



TERMS OF REFERENCE FOR STRUCTURAL INTEGRITY ASSESSMENTS

A. Background Introduction

Oxfam GB is a development, relief and campaigning organisation dedicated to finding lasting solutions to poverty and suffering around the world. We believe that every human being is entitled to a life of dignity and opportunity; and we work with poor communities, local partner organisations, volunteers, and supporters to help this become a reality.

Oxfam has been operating in our current rented offices (two-storey building) since 2014, and with the passage of time, it is crucial to conduct a thorough assessment of the building's structural condition. This assessment will provide valuable insights into the building's current state and identify any signs of distress, deformation, or deterioration that could compromise its stability and safety.

As an organization, we prioritize the safety of our employees hence the need for this Structural Integrity Assessments of the building housing our offices. This assessment aims to identify any potential structural deficiencies or risks within the building, allowing us to work with building owners to implement necessary repairs or other measures to enhance its overall structural integrity. By undertaking this structural assessment, we demonstrate our commitment to maintaining a safe working environment for our staff and ensures compliance with applicable, regulations, and standards. The findings and recommendations from this assessment are exclusively for internal consumption as a basis for decision-making regarding necessary repairs or improvements to mitigate any potential risks associated with the building's structural integrity.

B. Objectives Of the Structural Integrity.

- i. Evaluating the overall structural integrity of the building.
- ii. Identifying any existing or potential structural deficiencies.
- iii. Assessing the building's load-bearing capacity and structural stability.
- iv. Recommending necessary repairs, reinforcements, or retrofitting measures.
- v. Review of compliance with relevant building codes and standards.

C. The expected deliverables of the structural assessment include:

- i. Work Plan showing how the consultant will proceed on the assessment.
- ii. Detailed assessment report providing a comprehensive analysis of the building's structural condition, highlighting any deficiencies or potential risks.
- iii. Recommendations for repairs, reinforcements, or retrofitting measures required.
- iv. Drawings or sketches illustrating the identified issues and proposed remedial measures.
- v. Documentation of all inspection findings, testing results, and calculations.
- vi. Any other relevant documentation or reports as necessary.

D. Qualification and Experience

To successfully execute the services required under this Terms of Reference, the Consultant (individual or firm) should have the following qualification(s) and experiences:

- Bachelor's degree in Structural or Civil Engineering.
- Minimum 5 years post qualification experience in Structural or Civil Engineering assessments.
- Minimum 3 years post qualification experience in Structural and Civil designs desirable.
- Registered with nationally/internationally recognized professional engineering bodies.
- Proficiency in English both written and oral.
- The Consultant should have performed at least two (2) similar contract/experience within the past 3 years.
- Additional experience in projects of similar scope of services and nature as described in this Terms of Reference is advantageous

E. Application Instructions

Qualified consultant is to send their application should be submitted Oxfam through email (see below)

Jubaquotation@oxfam.org.uk by 28TH July 2023.

F. Questions and Clarifications s and Questions

Prospective consultants to direct any queries and questions regarding the content or process to JubaQuotations@oxfam.org.uk before 28TH July 2023.