

TERMS OF REFERENCE (ToR)

REQUEST FOR PROPOSAL FOR THE CONSTRUCTION OF A FOUR CLASSROOMS BLOCK AND TWO TOILETS IN DIABIO, SOUTH SUDAN, USING INTERLOCKING STABILIZED SOIL BLOCKS (ISSB) METHOD

The construction of this building is part of the Caritas Austria Project **Let's build a school in South Sudan together: Construction of Bishop Hiiboro School in Diabio**

1. INTRODUCTION AND METHODE

1.1. Introduction

The present tender aims to select an experienced local construction company to build one four-classrooms block and 2 toilets in Diabio, using Compact Earth Block Method or Interlocking Stabilized Soil Blocks (ISSB).

The contracting authority is SCO, which stands for Shalom Christian Organization. SCO is one of the Indigenous Community Based Organizations operating in Western Equatoria Region – South Sudan. SCO was founded in 2014. The Organization is legally registered with the Relief and Rehabilitation Commission (RRC) to operate in Western Equatoria State – South Sudan.

The selected provider will be responsible for the construction of a building with 4 classrooms and 2 toilet blocks, using 40,000 compacted earth bricks as the main building material. The 40,000 bricks are produced by CCEWO (Consultation Centre for Empowerment and Welfare Organization) under the supervision of MAKIGA, a company who is experienced in the production of bricks using the ISSB method. All bricks which are used to construct the building will be produced before. Therefore, bricks can be excluded in calculations.

The backdonor is **Caritas Austria**, an international NGO implementing activities in the fields of emergency relief and rehabilitation as well as development cooperation, in countries struck by conflicts or natural disasters. Caritas Austria has been supporting projects in South Sudan for more than 10 years, addressing social needs like care for children and youth through better nutrition and education, capacity building of local partners, food security and psychosocial support targeting farmers, vulnerable children, youth, women, people living with HIV, and disabilities.

1.2. Compressed earth block method

The Compact Earth Block Method or Interlocking Stabilized Soil Blocks (ISSB) methodology that will be used to construct the school is explained below.

Based on the soil analysis results, a special clay, sand, and laterite soil ratio is pressed to blocks and applied to CEB technology. Normally the construction material consists of 79% laterite- & top-soil; 15% sand and ca. 5% cement for stabilizing only. If correctly done, the compressed earth blocks will achieve nearly the same durability as cement- blocks. They are water-resistant and safe against termites. No additional cement or burning of clay bricks is needed.

This Soil Block Technology uses an ISSB Machine ("Interlocking Stabilized Soil Block Press") to compress red subsoil, preferably marram, which is free of organic material and is stabilized with water and a small percentage of cement. The Block Machine is purely manual with less maintenance. It is operated by two to five people and requires simple greasing and oiling. With one stroke, the prepared soil is compressed by 30%. The second stroke ejects the fresh block from the mould. The fresh blocks are covered with black polythene and watered every morning for 5 – 14 days. This "curing" process allows the chemical reaction between the stabilizer (5 % of cement) and soil to be completed. The blocks must be kept wet during this period. Otherwise, the blocks will dry too quickly and weaken. Next, the polythene sheet is removed every morning, then put back every evening and during rainy day to allow the blocks to dry in the sun. Once the blocks are dry, they are ready for use on-site or transported to another site.

2. BACKGROUND OF THE PROJECT

2.1. Overview

- a) Title of the project: Let's build a school in South Sudan together: Construction of Bishop Hiiboro School in Diabio.
- b) Objective: build one four classrooms block and 2 toilets in Diabio, using Compact Earth Block Method or Interlocking Stabilized Soil Blocks (ISSB).
- c) Project duration/implementing period: The construction of the building starts on the 1st September 2025 and ends in December 2025. The construction of the building should be 100% completed within a period of 4 months after signing the contract.
- d) Implementing organization (contracting authority): Shalom Christian Organization, Gangara Emilia Residential Area, Yambio, Western Equatoria State, South Sudan
- e) Backdonor is Caritas Austria:
 - Headquarters: Storchengasse 1 /E1 05, 1150 Vienna, Austria
 - Caritas Austria Office South Sudan: Plot N0.5, Block N0.1, Naduru Residential Area, Yambio, Western Equatoria State, South Sudan

