

# Statement of Works

## OVERVIEW

### Partner

<b>Objective(s)</b>	<ul style="list-style-type: none"><li>Improved access to safe, improved physical infrastructure for communities, promoting local social and economic development.</li></ul> <p><b>Areas of focus:</b></p> <ul style="list-style-type: none"><li>Ensure adequate shelter through temporary solutions as required and housing rehabilitation, with a strong emphasis on safety, earthquake resilience, and community engagement.</li><li>Ensure sustainability and improve livelihoods and skills through technical capacity building of communities and job creation.</li></ul>
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**Specific activities** Construction of livestock shelter

<b>Location</b>	<b>Injil, Zindajan, Ghorriyan, Kushk and Gulran</b>
<b>Duration</b>	<b>180 days</b>
<b>Quantity</b>	<b>80 units of livestock shelters (40 Pakhsa &amp; 40 Adobe)</b>

## BACKGROUND

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

### UNOPS Afghanistan

With more than 20 years of experience in the country, UNOPS Afghanistan focuses on providing maximum support to the people of Afghanistan through the delivery of projects and services that improve the lives of people in need. The UNOPS Afghanistan Country Office (AFCO) serves as an

organizational mechanism to deliver a range of projects for which UNOPS has been designated as the implementation agency. At present, UNOPS AFCO activities cover a range of sectors including humanitarian, basic human needs, cash for work, infrastructure, development, procurement and HR services.

The functional objective of UNOPS AFCO is to contribute to improving the lives of girls, boys, men and women living in Afghanistan. The aim of UNOPS AFCO is to provide efficient and cost-effective implementation services on behalf of all our partners to support the humanitarian response and development of the country. UNOPS AFCO's mission is to exceed the expectations of all stakeholders in the delivery of AFCO services, at all times, in all places, in all circumstances, in order to improve the lives of Afghans in need.

## **Project Background**

From October 7th to 15th, Herat Province was struck by four significant earthquakes, each with a magnitude of 6.3. As of 14 November, this natural disaster has left over 275,000 individuals in dire need of humanitarian aid across over 380 villages. These updated figures show a sharp increase in the number of affected individuals, up more than 100% compared to the initial assessments at the end of October. This has resulted in a substantially greater need for recovery interventions. The quakes have impacted nine districts with Injil and Zinjadin districts bearing the brunt of the devastation.

The extent of the damage is considerable. More than 10,000 houses have been destroyed, 20,000 severely damaged, and over 17,000 moderately damaged. The World Bank's Global Rapid Damage Estimation (GRADE) Assessment highlights that 40% of the earthquake's total damage, equating to approximately \$125 million, has affected non-residential buildings, including health facilities, schools, government offices, and private sector structures. The total cost of direct economic damages to buildings and infrastructure is estimated at approximately US\$314 million (~2.2% of the 2021 GDP). This destruction severely hampers access to critical services for the affected population.

In response, UNOPS is involved in the Afghanistan humanitarian coordination framework and is collaborating closely with development partners. Our focus is to leverage our strong presence in the region and take a pivotal role in the early recovery efforts following these devastating earthquakes.

### **General outcomes:**

This is an opportunity that leverages other pre-existing projects of UNOPS in the area (Zindajan, Injil, Ghoryan, Golran, and Kosk that are most affected by the earthquake) in terms of connection with the community and pre-selection through the community representatives of the priority infrastructures, therefore allowing this project to skip forward compared to normal processes. If successful it can be expanded to other earthquake-affected districts, within Herat Province.

Those interventions represent also a strategic step toward building trustworthy relationships with local communities, essential to collect genuine and reliable information important for the more complex earthquake-related reconstruction.

## Specific output:

Construction of 80 livestock shelters (40 Pakhsa & 40 Adobe) in geographically scattered locations in Herat.

## Introduction to livestock shelter project

Livestock shelters are permanent structures designed to accommodate suitable indoor space for animal husbandry. A large-scale survey, covering multiple villages in the earthquake-affected areas, has been completed to collect quantitative data on existing livestock shelters and food storage facilities. The aim was to gather detailed information on the current state and needs of livestock shelters and food storage facilities, especially in neighbouring villages. Additionally, ongoing focus group discussions are being held to understand the traditional practices of animal husbandry in the region.

Preliminary findings indicate that communities are deeply concerned about the upcoming winter and the safety of their livestock, primarily sheep and goats. One community member, Feda Mohammad, highlighted this sentiment in an FGD session, stating, "The livestock shelter is more important than our houses for us because our lives depend on the income we have from our goats and sheep." The earthquake-affected communities heavily rely on their livestock for income.

