



Vétérinaires Sans Frontières Germany

Expression of Interest

(by the consulting firm in response to the REOI issued by the procuring entity)

For

Feasibility Study for Rehabilitation of Magwi – Palotaka –Road (44km)

Ref No: VSFG/SSLRP/19/07/2023-002

Issue Date: 15th August 2023

Foreword

This document has been prepared by **Vétérinaires Sans Frontières Germany** and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using **International Competitive Bidding** in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹

Reference Number: VSFG/SSLRP/19/07/2023-002

15th August 2023

Feasibility Study for Rehabilitation of Magwi – Palotaka –Road (44km)

1. The Government of **South Sudan** (“the client” or “procuring entity”) represented by Ministry of Agriculture and Food Security (MAFS) has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of **Rehabilitation of Magwi – Palotaka Road (44km)**, and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with **Rehabilitation of Magwi – Palotaka Road (44km)**.

2. This request for expressions of interest (REOI) follows the general procurement notice that appeared in the City Review daily newspaper on **March 2nd 2023**. The REOI was advertised in **The City Review Daily on August 16th 2023 and the NGO forum on August 15th 2023**.
3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide **Feasibility Study for Rehabilitation of Magwi – Palotaka –Road (44km)**. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
4. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
5. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².
6. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.

¹ This document refers to legally constituted consulting firms as “consultant”.

² The policy is accessible at www.ifad.org/anticorruption_policy.

- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
7. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
 8. **Procedure:** the selection process will be conducted using **Quality and Cost Based Selection** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
 9. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

10. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below juba@vsfg.org no later than **05:00 pm 24nd . August 2023, South Sudan local time**. The client will provide responses to all clarification requests by **05:00 pm 25th . August., 2023, South Sudan local time**.
11. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **13th. September. 2023 at 11:00 am, South Sudan local time**.

Vétérinaires Sans Frontières Germany
Attn: Willie Rono Tuimising, Country Director
Hai Malakal Juba. | Plot 74 Block AXIII off unity Road | LandMark: Across UAP
Equatoria Tower, alongside Combridge Training Center & Opp Finance SS Ltd.
South Sudan
Tel: +211 92 052 0025/+211 91 830 5863
Fax:
E-mail: juba@vsfg.org

Yours sincerely,

Country Director

Vétérinaires Sans Frontières Germany

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for Feasibility Study for Rehabilitation of Magwi – Palotaka –Road (44km)

Ref: VSFG/SSLRP/19/07/2023-002

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process:
[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]

Name of Recipient	Address	Reason	Amount	Currency
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⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.



[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Consulting Services for Feasibility Study for Rehabilitation of Magwi – Palotaka –Road (44km)

Ref: VSFG/SSLRP/19/07/2023-002

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s)of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business	

(iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3

Experience of the Consultant

Re: Consulting Services for Feasibility Study for Rehabilitation of Magwi – Palotaka –Road (44km)

Ref: VSFG/SSLRP/19/07/2023-002

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:

Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1
PRELIMINARY TERMS OF REFERENCE (PTOR)



Vétérinaires Sans Frontières Germany

**Terms of Reference for
Consulting Services**

for

FEASIBILITY STUDY FOR REHABILITATION OF 44KM ROAD (MAGWI-PALOTAKA)

Ref No: *VSFG/03/2023/RC001*



Foreword

These terms of reference have been prepared by **Vétérinaires Sans Frontières Germany** and are based on the 1st edition of the IFAD-issued standard procurement documents template for terms of reference available at www.ifad.org/project-procurement This document is to be used for the procurement of services in projects financed by IFAD.

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Terms of Reference (TOR)

For

FEASIBILITY STUDY FOR REHABILITATION OF 44KM ROAD (MAGWI-PALOTAKA)

1. Client

The client for this assignment is Ministry of Agriculture and Food Security (MAFS), represented by Vétérinaires Sans Frontières Germany.

2. Country background The protracted conflict, violence and massive cross-border displacements, of significant proportion of the population. As a result, there was a breakdown of the social structure of the population and disruption of community structures and institutions which negatively affected the livelihoods of the people. With the signing of the peace agreement and the formation of the Government of National Unity, there is a desire across the population to get their lives back to normal. However, because of the prolonged conflict, the country is still fragile and food insecurity poor roads remains a main challenge. Because of the fragility of the people, they continue to degrade the farmlands and forests leading to the population becoming extremely vulnerable to the impacts of increased global warming as well as unpredictable and reduced rainfall.

It is against this background that the International Fund for Agricultural Development (IFAD) has joined other development partners in supporting the country's recovery efforts by providing funding to the Government of the Republic of South Sudan for implementation of the South Sudan Livelihoods Resilience Programme (SSLRP).

3. Project Background

The project activities fall under four components: a) Community Driven Development (CDD) planning; b) Agriculture production and rural livelihood support; c) Project support and capacity building to selected GOSS institutions at the central and local levels and supporting the development of key policies (i.e. Cooperatives Policy Framework and Rural Financial Policy Framework); and d) Disaster response and risk mitigation.

Additional financing of US\$25.35million have been approved for the project as follows: a) US\$10.35million from the Dutch Government for the rehabilitation of a rural feeder road infrastructure in the Project area, and b) US\$ 14.5 million from the Global Agricultural and Food Security Program (GAFSP).

