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|   **THE REPUBLIC OF UGANDA** **UGANDA AIDS COMMISION**  **OFFICE OF THE PRESIDENT**   |
| **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR PREPARATION** **OF THE DETAILED DESIGNS, TENDER DOCUMENTS AND CONSTRUCTION SUPERVISION OF THE CONSTRUCTION OF A NEW BUILDING BLOCK AT** **UGANDA AIDS COMMISSION THAT WILL HOUSE THE NATIONAL HIV AND** **AIDS MUSEUM AND THE UGANDA COUNTRY COORDINATING MECHANISM** **OF THE GLOBAL** **FUND OFFICES**  |
| **PREPARED BY:**  Ministry of Lands, Housing and Urban Development, Department of Housing Development and Estate Management, Plot. No 63 Jinja Road (Old Port Bell Road). Kampala  **JULY 2025**  |

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**TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR PREPARATION OF THE DETAILED DESIGNS, TENDER DOCUMENTS AND CONSTRUCTION SUPERVISION OF THE PERMANENT NATIONAL HIV/AIDS MUSEUM AND RESOURCE CENTRE AND THE EXPANSION OF OFFICE PREMISES FOR THE COUNTRY COORDINATING MECHANISM (CCM) OF THE GLOBAL FUND AT THE UGANDA AIDS COMMISSION (UAC) HEADQUARTERS ON PLOT 1-3, SALIM BAY LANE, NTINDA, KAMPALA.**

# BACKGROUND

The Uganda AIDS Commission (UAC) was established under the Office of the President by statute in 1992 with the primary mandate to coordinate and oversee the national multisectoral response to HIV and AIDS. Over the past three decades, Uganda has made significant strides in reducing HIV prevalence, scaling up treatment, and strengthening community-based responses. These achievements have positioned the country as a global model in the fight against HIV and AIDS.

However, despite this progress, HIV remains a public health priority, with over 1.4 million Ugandans living with HIV as of the latest national data. As such, there is a growing need not only to sustain and enhance coordination efforts but also to preserve the historical journey, lessons learned, and innovations that have shaped Uganda’s response to the epidemic.

In this regard, the Uganda AIDS Commission proposes the establishment of a Permanent AIDS Museum and Resource Centre as a national landmark dedicated to documenting, preserving, and showcasing the evolution of Uganda’s HIV and AIDS response. This facility will serve as an educational and documentation hub for policymakers, researchers, development partners, students, and the general public.

Simultaneously, the increasing demands on the Uganda Country Coordinating Mechanism for Global Fund (CCM), the national multi-stakeholder platform responsible for coordinating Global Fund-supported programs have exposed space limitations in the current CCM Secretariat offices. With Uganda managing a growing portfolio of Global Fund grants in health (including HIV, TB, and malaria), it is imperative that the CCM Secretariat has adequate infrastructure to effectively coordinate stakeholders, manage grant oversight, and convene meetings in line with Global Fund requirements.

The dual focus of this project - constructing a permanent museum and resource center and expanding the CCM premises reflects a strategic investment in institutional strengthening, knowledge preservation, and health system coordination.

Uganda AIDS Commission (UAC) would like to engage a qualified and experienced multidisciplinary consultant who will be responsible for developing comprehensive detailed designs and tender documents, including architectural, structural, electro-mechanical, ICT, and other specialized building systems, in line with national building codes and international best practices.

In addition, the consultant will undertake a detailed geotechnical investigation to establish the suitability and stability of the soil for the proposed development. As part of the statutory compliance process, the consultant will also conduct a traffic survey and develop a traffic management plan and a full Environmental and Social Impact Assessment (ESIA) and facilitate the acquisition of all necessary permits and approvals from relevant authorities such as NEMA, KCCA, and other regulatory bodies to ensure readiness for construction commencement.

# RATIONALE

1. **Preservation of Uganda’s HIV and AIDS History**

Uganda was one of the first countries in sub-Saharan Africa to publicly recognize and confront the HIV epidemic. Since the 1980s, the country has adopted numerous pioneering interventions, from the “ABC” campaign to the scale-up of ART services and the involvement of cultural, religious, and community leaders in the response. Despite this rich history, there is no dedicated facility that documents and communicates this legacy. The proposed museum will preserve critical artifacts, testimonies, reports, visual archives, and media campaigns, offering both a national repository and a platform for public education.

1. **Enhancing Access to Knowledge and Research**

The AIDS Resource Centre will provide researchers, students, policymakers, and civil society actors with a centralized platform for accessing strategic documents, academic publications, program evaluations, policy briefs, and real-time data on Uganda’s HIV response. This will promote evidence-based planning and serve as a knowledge management hub.