## Livestock Shelter Design:

Based on the findings of these surveys, the FGDs and consultation meeting with sectoral experts, UNOPS has developed a design for the livestock shelters with two different layouts (straight and L shaped) that is seismic resilient, environmentally friendly, made of locally available materials and culturally appropriate. Please see [Appendix A](#) for more information. The bidder is instructed to strictly adhere to this document during procurement of materials and construction. **UNOPS will construct ONLY the Option-1 variant of the three Layouts presented in [Appendix A](#).**

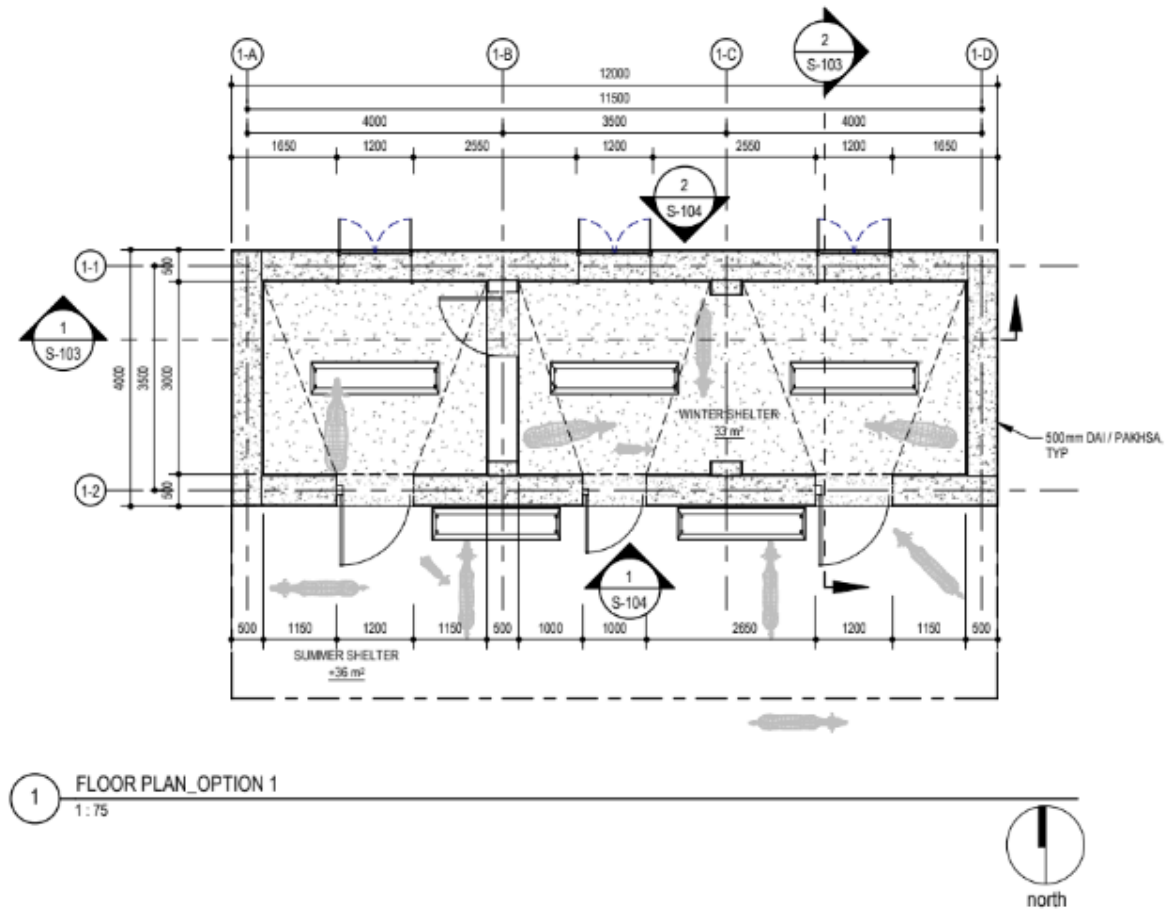


Figure1: Floor plan option. Review appendix A for further details.

## Construction sites:

Livestock shelters are constructed in the earthquake affected areas in geographically scattered locations across five districts of **Injil, Zindajan, Ghorriyan, Kushk and Gulran**.

The locations are selected according to the **need for livestock shelter, the availability of agricultural land and animal husbandry** at a village level. Please refer to the map below and the light green circle highlighting the area of concern. The bidder or bidder should take into consideration the costs of logistical arrangements such as staff & construction material transportation, warehousing and construction material distribution centers at district and village level. All construction sites selected should be within 50 miles radius of the earthquake epicenter.

