat side confirm the successful completion of deliverable. The payment trenches below are recommended from UN Habitat side.

| **Payment trenches** | **Deliverables** | **Percentage of Payment (out of the project value)** |
| --- | --- | --- |
| 1st Installment/ Advance | Upon signing of the agreement  *[on the condition that a verified bank guarantee is submitted in an agreed format]* | 25% |
| 2nd Installment | Upon completion and delivery of at least 40% of the blocks are successfully completed | 50% |
| 3rd instalment | Upon completion and delivery of all remaining blocks\* | 25% |

\*The minimum number of total blocks for intervention is 25.

A negotiation can be made with the winning IP on the percentage distribution for payment installments. The winning IP shall be paid the lump-sum contract amount upon certification of the completed tasks in a satisfactorily manner.

1. **INSURANCE POLICY REQUIREMENTS**

**Bank Guarantee for Performance**

The IP must deliver to UN Habitat within 14 days of an announcement to start, an unconditional and verified bank guarantee for an amount equivalent to 50% of the total project value. The advance payment is conditional to submission of this bank guarantee to be validated before any advance payment is released. The terms and conditions and validity of the guarantee will be negotiated by both parties before signing the execution contract.

The IP will be requested to submit All risks insurance for workers on site.

1. One block contains 4 attached units [↑](#footnote-ref-1)
2. Other than the 4 indicated in (i), a minimum of 21 blocks is considered for upgrade. However, if budget and conditions allow, more blocks can be considered. [↑](#footnote-ref-2)