2.2. Short project description

Diabio is one of the smallest government administrative areas in the junction of Ezo and Tombura

Counties in South Sudan. It has a high number of Internal Displaced Persons (IDPs), who fled the tribal conflict in Tombura. Women, children, elderly and people with disabilities are the most affected ones. In Diabio, the number of children is higher than the number of adults, because many children lost their parents during the conflict in Tombura. In many villages around Diabio, children do not have access to school education because there are no schools or because they are sometimes very far from schools.



The whole village of Diabio has just one school run by the church, which caters for around 400 children from first to eighth grade. However, this school has no permanent structure or buildings, and consists of shelters built by the community, which protect them neither from the rain nor the sun. During heavy rains, the children take shelter in the church to protect their books from the damp.

The aim of this project is to build permanent classrooms that can provide an environment conducive to learning and that can last a lifetime. This school is the heart of the village and building a permanent structure will have a positive impact on the community.

3. ROLE AND RESPONSABILITIES

3.1. Human Resources

All employees/workers will be paid by the construction company (incl. food and accommodations if necessary), which will also be responsible for enforcing labor laws.

One of the objectives of this project is to involve young people from the region or village of Diabio in the construction of this school. Caritas Austria (donor), Makiga and local CBOs in Yambio have already successfully built a learning center in Yambio and a primary school in Gangura using this technology. Also for these projects, groups of young people were trained in the ISSB method and participated in the construction of these buildings.

However, the tender is also open to companies working with their own employees or offering workers who are not yet trained in ISSB methods. The constructors will have to demonstrate in their bid how they will train these workers in the ISSB method and how the building will be constructed according to these quality standards.

The composition of the work teams and the integration of local young people is a qualitative criterion in the evaluation process (see 5.3).

3.2. Responsibilities of the constructor

- Build one four classrooms block and 2 toilets blocks in Diabio (see Annex 4 for drawings and plan) in accordance with building regulations of Western Equatoria State and under the technical guidelines of Makiga

- Provide one or two qualified engineers
- Provide and transport all necessary construction tools to build the school and toilets
- Provide and transport the material construction to the construction site, except for the 40,000 bricks which will already be at the site
- Follow the guidelines of compact Earth Bricks/Interlocking Stabilized Soil Blocks (ISSB) for the construction of the four-class room block, the foundation and the super structure
- Provide work teams trained at the ISSB method and calculate the labor cost
- Coordinate the workers, ensure safe working conditions for the workers at the site, enforce labor law and pay workers
- Responsible for transporting young people, providing them with meals and accommodation (in collaboration with the SCO)

3.3. Responsibility of the contracting authority (SCO)

- Make the contract with the construction company
- Work in close collaboration with the constructor
- Monitor and supervise the construction process of the building
- Responsible for communication with the construction company and project partners, especially Caritas Austria. Organize monthly meetings (steering committee) in Diabio with Caritas Austria and Construction Company. SCO is responsible for coordination, agenda, list of open points and protocol.
- Cooperate intensively with Makiga to ensure the quality agreed (especially using ISSB Method)
- Responsible for contact with authorities on the ground
- Responsible for having all required legal documentation for the construction "Certificate for Inspection" from the 'Ministry of Housing' in accordance with building regulations of Western Equatoria State

3.4. Responsibilities of MAKIGA

- Inspection and confirmation of the quality of bricks before construction begins
- Monitoring the construction process for the four-classrooms block building and the 2 toilets

- Provision of advisory support to the construction company during construction process
- Certification of the building by Makiga according to ISSB Method

3.5. Inspections and acceptance of the building

Upon completion of the building by the construction company, inspections and acceptance of the building shall be conducted jointly together with the construction company, SCO, Caritas, beneficiaries and relevant government line ministries.

