

TERMS OF REFERENCE – CONTRACTING

Light construction work/ rehabilitation to build one Wash facility with annexes inside the detention center in Kirkuk Governorate.

1. Terre des hommes Iraq – Access to Justice Program

Tdh is a leading Swiss child rights agency present in the MENA region since 1973. Currently, Tdh operates in Lebanon, Jordan, Egypt, Palestine, and Iraq. Afghanistan and Pakistan also belong programmatically and operationally to the MENA portfolio at Tdh. Within the region, Tdh has in place 3 specialized programs: (1) Access to Justice for Children and Youth, within which a 'Gender Justice' specialized programmatic theme is carried out, (2) Children and Youth Affected by Migration, and (3) Child and Maternal Health. In addition to the specialized technical staff within each, those programs are supported by a Child Protection Transversal Unit and a Quality and Accountability Unit.

More information can be found here: <https://www.tdh.ch/en>.

Since January 2019, Tdh has been a pioneering actor in justice for children programming in Iraq. Within the current Access to Justice program, Tdh aims at promoting justice practices which incorporate a vital component to providing appropriate solutions to (re)establish the concept of positive and child-friendly justice among offenders, victims, witnesses and their communities, but also towards the stakeholders in the country, from authorities to national civil society involved in child justice matters. The complementary objectives are to ensure First, we craft dedicated spaces and programs for the children (female and male) that nurture their unique needs and foster a sense of belonging. Second, the child's best interest remains unwavering compass at every stage, ensuring their rights and well-being are paramount. Third, draw on the wisdom of psychology, sociology, and criminology, tailoring our interventions to the complexities of childhood and adolescence. Finally, bridge the gap to a brighter future by building safe, effective pathways back into society, prioritizing continuity of care and reducing the risk of recidivism. By weaving these objectives together, we create a sanctuary of support, not a gateway to despair, empowering each child to reach their full potential and build a brighter future.

Tdh activities mainly focus on providing specialized support to foster safe and sustainable reintegration processes for children in contact with the law and their families, reinforcing the child justice system through promoting their access to safe space, child-friendly legal aid, fostering synergies between formal and informal justice actors, strengthening child protection community-based mechanisms, and providing specialized capacity building to juvenile judges about different stages/practices of child justice proceedings.

2. Rationale of the consultancy

The proposed light construction of a wash facility in the Kirkuk detention center is warranted for several compelling reasons:

1. **Addressing a Critical Gap:** Currently, the lack of an adequate and dedicated wash facility for female children impedes their reintegration into the detention center, forcing them to remain separated from their peers in the Central prison "Tasferat". This separation causes unnecessary stress, hinders socialization, and potentially violates their rights.
2. **Promoting Well-being and Dignity:** Providing a safe, hygienic, and accessible wash facility specifically for girls is crucial for ensuring their basic needs and dignity are respected. This creates a more humane and supportive environment, contributing positively to their mental and physical well-being.
3. **Enabling Smooth Reintegration:** A dedicated wash facility facilitates the seamless transfer of female children from the Central prison, allowing them to be housed with their peers and benefit from programs and services offered within the detention center. This promotes a sense of normalcy and supports their rehabilitation and reintegration into society.
4. **Collaborative Support:** The initiative demonstrates Tdh's commitment to working collaboratively with stakeholders, including the detention center management and Kirkuk police directorate, to address urgent needs and improve conditions for children in conflict with the law. This fosters trust and strengthens existing partnerships.
5. **Positive Impact beyond Girls:** While primarily catering to the needs of female children, the new wash facility will improve hygiene and sanitation for all children in the detention center, enhancing overall living conditions and reducing the risk of infections.

3. Objective of the contracting

Objectives for the Contracting

The primary objectives of this Contracting are to:

1. Develop and assess the comprehensive design and technical specifications /BoQ developed by the engineering team under the supervision of the Kirkuk Police Directorate's Engineering Works Department. This review will ensure that the light rehabilitation of the laundry facility meets the specific needs of female children and complies with all relevant standards and regulations.
2. Prepare a detailed project plan, including a precise timeline, budget breakdown, and clear allocation of responsibilities for each phase of the project.

3. Oversee the procurement of all necessary materials and equipment, guaranteeing quality and cost-effectiveness.
4. Starting construction operations, including electrical work, and preparing the room's needs for doors or windows to ensure compliance with the design, technical specifications, schedules of quantities, and safety standards in a timely manner.
5. Conduct regular quality control inspections during construction to ensure the work meets the required standards.
6. Provide timely progress reports to Tdh, informing stakeholders of the project's status and potential challenges.
7. Upon completion, conduct a final inspection of the wash facility to ensure it is fully functional and ready for use.
8. Prepare a comprehensive handover report, including technical documentation, maintenance guidelines, and recommendations for future upkeep.

These objectives are designed to achieve the following overarching goals:

- Establish a safe and hygienic laundry facility for female children in the detention centre.
- Facilitate the smooth reintegration of female children from the central prison to the detention centre.
- Contribute to improved living conditions and well-being for all children in the detention centre.

4. Scope of the Contracting and deliverables

Scope of Contracting and Deliverables for Wash Facility Rehabilitation in Kirkuk Detention Center

Scope of Work :

- Site Survey and Assessment:
 - Conduct a thorough site inspection of the existing wash facility space.
 - Assess the condition of the plumbing, electrical, and sanitation systems.
- Project Planning and Procurement:
 - Develop a detailed project plan outlining the construction timeline and resource allocation.