1. **Addressing Infrastructure Gaps in CCM Secretariat**

The CCM has expanded its role in program coordination, oversight, and governance of Global Fund grants. Currently, the Secretariat operates under constrained conditions that limit its capacity to convene stakeholders, hold confidential sessions, and house core staff. The expansion of the CCM premises will provide adequate office space and meeting rooms to support its coordination functions more effectively.

1. **Alignment with National and Global Priorities**

This project aligns with Uganda’s Vision 2040, which emphasizes strengthening institutions and investing in health infrastructure. It also supports the National HIV and

AIDS Strategic Plan (NSP) and the Global Fund’s principles of country ownership and inclusive coordination. By institutionalizing both memory and coordination capacity, the project contributes to resilient and sustainable systems for health.

1. **Visibility and Public Engagement**

A national AIDS museum will also serve a symbolic role, reflecting the country’s commitment to ending AIDS as a public health threat. It will engage the public in awareness campaigns, memorialize those affected by the epidemic, and strengthen community involvement in sustaining the response.

In conclusion, this investment addresses both legacy and future needs, strengthening Uganda’s ability to coordinate, educate, and lead in the fight against HIV and AIDS.

# PROJECT OBJECTIVES

The overall aim of this project is to support the Uganda AIDS Commission (UAC) and the Country Coordinating Mechanism (CCM) of the Global Fund in strengthening institutional infrastructure by developing a **Permanent National AIDS Museum and Resource Centre** and expanding the **CCM Secretariat offices**. The project is aligned with national development goals, the National HIV and AIDS Strategic Plan, and Global Fund coordination principles.

## General Objective

To design and develop modern, functional, and inclusive infrastructure that enhances the visibility, coordination capacity, institutional memory, and operational efficiency of the Uganda AIDS Commission and the Country Coordinating Mechanism of the Global Fund in Uganda.

## Specific Objectives

1. To develop architectural, structural, electro-mechanical, ICT, and other specialized building systems, including Bills of Quantities (BOQs), for both the museum and CCM office block in line with government standards, accessibility norms, and green building practices in line with national building codes and international best practices.
2. To prepare a joint master plan that integrates both the museum/resource center and the expanded CCM premises within the available land to ensure efficient use of space and infrastructure.
3. To undertake a detailed geotechnical investigation to establish the suitability and stability of the soil for the proposed development.
4. To conduct a traffic survey and develop a traffic management plan
5. To conduct a full Environmental and Social Impact Assessment (ESIA)
6. To acquire all necessary permits and approvals from relevant authorities such as NEMA, KCCA, and other regulatory bodies to ensure readiness for construction commencement.

# PROJECT LOCATION

## Site Location

The proposed development is to be implemented within the existing premises of the Uganda AIDS Commission (UAC), located on Plot 1-3, Salim Bay Road, Ntinda. The land is owned by Uganda Aids Commission under a leasehold title for a term of 49 years and is approximately 0.435 hectares. This strategic location offers several institutional, logistical, and operational advantages that justify its selection for both the CCM Secretariat expansion and the National HIV and AIDS Museum and Resource Centre.



*Figure 1: Site Location of Plot 1-3 Salim Bay Lane*

# DESIGN REQUIREMENTS

## PERMANENT NATIONAL HIV/AIDS MUSEUM AND RESOURCE CENTRE

The proposed National Museum and resource center should be able to accommodate the following space requirements: -