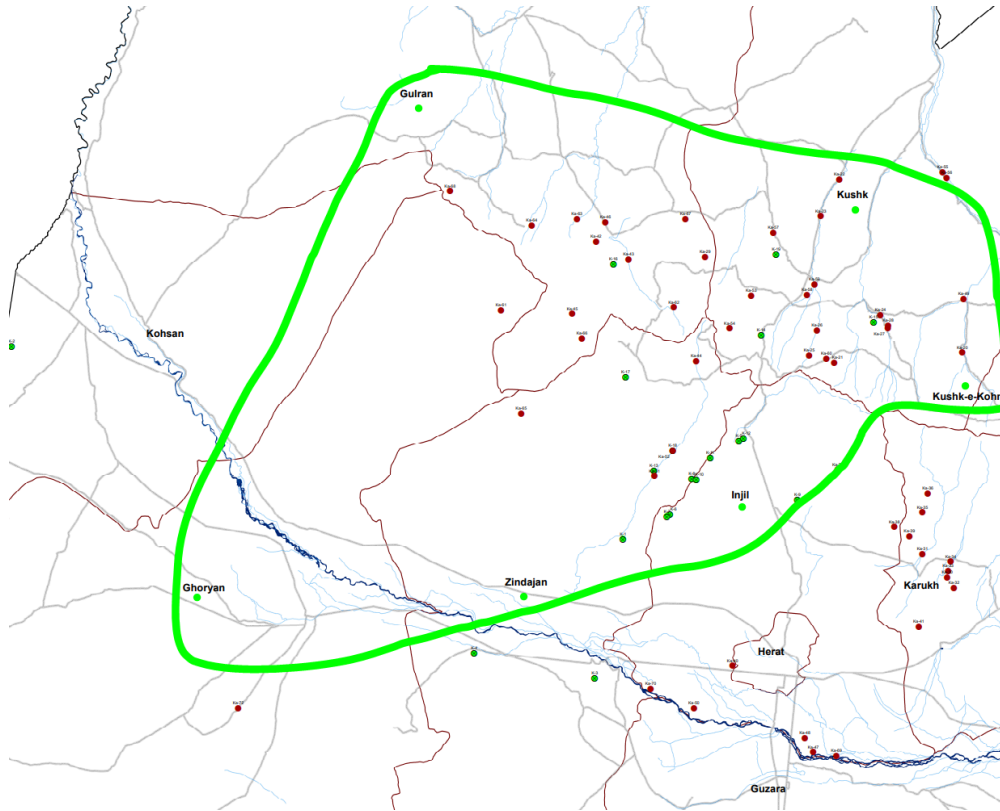


Figure 2: Potential construction sites

## Construction & Operational Modality:

- The bidder will be responsible for the procurement of all construction materials.
  - The bidder will be responsible for conducting quality control of construction materials and construction works.
  - The beneficiary will be responsible for **providing at least 1 unskilled worker** during the construction of livestock shelters except if the head of the family is a female, elderly, disabled or orphans (children under the age of 18) or other vulnerable groups (approval should be sought from UNOPS in these cases). Having unskilled workers from some of the selected families might not be always possible, therefore, the bidder should ignore this when estimating the cost of construction per shelter.
1. **Costs constraints:** The priority is to ensure high needs-coverage while providing culturally and qualitatively acceptable livestock shelters.
  2. **Materials Comprehensive costs assessment:** All costs materials should be included in the BoQ submitted by the bidder including any transportation cost.
  3. **Operation and staffing Costs:** Details of monthly costs such as salaries, warehouse or storage, distribution center (at village level) and transportation vehicle for staffing should be included in the financial proposal.

**Resilience:** Essential structural reinforcements, DRR features and adequate foundations are considered in the design. Innovative techniques can be considered, with a focus on rationalizing existing practices rather than increasing costs. This should be based on the prevailing disaster risks, local practices and availability of materials.

**Shelter extension:** During the implementation, shelter solutions should make possible the future extension by the beneficiaries, whenever possible. The bidder will be responsible for managing the adaptation of the layout according to the plot of land (owned by the beneficiary).

**Number of rooms, partitions and expansion: Costs related to further expansions, separations, extensions and/or improvements shall be borne by the beneficiaries.** However, strict measures to maintain structural integrity of the livestock shelter should be considered and the bidders responsibility.

## Needs assessment and beneficiary identification:

The bidder must consider all costs relevant to this project in the BoQ that they are submitting.

The bidder will be responsible for **conducting beneficiary identification and the development** of beneficiary selection or identification tools (such as the Rapid Household Surveying tools developed by Shelter Cluster) in close coordination with UNOPS. The bidder is encouraged to seek assistance from the UNFAO and other relevant agencies in obtaining a beneficiary selection tool and in the development of eligibility criteria. The bidder should account for this task when estimating the construction cost of livestock shelter units.

The criteria for selection of beneficiaries has to be agreed with UNOPS before conducting the beneficiary selection or the development of the beneficiary identification tools.

The needs assessment should allow identifying possible land tenure issues. IDPs are generally considered not eligible livestock shelters as they do not own the land they settled on. Having the legal documents for land ownership is a must to be considered for livestock shelter assistance.

The Livestock shelter response focuses on households whose livestock shelters have been completely destroyed, or significantly damaged and not repairable, and who own a plot of land. Beneficiaries fall in two possible levels of vulnerability:

**“Regular” vulnerability:** These households have the capacity to contribute to the shelter construction through the workforce.

**“Extreme vulnerability”:** These households are mostly headed by female, disabled, chronically ill or children and include no male able-bodied adult. They are considered unable to contribute to the shelter construction in any manner. The whole construction cost is covered by the project. Detailed and context specific vulnerability criteria have to be established by the bidder and verification or permission must be sought from UNOPS in such cases.

