

SCOPE OF WORK

Project Details:

Client/Employer: IOM

Project Title: Construction of 800 Transitional Shelters for Internally Displaced Persons (IDPs) – Ma’rib Governorate, Yemen

Project Location(s): Ma’rib Governorate (Ma’rib Al Wadi and Ma’rib City Districts)

Retention Period: (12 months) from final acceptance.

1. Background and Objective

Ma’rib Governorate hosts a significant population of internally displaced households requiring safe, dignified, and weather-resilient shelter solutions. This contract aims to construct 800 transitional shelters, ensuring compliance with agreed technical standards, safety, and accountability requirements.

Overall objective: Construct 800 complete, habitable transitional shelters that meet technical requirement as per the IOM Bill of Quantities (BoQs) and Drawings.

2. Overview

The Contractor shall provide all labour, materials, tools, equipment, transport, supervision, works, quality control, safety measures, and documentation necessary to complete the works.

The works include, but are not limited to:

1. Pre-construction activities (provide samples, construct prototype, and any other requirement by IOM).
2. Site preparation (levelling) and setting-out.
3. Construction of 800 transitional shelters (including foundations, structure, roofing, walling, door/window, and floor) per the design and BoQs following the instructions of the field engineer.
4. Associated minor site works (as applicable: drainage, levelling, access)
5. Testing, inspections, and rectification.

3. Contracting Approach

IOM reserves the right to split the award among up to four vendors for the construction of a total of 800 shelters, in order to meet timeline, capacity, and geographic coverage requirements. IOM may allocate quantities by site/lot (or by geographic area) and may adjust the final distribution of quantities at award stage based on evaluated capacity, construction schedule, and value for money. Each awarded vendor shall be responsible for completing the assigned quantities to the same technical standards, reporting requirements, and acceptance criteria described in this Scope of Work and Technical documents per the instruction of IOM engineer.

Bidders are required to submit samples of the items listed in the BoQs per the defined specifications as part of the evaluation criteria, including, where relevant, the catalogue which includes clearly the technical specifications from the manufacturer/producer.

If the bidder wishes to visit a construction site, the Batha Al-Mil site in Marib Al-Wadi may be used as a reference for an active site. However, the final implementation locations may differ. Noting that obtaining the necessary visiting permits is the responsibility of the bidder.

4. Detailed Tasks and Requirements

A. Pre-Construction

The Contractor shall:

- Assign a dedicated field engineer to oversee the implementation of the work.
- Mobilize staff, tools, and equipment to the sites.
- Confirm shelter locations with IOM.
- Provide a detailed work plan/implementation schedule.
- Submit material samples and specifications for approval prior to procurement/use.
- Construct a prototype to confirm the design and structure details with IOM.

B. Setting-Out & Site Preparation

The Contractor shall:

- Level the shelter area.
- Ensure shelters are constructed in safer areas avoiding flood paths and hazards as directed by IOM.

C. Construction of Transitional Shelters

Each shelter shall be built exactly as per IOM approved drawings and BoQs in term of foundations, structure, roofing, openings, and protection considerations and per the instruction of the engineer.

5. Health, Safety, Security & Environmental

The Contractor shall:

- Comply with site security rules and coordinate movements with site management.
- Provide PPE to all workers (Vest, helmets, gloves, safety shoes, eye protection as relevant).
- Maintain first aid kit(s), incident log, and emergency procedures.
- Ensure safe storage of materials and tools.
- Provide safe waste disposal; keep site clean daily.
- Implement measures to minimize dust, noise, and environmental harm.
- Clearly mark and secure hazardous areas (excavations, sharp materials, unstable structures).
- Do not leave loose nails, wires, or sharp objects exposed on the ground or in open areas.

- Ensure proper collection and disposal of scrap materials (bent nails, metal offcuts).
- Maintain fire safety measures (no open flames near flammable materials).
- Provide safety inductions and training for all workers.
- Ensure safe electrical installations (temporary connections properly insulated).
- Control access to the construction site to prevent unauthorized entry.
- Ensure contractors and workers follow code of conduct, including prevention of exploitation and abuse (PSEA).
- Standard working hours are 08:00 to 17:00, Sunday through Thursday. Work outside of these hours or during weekends is strictly prohibited unless prior approval is granted by the IOM.

6. Accountability to Affected Populations (AAP)

The Contractor shall:

- Respect community and coordinate daily activities with community focal points.
- Avoid any form of exploitation/abuse; adhere to Code of Conduct (CoC).
- Prevent child labour and forced labour; comply with applicable labour standards.

7. Coordination and Access

- The Contractor remains responsible for access, transport logistics, and protection of materials on-site while IOM will facilitate coordination with relevant authorities/site managers where applicable for the land permits.

8. Acceptance Criteria

A shelter will be considered accepted when:

- Constructed according to approved drawings BoQs specs and passes final inspection by IOM engineers.
- All defects corrected.
- Site is clean and safe.
- Documentation submitted and approved by IOM.
- The shelters remains under the responsibility of the contractor until they are fully received by assigned IOM engineers.

9. Payment

Payments shall be tied to verified outputs and milestones as per the following:

- Unit-rate basis (paid per shelter completed and accepted).
- Milestone split (30%/30%/30%10%) for interim certification
- Measurement and verification (physical count, joint inspection, batch handover)
- Invoice supporting documents.

- 10% Retention; 12 months from final acceptance.

10. Annexes

Annex A: Shelter technical drawings.

Annex B: Bill of Quantities with materials specifications.