The Ministry of Agriculture and Food Security (MAFS), is the Lead Executing Agency implementing through a Project Coordination Unit (PCU) and a consortium of Service Providers (SPs) led by Vétérinaires Sans Frontières Germany (VSF Germany).

a) 4. Background of the assignment

The Government of the Kingdom of Netherlands has committed additional funds for the improvement and rehabilitation of one feeder road in the project area in line with National Standards of South Sudan Low Volume Roads Design Manual.

While there is an incontestable case for improving accessibility, the quality, and reliability of the road in Magwi county, the implementation of SSLRP for rehabilitation and construction works will inevitably have potential to contribute to supporting communities to improve livelihoods. This ToR is for a consultancy to assess the conditions of the roads leading to the market and other areas where the sub-projects will be implemented.

VSF-G therefore, intends to apply part of the proceeds for the procurement of consultancy services to undertake feasibility study and prepare detailed report consisting of: detailed Engineering Survey, Design, Drawings, Road Inventory, Cost Estimates, tender documentation, and bid evaluation criteria for rehabilitation of Magwi – Palotaka Road (44km).

5. Overall objectives

The goal of the contribute to improved and resilient livelihoods for South Sudan rural smallholders.” The Development Objective is to “Empower communities to participate in decision making processes that will result in sustainable and resilient agricultural livelihoods”.

6. Objectives of the assignment

The overall objective of the consulting service is to conduct **feasibility study for rehabilitation of Magwi – Palotaka Road (44km)**.

Besides, the above overall objective the consultant will;

- i. Conduct desk study including a review of existing relevant background information/data collection and review of existing data and documents on existing access roads in the target locations;
- ii. Carry out field investigations activities including, but not limited to: a rapid assessment of the conditions of the identified roads with view to rehabilitate road sections and structures;
- iii. Carry out and analyze any topographic surveys that will be required;
- iv. Undertake geo-technical survey as necessary;
- v. Undertake hydraulic assessment for drainage works and fix embankment height where applicable;
- vi. Prepare detailed engineering design and drawings of the different road sections/structures identified for rehabilitation/improvement;
- vii. Develop engineering specifications covering all aspects of the proposed works. The technical specifications shall comply with industry design standards and shall include the descriptions of the work items, material requirements, construction requirements and methods as well as the methods of measurements. The sampling, testing and inspection requirements, and production and delivery requirements, shall be included in the specifications of applicable work items.
- viii. Liaise with the IA to ensure compliance with the Environmental and Social Management Framework.
- ix. Prepare cost estimate with analysis of rates.
- x. Prepare survey and design report.
- xi. Prepare tender documentation, and bid evaluation criteria.

7. Scope of work

7.1. General

The Consultant shall perform all the tasks necessary in the terms of reference and shall co-operate fully with Vétérinaires Sans Frontières Germany and the concerned agencies of the Government of South Sudan, in particular the Ministry of

Agriculture and Food Security, Ministry of Roads and Bridges, Ministry of Environment, South Sudan Forest Service, South Sudan Wildlife Service, Relevant State and County Governments, amongst others.

7.2. Description

The consultant will provide high quality professional services for feasibility study, detail engineering survey, design and prepare detail drawings and cost estimate according to the South Sudan Low Volume Roads Design Manual standard for the construction of rural roads. The scope of services to be carried out by the consultant shall specifically include, but not limited to the following:

7.2.1. Engineering Details (Field Survey)

- The horizontal alignment of the road (i.e. centre line) should be determined within the survey strip of proposed corridor of the optimum alignment between control points specified as a result of the engineering investigation.
- Accurate traverse line shall be run along the route selected.
- Since this is improvement/rehabilitation of an existing road, efforts should be made to adjust the alignment so as to match the existing road track wherever possible.
- Strip of sufficient width (10m on either side) to accommodate cut/fill and for possible shift in the centre line at the final design shall be surveyed.
- Traverse survey shall be done by Total station/Theodolite with angles using double reversed method.
- Appropriate and accurate method shall be adopted for the distance measurement between two consecutive transit stations.
- Transit stations shall be pegged and numbered following a sequential order.
- Features like buildings, monuments, graveyards, worship centres, power and telephone lines, pipelines, existing roads and trails shall be located by offset measurements from the traverse line.
- Cross section shall be taken at 15-20 m interval and at closer intervals in places having abrupt slope changes or different soil type.
- Classification of soil chainage wise is absolutely necessary.
- Benchmarks shall be fixed at every 250 m intervals or at 500 m intervals in special cases. Benchmarks shall also be fixed at bridge and culvert sites.
- Check all levels with the levels of established Benchmarks by fly leveling for accuracy.
- Single datum preferably geodetic survey datum shall be used to tie up all levels;
- Grid survey at 1 or 2 m intervals may be necessary at places of sharp curves of difficult places and at all bridge sites;
- Data information should be taken on all gullies, depressions, streams and rivers where cross drainage structures are required;
- Every retaining structures, breast structures, drainage structures, slope protection measures should be supported by justification and photographs;
- Road Inventory with details such as: existing retaining walls, check dams, chutes, pipe and slab culverts, causeways, drain, rehabilitation of existing channel works and other structures and the consultant shall produce road inventory drawings as per South Sudan Low Volume Roads Design Manual Norms, Specifications and design standard or other appropriate formats.

