

Terms of Reference for Consulting Firm to Provide Design & Rehabilitation Services Under the Ministry of General Education and Instruction in South Sudan Institutional Contract

Full Project Name:	Building Skills for Human Capital Development in South Sudan							
Project Number:	P178654							
Title:	Design and Supervision Consulting Firm for Rehabilitation of the National Teacher Training Institutes							
Purpose:	Engage a qualified and experienced firm to carry out assessments of 10 NTTIs buildings and infrastructure, design, produce renovation scope and supervise contractors hired for the construction works.							
Type of Contract:	Institutional Contract							
Estimated Duration	3 Years							
Start Date	15 th July 2024							
Location	Lakes, Western Equatoria, Upper Nile, Warrap, Central Equatoria, Unity, Northern Bahr Ghazal, Western Bahr Ghazal, Eastern Equatoria, and Jonglei							
Reporting to	Project Director, Project Implementation Unit (PIU), Ministry of General Education and Instruction.							

Background

The Government of South Sudan (GoSS), through the Ministry of Finance and Planning (MoFP) in collaboration with both the Ministry of General Education and Instruction (MoGEI), and the Ministry of Higher Education, Science and Technology (MoHEST), will be leading the implementation of a five-year World Bank-funded project entitled "**Building Skills for Human Capital Development in South Sudan – P178654**". The project was approved by the World Bank Board of Directors on the 15th May 2023.

According to the 2021 Education Census Report, 26 percent of schools across the country are non-operational due to lack of teachers. At the same time, the high pupil-qualified teacher ratio (PQTR) of 86:1 in primary schools significantly compromises the ability to provide quality education. There is also a large gap between male and female teachers. Of the 60,711 teachers

in the country, only about 18 percent are female.¹ The difficulty in finding qualified teachers has led the education system to recruit volunteer teachers. For instance, 46 percent of primary education teachers are volunteers without training. The lack of qualified teachers has impacted student learning, with more than 94 percent of school children unable to read and understand a simple text by the age of 10.² To offer quality education to those currently enrolled in schools, more than 30,000 volunteers teaching in South Sudanese schools need to be trained. At the same time, to meet the ambition of universal access to education, another 30,000 qualified teachers will be needed just at the primary level to offer quality basic education to South Sudanese children. The Teaching Skills to Strengthen Education Delivery component of the Project will build the foundations for a scalable and effective teacher professional development system tailored to the context of South Sudan. This component will establish/strengthen mechanisms for (i) preparing new teachers to meet future needs through formal pre-service teacher training; (ii) provide training to in-service teachers (particularly voluntary teachers) to improve their teaching practices; and (iii) provide accelerated secondary education to existing teachers so they may become qualified teachers. The project will finance rehabilitation of NTTIs to ensure safe and conducive learning environments for trainees, specifically female trainees.

The Inclusion of Refugees and Host Communities component of the Project will support the Government of South Sudan to establish the functionality of schools to (i)offer quality education to refugee and host community students, (ii) provide an opportunity to test cost effective models for expanding schooling opportunities in South Sudan that could eventually be replicated in other non-refugee-hosting parts of the country, (iii) provide support to approximately 40 currently non-functional schools in Ruweng Administrative Areas, Central Equatoria, Upper Nile, and Western Equatoria. The Systems Building component of the project will strengthen the capacity of MOGEI to (i) improve planning, implementation, management, and monitoring of the sector; (ii) build the capacity of the national and state ministries of education;(iii) provide regular and reliable monitoring of the sector; (iv) conduct evaluation of key initiatives to generate data and evidence for future planning.

The project is being implemented under a Project Implementation Unit (PIU) established within the Ministry of General Education and Instruction to provide technical assistance. The PIU with the Project Steering Committee will oversee implementation of the contract.

It is also the responsibility of the PIU to ensure that all project activities are consistent with the project documents (such as the project appraisal document, legal documents and other subsequent documents and agreements. Furthermore, the PIU must maintain continuous oversight of all project activities in order to: i) identify and resolve issues early before they become problems; and ii) identify and catalyze opportunities for improving project impacts and outcomes as the project unfolds and the on the ground realities change. The project intends to apply part of the proceeds of the grants towards the hiring of the qualified and competent consultant (herein referred to as "consulting firm") to support the rehabilitation of the selected National Teacher Training Institutes (NTTIs) in South Sudan in accordance with the guidelines as specified in the World Bank Procurement Manual, the 5th Edition of September 2023 and, the stated terms and conditions of the signed Financing Agreement document.

