

TERMS OF REFERENCE (TOR)**Contractor for fabrication of 800 (3-seater) classroom desks in Old Fangak-300, Pibor-300 and Mingkaman-200.**

1. SUMMARY OF CONSULTANCY

Project Title:	Provision of equitable access to quality education for conflict affected children, youth and out-of-school children in Jonglei State (GPAA & Fangak) and Lake State (Awerial County), South Sudan
Location :	Old Fangak, Pibor and Mingkaman
Application Deadline :	4 th December 2019, Midnight- South Sudan Time
Type of Contract :	Consultancy
Post Level :	Open (National and International Consultancy Firms)
Languages Required :	English Language (Advanced language skills level)
Starting Date :	As soon As Possible
Duration of Assignment :	75 days

2. PURPOSE OF THE CONSULTANCY:

The purpose of this consultancy is to provide labour for fabrication of 800 classroom desks in Old Fangak-300, Pibor-300, and Mingkaman-200. In addition, the contractor shall provide basic induction to school personnel on assembling and maintenance of desks, this is required at each school that has received desks. FCA will procure and transport the materials required for fabrication and assembling to all project locations mentioned above. Materials include hardwood timber 1x12", varnish, wood glue, thinner, varnish brush, sand paper and assorted nails.

3. BACKGROUND

Finn Church Aid (FCA) is a professional, non-profit, non-political neutral humanitarian organization with Head Office in Helsinki, Finland. FCA's work is based on international law and the Code of Conduct of the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief. Finn Church Aid was founded in 1947. The organization is specialized in long-term development programs and humanitarian assistance. Finn Church Aid has supported humanitarian and development programs in Sudan since 1972 and in South Sudan since 2010. FCA implements programs directly and through local organizations in former Jonglei, Central Equatoria, Upper Nile and Lake State.

4. JUSTIFICATION

FCA in partnership with UNICEF is currently implementing education in emergencies project in Fangak, Pibor and Awerial County. The outcome of the project is to ensure children and adolescents / youth, 3-18 years, affected by conflict and other emergencies have increased & equitable access to lifesaving quality education with improved learning outcomes.

As embedded in FCA's education strategy, learning spaces are part of our Education in Emergencies response. Unsafe and uncondusive environments compromise safety and quality education. One of the components of this project is to provide 800 classroom desks for conducive learning, especially in schools where FCA has established new learning spaces. FCA will outsource the services of a capable and experienced carpenter to provide labour for fabrication of desks. To ensure quality delivery, FCA's field team leaders will work closely with the contractor to monitor progress of production. In addition, the project officers will conduct regular site visits during production to inspect the contractor's workmanship and check for compliance with technical drawing and specifications.

5. SCOPE OF WORK

The scope of work includes fabrication of 800 classroom desks as detailed below,

Fabrication:

- Cut sheet material and leg pieces to size using table and band saws to achieve straight and square cuts.
- Rout edges to achieve rounded profiles as described in the Design Drawings.
- Ease exposed wood edges that are not otherwise routed
- Avoid cutting techniques that splinter or fray the edges of material. Cuts shall be clean and precise.

Finishes (Wood)

- Wood shall be thoroughly sanded in the direction of wood grain using three gradations of sandpaper to produce a smooth surface
- All wood shall be finished with three (3) coats of varnish with a light sanding between coats 1 and 2.
- All wood surfaces to receive varnish shall be thoroughly cleaned and free of dirt, oil, grease, moisture, or other foreign matter.
- All wood finishes shall be non-toxic.

KEY ACTIVITIES OF CONTRACTOR

Training

- The contractor shall provide and use his own tools for example; Bow saw, harmer etc.
- Contractor shall provide an information session to school personnel on assembling and maintenance of furniture. This is required at each school where classroom desks are provided
- Contractor shall provide certification letter stating successful completion of school personnel training, signed by the contractor, school representative and FCA Project Officer

6. QUALITY ASSURANCE

- Inspection of a few randomly selected desks shall be carried out, to check that the furniture complies with specification requirements
- Inspection of workmanship during production, to check that they comply with drawings and specifications. These shall include, but not be limited to, inspection that the materials are cut to the dimensions and details in the drawing and specifications

7. EXPECTED DELIVERABLES:

Inception report: Contractor prepares an inception report with details of work plan, induction training, and submits to FCA Humanitarian Programme Officer HPO for review and approval. The inception report should include training methodology, scope of work, work plan, timeframe and deliverables.

Final report: Contractor submits completion within one week at end of fabrication project.

8. PROPOSED PAYMENT SCHEDULE.

Contractor fee paid upon completion of the following milestones.

- 30 % after fabrication of 240 desks
- 30 % after fabrication of additional 240 desks
- 40 % after fabrication of final 320 desks, and submission of completion report

Important Note:

The consultancy fee is subject to statutory deduction in accordance with South Sudan Financial ACT 2017/18, section 53 of the Taxation Amendment ACT 2016.

Therefore, you are required to include 15% taxes.

The contract price remains fixed regardless of changes in the cost components.

9. Required Qualification, Expertise and Experience

The consultant should possess the following requirements:

- Diploma in Carpentry and Joinery
- More than 3 years of experience in similar assignments with reputable clients/organizations.
- Fluency in English and Simple Arabic is key, for purposes of delivering information sessions to school personnel on assembling and maintenance of furniture
- Practical knowledge of the project areas and local language is an added advantage.

Selection Criteria

FCA procurement committee will evaluate applications based on **Quality and Value for Money** (combined scoring method). Technical proposal evaluated at 70% score, financial proposal at 30% score.

Consultant shall submit the completion report to Humanitarian Coordinator by 17th February 2020.

General Guidelines.

- FCA covers fully transport (flight) costs and accommodation for the consultant(s). Budget does not include provision of refreshment to participants
- Consultant may suggest a modified training approach for information sessions based on past experience
- Detailed list of training materials is required, which covers all training sessions

HOW TO SUBMIT TECHNICAL AND FINANCIAL PROPOSAL.

- Submit by email to Procurement.Succo@kua.fi However, applicants are encouraged to hand deliver their proposal to Finn Church Aid (FCA) office in Juba located at Juba Na Bari Area, Behind Midan Rembo on Bilpham Road, dropped in the tender box at the security room.
- Deadline for submission **4th December 2019**