

Call for Applications Consultancy – Maldivian Red Crescent Building Project

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is a part of the world's largest humanitarian movement – the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict. The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date MRC has established branches in five atolls of Maldives and is implementing programmes and services in these communities. The vision of MRC is to be a model National Society contributing to overcome humanitarian challenges and the mission is to volunteer, participate and partner in delivering humanitarian services to the most vulnerable.

MRC has planned to construct a four storey building (“the Project”) for its own office space in the already procured land in Hulhumale’ island with the support of International Federation of the Red Cross and Red Crescent, for which the process has started in 2015. The architectural design of the project is at its final stage and is approved by the MRC Steering Committee (SC). In addition MRC has completed the bidding and procurement process of selecting a construction company for the project which is in alignment with the IFRC and MRC procurement guidelines and procedures. The bid awarding is to be completed upon the approval of IFRC, Geneva.

Objective of the ToR

The Consultant will carry out the complete engineering services related to the project design, construction supervision and contract management.

Tasks and responsibilities of the Consultant

In close cooperation with the Maldivian Red Crescent the consultant is responsible for the following tasks:

- After the approval of the Contractor selection, the consultant shall prepare and facilitate the contract agreement to be signed between the competitive bidder and MRC as per the specified agreed conditions.

Environmental Impact

The consultant should assess the environmental impact of the project and consider the following during the supervision phases;

- Existing baseline environmental conditions.
- Potential environmental impacts both direct and indirect.

- Including opportunities for environmental enhancement.
- The Consultant shall ensure that the preparation, design, construction implementation, operation and commissioning of the Project comply with (a) all applicable laws and regulations of Maldives relating to environment, health and safety; (b) the Environmental Safeguards; and (c) any violation of environmental standards under this Project.

Site Handover and Preparation of working drawings

- The consultant shall issue handover notice of the site to the Contractor as per the general conditions of contract in coordination with MRC.
- Preparation of working drawings for the building.
- Checking and approval of the Contractor's drawings.
- Mark-out the building within the site as per the Master Plan.

Review of the Contractor's Implementation Schedule

- The Contractor's proposed implementation schedule shall be reviewed thoroughly by the Consultant. Interrelations between the various activities shall be carefully reviewed particularly with respect to time allocation, commencement and completion dates. At the end of this procedure, an agreed implementation schedule should be provided by the Contractor to the satisfaction of all parties.

Issue of Instructions to the Contractor

- These services will relate to the fulfilment of the Contractor's duties from approval of the work program till the completion of works. The services will include giving instructions as required relating to;
 - Quality of materials used in the works
 - Equipment and methods of construction
 - Supervision, checking and testing of works carried out
 - Clarification of drawings and specifications
 - Progress of works to ensure that the work program is adhered to
 - Safety procedures and ensuring that the safety measures are in place.
- The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of the MRC.

Supervision of Construction Works

- The Consultant will be delegated with all normal duties and powers of the "Engineer" for the implementation of the project
- It will be the responsibility of the Consultant to supervise all operations on behalf of the MRC and to ensure that the work of the Contractor is carried out in a proper workmanship and expeditious manner and in accordance with the contract documents
- The Consultant will check, approve, reject and record, as the case may be, of the following;
 - Contractor's construction plant and equipment

- Materials of construction
- Concrete testing, procedures and results
- Construction of site works: concrete structures, steel structures, finishing, mechanical & electrical works and other utilities as required
- Review and approve all methods proposed by the Contractor for permanent and temporary works, formwork etc to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.
- Take photographs of the progress of the construction site regularly and submit along with periodical progress report on works.
- Any works that need correction/remedy/re-work need to be photographed & the report should have acceptable evidence. Such reports should indicate the cause of the correction/rework and he/she should make an impartial judgement as to how the extra cost will be adjusted.

Advice to the MRC on progress of works

- It is of utmost importance that the progress of the Works be in accordance with the programmed implementation schedule since the timely implementation of the project necessitates the strict adherence to the approved timeline. The Consultant will keep the MRC informed continuously on the work progress and if any deviation from the implementation schedule occurs, the Consultant will inform the MRC about the necessary measures to be taken to avoid any delays in the completion of the project.

Inspection and Testing of Works

- At all stages of implementation, the Consultant shall carry out regular inspection of materials and workmanship and acceptance tests to ensure compliance with the specifications. Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall be removed or rectified.
- Carry out inspection at time of substantial completion of the works and arrange for issue of the Initial Hand-Over Certificate in coordination with the Beneficiary.
- Undertake periodic inspections during the Defects Liability Period and notify the MRC and Contractor of any defect on the constructions works, and supervising their repair. Following the expiry of the Defects Liability period, arrange for issuing the Final Hand-Over Certificate in coordination with the MRC.

Approval of Payment Certificates

- The Consultant shall in parallel with the Contractor, make field measurements of all works done, which will be required for checking and certifying the Contractor's invoices.
- Certify all of the Contractor's monthly statements and final statement within the time specified in the contract and forward to the MRC for arranging payment.
- The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor and all materials and equipment supplied to the site.

Reporting/Meeting

The Consultant will keep the MRC continually informed on the progress of the works and all budgetary and financial matters pertaining to the project, by submitting the following reports;

- Provide input to Construction Project Coordinator to prepare monthly progress reports including: information on measurements of works executed, equipment and material supplied to site, used and/or stored – quality tests on earthworks, concrete works, construction materials and equipment – labour force – variation orders if any - payments made to the Contractor – acceptance tests of structures – problems encountered and recommendation made by the Consultant – photographs recording the progress of work.
- Maintenance of daily records on weather condition, man power employed by the contractor, machinery used on each working.
- Final report on completion of works and/or Consultants assignment. The consultant will prepare and advice on the issue of the Initial and Final Hand-Over Certificates.
- Arrange site meetings with Contractor at regular intervals to discuss progress and quality of works, resolve any pertaining problem.
- The Consultant shall issue variation order and claims for extension of time or any change in works according to the contract after obtaining the approval of the MRC. The Consultant shall also monitor the contract costs relative to the MRC's budgetary provisions.
- Attend meetings of the Steering Committee when and where necessary to give updates of the construction work.
- Meet with the Secretary General every other week to give updates of the project and to discuss any challenges faced.

Delivery to the Beneficiary 'As Built' Drawings

- The Consultant shall at the completion of the project, provide the MRC, free of charge a full copy of the as-built drawings which are recording any changes in the original work drawings.

In implementing all the above mentioned tasks the consultant will be supported by the Construction Project Coordinator when and where possible.

Duration

5 July 2016 to 31 December 2016

Reporting line

Report directly to Secretary General

Allowance and other fees

Total amount: MVR 78,000

- (i) 55% of the fees shall be paid in equal monthly instalments over a period of 4 months upon the submission of the progress report.
- (ii) 45% of the fees shall be paid on successful completion of the assignment by the Consultant during the last month of the contractual period of six months.

Code of conduct

During the term of consultancy, MRC Code of Conduct has to be signed and thoroughly followed by the consultant.

Application Process

Applications, quoting the **Consultancy Title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Aishath Noora Mohamed, Secretary General of MRC, 04 Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: **info@redcrescent.org.mv**

The deadline for application is **12:00 PM on 03 July 2016**.