## Rapid Household Survey (RHS)

The contract must develop or adapt an existing Rapid Household Survey Form. The Rapid Household Survey Form (RHSF) is a crucial tool designed to gather comprehensive demographic data to identify eligible households in the targeted villages. The survey aims to map households in need of livestock shelters and assess their vulnerability levels. Additionally, it will collect detailed information on the number and types of animals (goats, sheep, cows) and determine the suitability and size of the required shelters. The RHS must be to achieve the following (but not limited to):

- **Identify Eligible Households:** The RHSF will systematically identify households that need livestock shelters, focusing on those most in need within the targeted villages. Having livestock (goats, sheep or cows) is a mandatory aspect of the project, therefore, those families who already have livestock will be considered for this project.
- **Assess Vulnerability Levels:** The survey will evaluate the vulnerability levels of each household to ensure that support is directed towards the most vulnerable populations.
- **Estimate Livestock Numbers and Types:** Detailed information on the number and types of animals owned by each household will be collected. This data will be crucial in determining the size and type of livestock shelters required.
- **Determine Shelter Layout and Support Levels:** The standard livestock shelter design covers an area of 48 m<sup>2</sup> (refer to the BOQ, the specifications and drawings in Annex A), tailored according to the number of animals. However, for compounds housing multiple families, larger shelters with internal partitions may be considered to accommodate more animals and facilitate shared use.

The RHS will be meticulously designed to capture the following key information (however main focus will be given to households):

- **Household Demographics:** Comprehensive demographic data to profile each household accurately.
- **Livestock Information:** Detailed counts and types of livestock to assess shelter needs accurately.
- **Agricultural Land and Water Resources:** Information on the existence and condition of agricultural land and irrigation water to establish connections between livestock shelter needs and agricultural productivity.
- **Infrastructure and Resource Availability:** Data on local infrastructure and resources that could support the livestock shelters project, including links to agriculture, local markets, and trade activities.

The survey must employ a combination of quantitative and qualitative methods to ensure a thorough understanding of each household's situation. Enumerators must be trained by the partner to collect data efficiently and sensitively, considering the local context and cultural norms. The bidder will be responsible for creating a robust data collection plan which may include:

- **Training and Preparation:** Training sessions for enumerators on survey techniques, cultural sensitivity, and data accuracy.
- **Field Data Collection:** Deploying teams to the targeted villages to conduct face-to-face interviews with household representatives.
- **Data Analysis and Reporting:** Analyzing the collected data to generate detailed reports that will inform the design and implementation of the livestock shelters.

The data collected through the RHSF should inform the layout (L-shaped or straight) and allocation of livestock shelters, ensuring they meet the specific needs of each household. By understanding the linkages between livestock, agriculture, and local markets, the project can create a holistic support system that enhances the overall livelihoods of the community.

The Rapid Household Survey Form (RHSF) is a vital step in the implementation of the livestock shelter project. The bidder must ensure that resources are allocated effectively, shelters are appropriately sized, oriented and the most vulnerable households receive the support they need. By integrating data on agriculture and local resources, the bidder must strive to adopt a comprehensive approach to community resilience and development.

#### **Focus group discussions (community level):**

For each village, the bidder is encouraged to ensure a Focus Group Discussion is conducted to complement and cross-check the information collected through the Rapid Household Survey Form (RHSF) and the rapid household survey. Separate groups can be considered to ensure a fair involvement of women and other segments of the targeted communities. FGDs allow a better understanding of the sequence of events that triggered the Livestock Shelter response and should inform the need for possible alternative shelter designs and interventions in the given context.

**Technical assistance & Coaching:** A closer technical monitoring and counseling should be provided to limit the risk of avoidable mistakes in the shelters construction and enable households to conduct future repair works by themselves. This also helps in ensuring that beneficiaries do not engage into works of a scale that they will not be able to afford which will increase the overall projects' effectiveness and shelter completion rates. The bidder should promote traditional solidarity mechanisms through community mobilization.

Access to adequate hygiene and sanitation facilities is recognized as important, both in terms of health and protection. As funds available rarely allow the provision of such facilities, priority being given to the coverage of livestock shelter needs, minimum requirements should be systematically considered in the framework of this project such as promotion of hygiene practices and awareness on the need for sanitation facilities. **The bidder is urged to seek additional partnerships and cooperation with other UN agencies and other stakeholders to support families in this regard.** Several measures are already taken into consideration at the design stage of livestock shelters such as proper drainage at the floor level, applying lime internally to mitigate bacteria



growth in the walls and avoiding installing of large windows on the north side to reduce airborne disease transfer.

## Gender and Diversity Inclusion:

The bidder is required to allocate at least 8% of labor recruitment, or more if possible, to women and girls who are 18 years of age or older, ensuring the employment is affordable for them including 5%HH selection. Salaries should be paid directly to the women working as laborers; payments should not be made to their representatives.

The work environment must be safe for them, with special attention to Protection from Sexual Exploitation, Abuse and Sexual Harassment (PSEAH). UNOPS has a zero-tolerance policy regarding SEAH.), and in the event of any incidents, there will be no compromises. Raising awareness among staff and laborers/workers about all forms of SEAH and its negative impact is mandatory, and failure to comply may result in contract termination.

To ensure compliance, a female technical representative should be recruited, with a specific job description related to these responsibilities. All staff and laborers must carefully read and sign the code of conduct in Dari or Pashto. If any laborers are unable to read, staff should explain the code of conduct to them and ensure they sign it knowingly and voluntarily.

