**Scope of Work**

**Technical Engineer – School Construction/Rehabilitation**

# **Purpose**

CRS seeks technical engineering services to perform the following duties:

1. Conduct on-site evaluations of schools to determine rehabilitation and construction needs and specifications – specifically for classrooms, water and sanitation facilities, and energy/solar power – to produce tender documents that include Cost Estimations, Bill of Quantities (BoQ), Scope of Work (SoW), and Technical Drawings (DWG).
2. Support the procurement process by coordinating bidding pre-meetings and site visits for contractors and providing a technical review of offers received.
3. Provide site monitoring of selected contractors’ work and conduct the technical review and inspection of completed work.

# **Background**

CRS is an international relief and development organization working in over 100 countries around the world. CRS Yemen was officially registered in Aden in November 2022 and is developing its program portfolio. CRS Yemen is working in the health and livelihoods sectors, in partnership with local NGOs, and is currently developing its education programming. Pending government approval, CRS intends to improve the access and quality of education in two basic schools, grades 1-9: Khalid Ibn El Walid School located in the Borayqeh District and Asma or Al-Shaab School located in the Khor Maksur District. These schools serve around 3,000 children.

# **Activities**

NOTE: all dates presented below are dependent on when CRS receives approval of its education project from the Ministry of Education and can begin accessing schools. The projected activity durations are also estimates only and can be adjusted in the technical offer.

|  |  |
| --- | --- |
| **Activity** | **Estimated Dates** |
| 1. **Site Assessments:** Conducting on-site evaluations of schools according to a CRS-designed assessment tool, to determine their rehabilitation needs and requirements, which includes visiting the schools mentioned above and assessing their rehabilitation and expansion needs in accordance with the Inter-Agency Network for Education in Emergencies (INEE) minimum standards*.* | 9 days:  2-11 April, 2023 |
| 1. **Technical Designs:** Creating technical plans and requirements for improving schools, which will require taking accurate measurements and conducting tests to generate Bill of Quantities (BoQs), Scope of Work (SoWs), and Technical Drawings. It's crucial that these documents are highly detailed so that contractors have a thorough understanding of the project's requirements and specifications during both the procurement and implementation stages. This will enable them to offer competitive bids during the procurement phase and execute the work (and for CRS to inspect the work) according to the defined criteria. Technical plans are expected to include but are not limited to: construction/rehabilitation of classrooms based on INEE and Yemen Education Cluster recommendations, installation and/or upgrading of water supply systems and bathroom facilities inclusive of disability inclusive measures, and installation of solar energy options. | 8 days:  11-19 April, 2023 |
| 1. **Cost Estimates:** Support in cost estimation of work by performing a market analysis and compiling a database of prices for the raw materials and services that are necessary for the schools' physical rehabilitation. | 2 days:  19-21 April 2023 |
| 1. **Procurement:** Aiding bidders throughout the procurement process by arranging a pre-bid meeting to address any questions or concerns about the proposed upgrade technical specifications or scope of work, coordinating a thorough on-site visit to the schools (if requested by the bidders), and promptly responding to any inquiries or requests for information from the bidders. | 2 weeks:  April 21, 2023 – May 5, 2023 |
| 1. **Review Offers:** Joining CRS’ bid committee and performing a technical review and evaluation of offers received. | 3 days:  4-6 May, 2023 |
| 1. **Government Approvals:** Collaborating with the Municipality to handle debris removal, secure access to water and power sources, and obtain the necessary permits and approvals for the schools' rehabilitation and improvement project. | 6-9 May, 2023 |
| 1. **Site Monitoring:** Monitoring the work of selection contractors through regular site visits and review/control of work. Conducting pre-inspection and final inspection of work completed and confirm the technical acceptance of work during the handover process. | May 15, 2023 –  July 20, 2023 |
| 1. **Other:** Conduct additional engineering assessments and development of BoQ, SOWs, DWG, as requested | April 30 – July 20, as needed |

# **Deliverables/Outcomes**

1. Site assessment reports for all schools identified for rehabilitation and upgrade.
2. Technical designs and specifications for the rehabilitation and upgrade of schools (BoQs, SoWs and Technical Drawings for procurement process)
3. Price list for materials and services used in the market for school upgrades.
4. Technical evaluation of all administratively-qualified offers received
5. Monitoring reports and final inspection report
6. Government permits, approvals, and handover received
7. Additional assessments carried out and technical specifications developed, as requested and mutually agreed

# **Place of Performance**

The activities under this SoW will take place in Aden Yemen, primarily Khalid Ibn El Walid School located in the Borayqeh District and Asma or Al-Shaab School located in the Khor Maksur District.

# **Period of Performance**

CRS anticipates that the period of performance is between 22 March and 22 June 2023, pending governmental approvals.

