

TERMS OF REFERENCE FOR NATIONAL INSTITUTIONAL CONSULTANCY FOR ARCHITECTURAL SUPERVISION

Assignment Summary Information

Relevant UNICEF outcome/output:	Outcome 3: By 2020 mothers and children, especially the most vulnerable, have access to quality healthcare services (individual and population based), including in emergencies. Output 3.1: By 2020, national authorities have increased capacity to formulate evidence-based regulatory framework and budgets for key maternal, newborn, child and adolescent health packages of interventions
Anticipated start date:	October 2019
Duration:	18 months (from contract start date)
Location:	Tashkent
Estimated total budget:	
Grant reference:	
Supervisor:	Chief of Child Health

Title: Architectural supervision of construction of the cold chain facilities located in Bukhara, Denau, Shahkrisabz and Chirokchi

Background

Within GAVI HSS project UNICEF supports the government of Uzbekistan in improvement of cold chain system capacity by upgrading the cold chain facilities infrastructure and equipping with modern cold chain equipment.

According to the national regulations related to construction, it is mandatory to engage the services of License consultancy company registered with state authority for conducting author's/architectural/architectural supervision of construction project. During construction, the licensed institution must conduct an architectural supervision throughout the construction process. The process is mandatory and includes the set of actions related to monitoring of construction work according to the national construction norms and rules. The process is stipulated in the Order of the State Committee of the Republic of Uzbekistan on Architecture and Construction as of 27.07.2010 N 51 (attached).

Objectives

The main objectives and tasks for architecture supervision are pre-defined by the national regulation and described in respective document¹. They are the following:

- To check the compliance of the construction to the project design endorsed by the State Construction Committee
- To check the quality of materials used for construction according to the list endorsed by the State Construction Committee
- Approve material and equipment prior to use/installation in the project
- To monitor the quality and conformation of construction work
- To verify the quality and evaluate final product together with representatives of State Construction Committee

¹ According to the Order of State Construction Committee #51 of 27.07.2010

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- Prepare revised drawings and estimation documents if necessary due to changes in site conditions, to achieve economy or at the request of MOH/UNICEF due to change in requirements during the construction phase.
- Provide technical advice/support to UNICEF for the completion of project with budget and timeline
- Monthly progress report on agreed format

Timeline & Deliverables

All required services related to the Architectural supervision (Quality control, development of recommendations and preparation of revised design/drawings, estimates if required) for the construction project, must be throughout the entire period of construction and signing of the act of state committee at the commencement of the operation of the facility. The project institutions (selected consultancy company) assigned for this task is expected to conduct 8-12 visits to construction site, according to the national regulations and site's specific requirements. The plan of visits is provided to and agreed with the customer.

The selected company shall be responsible for the Architectural Supervision of the construction site from the commencement to the completion of the project. The selected consultancy company is to perform the following tasks during construction phase of the cold chain facilities;

- Compliance of the performed works throughout the construction process of buildings and structures with design solutions and compliance of the technology of construction and installation work (including construction projects), the quality of construction and installation works and installation of equipment as per project design and requirements.
- Compliance of fire-protection and explosion-proof activities, environmental and nature protection requirements, anti-seismic measures, safety and health requirements for workers and other requirements, including sections of the project under construction, developed by specialized design organizations under direct contracts with the customer in conjunction with representatives of these project organizations;
- Maintain a log of the author's/architectural supervision, which records the deviations from the design documentation revealed during the construction and the violation of the requirements of regulatory documents in the part of the construction and installation works with the indication of the terms for their elimination (Appendix No. 1);
- Monitor the timely and full compliance of the instructions entered in the author's/architectural supervision journal, which are binding for the organizations of the customer and the contractor. In case of late or inadequate compliance of the instructions on elimination of the revealed violations, make a second entry in the author's/architectural supervision journal on the issue of defect management, informing the customer and the contractor's manager in writing about this in order to take appropriate operational measures; participate in the acceptance by the technical supervision of the customer of certain responsible structures (supports and bridge spans, arches, vaults, back walls, load-bearing metal and concrete structures and other elements), in the preparation of inspection certificates of major works concealed by subsequent works and structures, on the quality of performance of which depend the strength and stability of erected buildings and structures;
- Control the quality of work on the decoration of the facades of buildings, interiors, landscaping;
- to make additions and changes to design and estimate documentation in accordance with the established procedure.
- Report on the results of monitoring and evaluation to the State Construction Committee and inform about any additions or changes in design and estimate documentation in accordance with the established procedure.
- At the same time, the design organization and the customer carrying out the author's/architectural and technical supervision must notify the relevant territorial agency of the state architectural and construction supervision in writing of the deviation from the design and the defects in the construction, revealed during the author's/architectural and technical supervision, for monitoring and taking measures.
- To agree on any changes and additions to the design documentation in the order of the author's/architectural supervision within the contractual price should be documented by working documentation with preliminary coordination of the decisions made with the direct executors of the works.
- To regulate the increase in the cost of work in relation to the contract price with both the contractors and the customer
- To avoid use of materials, methodology, and equipment that are not match the quality standards during construction