7.2.2. Environmental Consideration

The basic intention of environmental consideration is to develop the best possible rural road in the given environmental settings. Environmental consideration basically addresses two aspects: risks or threats, which are the likely damages to the environmental quality, services and natural wealth; and opportunity or potential in the given natural setting for road works to harness the same. Environmental considerations should, therefore, focus on avoiding or minimizing damages and, at the

same time, promoting sensible use of opportunities to improve the natural environment. So, during the detail site visit, the consultant will liaise with the Environmental and Social Impact Assessment (ESIA) Consultant (hired separately) to make an input into the site specific Environmental Management Plan (EMP) of the proposed roads to be prepared by the ESIA consultant. The Consultant shall confirm that the EMP is prepared as per prescribed format by South Sudan Low Volume Roads Design Manual Norms, Specifications and design standard.

7.2.3. Engineering Design Calculation

Engineering design must be shown with calculations. The format should be described properly declaring the meaning and source of variables, constants and multiplication factors should be referenced and justified. Technical Guidelines on Planning, Design and Construction of Rural Roads provided by South Sudan Low Volume Roads Design Manual should be strictly followed in design works. The road should be designed according to all weather road (well graded gravel surface)

7.2.4. Preparation and presentation of feasibility study document

All the data and information collected during the above survey should be compiled as feasibility study document and the document should comprise of:

- report
- cost estimate, and
- construction drawings
- tender documentation, and bid evaluation criteria

7.2.5. Report

It contains the following:

- a) Background Information
 - Name of the work and its scope of activities
 - VSFG and plan provision
 - History, geography, climate, etc.
 - Necessity, or other words, project justification
- b) Road's Salient Features
 - Route selection
 - Alignment
 - Environmental considerations
 - Right of way, roadway, carriageway and other cross-sectional elements
 - Salient features of road structures
 - Present / anticipated traffic
- c) Road Design and Specification
 - Road design
 - Pavement design (Gravel Surface)
 - Protection works (other than cross - drainage works)
 - Specifications
- d) Drainage facilities including cross-drainage structures
 - Discuss investigations carried out
 - Give details of the surface / sub-surface drains and drainage measures, attach design calculations / drawings.
 - Highlight and propose special measures to check soil erosion and environment.
 - Discuss the proposals on small cross-drainage structures i.e. Culverts / causeways.

- In case of improvement of existing roads, list out the cross-drainage structures proposed to be improved.
- State whether any standard designs were followed.
- e) Materials, Labor and Equipment
 - Type, quantity and specifications of materials required and their availability.
 - Type, number and skills of labor required and its availability.
 - Type, number and specifications of tools/equipment/plants required.
- f) Rates
 - Give reference to the schedule of rates of the year adopted.
 - Highlight the items for which suitable rates are not available in the schedule and for such items give reference to the analysis of rates attached to the estimate.
- g) Construction Schedule
 - Mention the proposed system of work execution to be adopted
 - Mention the proposed project period.
 - Discuss the prevailing and anticipated constraints to project implementation
 - Draw up a construction schedule in the form of bar chart along with the responsible parties. This should be done after scheduling the activities according to the Critical Path Analysis.
- h) Miscellaneous
 - Indicate the camping, store and office requirements.
 - Mention identified diversions and borrow pit.
 - Mention arrangements for water supply and other site amenities.
 - Indicate proposed roadside plantation and wayside amenities.
 - To prepare the EMP.

7.2.6. Cost-Estimate

The cost estimate should provide all financial requirements and it should be realistic. In the cost-estimate, it is ensured that all

- The work items are carefully listed.
- The quantities are determined to a reasonable degree of accuracy, and
- The rates provided are workable. The cost estimate should consist of:
- A general abstract of cost, and general abstract of cost provides the total cost of the scheme along with a general break-down given under the following major heading:
 - Site clearance
 - Earthwork
 - Sub-bases
 - Bases
 - Surfacing
 - Cross drainage and other structures
 - Provision for tools, equipment and plants
 - Provision for contingencies
 - Work charges of the establishment
 - Quality control, etc.

The detailed cost-estimate for each major activity consists of

- Abstract of cost
- Estimate of rates for work items not covered by relevant schedule of rates and
- Chart of quarry / material sources

Where the work is proposed to be executed in stages, the cost – estimate should be prepared for each stage separately. The cost- estimates for respective stage should be presented in a logical sequence.

7.2.7. Construction Drawings

The construction drawings should clearly show and interpret the proposed works in relation to the existing features with other necessary information for accurate translation. All the drawings should follow a uniform standard with regard to:

- Size
- Scale, and
- Details

a) Drawing size

Drawings should be of adequate size to accommodate a reasonable length of the road or an independent structure such as a culvert in full details.

The appropriate size of a drawing sheet is 297 mm x 420 mm corresponding to A3 size which can easily be stitched in a folio. The standard size of the folded compact is 297 mm x 210 mm.

To facilitate the stitching of drawings into a folio, a margin of 40 mm should be kept on the left-hand side of the drawing sheets.