¹ Data based on Government of South Sudan National Education Census Report 2021.

² World Bank. 2022. Strategies for Addressing Stunting and Learning Poverty in South Sudan

A. OBJECTIVES OF THE CONSULTING FIRM.

The objective of the consulting firm is to conduct a comprehensive assessment of the condition of the existing buildings and infrastructure, define the renovation scope and supervise the construction works in rehabilitating and refurbishing the NTTIs buildings and infrastructure.

The specific objectives are to:

- a. Assess the current condition, safety, functionality, improvement/ renovation, and maintenance requirements of the NTTI buildings
- b. Design and prepare detailed blueprints for proposed buildings and infrastructure improvements and renovations.
- c. Prepare detailed Bills of Quantities (BOQs) and technical specifications for the proposed improvements.
- d. Prepare complete bidding documents for the civil works contracts in accordance with World Bank procurement guidelines.
- e. Supervising the construction works of hired contractors during project period for rehabilitation and refurbishment of NTTIs.

B. QUALIFICATION REQUIREMENTS FOR CONSULTING FIRM

The Consulting firm shall ensure adequate resources are available to complete the work within the specified time frame and shall not engage in any assignment that may place them in a position of not being able to carry out the specific services described in these Terms of Reference.

The Consulting firm should have experience in complying with international standards in Civil, Architectural and Electrical Engineering and have the necessary permanent key personnel required to carry out the services.

The key personnel in the consulting firm should have experience in the design construction and rehabilitation of educational facilities in developing countries particularly fragile states, and experience in the design of green projects incorporating energy-efficiency and environmentally friendly materials.

The key personnel in the consulting firm should have experience of being in hard-to-reach areas for prolonged periods of time and demonstrate willingness to stay in rural areas in the whole contract period (not less than 80% of the time).

The Consulting firm should have knowledge in of Leadership in Energy and Environment Design (LEED) framework and demonstrate experience in undertaking Environmental and Social Impact Assessment for construction projects.

The Consulting firm should have specific experience in the supervision of construction programs and the provision of construction management services.

The Consulting firm should have the financial and technical resources to undertake the assignment.

C. SCOPE OF SERVICES

General

The objective of this project sub-component is to rehabilitate and restore 10 NTTI buildings (in **10** states in South Sudan) and infrastructure to retain their condition and be functional (suitable for their purpose) and ensure access to safe, healthy, and conducive learning environments. A Consulting firm shall be procured to provide consultancy services, which is divided into two main parts:

- In Part 1: the pre-construction phase, the Consulting firm shall conduct a comprehensive assessment of the current condition of the buildings & infrastructure of the NTTIs, then prepare a comprehensive technical report that includes the current condition, preparation of as-built drawings, improvement/rehabilitation design blueprints, and a detailed BOQ.
- In Part 2: the construction phase, the Consulting firm shall supervise the construction/rehabilitation works of the buildings & infrastructure to ensure that the construction/rehabilitation works are completed satisfactorily, timely, cost-effectively, and in strict compliance with the technical specifications and contract conditions.

PART 1: PRE-CONSTRUCTION – CURRENT CONDITION ASSESSMENT & DESIGN FOR IMPROVEMENT/REHABILITATION

1. Specific responsibilities of the Consulting Firm:

The consulting firm will carry out the following tasks in Part 1 for 10 NTTIs (See Annex):

1.1 Task 1: Project initiation

This task will focus on launching the consultancy and ensuring a common understanding of the objectives, methodology, time frame, roles and responsibilities, and potential risks. Specifically, the Consulting firm will prepare an inception report including the following:

- (i) The proposed methodology includes data collection methods, analysis techniques, and building and infrastructure assessment criteria.
- (ii) A comprehensive project implementation schedule, mapping out activities, deliverables, and key milestone dates. This will form the basis for monitoring progress.
- (iii)The roles and responsibilities of the consultant team members, client counterparts, and other stakeholders who will be involved in or provide inputs to the consultancy.
- (iv) Identify potential implementation risks and mitigation measures.