3.6. Communications

- The construction company should communicate and work in close collaboration with the project manager of SCO (Shalom Christian Organization).
- The project manager of SCO and the main engineer of the construction company have to come to regular meetings regarding the construction of the classroom block. The meeting routine will be decided when signing the contract.
- Monthly steering committees also with Caritas Austria (agenda, protocol and list of open points – see above)
- Written questions from Makiga and/or Caritas have to be answered by the construction company within a one-week period.
- All communications should be channeled through and supervised by SCO.

4. TECHNICAL INFORMATION AND CONSTRUCTION METHODE

4.1. Foundation

- Build double wall foundation using ISSB after and deep site clearing (to get rid of the organic matter), land leveling and trench digging- (method one). Or build a header plinth wall using the ISSBs- (Method two).
- Cast mortar between the two walls (2 inches apart)- method 1. Or should apply between the courses- (method 2)
- Plaster the external side of the foundation, plinth wall before back filling with marram.
- Back fill the foundation using marram and hard core from the interior, marram should be well compacted.

NB: please make arrangements for the concrete columns from the foundations, please see the building drawings in annex 4 below.

4.2. Slab

- A slab of a minimum height 5 inches to be constructed with a ground beam to add to the

strength of the slab and the building as well. (slab casting should be done after a well compacted marram layer, well placed hardcore, sand blinding and application of DPM).

- Please suggest mix ratios of sand, aggregates, cement, water.

➔ *Please see the approved plans attached (Annex 4).*

4.3. Supper Structure

- On the finished, well cured and dry slab, lay DPC and a thin layer of mortar then do the first course of ISSB (please follow the design plan of the building for the dimensions/measurements of the building).
- The corners and columns/support should be concrete (made of aggregate, sand, cement and iron bar reinforcement). *Please see the building drawings in annex 4.*
- Ring beams; three ring beams: one in the slab, second at the top of the doors and the other to make the wall plate/tie beam. The tie beam should be shorter (4 or 5 inches).

4.4. Roofing

Please suggest the best iron sheet type and gauge in your BOM/BOQ.

➔ *Please follow the sketch plans provided for roofing (Annex 4).*

4.5. Doors and Windows

1. Doors should be half glass and half metallic plate.
2. Windows should be fully glass and all the glasses should be transparent.

4.6. Plastering, rendering and screeding.

1. Exterior: plaster/render up to half way to the window level all through around the building.
Plaster at all corners and columns, all the beams and all sides of the windows and doors.
2. Interior: plaster all the interior to the height of 1.5 meters of all rooms, the unplastered bricks, the remaining part, should be pointed and painted.
3. Plaster the ceiling with the inbuilt design (*ceiling to be made of timber and mortar not ply wood*).
4. Floor screeding should be done with a finishing with red-oxide to be applied.

4.7. Painting

1. Use the normal painting with the best original paints as mentioned below:
 - **Paint** (undercoat paint, weather guard and Tobacco paint for the foundation) &
 - **Brick Seal** (Plascon brick seal). Please, suggest any other type of paint.

2. Paint all plastered parts with the suggested/approved colors.
3. Paint the un-plastered bricks with brick seal and then weather guard paint (brick red)

Note: Feel free to consult any time from MAKIGA UG consultant

5. COMPANY PROFIL, LETTER OF INTEREST AND SELECTION PROCESS

5.1. Formal (minimum) criteria needed from construction company

- Operational license of the company provided by South Sudan government
- Certification of registration of the company as construction company in South Sudan and year of establishment of the company as a construction company.
- List of the principal work provided (nature, region, amount, dates, clients, public or private, statements issued by the clients)
- Provide one central contact person (= project manager) with good education and special experience in managing projects. Certificates and references should prove this.
- Provide one or two qualified engineers with fixed contracts (one of them could be ident with the project manager). Good education and special experience in the construction area should be proved by CV, certificates and references
- Provide company's bank statement for the past 12 months
- Signed offer
- Signed declaration (See Annex 2)