- Manage the procurement of all necessary materials and equipment, ensuring quality, cost-effectiveness, and timely delivery.
- Conducted construction activities, encompassing room building, electrical installations, and preparation of the room with vital doors and windows. This crucial step ensures strict adherence to the pre-established design documents, technical specifications, and BoQ.
- Throughout the construction process, vigilant monitoring guarantees full compliance with safety standards and timely completion aligned with established timelines and quality requirements.
- Provide on-site supervision and technical guidance throughout the construction phase.
- Address any unforeseen issues and make necessary adjustments to the project plan.
- Coordinate with Tdh and the detention center management on progress updates and potential challenges.
- Quality Control and Assurance:
 - Conduct regular quality control inspections of materials, artistry, and adherence to specifications.
 - Document any discrepancies and ensure timely corrective actions.
- Handover and Reporting:
 - Conduct a final inspection of the completed wash facility, ensuring functionality and adherence to design standards.
 - Prepare a comprehensive handover report with technical documentation, maintenance instructions, and warranty information.

Deliverables:

- Detailed site survey and assessment report with recommendations
- Comprehensive design and technical specifications for the wash facility
- Detailed project plan and budget breakdown
- Procurement documentation for all materials and equipment
- Construction activities, encompassing both room building, electrical installations and preparation of the room with doors and windows
- Progress reports submitted at regular intervals.
- Quality control and assurance reports
- Final inspection report and handover documentation

Additional Notes:

- The contractor will be expected to work closely with Tdh, the detention center management, and other relevant stakeholders throughout the project.
- The contractor should be experienced in similar light rehabilitation projects, especially within sensitive environments like detention centers.
- The contractor should demonstrate expertise in design, construction, and adherence to relevant regulations and standards.

5. Methodology

Methodology for Wash Facility Rehabilitation Consultancy

1. Site Survey and Assessment :

- Initial meeting with Tdh and detention center management to discuss project scope and requirements.
- Thoroughly inspect the existing wash facility, documenting conditions with photos and notes.
- Assessment of plumbing, electrical, and sanitation systems, accessibility, and suitability for female children.
- Identification of potential challenges and constraints.
- Preparation of detailed assessment report with recommendations.

2. Project Planning and Procurement :

- Development of a detailed project plan, including:
 - Construction timeline with milestones and deadlines
 - Budget breakdown with cost estimates for materials, labour, and equipment
 - Resource allocation plan, including roles and responsibilities.
 - Procurement of all necessary materials and equipment, ensuring quality and cost-efficiency.
 - Coordination with Tdh and detention center management for approvals and permits.

4. Construction implementation and Supervision :

- Conducting construction activities, encompassing room building, electrical installations, and preparation of the room with vital doors and windows.
- Regular on-site supervision to ensure design, specifications, and safety regulations are adhered to.

- Providing regular progress reports to Tdh and detention center management.

5. Quality Control and Assurance :

- Implementation of quality control measures throughout construction.
- Conducting regular inspections and documenting any discrepancies.

6. Handover and Reporting:

- Conducting a final inspection of the completed wash facility.

Geographical Coverage

The geographical scope of the contracting is in Kirkuk inside the Detention Center.

Timeframe

The duration of the contracting contract shall be for a maximum of 50 working days between Jan 2024 – March 2024.

The contractor is expected to use the equipment required for the work.

Profile of the contractor:

Experience:

- Proven track record in successfully completing similar projects, especially renovating facilities within sensitive environments like detention centers in Iraq.
- Demonstrated expertise in electrical installations and understanding of relevant safety regulations for such work.
- Experience managing and coordinating multiple subcontractors, such as carpenters and other skilled workers involved in door and window installation.
- A solid understanding of construction scheduling and adherence to timeframes, minimizing disruption to the existing facility.

Qualifications:

- Licensed and certified in general contracting and electrical work, meeting all local and regional requirements.
- Possesses a strong safety culture, documented safety procedures and a commitment to accident prevention.
- Experience working with and adhering to pre-established design documents and technical specifications.
- Proven ability to maintain clear communication and transparency with stakeholders throughout the project.

Additional Attributes :

- Adaptable and flexible, able to work within the constraints of the detention center environment and adjust to any unforeseen challenges.
- Sensitive to the needs of the children and staff within the facility, minimizing disruption and maintaining a respectful environment.

Selection Process:

The contractor selection will be based on a competitive process, which may include submitting proposals, interviews, and reference checks. The contractor will be expected to work closely with Tdh Lausanne and adhere to all relevant project guidelines and timelines.

This profile of the contractor section outlines the qualifications and skills necessary for the successful candidate to effectively carry out the contract, ensuring that the selected company or firm is well-equipped to meet the project's objectives.

Application procedure

- Financial Offer (BoQ and Quotation Attached).
- Technical Offer.
- Supporting Documents such as (Registration, Tax, ID of representative)

The quotation must be detailed and based on the contractor's proposed work mechanism.

All offers must be e-mailed to **"irq.tenders@tdh.ch"** no later than 21 January 2023 at 11:59 p.m. (Baghdad time).

Mention in the e-mail object the title of the Contracting:

Light construction work/ rehabilitation to build one Wash facility with annexes inside the detention center in Kirkuk Governorate.

Only proposals in English that include all the required documents will be assessed. Only contact short-listed candidates will be contacted.