1.2 Task 2: Conduct a comprehensive assessment of the current condition of the buildings & infrastructure

Specifically, the task will involve but is not limited to site visits for conditional survey and assessment of the buildings & infrastructure. The technical study shall cover two main parts, presented in 1.2.1 & 1.2.2 below:

1.2.1 Site visits for condition survey and assessment of the buildings & infrastructure The Consulting firm shall conduct several site visits to comprehensively evaluate the condition of the existing buildings and infrastructure. The Consulting firm shall initially identify the following:

- The standards, references, and best engineering practices for condition survey assessment.
- Methods and tools that will be used for data collection and analysis: survey, interview, and site visits.

The condition assessment survey shall cover the following systems:

- 1) The Structural condition survey and assessment cover:
 - Identification of the structural system Identification of building materials.
 - Detailed condition of the building
- 2) The Architectural condition survey and assessment covering:
 - Sanitary and plumbing works, including condition assessment of the bowls, wash hands basins, and urinal single bowls.
 - Wastewater drainage pipes
 - Water supply network
 - Roof false ceiling works
 - Doors and windows
 - Landscape
 - Plastering works.
 - Painting works
 - Tiles work
- 3) The Electrical condition survey and assessment covering:
 - All electrical work, including wiring to all electrical ends, such as switches, plugs, air conditioning, and main board. etc.)

1.2.2 Preparation of a technical report and as-built drawings of the buildings & infrastructure

After conducting the rigorous condition assessment, the consulting firm shall prepare a technical report with the following:

- 1) The comprehensive technical report clearly demonstrates each building component's condition in detail (structural, architectural, electrical, mechanical, and environmental components). The report shall provide recommendations and technical proposals describing the appropriate method to restore/rehabilitate/replace the damaged components based on the component's condition. The technical proposal for rehabilitation works of the buildings shall take into consideration important issues related to environmental and social-safeguard, students with disabilities, accessibility for girls (such as gender-separated washrooms), and all other related requirements in alignment with the World Bank safeguard policy. The report shall emphasize that the contractor who shall conduct the rehabilitation works must comply with the sitespecific Environmental and Social Management Plans (ESMPs) as Part of his contract as well as the energy-saving teaching and learning equipment (ICT infrastructure).
- 2) Preparation of as-built drawings based on the site measurements. The drawings shall include:
 - (i) Structural details of floors and roof.
 - (ii) Architectural drawings, including plans, sections, and roof details
 - (iii) details of doors and windows, including details of fixing and frames.
 - (iv) Prepare site layouts, including details of footpaths, land grading, land levels, etc.
 - (v) Details of toilet pits, ventilation pipes, and other plumbing details (water supply and wastewater disposal).

- (vi) Electrical drawings, including the layout of fittings, fixtures, lamps, plugs, switches, and distribution boards
- (vii) Details of water tanks/rainwater harvesting

Note: The Consulting firm shall submit the technical report and as-built drawings and make a presentation. After including comments and remarks by the PIU/MOGEI, the Consulting firm shall prepare the design blueprints and Bills of Quantities (BOQ).

1.3 Task 3: Prepare detailed design blueprints for the improvement/rehabilitation of buildings & infrastructure

Based on PIU/MOGEI Recommendations and feedback, the consulting firm shall prepare detailed blueprints for the improvement/rehabilitation design that supports quality education and complies with environmental standards. The design and specifications must follow engineering standards and good engineering practices and meet basic standards for learning environments. The improvement/rehabilitation design shall take the following factors into consideration:

- ESIAs will be developed for each site, and special attention will be placed on ensuring that all E&S standards are complied with (including security, GBV prevention, labor management procedures, etc.) and that trusted and functional GRM mechanisms are in place.
- Contractors must comply with site-specific ESMPs as Part of their contract.
- Ensure that the refurbishment plan is climate-resilient based on local conditions (particularly regarding flood resistance), and climate adaptation measures (such as water recycling or harvesting) will be incorporated to the maximum possible extent.
- Classrooms should be both physically accessible and conducive to learning.
- Consider issues related to gender, such as gender-separated washrooms.
- According to the World Health Organization's requirements, the rainwater harvesting system must mitigate the risk of stored water pollution to prevent waterborne diseases such as cholera, diarrhoea, dysentery, hepatitis A, typhoid, and polio.