5.2. Letter of Interest

Interested construction compaignies are requested to send a "Letter of Interest" **no later than 14 August 2025, 5pm**. Late submission will not be considered. The complete application file must be sent to Ms. Julie Robelin by email: Julie.robelin@caritas-austria.at

Please use the Application Template (Annex 2) to apply for the tender

- Applications can be submitted in English only.
- Please note that only signed offers can be accepted.
- Please send your offer per e-mail.
- Electronic signature or the scanned copy of the signature will be accepted.
- Financial offer must be in USD

The offer should include (minimum list):

- Operational license of the company provided by South Sudan government
- Certification of registration of the company as construction company in South Sudan and year of establishment of the company as a construction company
- Company profile, track record, your team, your costs for the suggested service,

information of sub-contracts (if applicable), your references, declaration, lists of attachments (see Annex 2)

- Description of the methodology of work that explains how the ISSB method will be used.
- Staff plan, showing if youth trained in the CBO of Yambio, people at the Diabo's village, external workers or combination will be employed and explaining how the not yet trained staff will be trained in this method
- Engineers' and project manager's CVs and other documents.
- Statement (list) of technical equipment and tools available for the construction work
- Confirmation that the construction company will carry out the construction of the one four classroom block in accordance with the Terms of Reference.
- Bank statement for at least last 12 months
- Time plan
- References

5.3. Evaluation process

After checking the minimal requirements (see part 5.1), the evaluation committee will proceed with technical and financial evaluation. In accordance with Caritas Austria's procurement rules (donor), a selection committee with qualified members will select the best offer regarding price and quality. Price and quality will be weighed with **40% (price) and 60% (quality)**.

Quality criteria:

Quality Criteria for technical offer	Maximum Points
Experience in the relevant sector (expert in construction, experiences in social work, employment-topics) and in the program region	25
Quality of the bid, documentation provided relating to sections 5.1 and 5.2	20
Project plan for the construction of the building incl. method, timetable etc.	20
Staff plan	15
Proof for constructing at least two buildings of about 15m by 10m.	10
Experience in building under the guideline of interlocking stabilized soil blocks (ISSB) method as stated above.	10
TOTAL	100

Financial evaluation:

Please note that the maximum **budget for this project is approximately USD 55,000**. Financial offers that are too expensive or abnormally low will not be accepted. **There are no plans to conduct negotiations, so bidders are invited to submit their best financial offer.**

6. WORK PLAN

Below is the timeframe for the tender process:

What	Who	Date
Publishing of the Tender (public tender)	Caritas Austria	31 July 2025
Closing of Tender	Caritas Austria	14 August 2025, 5pm
Selection of the construction company	Selection committee	21 August 2025
Signed contract between successful bidder and SCO	Shalom / successful bidder	End of August
Briefing between SCO and the successful bidder	SCO, Caritas, Makiga / successful bidder	After signing the contract
Finalization of the building and handover of the building after inspection and acceptance by the project stakeholders.	SCO, Caritas, Makiga / successful bidder	Four months after signing the contract

7. ETHICS CLAUSES AND CODE OF CONDUCT

Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee will lead to the rejection of its tender.

Respect for human rights as well as environmental legislation and core labour standards. The tenderer and its personnel must comply with human rights and applicable data protection rules. In particular and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment:

All involved stakeholder apply a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption.

Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Breach of obligations, irregularities or fraud

The SCO reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, then ICODO may refrain from the contract.

Annexes:

- Annex 1: Terms of References
- Annex 2: Application Template
- Annex 3: Exclusion Criteria
- Annex 4: Plans: Slab, Design of Building, Sketch Plans for Roofing