The following working drawings shall be prepared for implementation of the works using computer software or manually as appropriate:

- General plan of project site showing the distance from the project area to construction materials and quarry sites in appropriate scale. Road plan in 1:1000 scale, which shall include detailed working drawings and setting out data such as centre line coordinates, deflection angles and other parameters of horizontal alignment setting
- Description card (D-card) with full details of benchmarks and points along centre line, minimum of 4 reference points per km i.e on an average one peg in each 250 m including location sketches, level and coordinates as appropriate.
- Profile at H1:1000 and V1:200 (for hills) or V1:100 (for plains) scale indicating existing ground situations, proposed designs, existing soil type, lengths and type of drains and mass manage and haulage plan.
- Cross-sections incorporating structures at 1:200 scale at all centre line pegs at 15-20 m interval or less and 10 m either side of centre line with existing ground situations, proposed designs and data such as existing ground level, proposed ground level, area of cut, area of fill, soil type and drain type etc.
- Detailed working drawings and setting out data - centre line coordinates, deflection angles and other relevant data of horizontal alignment setting.
- Similarly, vertical alignment setting data.
- Typical working drawings for all other structures.
- Earthwork quantities (cut and fill) shall be prepared on spread sheet computer program based on cross-sections
- Bill of Quantity should be broken down and grouped contract package wise.

b) Component of a set of Drawings

i) Locality map-cum-site plan

- Key map also called as locality map
- Index map also called as site plan

Key map and index map are usually drawn in a single sheet and this sheet forms the first sheet in the folio of the drawings.

Where the length of the road is substantially long, locality map and site plan are separated in such a manner that locality map is accommodated in one sheet and the site plan on a series of sheets.

The locality map or "Key Map" should be drawn to a scale of 1:250,000 and should have a bird's

eye view of the proposed work with respect to the

- Road network serving the area

- Important town / village centers, and
- Other prominent places

The site plan or “Index Map” should be drawn to a scale of 1:25000 and should show the road with chain ages and its immediate neighborhood covering the important physical such as hills, rivers, tracks, main trails, etc.

The sheet which contains the locality-cum-site plan should have a legend to explain the abbreviations and symbols used in subsequent drawing sheets. Alternately, the legend could be shown on a separate sheet at the beginning of the folio.

ii) The elements in a rural road are generally same for most of the length. They are:

- Width of carriageway
- Width of roadway, i.e. formation width
- Width of shoulder
- Right of way
- Side slopes
- Pavement cross fall

It is desirable to show the above mentioned elements as a typical section instead of repeating the same details on every cross-section.

iii) The cross-sections of the road should be presented serially according to the chainage starting from 0+000. Each sheet should accommodate a number of cross-sections.

iv) Standard design and drawings of cross-drainage structures should be used wherever possible, thus avoiding repetitive design/drawing work for similar structures. The drawings

- Cross-drainage structures
- Retaining walls
- Breast walls, and
- Other road side structures

The drawings should show clearly the details of foundation, proposed materials, etc. and should be prepared on a scale which is large enough to accommodate all details comprehensively.

7.2.8. Bill of Quantities

Bill of quantities should cover all the required items listed in the cost estimate. All the details of labor and materials should be given as a break-down under respective work item. In general, quantities of the work items and their units should be given in the approved format.

7.2.9. Schedules of Labor and Materials

Schedules of labor and materials are essential, in advance, for construction planning and management purposes.

7.2.10. Use of Computer and Design software

Consultants are encouraged to use computers and appropriate design software. The consultant should submit the soft (electronic) copy of reports of the total output of the works.

5 7.2.11. Liaison with engineer in-charge

The consultants are required to maintain close liaison with the Rural VSFG Engineer/Public Works Specialist. Draft design for alignment, earthwork and pavement design and other technical aspects of the design shall be discussed with the VSFG Engineer/Public Works Specialist for approval prior to proceeding with the final detailed design.

6 7.1.12. Bid evaluation criteria

The consultant shall review, refine and prepare criteria for:

- Preliminary responsiveness
- Technical Evaluation
- Financial Evaluation

“Taking any action under a civil works contract designating the consultant as “engineer”, for which action, pursuant to such civil works contract, the written approval of the client as “employer” is required.”

8. Capacity building and transfer of knowledge

[If capacity building and transfer of knowledge are a specific objective of the assignment, specific details on the characteristics of the required services should be provided.]

[Define organizational arrangements. Clarify delimitation of responsibilities for the organization of the training: which cost will be covered by the client and which by the consultants; requirement for special training materials, number of trainees etc.).

N/A

9. Reports and schedule of deliverables

The detail report covering of feasibility study, designs, cost estimates and bidding documents shall be completed in **six (06) consecutive weeks** after commencement. The consultant shall prepare and submit the following reports (all in English) to the Client:

9.1 Inception Report

This shall briefly describe the consultant’s mobilization, initial finding, staffing, implementation programme, details of decisions needed or actions to be taken later by the Client to enable the assignment to be completed, comments on ToR and any such other remarks as deemed appropriate.

This inception report shall be submitted (5 copies) within seven (7) days of commencing the assignment.

9.2 Weekly progress briefs

These are necessary to update the employer of assignment on the progress made and shall cover the weekly activities and will only be required where week ends.