The design blueprints shall include the following:

- Architectural design drawings: detailed floor plans, cross sections, doors & windows, entrances, footpath, landscape, etc.,
- Electrical drawings: layout of fittings, fixtures, lamps, plugs, switches, distribution boards, solar system, etc.
- Mechanical: fire alarm system, security system, renewable energy, etc.
- Plumbing: water supply details, water conservation, toilet, wastewater details, ventilation pipes, etc.
- IT: smart technology

1.4 Task 4: Prepare BOQ and Specifications for the proposed buildings & infrastructure improvement/rehabilitation

The Consulting firm shall prepare a detailed BOQ identifying adequate specifications of improvement/rehabilitation works that reflect all the requirements mentioned in Task 3. The BOQ shall contain the following:

- Explanation of the items that need replacement and that need repair
- Detailed specifications for each item taking into consideration the minimum standards of safe (NTTIs).

• Accurate quantity for each item.

In addition, the Consulting firm shall prepare:

- Cost estimate, with a detailed supportive rate analysis for each item. The detailed estimate shall be compiled with necessary reports and drawings.
- ESMP costing and requirement.
- Estimated time frame for improvement/rehabilitation works.

1.5 Task 5: Prepare the Bidding Documents for proposed buildings & infrastructure improvements/rehabilitation

- Support the PIU in preparing all documentation (tendering and contract) related to the procurement of work contracts;
- Support the PIU in the bidders' technical evaluation, selection, and project awarding processes according to the procurement procedures detailed in the PPSD and PP.

1.6 Task 6: Assess the Environmental and social impact of proposed buildings & infrastructure improvements/rehabilitation.

2. Deliverables

The deliverables of Part 1 shall include the following outputs:

- Buildings assessment report.
- As-built drawings.
- Design/improvement drawings.
- BOQs and Specification.
- Bidding documents for improvements/rehabilitation works.
- Draft contracts
- ESMPs for the construction works.

PART 2: SUPERVISION DURING CONSTRUCTION

1. Specific responsibilities of the Consulting firm

The Consultant firm shall carry out the following tasks in Part 2 for 10 NTTIs (See Annex):

1.1 Task 1: Construction work Supervision and contract management:

The consulting firm will oversee the construction/rehabilitation works of 10 (NTTIs) throughout the country, including contract management and works compliance with the approved construction specifications and standards, all other environmental and social safeguards requirements, and related documents per WB Standards, as follows:

- Hire, manage, and supervise site engineers for overseeing and better execution of improvement/rehabilitation works according to the TOR and qualifications agreed by the PIU/MOGEI
- Provide the contractor guidance on the improvement/rehabilitation of the buildings & infrastructure.
- Develop standardized templates/formats for progress reporting, site meeting minutes documentation, site diary, claim reporting and other documentation needs to ensure audit trail for all construction works by all contractors.

