

Terms of Reference (TOR) for Consultancy Service for the Designing and Estimation of the School Building

Project Title	Design and Estimation of School Building
Work Type	1. School Building Design and Estimate 2. Estimate of Repairing School Block, Cycle Stand, Gabion ware boundary
Type of Project	Consultancy Service
Location	Mahottari District
Contract Award	15 August 2024
Anticipated Completion Report Submission Date	20 September 2024

1. Background

Good Neighbors International (GNI) is an international development and humanitarian organization dedicated to addressing the needs of neglected, vulnerable, and marginalized individuals, especially children, transcending barriers of race, nationality, religion, ideology, and geography. GNI operates in 50 countries worldwide, focusing on needy children.

Since 2002, GNI Nepal has been working in Nepal embracing a child-centered community development model that prioritizes the holistic development of children while enhancing their immediate surroundings. The organization's efforts encompass child protection, education, income generation, health services, water, sanitation, hygiene, disaster risk reduction/climate change adaptation, and advocacy programs.

Through its Integrated Community Development Project (ICDP), GNI Nepal serves marginalized, vulnerable, and deprived children, families, and communities across 17 districts in partnership with local governments and NGOs. Mahottari is one of the districts where ICDP is being implemented encompassing child protection, education, income generation, public health, and WASH as the main themes and disaster risk reduction/climate change adaptation, GESI, and advocacy as the cross-cutting issues.

Under the education theme of the ICDP Project, GNI Nepal is planning for **A Signature School Project** to develop a model school to promote quality education in Mahottari District.

The concept of the **Signature School Project** basically intends to provide comprehensive infrastructure support to a school, located in a needy community, to ensure a safer, child-friendly, and resilient learning environment, and the availability of adequate facilities/services to enhance

learning opportunities. The project aims to build school facilities, including dedicated areas for ICT, science labs, mathematics labs, a library, and the provision of necessary tools and equipment for child-friendly learning environments.

As the project needs technical assistance for designing and developing an estimation of the school building, GNI Nepal seeks applications from qualified individuals/ consulting firms to undertake the task as outlined in this Terms of Reference (ToR).

2. Objective of the Assignment

The specific objectives of the work are:

- I. Preparation of typical architectural designs (2-D and 3-D) as per the guidelines of concerned government authorities. The design should be CGD (child, gender, and disabled) friendly, earthquake and flood-resistant.
- II. Obtainment of approval of the final design from concerned local authority in close coordination with GNI Nepal.
- III. Preparation of structural designs and analysis reports of the approved architectural drawings including electrical and plumbing of the school building and gabion wall school boundary.
- IV. Preparation of detailed estimates with rate analysis and cost abstract of the structure.
- V. Preparation of BoQs and the specification of the materials to be used in the school building, boundary, cycle stand construction, and repairing of the block (fall ceiling).

3. Scope of the Work

The tentative plan for School Infrastructure Development can be designed as per the availability of the school land.

- **School Building Plan:** A building design of two-story buildings consisting of 8 rooms with a beautification design in front of the block shall be prepared. The size of each room will be 24 ft x 15 ft x 10 ft.
- **Boundary of the ECED block:** An existing block is there in the school which the project envisions to convert into an ECED block. The consultant is expected to design a boundary of gabion for separating the block from the main building.
- **Repair and maintenance of existing CGI sheet roofing block:** The school has 6 rooms in three blocks of CGI sheet roofing. The detailed design and estimate need to be prepared to incorporate climate-friendly (fall ceiling).
- **Cycle Stand:** Preparation of cycle design stand with CGI sheet roofing of iron pillars and pitch flooring.

4. Activities

In course of preparing the designs and estimates of the building, the individuals/consulting firms or company is expected to use suitable tools and techniques to ensure quality outputs.

The selected individuals/consulting firm or company shall:

- Visit the proposed site and study geology before designing and estimating the school construction as stated above.
- Ensure technical monitoring of the work during execution.
- Develop appropriate typical 2-D and 3-D drawings in consultation with the organizational technical team.
- Prepare the structural design, analysis, and reports and get approval from the concerned government authority.
- Submit the final architectural design, structural design, analysis and report, estimates, BoQs, and specifications to the organization.
- Conduct consultation meetings with the Education Department of GNI Nepal and the concerned local government to finalize the designs.