# **Conditions**

* The Technical Engineer will receive an orientation from CRS staff to the organization, the project and the tools, templates expected to be used for the work. The Technical Engineer may also propose his/her own tools for consideration.
* The Technical Engineer will utilize his/her own workspace, equipment and supplies and manage his/her own transportation; however, in-person meetings may be held at CRS’ office in Aden, as needed.
* In most cases, products/deliverables should undergo a first draft, revision, and final draft prior to use. Where possible, CRS and the consultant shall agree on the format of all written products in advance of the first draft.
* All information received during the execution of the scope of work shall be treated as confidential and proprietary to CRS and cannot be reused without written consent of CRS.
* The Technical Support Consultant will prepare a monthly statement of work completed (items completed and hours of work associated) according to the categories identified in the Description of Work above. CRS can provide a template if helpful.

# **Reporting to:**

Initially reporting to CRS visiting Education Program Manager

Over time, reporting to CRS’ Senior Project Officer for Education

# **Protection**

The Technical Engineer, as is the case for all CRS staff and consultants, must ensure that CRS’ Protection Policy is followed at all times. See CRS’ Supplier/Service Provider Code of Conduct (Annex C).

# **Qualifications**

* Bachelor’s degree in an engineering-related field required. Civil engineer preferred.
* Two years’ experience working in a field-based role. Experience with a local or international NGO a plus. Experience working specifically on school rehabilitation also a plus.
* Experience in MS Office package (Excel, Word, PowerPoint) and information management systems required. AutoCAD proficiency is required.

# **Language**

Fluency in Arabic is required. Fluency in English language is preferred.

# **Application requirements:**

Interested candidates must submit the below information, no later than 2 April 2023.

1. Technical & Financial Offer / Application Form (see Annex A)
2. References (see Annex B)
3. Supporting documents / copy of:
   1. ID
   2. CV
   3. Degree Certificates
   4. COVID vaccination card

**Annex A**

Technical & Financial Offer / Application Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | |
| Consultant Name: | |  | | | | |
| Contact Phone Number: (Local, WhatsApp): | |  | | | | |
| Contact Email: | |  | | | | |
| Relevant qualifications / past experience to execute the SOW *(bullets points preferred):* |  | | | | | |
| **Technical Offer** | | | | | | |
| **Task:** | **Estimated time required:** | | | | **Comments / Notes:** | |
| Site-Assessment |  | | | |  | |
| Technical Designs |  | | | |  | |
| Cost Estimation |  | | | |  | |
| Procurement |  | | | |  | |
| Review of Offers |  | | | |  | |
| Government Approvals |  | | | |  | |
| Site Monitoring |  | | | |  | |
| Other |  | | | |  | |
| Financial Offer  *All prices should be in USD at an all-inclusive rate. Applicants can offer daily or monthly options, or both (see notes)* | | | | | | |
| Notes: Applicants choosing a daily option will aggregate working hours at the end of each month and divide by 8 (for 1 day) to reach the total number of days worked/paid.  Applicants choosing a monthly option will receive a flat rate but are expected to be working full-time for the period of performance. | | | Daily Rate: | Price Per Day (USD): | | Comments on availability (if relevant) |
| Monthly Rate: | Price Per Month (USD): | |
| Validity Period of Offer: *Please indicate for how many days this offer is valid.*  NOTE: Offers should remain valid for at least ninety (90) days from the submission closing date. | | | | |  | |
| Do you agree to be paid by bank transfer? (Yes / No) | | | | |  | |
| Please attach the following supporting documents: | | | | |  Copy of ID   Copy of CV   Copy of Degree Certificates | |

**Annex B**

Reference Check Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Work/ Services Provided** | **Date(s) of Work Provided** | **Name of Organization / Client** | **Name and Title of Contact Person** | **Phone Number of Contact Person** | **Email Address of Contact Person** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Annex C**

**SUPPLIER/SERVICE PROVIDER CODE OF CONDUCT**

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, ETI Base Code, and applicable CRS’ Policies, Procedures and Standards.

**1) SOCIAL**

• Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.1 All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.

• Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.

• Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.

• Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.

• Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.

• Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.

• Commit to protecting reporters or whistleblowers from retaliation.

• Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.

• Ensure wages and working hours meet national legal standards.

**2) GOVERNANCE**

• Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.

• Consider business integrity as the basis of business relationships.

• Prohibit all types of bribery, corruption, money laundering and terrorism financing

• Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.

• Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.

• Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per CRS Responsible Data Values and Principles

• Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

**3) ENVIRONMENT**

• Follow all applicable environmental, health and safety regulations.

• Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.

• Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.

• Protect your employees’ and neighbors’ life and health, as well as the public at large against hazards inherent in your processes and products.

• Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the above-mentioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS’ Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

• CRS Management

• CRS Whistleblower site: http://bit.ly/crshotline

• Email: alert@crs.org

• Phone/Skype: 1-866-295-2632

• Mail: (mark “Confidential") Attention: General Counsel Catholic Relief Services

228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization’s roles and responsibilities outlined in this document.