**PSEAH:** The following areas of action for Protection from Sexual Exploitation, Abuse and Sexual Harassment are considered minimum requirements by UNOPS according to our General Conditions of Contract on Social and Environment and on Sexual Harassment, Exploitation and Abuse. We expect that all our bidders uphold them:

- PSEA awareness through training;
- Code of Conduct;
- Visibility for awareness raising and reporting;
- Investigation and corrective action;

Please refer to attached: [Appendix H PSEAH Action Plan template for Projects/Project Sites](#) and [Appendix I: PSEA Allegations in bidders, Suppliers and Implementing Partners](#).

## Adherence to the humanitarian principles during implementation

The bidder must strictly adhere to the humanitarian principles during the implementation of the project. These principles include:

**Humanity:** The bidder must ensure that all actions are taken with the aim of alleviating human suffering and protecting life and health. Every effort must be made to respect the dignity of all individuals affected by the project.

**Impartiality:** The bidder must implement the project without discrimination. Assistance should be provided based on need alone, giving priority to the most urgent cases of distress, irrespective of nationality, race, gender, religious beliefs, class, or political opinions.

**Neutrality:** The bidder must not take sides in hostilities or engage in controversies of a political, racial, religious, or ideological nature. The project implementation should remain strictly non-partisan to ensure trust and access to all affected communities.

**Independence:** The bidder must act independently of any political, economic, military, or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented. The autonomy of the humanitarian objectives must be maintained at all times to ensure the integrity of the project.

Additionally, the bidder is expected to:

**Respect Local Cultures and Traditions:** Engage with and show respect for local customs, traditions, and practices, ensuring that the project activities are culturally sensitive and inclusive.

**Promote Participation:** Actively involve the affected communities in the planning, implementation, and monitoring of the project to ensure that their needs and preferences are adequately addressed.

**Ensure Accountability:** Establish clear mechanisms for accountability to the affected populations, including transparent communication channels and feedback mechanisms to address any grievances or concerns promptly and effectively.

**Safeguard Gender Equality and Inclusion:** Ensure that the project implementation promotes gender equality and the inclusion of marginalized groups, such as women, children, the elderly, and persons with disabilities. This includes preventing and addressing any forms of gender-based violence or exploitation.

**Environmental Protection:** Take all necessary steps to minimize environmental impacts during the project implementation, ensuring sustainable use of resources and protection of the natural environment.

**Health and Safety:** Implement rigorous health and safety protocols to protect the well-being of both the project staff and the beneficiaries, especially in the context of the ongoing COVID-19 pandemic or other public health concerns.

## **Technical implementation:**

This phase of the project starts when the beneficiaries are selected, grouped (if relevant) and interviewed for the baseline assessment and ends when the construction activities are completed and the shelters are ready to be handed over to the beneficiaries.

**All construction works should be done inline with [Appendix A](#) and [Appendix B](#) and other documents provided in the Appendices section.**

## Site preparation, ground works and foundation walls

The bidder or bidder is required to undertake the first stage of construction, focusing on site preparation, ground works, and the construction of foundation walls for the livestock shelters. This phase is crucial to ensure a stable and secure base for the shelters.

**Site Preparation:** The bidder must conduct a detailed site survey to assess the terrain and soil conditions. The site should be cleared of all vegetation and debris, followed by leveling and grading to create a uniform surface. Temporary facilities for material storage and worker accommodations should also be established.

**Ground Works:** This involves excavating foundation trenches according to specified dimensions, ensuring proper soil compaction, and applying necessary soil treatments to enhance stability. All excavated materials should be managed responsibly to avoid environmental impact.

**Foundation Walls:** The bidder is responsible for constructing foundation walls using stone masonry with cement mortar. The foundation layout must be accurately marked, and stone masonry should be built to specified heights and widths. Mortar must be applied evenly to ensure structural integrity. Quality control measures, including material testing and regular inspections, must be implemented to ensure compliance with design specifications.

The bidder must adhere to all safety and environmental guidelines, ensuring minimal impact on the surrounding area and maintaining high standards of worker safety. This comprehensive approach will ensure the foundational stability necessary for the successful construction of livestock shelters.

## Livestock Shelter design consultation:

Two different layouts of livestock shelter have been already developed by UNOPS, in order to provide adequate flexibility and freedom for the families to select the more appropriate layout according to their plot or compound structure, whilst incorporating necessary earthquake, disaster risk reduction and resilience elements into the design. Each of the two layouts is complemented by a correlating 'Bill of Quantity' (BoQ) and design specifications, that said, the BoQ and plans are there as guidelines in order for the beneficiary to understand what is achievable given the resources provided. Design should be adapted according to the land available and beneficiary preference. The beneficiary's contribution and the project contribution should be explained again at this stage, so that they know what they are supposed to provide to the unit construction and what is achievable from what they will receive. **Drawings and the BoQ are provided in [Appendix A](#).**

## Shelter layout & site preparation:

The shelter design having been agreed between the organization and the beneficiary, technical staff should help layout the shelter design using chalk lines on the land intended for use, the stage should enable all parties to agree on suitability of shelter layout in the context of the terrain, and ensure the

shelter if sited as best as possible in the event of natural hazards. The preparation of the site and ground works can determine the ultimate success of the build; technical staff should take time at this stage work together with beneficiaries as to the clearance of all debris, roots and loose soil.