9.3 Technical Reports, Bidding and Evaluation Documentation

The Consultant shall prepare separately the following documents during this stage:

- i. Inception report to VSFG: 1 week after commencement. (5 Copies)
- ii. Feasibility study report; 2 weeks after commencement. (5 Copies)
- iii. Draft preliminary Design reports with cost estimate; 3 weeks after commencement. (5 Copies)
- iv. Final Preliminary Design Report (5 copies); 4 weeks after commencement, having incorporated comments made by the client on the Draft preliminary report.
- v. Draft Final Detailed Design Report (5 copies); 5 weeks after commencement.
- vi. Final detailed Engineering Design report (5 copies); 6 weeks after commencement having incorporated comments made by the client on the preliminary design report.
- vii. Confidential Cost Estimates (4 copies); 6 weeks after commencement

- viii. Complete tender dossiers conforming to IFAD requirements to enable the client to call for bids for implementation of the works (9 copies); 6 weeks after commencement

The draft preliminary, final preliminary and final detailed design report shall include technical reports containing the general engineering report, calculations, drawings and all other reports mentioned in this TOR.

The effective date shall be the date on which the Consultancy agreement shall be signed by the Client. The Consultant shall commence the study within **Seven (7) Calendar Days** of the Order to Commence.

The following table summarizes the time schedule to be observed in carrying out the Assignment: -

<u>Activity</u>	<u>Weeks</u>	<u>Responsibility</u>
(i) Effective Date of Contract	W 0	VSFG
(ii) Inception Report to VSFG	W 1	Consultant
(i) Feasibility Study Report	W 2	Consultant
(ii) Preliminary Report to VSFG	W 3	Consultant
(iii) Finale Preliminary Design Report	W 4	Consultant
(iv) Draft Final Design Report to VSFG	W 5	Consultant
(iv) Final Detailed Report to VSFG	W 6	Consultant
(v) Confidential Cost Estimate to VSFG	W 6	Consultant
(vi) Complete Tender dossiers VSFG and MAFS	W 6	Consultant
(vii) Writing Implementation Completion Report	When due	Consultant

N/B: - W = date of commencement

9.4 Structure and Submission of Reports

The Engineering Design report shall be made up of 10 volumes as follows:

Volume 1 Standard Bidding Document

Volume 2 Technical Specifications

Volume 3 (a) Engineering Drawings

Volume 3 (b) Setting Out Data, Control Point and Horizontal Curve Details

Volume 3(c) Strip Maps

Volume 4 Engineer's Estimate

Volume 5 Detailed Design Report

Volume 6 Drainage Structures Report

Volume 7 Soils and Materials Report

Volume 8 Environmental and Social Impact Assessment Report

Volume 9 Topographic Survey Report

Volume 10 Bridge Design Report

All the above reports shall be submitted to: -

The Country Director

VÉTÉRINAIRES SANS FRONTIÈRES GERMANY

Tierärzte ohne Grenzen e.V.

Hai Malakal Juba. Plot 74 Block AXIII off unity Road

JUBA, South Sudan

10. Consultant's qualifications and experience

The general experience of the firm;

The firm must at least have Seven (7) years post-registration experience.

Specific experience of the firm.

The firm must have at least Seven (7) years professional and practical experience in undertaking Feasibility studies and detailed engineering designs in the Road sector.

The consultant shall employ the following key staff: -

- (i) Highway Engineer/Team Leader (01)
- (ii) Design Engineer (Highways) (02)
- (iii) Senior Traffic and Transportation Planning Engineer (01)
- (iv) Senior Urban Traffic Control Engineer (01)
- (v) Traffic Modeller (01)
- (vi) Surveyor (04)
- (vii) Soils/Materials Engineer (01)
- (viii) Structural Engineer (01)
- (ix) Architect (01)
- (x) Land/Property Valuer (01)
- (xi) Environmentalist (01)
- (xii) Sociologist (01)
- (xiii) Transport Economist (01)
- (xiv) Support staff

The minimum requirements of these key professional staff are: -

(a) Highway Engineer/Project Director/Team Leader

The Highway Engineer/Team Leader shall be a chartered or registered professional Civil Engineer with a degree in civil engineering or equivalent academic qualification and a minimum of 15 years' experience in highway design and construction supervision, of which a minimum of 10 years should have been as a Team Leader on at least 4(four) assignments of a similar nature in **value and complexity**. A Post graduate qualification will be an added advantage. Experience in tender and contract documentation, and management is required. Team Leader is expected to manage the overall service provision needed by the client under this assignment. The team leader shall be fulltime and present in South Sudan for the entire duration of the assignment.

Fluency in both written and spoken English is mandatory, whilst communication skills are essential. Experience in the region will be an added advantage.

(b) Design Engineer (Highways)

The Design Engineer shall be a qualified, chartered, or registered civil engineer with a minimum of 10 years' experience of design projects for roads in urban areas, of which a minimum of 5 years should have been as a specialist design engineer on road at least 5 (five) construction contracts of a similar nature, preferably in developing countries. Fluency in written and spoken English is essential.