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- To interrupt/stop construction work in case of major deviations are observed from the initial construction design;
- To verify the quality and certificates for construction materials and equipment and report to the State Construction Committee in case of quality breach;
- To suggest the possible optimization in terms of cost, quality improvement, and construction methodology and make appropriate changes after negotiation with contractor and customer.

Management:

The selected company shall work under the direct supervision of the Chief of Health Section and in close collaboration with UNICEF Operations, construction engineers and MoH specialists.

Resources requirement and Payment Schedule:

Estimated budget is 6,000 USD and shall be allocated under GAVI HSS grant (SC160498). The final decision on the selection of the company/service provider shall be based on the "best value for money" principle. Payment shall be processed in several installments (see schedule of payment below) linked to the progress mile stone. Payments may be partially or fully withheld in case of unsatisfactory performance of duties or failure to provide the agreed services by the agreed deadlines.

Payment shall be processed after receiving progress report from Architectural Supervision company confirming the progress reached at payment mile stone at site with pictures and upon certification by authorized UNICEF staff.

- a- Mile stone -01- 50% payment at physical progress of 50% at construction site. (Physical progress means price of the actual works completed excluding the materials and equipment price purchased but not fixed/installed;
- b- Mile stone-02- 45% payment at substantial completion(100% progress) and testing or certification of system by regulatory authorities and submission of as built drawings;
- c- Mile stone -03- 05% payment at the expiry of the defect's liability period and rectification/repair of defects by the contractor and certification by Architectural Supervision company to the satisfaction of UNICEF.

Required qualifications, Areas of Expertise and Selection Criteria

Qualifications & Expertise

The company shall be licensed and recognized by the regulatory authority of the Government of Uzbekistan and duly registered for conducting author's/architectural supervision;

Selection Criteria

Each bidder who submits a complete set of documents shall go through the selection process, which consists of 2 (two) phases: "Mandatory Criteria" where bidders shall be assessed based on the submission of required documents. Bidders who meet the minimum requirements shall be considered for the further evaluation.

1- Mandatory Criteria;

- Evidence of the License and state registration for conducting Architectural supervision services;
- Minimum 3(three) year experience providing similar services to other organizations (international organizations and/or commercial entities etc);
- A list of the last 2 (two) projects of similar nature with email and telephone information for the clients;

2- Financial Evaluation; Bidders who pass the mandatory criteria shall be only considered for the financial evaluation. Lowest financial proposal among the qualified bids shall be considered for the award of contract.

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Procedures and Working Conditions

In addition to full compliance with this TOR, the company successfully contracted for this assignment is fully responsible for the quality implementation of all tasks required by Author's/Architectural Supervision as stipulated in the Order of the State Committee of the Republic of Uzbekistan on Architecture and Construction as of 27.07.2010 N 51-attached

Submission:

Interested companies shall submit to UNICEF Uzbekistan country office Technical and Financial proposals in separate sealed envelope. Along with the quotation, the company shall provide the following documents:

- License and state registration for conducting author's/architectural supervision);
- Experience of conducting author's/architectural supervision and development of revised design/drawings and cost estimates (reflected in the reference letters);
- A list of the last 2 (two) projects of similar nature with email and telephone information for the clients;

The set of documents in sealed envelopes shall be signed as "Author/Architectural Supervision Services"-and shall be addressed to:

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Quotation/s shall include the cost of all works required under this assignment including design/drawings and cost revision and travel expenses to the construction project site. This is a fixed price contract and not subject to change/revision.

Reservations

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if deliverable(s) incomplete, not finalized or for failure to meet deadlines. UNICEF will reserve copyright of all developed materials and own primary data collected through this assignment. The materials cannot be published or disseminated without prior written permission of UNICEF. UNICEF will be free to adapt and modify them in the future. The contractor must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

UNICEF undertakes no liability for taxes, duty or other contribution payable by the consultant on payments made under this contract.

Prepared by



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_____ 2019

Endorsed by



Sufang Guo
Chief of Child Health and
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24/09/ 2019

Approved by



Afshin Parsi
Deputy Representative

24/09/ 2019