

## TERMS OF REFERENCE

### Light refurbishment of two government centers in Baghdad

#### 1. Terre des hommes Iraq – Enhanced protection for vulnerable children and families in governorates of Baghdad and Qadisiya governorates

Tdh is a leading Swiss child rights agency present in the MENA region since 1973. Currently, Tdh operates in Lebanon, Jordan, Egypt, Palestine, and Iraq. Afghanistan and Pakistan also belong programmatically and operationally to the MENA portfolio at Tdh. Within the region.

More information can be found here: <https://www.tdh.ch/en>.

The proposed 12-month program, building on the success of the current CDCS project, responds to the critical child protection needs of vulnerable populations in selected districts. With a focus on Baghdad and Qadisiya governorates, the initiative targets displaced or returning families, aiming to overcome barriers to essential services caused by missing identification and civil documentation. The program aligns with the humanitarian transition process, and it seeks to achieve outcomes such as improved well-being through holistic child protection services, enhanced social cohesion, and increased capacities for government and civil society organizations (CSOs) in child protection response and coordination.

Tdh activities mainly focus on providing specialized support to Vulnerable populations, particularly IDPs and returnee children and their families, will experience enhanced protection through safe, accessible, and participatory protection services.

#### 2. Rationale of the consultancy

Tdh is proposing to rehabilitate the center of Youth and Sport Center in Baghdad (Latifiya district). The light refurbishment includes minor rehabilitation to ensure the centers are child-friendly, accessible, and functional, such as painting, WASH facility rehabilitation including gender-sensitive adaptations, electrical works, light civil works, enhancing the grounds, repairing roof leaks, making adaptations for disabled-friendly access, as well as supplying the place with water pumps, tanks, pipes, etc. Additionally, adaptations are made for the safety of children and people, including doors, windows, etc. It might vary on the current situation of these places.

Tdh is aiming for the same above-mentioned result because these rehabilitations return with benefit to the beneficiaries and the community. In addition, using the rehabilitated locations for activities requires the implementation of disabled friendly arrangements, equipment, and child friendly setups as well.

### **3. Objective of the contracting**

#### Objectives for the Contracting

The primary objectives of this Contracting are to:

1. Develop and assess the comprehensive design and technical specifications /BoQ developed by the project officer in Tdh and supervisor engineer from the Baghdad DoYS. This review will ensure that the light refurbishment of the Youth and sports centers facility meets the specific needs of children and complies with all relevant standards and regulations.
2. Oversee the procurement of all necessary materials and equipment, guaranteeing quality and cost-effectiveness.
3. Starting refurbishment operations, including painting, electrical work, and preparing the needs for doors or windows to ensure compliance with the design, technical specifications, schedules of quantities, and safety standards in a timely manner.
4. Conduct regular quality control inspections during refurbishment to ensure the work meets the required standards.
5. Provide timely progress reports to Tdh, informing stakeholders of the project's status and potential challenges.
6. Upon completion, conducting a final inspection of the facility to ensure it is fully functional and ready for use.
7. Prepare a comprehensive handover report, including technical documentation, maintenance guidelines, and recommendations for future upkeep.

These objectives are designed to achieve the following overarching goals:

- Rehabilitate center: the Youth and Sport Center in Baghdad (Latifiya district).
- Facilitate the smooth reintegration of female children from the central prison to the detention center.
- Contribute to improved living conditions and well-being for all children in the detention center.

### **4. Scope of the Contracting and deliverables**

Scope of work:

1. Site survey and assessment:
  - Conduct a comprehensive site inspection of the current area and condition.
  - Evaluate the condition of electrical and drainage systems, walls, doors and windows. And work according to the proposed bills of quantities.
2. Project planning and procurement:

- Develop a detailed project plan outlining the restoration schedule and allocation of resources.
  - Manage the procurement of all necessary materials and equipment, ensuring quality, cost-effectiveness and timely delivery.
  - Conduct restoration activities, including arranging and preparing walls for painting, electrical installations, doors and windows. This critical step ensures strict adherence to the pre-defined bills of quantities documents, technical specifications and quantity budget.
  - Throughout the restoration process, vigilant monitoring ensures full compliance with safety standards and timely completion in line with the specified timelines and quality requirements.
  - Provide on-site supervision and technical guidance throughout the restoration phase.
  - Address any unforeseen issues and make necessary adjustments to the project plan.
  - Coordinate with Tdh and Youth and Sports Directorate management on progress updates and potential challenges.
3. Quality Control and Assurance:
- Conduct regular quality control inspections of materials and adherence to specifications.
  - Document any discrepancies and ensure timely corrective actions.
4. Handover and Reporting:
- Conduct a final inspection of the completed laundry facility, ensuring functionality and adherence to design standards.
  - Prepare a comprehensive handover report with technical documentation, maintenance instructions and warranty information.
5. Receivables:
- Detailed site survey and assessment report with recommendations
  - Detailed project plan and budget breakdown
  - Procurement documents for all materials and equipment
  - Restoration activities, including arranging and preparing walls for painting, electrical installations, doors and windows and other items mentioned in the BOQ.
  - Submit progress reports at regular intervals.
  - Quality Control and Assurance reports
  - Final inspection report and handover documents
6. Additional Notes:

- The Contractor is expected to work closely with Ardh Al-Insan Foundation, Youth and Sports Directorate management and other relevant stakeholders throughout the project period.
- The Contractor should be experienced in similar light rehabilitation projects.
- The contractor must demonstrate experience in restoration and compliance with relevant regulations and standards.

## 5. Methodology

### 5. Methodology

#### Methodology for Consulting on Light Rehabilitation of Al-Latifiya Youth and Sports Center

1. Site Survey and Assessment:
  - Initial meeting with Tdh and Youth and Sports Center management to discuss the scope and requirements of the project.
  - Thoroughly inspect the existing center, documenting conditions with photographs and notes.
  - Evaluate plumbing, electrical and drainage systems, walls, doors and windows, accessibility, and suitability for children and youth.
  - Identify potential challenges and constraints.
  - Prepare a detailed assessment report with recommendations.
2. Project Planning and Procurement:
  - Develop a detailed project plan, including:
    - Light restoration timeline with milestones and deadlines
    - Budget breakdown with cost estimates for materials, labor and equipment
    - Resource allocation plan, including roles and responsibilities.
  - Purchase all necessary materials and equipment, ensuring quality and cost-effectiveness.
  - Coordinate with Tdh and Youth and Sports Directorate - Karkh, to obtain approvals and permits.
3. Light Restoration Implementation and Supervision:
  - Conduct light restoration activities, including plumbing, electrical, drainage, walls, doors and windows.
  - Regular on-site supervision to ensure compliance with specifications and safety regulations.
  - Provide regular progress reports to the Directorate's management.
4. Quality Control and Assurance:
  - Implement quality control measures throughout the construction period.
  - Conduct regular inspections and document any discrepancies.

5. Handover and Reporting:

- Conduct a final inspection of the completed laundry facility.

### **Geographical Coverage**

The geographical scope of the contracting is in Baghdad in Latifiya Youth and Sports Center.

### **Timeframe**

The duration of the contracting contract shall be for a maximum of 30 working days between Jan 2025 – Feb 2025.

The contractor is expected to use the equipment required for the work.

### **Profile of the contractor:**

#### **Experience:**

- Proven track record of successfully completing similar projects, particularly renovations of youth and sports centers.
- Strong understanding of scheduling and adherence to time frames, minimizing disruption to existing facilities.
- Qualifications:
- Licensed and certified in general contracting, civil and electrical works, meeting all local and regional requirements.
- Possesses a strong safety culture, documented safety procedures and a commitment to accident prevention.
- Experience working with and adhering to pre-defined technical specifications.
- Proven ability to maintain clear communication and transparency with stakeholders throughout the project.

#### **Additional Qualities:**

- Adaptable and flexible, able to work within the constraints of a youth and sports center environment and adapt to any unexpected challenges.
- Attentive to the needs of children and staff within the facility, minimizing disruption and maintaining a respectful environment.

### **Selection Process:**

The contractor selection will be based on a competitive process, which may include submitting proposals, interviews, and reference checks. The contractor will be expected to work closely with Tdh Lausanne and adhere to all relevant project guidelines and timelines.

This profile of the contractor section outlines the qualifications and skills necessary for the successful candidate to effectively carry out the contract, ensuring that the selected company or firm is well-equipped to meet the project's objectives.

Site Visit: is to set by the applicants to book a date between 8 to 30 of January 2025.

For more info please Call : 0783 446 7501.

### **Application procedure**

- Financial Offer (BoQ for detailed prices and Quotation for the total price according BoQ) Annexes Attached ( Annex 1 BoQ, Annex 2 Quotation).
- Technical Offer ( such as timeline and working plan).
- Supporting Documents such as (Registration, Tax, ID of representative)

The quotation must be detailed and based on the contractor's proposed work mechanism.

All offers must be e-mailed to [irq.tenders@tdh.org](mailto:irq.tenders@tdh.org) no later than 31 January 2025 at 11:59 p.m. (Baghdad time).

Mention in the e-mail object the title of the Contracting.

For any information or question please call this number: 0783 446 7501.

### **Light refurbishment of two government centers in Baghdad**

Only proposals in English that include all the required documents will be assessed. Only contact short-listed candidates will be contacted.

\*\*\*\*\*