(c) Senior Traffic and Transportation Planning Engineer

The Traffic Engineer shall be a qualified, chartered, or registered civil/traffic engineer with a minimum of 10 years' experience of Transport/Traffic Engineering, Traffic management techniques, traffic signal control, construction of transportation infrastructure, in urban areas, of which a minimum of 5 years should have been as a specialist traffic engineer on at least 3(three) transport infrastructure projects preferably in developing countries. Evidence of knowledge in traffic modelling and use of relevant software must be provided. Fluency in written and spoken English is essential

(d) Senior Urban Traffic Control Engineer

The Senior Urban Traffic Control Engineer shall be a qualified, chartered, or registered engineer with a minimum of 10 years' experience of experience planning, designing, procuring, systems integration and commissioning UTC projects in an urban environment. Expertise in working with Contracts on projects relating to Intelligent Transport Systems (ITS), communications, software and devices essential.

Evidence of knowledge in traffic modelling and use of relevant software must be provided. Fluency in written and spoken English is essential

(e) Traffic Planning Modeler

The Traffic Planning Modeler shall be a qualified, chartered, or registered civil/traffic engineer with a minimum of 8 years' experience of Transport/Traffic Engineering, and area-wide macro and micro-simulation modelling using industry-standard software, and preferably in developing countries. Fluency in written and spoken English is essential.

(f) Surveyor

The Surveyor shall be registered with the Surveyors Registration Board of South Sudan or a similar recognized international professional body. He/She should hold a Bsc in Surveying with a minimum of 10 years' experience of highway construction and design projects, of which a minimum of 5 years should have been as a route surveyor on at least 8(eight) road construction contracts of a similar nature, preferably in developing countries. Fluency in written and spoken English is required. Knowledge of the local language will be an added advantage.

(g) Soils/Materials Engineer

The Soils and Materials Engineer shall be a qualified civil engineer, with a minimum of 10 years' experience in pavement design and construction, ground investigation and highway laboratory materials testing. He/she shall have a minimum of 5 years' experience as head of materials on road development project of similar nature in developing and tropical countries. Reasonable fluency in written and spoken English is mandatory. Knowledge of the local language will be an added advantage.

(h) Structural Engineer

The structural Engineer shall be a registered, professional engineer with a BSc in Civil/Structural Engineering and not less than 10 years post qualification experience, 5 of which should be in design and supervision of storeyed structures, box culverts, bridges, retaining structures or related structures on engineering projects. Fluency in written and spoken English is essential.

(i) Architect

He/She shall possess a University degree in Architecture and a Masters in Landscape Architecture. He/ She shall be a registered architect, with not less than 8 years post qualification experience, 5 of which should be in design multi-storey structures and urban landscape design. The Architect is required to design the multi-storey car parking facility and

streetscape. Experience in urban landscape design and design of multi-storey car parking facilities will be considered an added advantage. Fluency in written and spoken English is essential

(j) Land and Property Valuer (01)

The Land/Property Valuer **shall** be a qualified valuation surveyor registered with either the Surveyors Registration Board of South Sudan or a similar recognized international professional body with a minimum of **10 years'** experience in estimating the market value of land, buildings and commercial properties and shall be responsible on the project team for compensation assessments. He/She should hold a Bsc in Land Economics. A minimum of **4 years** should have been spent as the lead land and property valuer on at least four road construction contracts of a similar nature, preferably in developing countries. He/She will be responsible for undertaking the Resettlement Action Plan. Fluency in written and spoken English is essential. Knowledge of the local language is desirable and shall form part assessment.

(k) Transport Economist

The Transport Economist **shall** be qualified with a degree in economics, engineering or other relevant discipline with specialisation in transport economics. He/she will have a minimum of **10 years'** experience in economic analyses 4 of which should be in transport field. He/she should possess experience in economic assessment of road construction projects preferably in developing and tropical countries. The transport Economist **shall** be responsible Economic and Financial analysis of the proposed investments. He/she shall carry out cost-benefit analysis in line with standard transport industry procedures and requirements.

Fluency in both written and spoken English is essential.

(l) Environmentalist

The Environmentalist **shall** be qualified with a degree in environmental management or a related physical- or social-science discipline and registered with an appropriate environmental body. He/she will have a minimum of **10 years'** experience 5 of which should be in road project environmental screening and assessment with a sound knowledge of environmental attributes, impacts and measures to mitigate impacts in urban settings of developing and tropical countries. The Environmentalist **shall** be responsible for assessing impact of designed facilities to the environment and prepare the Environmental impact assessment (EIA) report for the project.

Fluency in both written and spoken English is essential. Experience in environmental management of construction projects would be required. Knowledge of the local language is desirable and shall form part assessment.

(m) Sociologist

The sociologist shall be qualified with a degree in either sociology, economics, psychology or other related socio science with 10 years' experience 5 of which should be in assessing sociologic impact of transport infrastructure development in developing countries. The sociologist shall Carryout Baseline surveys & socio-economic assess the impact of the project to the community, in addition to proposing most appropriate means and methods of sensitising the community in the project area.

Fluency in both written and spoken English is essential. Knowledge of the local language will be an added advantage.

(n) Support Staff

The consultant shall provide all the necessary qualified and experienced support staff that may be required to perform the services including CAD technicians, quantity surveyors, traffic surveyors, secretaries/typists, drivers etc
The consultant shall state in his proposal, the modalities of how he will enhance community participation in the project at all stages from feasibility study to preliminary design. He should also be able in the proposal to draw attention to all possible environmental and social consequences of the works and how they will be addressed.

