

Terms of Reference

Engagement of Construction Contractor – WASH Project

1. Background

Save the Children Fiji has been operational since 1972 with a core function on promoting equity in education and advancing children's rights in line with the United Nations Convention on the Rights of the Child. Save the Children's primary role is to create a better world for children through program support, action-oriented research, awareness, and advocacy on the rights of children and access to their basic rights.

In times of natural disasters, Water, Sanitation and Hygiene (WASH) is normally the first sector to be affected. Accessibility to safe WASH facilities and improved practices is an essential part of preventing and protecting human health during infectious disease, this included the current COVID-19 pandemic.

Save the Children Fiji (SC Fiji) through its WASH Project continues to support the Ministry of Health & Medical Services (MOHMs) Strategic Objective Priority 1; Focusing on the reduction of Communicable diseases through WASH improvement initiatives targeting children in school and communities that are continuously facing challenges in accessing sufficient water and proper WASH facilities.

The United Nations' global Sustainable Development Goals places WASH as Goal 6. Studies have indicated that WASH is a vital component to the development of children's learning capacities – improved WASH facilities have vastly contributed to the children health and performance in schools

2. Project Details

Through the donor grant, Save the Children Fiji has implemented WASH Project in several schools in the Western side of Fiji for the last five years. The current WASH Project interventions aims to fulfill the rights of children towards the increase access to clean water and create a safe

environment for children to live in, also for children to access information about how to stay safe and healthy. Therefore, the WASH Project comprises of two components;

- i) Software component – WASH training to increase or provide relevant information on ways children can protect themselves from WASH related diseases.
- ii) Hardware component – rehabilitation of WASH infrastructures

3. Scope of work

The construction contractor is expected to deliver the assigned scope of work as outlined below as per the schools WASH needs:

No.	Name of Target Schools	Scope of Work	Tentative Dates
1.	Nalaba District School	<p>Hand Washing Station</p> <ul style="list-style-type: none"> • Remove corroded iron basin • Provide concrete 4ft wall block with tiling and proper drainage • Properly plaster the concrete floor • Replace taps and piping • Provide ceiling with eaves batten • Provide gutter to the roof structure • Provide painting to the whole area • Provide proper sheltered walkway from hand washing station to MHM facility with concrete walkway <p>Water Tank</p> <p>Concrete base</p> <ul style="list-style-type: none"> • Excavate the concrete base location • Add top soil for back fill, tamp down and level the top soil • Place mesh wire for steel reinforcement • Formwork for concrete pour • Laid the steel rod tied with binding wires • Concrete mix and pour concrete • Plastering of concrete base 	12 th June to 3 rd July, 2023

		<ul style="list-style-type: none"> • Provide iron rope to secure the tank. <p>Piping System</p> <ul style="list-style-type: none"> • Provide pipe fittings at the outlet of the tank • Connect pipe from main water supply to the water tank with a stop cork valve • Connect another pipe from the water tank to the WASH facilities 	
2.	Nasau District School	<p>Girls Toilet</p> <ul style="list-style-type: none"> • Replace leaking pipes from cistern to toilet pan • Replace leaking pan connectors connected from toilet • Fix electrical works and install tube lights • Replace missing louvre blade with louvre frames • Replace broken cistern • Replace broken shower heads with proper piping • Provide paintings to the whole toilet <p>Boys Toilet</p> <ul style="list-style-type: none"> • Replace leaking pipes from cistern to toilet pan • Replace leaking pan connectors connected from toilet • Fix electrical works and install tube lights • Replace missing louvre blade with louvre frames • Replace broken cistern • Replace broken shower heads with proper piping • Provide toilet seat • Improve the existing urinal 	4 th to 25 th July, 2023