- Coordinate, supervise, monitor, and follow up with the site engineers in construction activities on a daily basis and provide technical instructions to engineers and construction supervisors at each site;
- Prepare and submit the construction schedule and organize the site meeting with PIU/MOGEI, and the contractors to discuss the progress of works and plan;
- Adopt a strict system for quality control in order to ensure that all construction works are carried out in accordance with the drawings and specifications and inspect all construction materials and workmanship for compliance accordingly;
- Prepare weekly and monthly progress reports and share these reports with the PIU/MOGEI;
- Undertake required inspection on the site to confirm the contractor's compliance with ES requirements and determine remedial action in the event of noncompliance with ES obligations;
- Liaising with the MoGEI and advising on areas of concern, potential delays or cost increases;
- Maintaining a diary recording the daily weather conditions, instructions issued to the contractor, problems occurring, deliveries of materials, progress on site, workers on site, visitors, etc.
- Preparation of site-specific monthly status reports for implementation of Environmental and Social Management Plans (ESMPs)
- Monitor compliance with construction health and safety protocols, and compilation of Accident/incident reports;
- Submit ESIA report to PIU team for review, prior to submission to Ministry of Environment for approvals.
- Supervise implementation of Environmental and Social Management Plans (ESMPs) during rehabilitation works.
- Measuring the work as completed;
- Arranging the testing, commissioning, acceptance and handover of the works on completion;
- Monitoring the progress of the works against the Consultant's implementation program and the rehabilitation program provided by the contractors for each site;
- Advising the MoGEI of any deviations from the contract drawings and documents by the contractors;
- Advising the MoGEI of any likely delays to the rehabilitation works;
- Advising the MoGEI on any possible problems or necessary changes as they arise that will incur extra costs and on ways to avoid these costs if at all possible;
- Advising the MoGEI on any possible claims by the contractor or any other contractual problems arising during the works;
- Certifying payments to the contractor in accordance with the contract provisions;
- Preparing lists of defective and outstanding work at the time of practical completion of the facility;
- Carrying out any other tasks related to the supervision of the works as may be requested by the MoGEI;
- Preparing a facility maintenance plan, maintenance handbooks and providing training as necessary to MoGEI staff in maintenance procedures;
- Perform contractor handing over of the site after work completion in the presence of PIU/MOGEI representative.

• Checking the condition of the works at the end of the defects liability periods the facility and signing off the works when any outstanding or defective works have been completed;

1.2 Task 2: Preparation of Maintenance Plan

The Consulting firm will produce a maintenance plan for the facility and simple maintenance manuals to be used by the MoGEI in maintaining their buildings and equipment and carry out maintenance training for selected staff.

2. Deliverables

The deliverables of Part 2 shall include the following:

- Construction Supervision plan Weekly/Monthly progress report.
- Constructability Reports.
- Monthly Progress Reports
- Environmental performance
- Site Safety
- Claim assessment and Recommendations
- Cost assessment/analysis and Recommendations
- Time assessment/analysis and Recommendations
- Excerpts/Copies of Site Diary
- Copy of Contractor's Claim
- Minutes of Site Meetings
- Contractor's interim payment certificate
- Final completion report;
- Final account;
- List of defective or outstanding work for the site at practical completion;
- List of defective or outstanding work for the site at the end of the defect's liability period and
- Signed-off certificates for the site upon final completion.
- Maintenance plan for the facilities
- Maintenance manuals

Note:

The Consulting firm will not issue any instructions to the contractor that will change the agreed design or rehabilitation of the buildings; that will impede the progress of the works; that will lengthen the contract period or that will add to the cost of the works without first agreeing these measures with the client and obtaining the written authority of the MoGEI.

D. DURATION OF CONTRACT:

The total duration of the design and supervision works assignment is expected to be 24 calendar months with the possibility of extension based on works and satisfactory performance for the supervision contract, and the breakdown is as follows:

- (a) Assessment and design = 6 months.
- (b) Supervision of contractors for works = 18 months.

Total Duration of the Contract = 24 months

(c) Defects Liability Period/Final Handover = 12 months.

E. KEY STAFF:

Project Manager/Team Leader

The **Project Manager/Team Leader** who will lead the team and provide overall management of the construction program with the following qualifications, skills and experience: *Qualifications*

- BSc in civil/Architecture Engineering from a recognized University
- Master's degree in engineering/ project management from a recognized University Fluent in English;
- Computer skills AutoCAD, MS Office, etc.

Professional experience

- 15 years of professional experience, 10 years of which should have been in leading and managing engineering projects in developing countries particularly fragile states.
- Have led at least one similar assignment
- The management and supervision of large-scale rural construction projects;
- Experience of managing a supervision team.

Architect

Qualifications

- Degree in architecture from a recognized University and a recognized professional qualification from the country of origin or residence together with:
- Fluency in English;
- Computer skills AutoCAD, MS Office, etc.

Professional experience

- At least 10 years professional experience, 5 years of which should have been in developing countries particularly fragile states.
- Experience in design of schools in the Refugee and Host Community Areas Experience in supervision of rural construction projects;
- Experience in managing a supervision team.

Quantity Surveyor

Qualifications and skills

• BSc in Engineering from a recognized University and a recognized professional qualification from the country of origin or residence.