(o) Local experts and facilities

International / Regional Consultants are advised to work with local sub-consultants of acceptable capabilities. The consultant is expected to engage local support experts to assist the international experts in the performance of their services particularly for the acquisition of local information and maintaining liaison with all concerned bodies.

(p) Client Liaison and Feedback

The Consultant shall report to the Client's Contract Manager/Management Team, identified by the Client on all matters relating to the assignment. The Consultant shall work closely with the Client's Contract Manager and/or Contract Management Team to ensure the smooth running of the project and timely completion of the assignment.

(q) Other details or requirements relevant to the assignment

Consultants are expected to follow the Code of Ethical Conduct of relevant Procurement regulations in preparing their Proposals and in carrying out any subsequent assignment for the client.

11. Location and period of execution

The project is located in Magwi County in Eastern Equatoria State and is approximately **44Km** long. It starts at **Magwi Town and proceeds to and ends at Palotaka township**. Eastern Equatoria with a capital at Torit is a state in South Sudan covering an area of 73,472km square km, population of 906,126 and population density of 12/km²⁶. Magwi county headquarters is located 145 km by road, south east of Juba, the capital and largest city of the Republic of South Sudan. The county borders one of South Sudan's most important trading partners; the Republic of Uganda. The White Nile enters the county near the town of Nimule, before flowing north along the county's eastern border. Magwi County is divided into three payams (Sudan) payams (sub-counties): Magwi Payam, Pajok Payam and Iwire Payam. The town of Magwi is the county headquarters. Magwi County is characterised by sandy loam/sandy clay loam soils, has generally mixed plateau/hilly/rocky terrain and has the potential to deliver the critical scale economies that can spur growth and drive prosperity.

⁶ [5th Sudan Population and Housing Census, 2008](#)

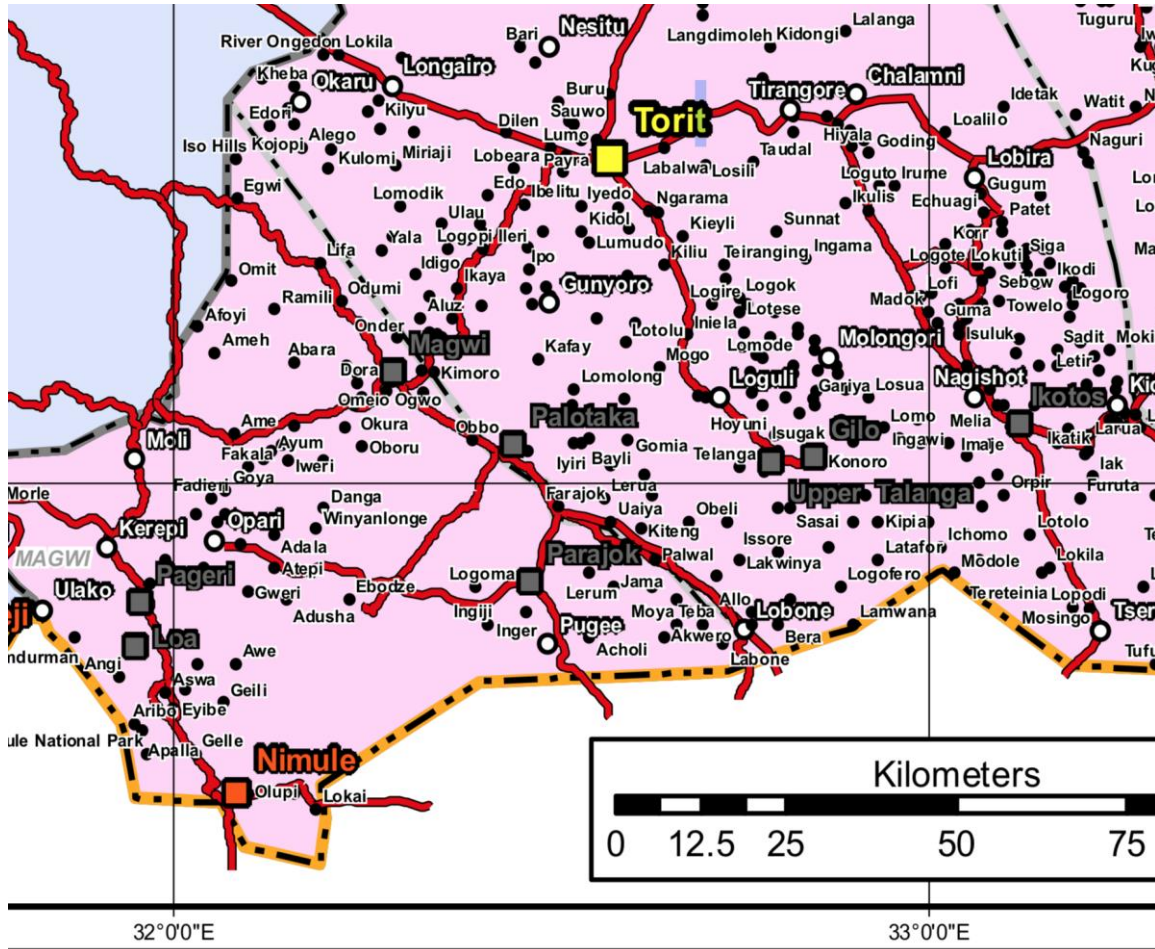


Figure 1: Map of Eastern Equatoria - Magwi County major road networks (OCHA, 2009⁷)

Feasibility study, preliminary engineering design, detailed design, cost estimates and preparation of bidding documents shall be completed in six (06) consecutive weeks after commencement or such other period as the parties may agree in writing. The client shall thereafter receive and accept the consultant's final report. The EOI Contract shall come into effect as soon as it is signed by all parties. The date for the commencement of Services is Seven (7) Calendar Days after order to Commence.