## **Foundations:**

Prior to the laying of foundations, it should be ensured that stable earth material has been reached in order to lay the first layer of **quarried stone**. Technical staff should ensure that the foundations are sufficiently wide to allow for wall construction and load bearing of the roof. The chosen foundation material should be bound using cement mortar to provide resilience to flood and seismic tremors, the cement mix should be either a **1:5 or 1:6 ratio mix** (cement/sand). The cement mortar bound courses should be constructed up to sill level as indicated in the plans. The foundations should be backfilled and compacted using a damp proof course to prevent moisture entering the finished building, technical teams should be available at this stage. Refer to the BoQ for more details ([Appendix A](#)).

In order to make the foundations as resilient to flood inundation as possible, the finished foundations should be pointed using a strong cement mix. A ratio of 1:3 (cement/sand) is recommended, being applied to the above and below ground section on both sides of the wall base. Technical staff should monitor work during this stage and check that the right consistency is being used and that gaps are not left. The pointing mortar needs to be allowed to cure properly before construction continues.

**All construction works should be done inline with [Appendix A](#), [Appendix B](#) and other documents provided in the Appendices section.**

## **Providing and commissioning doors, windows:**

Having reached the top of the hard material layer, spaces for windows and doors should be marked according to the drawings ([Appendix A](#)). The spaces should be measured and carpenters or metal smiths commissioned to fabricate the required door(s) and windows. The BoQ only allows for two small windows and three doors. Technical staff should double check correct sizes have been taken to prevent calamity, where possible beneficiaries should be encouraged to invite tradesmen to size themselves prior to commission.

## **Walls and roof:**

### **Wall construction:**

Walls in livestock shelters are to be constructed either using Pakhsa or Adobe bricks. Walls should be constructed evenly and methodically, taking into account the spaces for windows and doors, with particular attention paid to corners. Beneficiaries should be made aware of the need to protect walls in the event of inclement weather.

Pakhsa walls must be built with a minimum thickness of 50 cm at the base, following the traditional construction process, and their height must be increased in courses of 50 to a maximum of 60 cm each. A subsequent course may not be built until the previously built course is dry enough not to be deformed by the builder's weight on top of it (at least 80 kg). Each consecutive course will decrease by 2 cm in section, which will achieve the tapered wall geometry. It is not accepted that there are cracks that pass from one course to another, when a crack appears during the construction process, it must be blocked with stones no larger than 20 cm in any of its sections. Soil composition must be ideal and best suited for Pakhsa work such that the amount of sand or gravel needs to be checked and ensure that the soil is fit for purpose. Poor quality soil (not enough clay) will be washed by rain and will not withstand natural hazards. The bidder must conduct necessary tests to ensure good quality soil is used for Pakhsa work.

In the case of Adobe brick walls, The bricks must have a rough but regular surface, bricks with cavities at the edges are not accepted. For bricks with dimensions of 30x20x10 cm, cracks of more than 5 cm in length are not accepted. Between opposing surfaces of the brick there should not be variations in size of more than 5%.

**Doors:** Timber louvers should be installed on the top of the opening for constant ventilation. 4 hinges and one lock are to be installed for the top opening. The lower opening must be built with timber planks with the minimum porosities. Diagonal reinforcements are to be included for both openings to avoid deformation of frames. 4 hinges and one lock are to be installed for the lower opening. A wooden frame should be considered for the correct fixing of the door openings, independent of the lintel. The local carpentry capacities and available materials are to be considered. It is recommended to keep all carpentry away from the outer edge of the walls to avoid contact with water. If this technology was not possible to construct, then the top part of the door should be openable on vertical access to allow for ventilation .

**Windows:** Louvers should be installed for ventilation (if not the window should be openable on a vertical axis).

**All construction works should be done inline with [Appendix A](#) and [Appendix B](#) and other documents provided in the Appendices section.**

### **Roof Construction (wooden Poles, Planks, Plastic Sheet, Soil, and Mud Straw Plaster):**

The entire construction work is carried out by the bidder and beneficiaries only provide 1 unskilled worker (except for FHHs, elderly HH or other vulnerable groups).

The bidder or bidder is required to undertake the roof construction phase for the livestock shelters, focusing on building a sturdy and weather-resistant roof structure. This phase is essential for providing protection and ensuring the durability of the shelters.

**Roof Framework:** The bidder must construct the roof framework using wooden poles and planks. The wooden poles should be properly treated to prevent decay and pest infestation. Planks should be securely fastened to the poles to create a stable and robust roof structure.

**Weatherproofing:** A plastic sheet must be laid over the wooden framework to provide waterproofing and protect the shelter from rain and moisture. The sheet should be securely fixed to prevent any displacement due to wind or other environmental factors.