		<p>Concrete base</p> <ul style="list-style-type: none"> • Excavate the concrete base location • Add top soil for back fill, tamp down and level the top soil • Place mesh wire for steel reinforcement • Formwork for concrete pour • Laid the steel rod tied with binding wires • Concrete mix and pour concrete • Plastering of concrete base • Provide iron rope to secure the tank. <p>Piping System</p> <ul style="list-style-type: none"> • Provide pipe fittings at the outlet of the tank • Connect pipe from main water supply to the water tank with a stop cork valve • Connect another pipe from the water tank to the WASH facilities 	
3	Nabau District	<p>Girls Toilet</p> <ul style="list-style-type: none"> • Replace broken door • Replace broken shower • Replace leaking pipes from the cistern to the toilet pan • Replace leaking pan connector connected from the toilet pan to the septic <p>Boys Toilet</p> <ul style="list-style-type: none"> • Replace leaking tap for the urinal • Replace leaking pipes from the cistern to the toilet pan • Replace leaking pan connector connected from the toilet pan to the septic 	26 th July to 17 th August, 2023

		<p>Hand washing station</p> <ul style="list-style-type: none"> • Site setting and profiling • Excavation to footing • Steel fixing, concrete pour to footing and block laying • Provide tiling to the 4ft block laying • Provide proper plumbing works • Plaster all concrete works • Provide 1/2 m roofing extension with eaves batten and proper gutter • General paintings for all building works 	
4.	Dobuilevu Muslim Primary	<p>Hand Washing Station</p> <ul style="list-style-type: none"> • Site setting and profiling • Excavation to footing • Steel fixing, concrete pour to footing and block laying • Provide tiling to the 4ft block laying • Provide proper plumbing works • Plaster all concrete works • Extend at least 1m roofing with eaves batten • Provide gutter and proper drainage for discharge of grey water • General paintings for all building works 	18 th August to 11 th September 2023
5.	Mataso Primary	<p>Girls Toilet</p> <ul style="list-style-type: none"> • Remove the low-density fibreboard walls and replace with concrete with proper cement filling from floor to half of the wall and the other top half of the wall till the ceiling to be replaced with 4x1 wood to the whole toilet building • Properly plaster the concrete floor • Provide tiling to all concrete floor and walls • Remove leaking pan connector and replace with a new pan connector 	7 th September to 6 th October 2023

		<ul style="list-style-type: none"> • Remove leaking pipes from the toilet cistern to the toilet pan and replace with new piping. • Provide 4ft block wall for hand washing with proper plumbing inside the toilet block. • Remove wooden entrance steps and replace with concrete steps • Provide toilet paper holder to all toilet cubicles • Provide paintings to the whole interior of the toilet block <p>Boys Toilet</p> <ul style="list-style-type: none"> • Remove the low-density fibreboard walls and replace with concrete with proper cement filling from floor to half of the wall and the other top half of the wall till the ceiling to be replaced with 4x1 wood to the whole toilet building • Properly plaster the concrete floor • Provide tiling to all concrete floor and walls • Remove leaking pan connector and replace with a new pan connector • Remove leaking pipes from the toilet cistern to the toilet pan and replace with new piping. • Replace leaking urinal pipes • Provide 4ft block wall for hand washing with proper plumbing inside the toilet block. • Remove wooden entrance steps and replace with concrete steps • Provide toilet paper holder to all toilet cubicles • Provide paintings to the whole interior of the toilet block 	8th September to 11 th October 2023
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		Hand Washing Station <ul style="list-style-type: none"> • Building 2ft blocks walls on both side of the tap area • Properly plaster the whole wash station area • Provide tilings to the block walls • Provide proper drainage with proper soakage pit • Provide shelter to the hand washing station • Provide proper gutter to the roof structure • Provide paintings to the whole works 	8th September to 11 th October 2023
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4. Objectives

Save the Children Fiji will work with relevant stakeholders, target project school heads and preferred construction contractor to address the WASH needs/issues in ensuring that children have an access to an environment that supports their educational and health needs. Therefore, SC Fiji is seeking a registered construction contractor with licensed plumber to carry out construction works for five (5) schools within the Ra Province.

5. Deliverables

- Understand and agree to Child Safeguarding Policy
- Review and agree with the scope of work to be carried out in the five target project schools and identify detailed material list according to the agreed scope of work.
- Carry out all construction works outlined in the scope of work in the five target schools.