12. Project coordination

The Ministry of Agriculture and Food Security (MAFS) will be the lead executing agency. Building on the lessons learnt and ongoing developments in the country, SSLRP will be implemented through tailored implementation arrangements where the core technical components will be implemented by Veterinaires Sans Frontieres Germany (VSF Germany), under the oversight of a Government-led Project Coordination Unit (PCU). The Civil Engineer/Public Works Specialist from VSFG and other staffs selected from the Ministry of Agriculture and Food Security, Ministry of Roads and Bridges, Ministry of Environment, and other relevant ministries and agencies of the Government of South Sudan shall work with the Consultant on this assignment.

⁷ <https://www.refworld.org/pdfid/49a65b0fb.pdf>

13. Services and facilities to be provided by client

VSFG's Obligations

Documents and Reports

VSFG shall supply all pertinent data and information and give such assistance as reasonably required by the Consultant. The following will on request to be supplied by the VSFG to the Consultant depending on availability: -

- a) Standard specifications for Roads and Bridges Construction.
- b) Any other relevant document as may be required to facilitate the study.

VSFG will: -

- a) Ensure free access to all sites and locations connected with the execution of the assignment;
- b) Provide the consultant with any assistance as may be necessary and in accordance with the Terms of Reference;
- c) Avail the consultant with all documents, data, any existing photographs and other information pertaining to the assignment that are available at VSFG; and

Liaison

VSFG shall provide liaison with other relevant ministries and departments in order to introduce the consultant to them. The consultant shall be fully responsible for collecting data and information from these agencies, including paying for it where necessary.

Correspondence

VSFG shall ensure that correspondence exchange in respect of the implementation of the assignment is treated promptly by the agencies in order to avoid any delay.

14. Services and facilities to be provided by the consultant

The Consultant shall:

- a) Request all information, data and reports from the Government Agencies and departments required for the execution of the services. The responsibility for the correctness of using such data shall rest with the consultant. All such information, data, and reports shall be treated as confidential and returned to the Government upon completion of the assignment.
- b) The Consultant shall be responsible for arranging all necessary office and living accommodation, transportation, equipment and supplies, surveys, investigations, materials testing and secretarial services related to the performance of the assignment.
- c) Employ only such staff whose CV's have been approved by the Client. Replacement or temporary substitution shall not be permitted unless in emergency or under very exceptional circumstances.
- d) Constitute two working teams under one team leader to complete the assignment in time
- e) The Consultant shall be responsible for the printing of all reports, drawings, maps, etc.
- f) All reports and documents relevant to the study, maps, field survey notes, **and electronic data**, etc. shall become the property of VSFG. The consultant shall provide the **originals of maps**, plans and all drawings in soft and hard copies.

g) Taxes and Duties

The consultant shall be liable to pay all duties and taxes (including VAT) in connection with this assignment payable under the laws of South Sudan. No tax or duty exemption shall be given to the consultant. The consultant shall be deemed to have taken the above into consideration while preparing his financial proposal.

h) Conduct of Work

The Consultant will be expected to be fluent in English and knowledge of local dialect is an added advantage.

15. Modality of Payment

a) Payment of Fees

- i) The Consultant's fee shall be fixed for all phases of the assignment covering all their expenses in **United States Dollars (USD)**.
- ii) The method of payment of fees shall be through bank transfer only.

b) Payment Schedule

Tentative payments shall be in accordance with the following schedule: -

- i) Inception Report
15% on submission of the inception report and acceptance by the employer.
- ii) Feasibility Study Report
25% on submission and presentation of the feasibility report and acceptance by the employer.
- iii) Preliminary Report
25% on submission and presentation of the preliminary report and acceptance by the employer.
- iv) Draft Final Design Report
15% on submission of the draft final report, acceptance by the employer and **approval by MAFS**.
- v) Final Detailed Report
20% on submission of the final detailed report and acceptance by the employer and **approval by MAFS**.

ANNEX 2

Qualification and Evaluation Criteria

[Insert criteria related to required qualifications and experience of the firm, such as core business and years in business, relevant experience, technical and managerial capability of the firm. The qualifications and experience of key experts shall not be included in the shortlisting criteria as the shortlisted firms will be asked to submit a detailed technical and financial proposal which is then negotiated.]

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	30
i	General experience: Firm has been in existence for 10 years. At least 7 years of general experience in consulting services related to the job under consideration.	30
B.	Specific experience	70
i	5 years related studies and detailed engineering design, preparation of cost estimates and supervision within the last 7 years	15
ii	At least 3 feeder roads completed consulting services of size, complexity and technical specialty comparable (similar/relevant) to the job under consideration, including quality of performance in the last 5 years.	40
iii	Regional similar geographical experience of the firm	15
Total Points		100
Minimum points required to pass		70 points