**Insulation and Plastering:** The bidder is responsible for applying a Ghora Gill and layer of soil over the plastic sheet, followed by a mud straw plaster. This combination acts as insulation, regulating the internal temperature of the shelter and providing additional waterproofing. The mud straw plaster should be applied evenly to ensure a smooth finish and durability.

**Quality Control and Safety:** The bidder must implement quality control measures to ensure that all materials meet the required standards and that the construction process adheres to design specifications. Regular inspections should be conducted to identify and rectify any issues promptly. All construction activities must comply with safety guidelines to protect workers and the surrounding environment.

**All construction works should be done inline with [Appendix A](#), [Appendix B](#) and other documents provided in the Appendices section.**

### **Final construction stage:**

Plastering (mud+straw plaster), finishing & handover Installation of door and window(s) Having commissioned fabrication well in advance of this stage, door(s) and window(s) should be ready for collection/ delivery. The quality of doors and windows should be checked, and if the quality of the goods doesn't meet the minimum standards of the design it can be rejected by the UNOPS technical team or monitoring officers. Care should be taken when installing the fittings not to disturb the walls. **The bidder should make sure that the construction works are carried out according to the drawings and specifications provided in Appendix A and Appendix B and other documents provided in the Appendices section.**

Construction activities like; floor finishing, internal and external plastering of the walls, installation roof drainage pipe, fixing window glasses, drainage of the Livestock Shelter space, drainage of the surrounding circumstances of the compound and the compound yard, cleaning the site, removing the unused construction materials, white washing the walls with lime, placing the animal feeder in the vicinity are included in this step of construction works and these costs should be embedded within the construction items mentioned in BoQ (**Appendix A**).

## Handover:

When it is certified by the project team that the unit is completed in all respects and fit for usage, the joint mission comprising the bidder, UNOPS, DfA (if possible), community members, the Arbab of the village and beneficiary come together to the building site and check the unit and sign the handover document (certification) and share photos. Final invoice will be paid upon completion of the final inspection by the UNOPS team and community representatives.

In some of the cases the neediest beneficiaries do not wait for the handing over certificate and can start using the Livestock shelter when it is usable and can protect their livestock from rain and snow which is an accepted process. However, UNOPS should be notified if such a case happens on the ground, in order to make sure all handover documents are maintained and that the livestock shelters are constructed as per the specifications.

But the official handover takes place when this document is signed and placed in the beneficiary as well as project file.

## Payment Modality:

Once the contract is signed, the contractor will be paid in four installments as follows:

- **Advance payment for mobilization:** 20% of the contract value (upon contract signature)
- **First installment:** Upon completion of 20 shelters construction
- **2nd installment:** Upon construction of 50 shelters.
- **Final installment:** Upon 100% completion of roofs and handover approval of all 80 shelter

The bidder must ensure to maintain and collect all necessary evidence and documentation.

## Safety and Environmental Considerations:

Ensuring the safety of our team, the local communities and the environment is our top priority throughout every phase of the project. The bidder will take appropriate steps to reduce risks related to construction works such as providing and enforcing the use of personal protective equipment (PPE) adhering strictly to H&S guidelines. **All construction works should be conducted in strict adherence to guidance and instructions provided in [Appendix D, E, F, G, H and I](#).**

## HSSE (Health, Safety, Social & Environment):

This item covers all those issues mentioned in the given Specs related to Health and Safety and Social and Environmental Impacts. This item includes all relevant detailed and realistic implementation plans. The bidder must strictly adhere to the KFW and UNOPS HSSE standards and requirements. **All construction works should be conducted in strict adherence to guidance and instructions provided in [Appendix D, E, F, G, H and I](#) and other documents provided in the [Appendices section](#).**

NOTE: This amount is NOT payable in cases of failure/withdrawal from the bidder side.

## Mines and Unexploded Ordnance (UXO):

As the project in rural areas which are fully residential, the areas can be considered clear of explosives. However, it is the bidder's responsibility to raise awareness among the labourers that it is not guaranteed that the site is clear of all risk and that during excavation and trenching, further UXO can be found. Therefore, the bidder shall launch a proper approach to take required precautions in case of any risk observation and contacting relevant authorities as soon as possible.

The UXO risk has been identified in the ESMP and appropriate mitigation measures have been proposed. The UNOPS Team and the bidders HSSE focal point will conduct the risk assessment briefing to the workers prior to their mobilization at the site. The Project has developed a protocol which would be implemented in the event an UXO is discovered. The UXO Protocol is attached to the ESMF documents. In addition to the UXO Protocol, the project team and bidder HSSE focal point will also conduct regular awareness training and toolbox talks in order to reduce/eliminate the risk of HSSE incidents. **All construction works should be conducted in strict adherence to guidance and instructions provided in [Appendix D, E, F and G](#) and other documents provided in the Appendices section.**

## General Information and summary:

The successful bidder shall carry out the construction work, supply, and delivery of equipment (if/where needed) to build livestock shelters. The assignment must be executed in accordance with the scope of work, the BoQ, the drawings, and other documents presented in the Appendices section.

