

Waitrose & Partners Foundation Programme

Terms of Reference For

**Construction and Commissioning of a proposed Two (2) classrooms at
Fairtrade Vocational training center supported by Flamingo Horticulture Ltd.
(k)**

Timau, Meru

1.0 BACKGROUND

Waitrose & Partners Foundation delivers a programme of activities in Kenya with the aim of improving the livelihoods of employees and their families in the Waitrose & Partners supply chain. This programme of activities is managed by Farm Africa. Direct beneficiaries (workers on supplier farms and their immediate households) currently number over 30,000 across the supply chain partners in Kenya.

Among the projects proposed for this assignment is the Construction and Commissioning of 2 classrooms at Fairtrade vocational training supported by Flamingo Horticulture in Mt. Kenya region in Timau, Meru County. This project will benefit approximately 6,000 Flamingo Workers and about 13,000 other community members living in Timau area.

Farm Africa, the implementing partner for the foundation is a non-profit organization, registered under Kenya law, with the NGO Co-ordination Board has over 30 years' experience working with smallholder farmers, the private sector and governments to support pro-poor market solutions. Farm Africa provides specialist capacity in fund management and in quality assurance in business and technical management.

1.1 Fairtrade Vocational Training Centre

Fairtrade vocational training centre is situated near Angaine Primary school, Meru County and affiliated with Ibis and Siraji farms that make up Flamingo Horticulture Ltd. –Mt. Kenya region. Currently, the institution has learning facilities which support workers and other community members living around the farm. Enrolment to the institution has grown beyond the learning facilities the institution currently has.

Terms of Reference seeks to recruit contractors to undertake the task of constructing two (2) classrooms for vocational training.

2.0 SCOPE OF WORK

These Terms of Reference (TOR) serve as a Request for Proposals from firms/consortiums, contractors who would be interested in undertaking the construction works to Waitrose & Partners Foundation for Flamingo Horticulture Ltd as shall be agreed with the client. Details regarding contents of proposals and submission procedures are explained herein.

2.1 Objectives

The overall objective is to offer Construction works and Commissioning of proposed two (2) classrooms at Fairtrade vocational training centre for Flamingo Horticulture Ltd supported institution.

2.0 OUTPUT/ DELIVERABLES

- i. Fill in detailed Bills of Quantities for the proposed classrooms construction at the Flamingo Horticulture Ltd. supported Schools.
- ii. Present the filled BOQs for evaluation jointly by Farm Africa and Flamingo Horticulture (to present them hard and soft copy).
- iii. Provide a Work breakdown structure detailing schedules of works suggesting the duration of the project with specific timelines being specified in the contract.
- iv. Liaise with relevant government departments and project stakeholders in ensuring adherence to construction requirements compliance.
- v. Provide construction administration services.

3.0 DURATION OF THE ASSIGNMENT

The assignment is expected to cover the duration of the project and the specific timeline shall be defined in the signed contract. Nevertheless, the firms will be expected to indicate their timelines.

4.0 OWNERSHIP/INTELLECTUAL PROPERTY

All design works for this assignment shall be the joint property of Flamingo Horticulture Ltd and Waitrose & Partners Foundation.

5.0 SUPPORT AND FACILITATION

The successful firm will be expected to work in close collaboration with all the stakeholders for the success of the project. Flamingo Horticulture Ltd and the supported schools shall provide necessary support to the Construction firm in order to execute the assignment during the duration of the assignment. The support shall include:-

- a. Access to all relevant information;
- b. General introductory letters to the relevant stakeholders;

6.0 REMUNERATION

Payments to the Construction firm shall be based on the agreed financial proposal in the BOQs for this assignment but in adherence to budgetary allocations for this project. The same shall be indicated in the signed contract once a suitable contractor has been identified. It is expected that the financial proposal shall therefore include a breakdown of remuneration per specific work plan activity to be performed as well as the total construction cost.

7.0 QUALIFICATIONS AND COMPETENCIES

The firm should have the following qualifications and competencies as a minimum;

- i. Proven and extensive experience in similar projects in both for public and private sector space
- ii. Experience in working with public institutions and agencies;
- iii. Excellent communication skills: verbal, written, and illustrative
- iv. Fluent in English/Kiswahili.
- v. A minimum of 5 years of experience in exhibit design or related field
- vi. Ability to work in a fast-paced, collaborative environment.
- vii. Proven experience in multiple phases of the project management process, including conceptualization, design development and construction administration.

8.0 SUBMISSION OF APPLICATIONS

Interested firms should submit their proposals that include:

- i. A Technical Proposal in form of a letter stating why you consider your firm suitable for the assignment.
- ii. Brief methodology on the approach and implementation of the assignment.
- iii. Personal CVs of key technical personnel which must include Registered Architects, Quantity Surveyors, Engineers, Project Managers amongst others proposed for this project highlighting qualifications and experience in similar projects and attaching evidence of registration with relevant professional bodies.
- iv. Work references – contact details (email addresses) of referees (firms for whom you have produced similar assignments).
- v. Letters of Commendation from reputable institutions for similar assignments undertaken and concluded (with them).

- vi). Financial Proposal indicating construction fee and a breakdown of expenses per work plan activity (*unit price in Kenya shillings*) together with any other expenses related to the assignment.
- vi. Kenya Revenue Authority Tax Compliance Certificate.
- vii. Audited Accounts for the last three years.