5. Expected Deliverables

The final delivery should include:

- Typical architectural design and detailed working drawings for the specific structures.
- Structural analysis, report, and detailed structural drawings of the designs.
- 2-D or 3-D of the finalized architectural drawing (the form will be determined later as per requirement).
- Electrical layout, and stationary drawings.
- Detailed estimation of the design and approval from the concerned government authority
- BoQ(s) and Specification of materials.

The report shall be submitted in English in the form of:

- Two hard copies and an electronic copy (PDF and DWG format) of the designs and report.
- One hard copy and an electronic copy (PDF and XLSX format) of the detailed estimate, specifications, and BoQ(s).

6. Duration

The task will start immediately after the agreement is signed by both parties and it must be completed within 35 days.

7. Mode of Payment

- The individuals/consulting firms shall submit the budget sheet with a detailed breakdown including applicable taxes and separate 2-D and 3-D designs as per requirement, technical monitoring during the execution of work, and a work plan at the time of proposal submission.
- The consultant shall bear all applicable taxes or charges levied at any stage during the execution of the work. GNI Nepal will release 30% of the agreed amount upon signing of the contract, 20% upon 1st draft submission, 20% upon 2nd draft submission, 20% at the final submission and the remaining 10% will be released after obtaining approval from the concerned authority of Government of Nepal.

8. Acceptance of Proposal

All rights to accept/reject a proposal without revealing any reason shall be reserved with the GNI Nepal-authorized team. If deemed necessary, the company/consulting firm shall be asked for presentations and modifications on the proposal before approval.

9. Management of the work

The selected individuals/consulting firms shall manage the assessment and be accountable for the timely delivery of the expected quality products.

10. General Qualification of the individuals/consulting firms

Public, private, and non-governmental organizations/individuals registered with an authorized agency of the Government of Nepal and having proven experience in the field of design and analysis are eligible to apply.

11. Composition of the designing team

The consultant will determine the team composition and its members as per the requirement for accomplishing the task mentioned in the TOR.

12. Responsibilities of individuals/consulting firms

The consultant will be responsible for accomplishing the task outlined by this TOR and ensuring the delivery of the outputs stated above within the agreed budget and timeline.

13. Responsibility of GNI Nepal

- Allocate a focal person/department to liaison with the consultant
- Induct on GNI intervention to help the consultant comprehend the nature of the work to proceed with the designing and estimation

- Review the submitted designs and estimations in every stage of the submission and provide timely feedback.
- Make the payment upon the completion of the assigned task

14. Termination of the contract

GNI Nepal management may terminate the agreement if the individuals/consulting firm commits a breach in the performance or observance of any of its obligations under this TOR.

15. Confidentiality

GNI Nepal's ICDP will be the custodian/right-holder of all the materials (documents) produced under the assignment. In the period of undertaking the assignment or any time after the expiry or termination of the agreement, the individuals/consulting firm or association shall not disclose the documents to any person/consultant/company/firm. If it has been found disclosed the documents, the right holder may proceed with legal action.

16. Copyright

Copyright of all the documents, produced under the assignment will remain with GNI Nepal's ICDP.

17. Documents to be submitted

The applicant shall submit the application containing the following documents.

A. Technical and financial proposal

- Technical Proposal (not exceeding 2 pages)- Methodology of a work plan, and a timeline of activities.
- Financial Proposal – Detailed budget with breakdown including Tax.

B. Detail of the company/consulting firms

- Organizational profile with details of experiences and expertise
- A copy of company/consulting firm registration
- Signed CV of the team leader
- A copy of the latest Tax clearance certificate
- A Copy of VAT registration
- A copy of the latest Audit report
- Any other additional relevant documents.

The proposal should reach the address below via courier or hand delivery by EOD 8th August 2024. The RFP (either an electronic copy or a Hard copy) can be submitted by mentioning “**Consultancy Service for Designing and Estimation of the School Building**”. An electronic application can be submitted by emailing to eoig@gninepal.org or dispatching a hard copy of the application to the following address:

Good Neighbors International Nepal

Karmachari Sanchaya Kosh Bhawan, 5th floor, Lagankhel, Lalitpur.

All employees and consultants must adhere to GNI Nepal's code of conduct, specifically the provisions related to child safeguarding, and Protection from Sexual Exploitation and Abuse (PSEA). Any instances of misconduct will be promptly investigated and addressed following our protocols.

GNI Nepal reserves all rights to make the final decision regarding selecting the individuals/consultants firms without any obligations.