### Site Selection and Coordination

The bidder, in joint coordination with community elders and the Shelter Cluster, will select the sites, which will be verified by UNOPS. The bidder will be responsible for conducting beneficiary selection and needs assessment. UNOPS will confirm the final list of beneficiaries and the selected sites.

### Coordination with Authorities

Prior to commencing activities at the site, the bidder shall coordinate with relevant authorities and stakeholders. **Obtaining letters, permissions, or any other required permits will be the responsibility of the bidder; however, UNOPS will provide support as needed.**

### Documentation and Forms

The bidder will need to either develop or adapt multiple forms, such as the Rapid Household Survey Forms, selection forms, materials or cash distribution forms, and handover forms, potentially in collaboration with other stakeholders such as the Shelter Cluster.

### Procurement and Delivery



The bidder will be responsible for the procurement and delivery (construction) of all construction materials to the families and at the village level for all 80 shelters. The construction work must adhere to engineering standards, drawings, specifications, the BoQ and other documents provided in the appendices section. .

### **Quality Control and Assurance**

The bidder will conduct QC/QA and required materials tests in the field. UNOPS engineers will also conduct spot checks based on need.

### **Compliance and Regulations**

The successful bidder must:

- Start work only after receiving the Notice to Proceed (NTP) and complete the work within the project duration.
- Strictly adhere to the instructions in the BoQ, technical drawings, and technical specifications attached in the Appendices section.
- Route all official information through the concerned official at UNOPS.
- Abide by the rules and regulations of the relevant authorities, UNOPS and traditions of the villages (communities).
- Comply with the HSSE (Health, Safety, Social, and Environmental) requirements of UNOPS and any equivalent documents provided in the tender documents.

### **Duration of the Work:**

All activities shall be completed within **180 calendar days** from the date of issuance of the right of access to the site. The bidder shall prepare and submit a schedule of the work for the approval of the Client. The bidder shall start the work immediately only after receiving the Right of Access to the site and complete the work within the project duration as per the submitted schedule.

### **Project Staff:**

The bidder shall include suitable staffing arrangements and their specific responsibilities in their proposal. The bidder is expected to submit the necessary staff for successful delivery of the project. A competent Project Manager having relevant experience shall lead the team of experts from the bidder and liaise with UNOPS, and other stakeholders.

The Project Manager appointed by the contracting company will have overall responsibility for the process involved during the assessment and implementation stage. He/she will organize at least one weekly discussion with UNOPS to update on the progress of the implementation and to decide on any issues arising during the process.

There must be at least one (1) representative (Site Engineer) from the bidder to be contactable by UNOPS AFOC engineers for daily interaction and updates on the work progress.

In addition to the below teams required, Logistics and other support functions that the bidder may need should be considered, the following key staff/personnel of the project team to be proposed by the bidder are; see the attached table (Key Staff).

**Table 1: Key Staff**

S.No	Post/Description	No (minimum)	Minimum Qualification	Mandatory (Yes/No)
1	Project Manager	1	Minimum Bachelor Degree in Civil Engineering, with minimum 6 years general experience and 3 years of similar working experience in project management and construction field.	Yes, Submission of CV is mandatory
2	Site Engineer/Shelter engineer	1	Minimum Bachelor Degree in Civil or architectural engineering, minimum 5 years general experience and 3 years of similar working experience in construction field	Yes, Submission of CV is mandatory
3	Community Liaison and Gender officer (1 male and 1 female)	2	At least 12th Grade School degree holder with a minimum of 3 years of general working experience and 2 years of similar working experience in the field of community liaison	Yes, Submission of CV is mandatory
4	Site Supervisor	3	At least 12th Grade School degree holder with a minimum of 5 years of general working experience and 3 years of similar working experience in the field of community liaison	No, Submission of CV is Not mandatory

**Note:** The bidder may be required to replace the key personnel during the implementation of the contract, therefore, the replacement shall fulfill the minimum requirements mentioned in above table and shall be reviewed and approved by UNOPS Engineer.

The bidder must submit the list of personnel & indication of their expected monthly salary, required to deliver the project successfully.

## Required Machineries and Equipment during Implementation

No.	Type of Machinery/equipment	Required Number.
1	Cement Mortar mixer	Based on need
2	Transportation vehicle	Based on need
3	Dump track	Based on need
4	Water tanker	Based on need
5	Hand Shovel	Based on need
6	Hand pickaxe	Based on need
7	Wheelbarrow	Based on need

**Note:** The above listed equipment of machines are required during the implementation stage, however, submission of ownership/leased agreements is not required at this stage.

## **Appendices:**

**Appendix A:** Drawings, technical specification & BoQ for Livestock Shelter

**Appendix B:** UNOPS Technical Specification for works

**Appendix C:** Example Rapid Household Survey Form

**Appendix D:** Simplified ESMP

**Appendix E:** Contractual Clauses for bidder

**Appendix F:** Simplified Labour Management Procedures

**Appendix G:** UNOPS minimum Health and Safety Requirements for bidder

**Appendix H:** GBV\_PSEAH plan template

**Appendix I:** PSEA Allegations in bidders, Suppliers, Vendors and Implementing Partners