6. Responsibility of Construction Contractor

The contractor will work closely with Save the Children staff to carry out construction works in the identified target schools. Construction contractor shall adhere to the following:

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- Accompany SC Fiji to conduct detailed assessments and provide the material list to be carried out in the two target project schools.
- Carry out the specified scope of work and ensure a high standard of delivery
- Provide regular updates to SC Fiji Officer on the progress of works
- Adhere to the agreed scope of work

7. Main Tasks and Proposed Timelines

The construction contractor is expected to deliver the assigned tasks as outlined below:

Tasks	Key Deliverable	Estimated No. of days
Sensitize Child Safeguarding before signing an agreement	Understand and agree to Child Safeguarding Policy	1 day
Accompany WASH Officer to carry out a detailed assessment and confirm the scope of work	Finalize scope of work and identify material list	5 days
Provide a detailed list of construction materials according to the agreed scope of work in each target schools		
Perform all construction work identified on the agreed scope of work	<i>Nalaba District</i> Improve existing hand washing station Installation of water tanks with tank stand and plumbing works	16 days
	<i>Nasau District</i> Improve to existing ablution block Installation of water tanks with tank stand and plumbing works	16 days
	<i>Nabau District</i> Improve to existing ablution block	16days

	Install sheltered Hand washing station	
	<i>Dobuilevu District School</i> Install sheltered Hand washing station	16days
	<i>Mataso Primary</i> Improve existing ablution block Improve existing hand washing station	21days

8. Duration of Work

The contractor will carry out the assigned tasks within 3 weeks in four schools and 4 weeks in the fifth school. Tentative dates for assessment in the five (5) target schools is on the 9th May till the 15th of May to identify material list. Whereas the construction works in all the five (5) target schools tentative dates will be between the 12th June till the 11th October, 2023. It is expected that the construction contractor will dedicate a total of 91 working days for the entire duration of the contract. The works in the five target schools are bound to begin once the identified contractor signed an agreement with SCF. Any additional days to be decided with the CEO, based on the available budget.

9. Fees and Payment Structure

Contractors will be paid according to completed scope of work in each target project schools, upon SC Fiji staff together with the Head of School inspecting and signing off on the successful completion of work. The contractor will be paid for **91 working days** to a maximum amount of FJD 14,120 to carry out construction works detailed in the scope of works. The payment will be paid in instalments as highlighted in the schedule below and only upon the submission of detailed report capturing the completed scope of work, signed off the by the Head of Schools.

- 10% Engage of contractors' services, understand and agree to Child Safeguarding Policy, carry out detailed WASH assessment with WASH officer in each target

schools and provide a detailed construction material list according to the scope of work to be carried out.

- 15% upon the completion of agreed scope of work at Nalaba District School.
- 15% upon the completion of agreed scope of work at Nasau District School.
- 15% upon the completion of agreed scope of work at Nabau District School.
- 15% upon the completion of agreed scope of work at Dobuilevu Muslim Primary School.
- 30% upon the completion of agreed scope of work at Mataso Primary School.

10. Requirements of Service Provider

Education and Experience

- Required: Relevant Technical Degree or appropriate Certification/Licensing
- Preferred: A minimum of five (5) years' experience in construction and plumbing works and experience of working in schools is an added advantage.

Language: Fluency in English is required. Knowledge of local language is an asset.

Skills:

- Excellent in time-management, organization and prioritization skills
- Ability to initiate and manage change in a diverse environment
- Strong communication skills to establish and to develop close and effective working relationships with diverse stakeholders

11. Code of Conduct

Save the Children's work is based on deeply held values and principles of child safeguarding and our commitment to children's rights and humanitarian principles must be supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere and the contractor(s) and interpreters if applicable are bound by the principles and

conditions of Save the Children's Code of Conduct and will need to sign it before departing to the field.

Approved by:

Shairana Ali

Chief Executive Officer

Date

18/04/23