TERMS OF REFERENCE (ToR)

Type of task: Refurbishment of a Building/Compound

TA type: Independent Local-Contractor

TA Task: Refurbishment Service for Solidaridad Proposed Office Building/Compound in Sinkor, Monrovia

Background:
Solidaridad West Africa (SWA) is a civil society organization that seeks to promote sustainable and inclusive supply chains. SWA operates on five continents through nine Regional Expertise Centres. The Regional Expertise Centre of the West Africa Region is in Accra, Ghana. Solidaridad has over 45 years of global experience working in the development of profitable supply chains and creating sustainable businesses and livelihoods.

Solidaridad recognizes that other institutions in Liberia and the sub-region can play specified roles to support the implementation of specific development activities in its areas of intervention. As a result, Solidaridad Liberia is working in Partnership with Key stakeholders including the Government of Liberia, International and National development partners to promote cocoa value chain in Liberia and support farmers in the oil palm sector improve production as well. Solidaridad Liberia is currently working with farmers in Bong, Nimba and Lofa Counties in the Cocoa and Oil Palm Sectors.

Objective of the Assignment:
This assignment for Infrastructure Refurbishment Contractor is prepared to hire the expertise of an innovative Liberian or Company to develop and facilitate the renovation of a three-bedroom compound for Solidaridad between 15th and 16th Streets, Sinkor, and Monrovia. The assignment is intended to give a 21st Century State of the Art face-lift to the compound so as to put Solidaridad in the rank of International Organizations operating in Liberia.

Scope and Scale of the Assignment:
Solidaridad Liberia seeks to temporarily assign an Independent Local Contractor for FOURTEEN (14) DAYS to conduct assessment of the facility, determine renovation requirements, advise Solidaridad about costs and undertake refurbishment of all identified requirements. In addition to this, the Independent Contractor will be expected to develop a comprehensive implementation strategy, which will elaborate key elements of the tasks to be undertaken. The Independent Contractor will also be required to prepare and submit to Solidaridad a detailed list of areas of expertise – including masonry, carpentry, tilling, interior design and layout, interior and exterior painting, plumbing, water, electricals, etc.

Deliverables

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Expected Time Line</th>
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<tbody>
<tr>
<td>1.</td>
<td>Develop and submit refurbishment requirements submit a comprehensive implementation strategy (proposal) and budget</td>
<td>3 days after signing of Contract</td>
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<tr>
<td>2.</td>
<td>Undertake assignment – including key elements such as masonry, carpentry, tilling, interior design and layout, interior and exterior painting, plumbing, water, electricals, etc.</td>
<td>8 days after deliverable two</td>
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<tr>
<td>3.</td>
<td>Assessment of contractor’s performance by Solidaridad</td>
<td>2 day after deliverable three</td>
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Preparation of Implementation Strategy and Budget

The Independent Contractor shall bear all the costs associated with the preparation and submission of the Implementation Strategy (proposal) and budget. The strategy and budget shall be comprehensive and shall elaborate all key construction elements including masonry, carpentry, tilling, interior design and layout, interior and exterior painting, plumbing, water, electricals, etc. as appropriate.

The strategy shall be as detailed as possible to include expertise of the lead contractor and all other support team members under the supervision of the lead contractor with varying professional and technical expertise in the key construction elements outlined above. It shall also include methodology and breakdown of activities and timeline.

Qualification and Experience of the Consultant:

- Must be a Liberian and/or resident of the country for the last six months;
- Must have completed some specialized study in General Construction Engineering and Design;
- At least five years of working experience in General Construction Engineering and Designs; – with proven experience and competence in working on city-level semi-complex infrastructures and material estimates;
- Solid experience and competence in leading modern construction design and renovation within a city limit for International and Multi-National Organizations;
- Good understanding of the concept of office layout;
- Good negotiation skills and experience;
- Ability to backstop construction team and fix ensuing challenges before they escalate;
- Ability to write a comprehensive observatory and technical report;

Application Procedures:

Interested individuals or companies residing in Liberia are requested to send an Expression of Interest (EOI) by email to vacancies.li@solidaridadnetwork.org. The subject line must read “INDEPENDENT LOCAL CONTRACTOR - REFURBISHMENT SERVICE”. Deadline for submission of application is Monday, December 10, 2018 at 16:00 GMT.

Note: The content of the EOI must satisfy the eligibility criteria set above and ensure your EOI is not more than 2 pages in length.

Only applicants, whose EOIs are selected would be contacted for interview. Solidaridad will not provide unsuccessful applicants with any assessment results.

Note: Please address your applications to:

The Country Representative
Solidaridad West Africa-Liberia
Old Field, Don Kan Station,
S.K.D. Boulevard, Congo Town, Liberia