Professional experience

- At least 10 years professional experience in quantity Surveying.
- Experience in fragile states is an added advantage.

Structural Engineer Qualifications

• BSc in Civil Engineering from a recognized University and a recognized professional qualification from the country of origin or residence.

• Experience in fragile states is an added advantage.

Professional experience

- At least 10 years professional experience and 5 years site experience with a good knowledge of structural engineering regulations.
- Experience in fragile states is an added advantage.

Electrical Engineer *Qualifications*

• BSc in electrical engineering from a recognized University and a recognized professional qualification from the country of origin or residence.

Professional experience

- At least 10 years professional experience and 5 years site experience with a good knowledge of electrical engineering regulations.
- Experience in fragile states is an added advantage.

Environment health and Safety

Qualifications

Degree in Environmental studies or related fields from a recognized University. Recognized professional qualification to undertake Environmental and Social Impact Assessment's (ESIAs), Environmental Audits (EAs).

Demonstrated experience in undertaking ESIAs, EAs and Occupational Health and Safety audits (OSHA).

Experience in fragile states is an added advantage.

Social and Gender

Qualifications

Degree in Social Science or related field from a recognized University. Recognized professional qualification to undertake Social and Gender related analysis, assessment and risk mitigation.

At least 5 years demonstrated experience in community mobilization and prevention and response to Gender Based Violence (GBV).

Experience in fragile states or dual environment of humanitarian and development context is an added advantage.

E. MANDATORY APPROVALS

All decisions that will have cost, time or quality implications, as well instructions or changes that shall impact time, cost or quality MUST have the approval of the Ministry of General Education and Instruction. As such the Consulting firm shall request, in a timely manner, approval from the Ministry of General Education and Instruction. prior to the issuing any of the following: (a) Variation Orders (Increase or Decrease) (b) Extension of Time (c) Practical Completion (d) Final Completion (e) Change in use of contract Sums (variations/deviations from agreed sums) (f) Any and all actions or directives that impact on time and/or cost and/or quality and/or contractual obligations.

F. PAYMENT SCHEDULE:

The submission of invoices and payment schedule will be guided by the World Bank Procurement Manual, the 5th Edition of September 2023.

G. INITIAL SELECTION CRITERIA:

The technical criteria for initial selection of the applications will be in compliance to the stated requirements, terms and conditions outlined in this TORs document.

The technical advantages offered by a higher priced financial proposal may justify shortlisting of an offer other than those with the lowest priced financial proposals.

At any time MoGEI through the PIU may request clarification or further information in writing from applicants and changes will not have any changes regarding substance, including the technical and financial part of the application.

Annex: Information about NTTIs

No	Center Name	Region	State	Construction Year	Operational/Non operational	Accessibility roads	Security conflict /violence	Is there an existing structure?	Total number of rooms/ halls	Building materials	Water source availability (Yes/No)	Electrical source availability (Yes/No)
1	Rumbek	Bhar El Ghazal	Lakes	-	Yes	Yes	No	Yes	-	-	No	No
2	Maridi	Equatoria	Western Equatoria	1963	Operational	Yes	No	Yes	40 rooms	Not sure	Yes	Yes, solar power
3	Malakal	Upper Nile	Upper Nile	-	Not operational	No, by river and air	Incidents of violence	Walls	-	-	No	No
4	Tonj	Bhar El Ghazal	Warrap	1975	Not operational	Yes	No	Yes	6	Bricks	No	No
5	Rombur	Equatoria	Central	2011	Operational	Yes	no	Yes	8 classes	fence needs construction	Yes	No
6	Bentiu	Upper Nile	Unity	-	Not operational	Yes and by air	Incidents of violence	-	-	-	No	No
7	Maper	Bhar El Ghazal	NBG	2011	Operational	Yes	No	Yes	40 rooms, 12 classrooms, and 3 labs	fence, dining hall, store, library, accommodation for tutors and computer lab	need extension	need solar system and furnishing
8	Umbili	Bhar El Ghazal	WBG	-	Not operational	Yes	No	-	-	-	No	No

9	Arapi	Equatoria	EES	-	Not operational	Yes	No	-	-	-	No	No
10	Jonglei	Upper Nile	Jonglei	-	Not operational	Yes	No	-	-	-	No	No