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N**  | **Floor**  | **Capacity/Size**  | **Importance to the UAC**  |
|  | **Floor 1**  |  |  |
| 1  | Parking  | 30 vehicles  | Parking of vehicles  |
| 2  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 3  | Staircase  | 1 No  | Easy and quick access to the floors  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4  | Ramp  | 1 No  | Easy and quick access to the floors by the disabled  |
|  | **Floor 2**  |  |  |
| 1  | Parking  | 30 vehicles  | Parking of vehicles  |
| 2  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 3  | Staircase  | 1 No  | Easy and quick access to the floors  |
| 4  | Ramp  | 1 No  | Easy and quick access to the floors by the disabled  |
|  | **Floor 3**  |  |  |
| 1  | Orientation Areas  | 600 people  | Briefing tourists  |
| 2  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 3  | Staircases  | 2 No  | Easy and quick access to the floors  |
| 4  | Ramp  | 1 No  | Easy and quick access to the floors by the disabled  |
| 5  | Washrooms  |   | Visit the loo  |
| 6  | Reception  |   | Control and support the inflow and outflow of Persons  |
| 7  | Security check  |   | Control and support the inflow and outflow of Persons  |
| 8  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 4**  |   |   |
| 1  | Cafeteria  | 600 people  | Breakfast, Lunch among others  |
| 2  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 3  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 4  | Ramp  | 1 No  | Easy and quick access to the floors by the disabled  |
| 5  | Washrooms  |   | Visit the loo  |
| 6  | Nursing room/ Day care  |   | Nursing parents and paly area for children  |
| 7  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 5**  |   |   |
| 1  | Theatre  | 300 people  | Display of special artifacts  |
| 2  | Control room  |   | Control of theatre operations  |
| 3  | Library  | 400 people  | Research and Self-study  |
| 4  | Storage room  |   | Storage of documents  |
| 5  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 6  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 7  | Washrooms  |   | Visit the loo  |
| 8  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 6**  |   |   |
| 1  | Museum  | 700-1000 people  | Display of history on HIV/AIDS  |
| 2  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 3  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 4  | Washrooms  |   | Visit the loo  |
| 5  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 7**  |   |   |
| 1  | Exhibition rooms  | 500-700 people  | Display of special history on HIV/AIDS  |
| 2  | Resource room  | 200 people  | Trainings  |
| 3  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 4  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 5  | Washrooms  |   | Visit the loo  |
| 6  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 8**  |   |   |
| 1  | Offices  | 40 staff  | Will be occupied by UAC Staff  |
| 2  | Fitness room  | 70 people  | Will be used for gym and other exercises  |
| 3  | Dressing rooms  | 2 rooms  | Changing clothes before and after exercising  |
| 4  | Interns office  | 1room  | Sitting space for interns  |
| 5  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 6  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 7  | Washrooms  |   | Visit the loo  |
| 8  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 9**  |   |   |
| 1  | Offices  | 40 staff  | Will be occupied by UAC Staff  |
| 2  | Meeting room  | 80-100 people  | Holding meetings  |
| 3  | Support staff office  | 1room  | Sitting space for support staff  |
| 4  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 5  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 6  | Washrooms  |   | Visit the loo  |
| 7  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 10**  |   |   |
| 1  | Senior Offices  | 10 staff  | Will be occupied by UAC Staff  |
| 2  | Boardroom  | 200 people  | Holding meetings  |
| 3  | Storage room  |   | Storage of documents  |
| 4  | Server room  |   | Central ICT server  |
| 5  | Pantry  |   | Serving food  |
| 6  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 7  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 8  | Washrooms  |   | Visit the loo  |
| 9  | Circulation areas  |   | Free movement of people around the facility  |
|   | **Floor 11**  |   |   |
| 1  | Conference room  | 500 people  | Holding conferences  |
| 2  | Boardroom  | 200 people  | Holding meetings  |
| 3  | Terrace  |   | Cocktails  |
| 4  | Multipurpose room  |   | Multipurpose space  |
| 5  | Elevator  | 4 No  | Easy and quick access to the floors  |
| 6  | Staircases  | 1 No  | Easy and quick access to the floors  |
| 7  | Washrooms  |   | Visit the loo  |
| 8  | Circulation areas  |   | Free movement of people around the facility  |

## EXPANSION OF OFFICE PREMISES FOR THE COUNTRY COORDINATING

## MECHANISM (CCM) OF THE GLOBAL FUND

The proposed office premises should be able to accommodate the following space requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N**  | **Floor**  | **Capacity/Size**  | **Importance to the CCM**  |
|  | **Floor 1**  |  |  |
| 1  | Parking  | 12 vehicles  | Parking of vehicles  |
| 2  | Reception & waiting area  |   | Control and support the inflow and outflow of Persons  |
| 3  | Washroom  |   | Visit the loo  |
| 4  | Ramp  | 1 No  | Easy and quick access to the floors for the disabled  |
| 5  | Staircase  | 1 No  | Easy and quick access to the floors  |
|  | **Floor 2**  |  |  |
| 1  | Offices  | 6 people  | Will be occupied by CCM Staff  |
| 2  | Cafeteria  | 12 people  | Breakfast, Lunch among others  |
| 3  | Pantry  |   | Serving food  |
| 4  | Server room  |   | Control of ICT  |
| 5  | Storage room  |   | Storage of documents  |
| 6  | Boardroom  | 25 people  | Holding meetings  |
| 7  | Washroom  |   | Visit the loo  |
| 8  | Ramp  | 1 No  | Easy and quick access to the floors for the disabled  |
| 9  | Staircase  | 1 No  | Easy and quick access to the floors  |
|  | **Floor 3**  |  |  |
| 1  | Offices  | 8 people  | Will be occupied by CCM Staff  |
| 2  | Interns office  | 4 people  | Occupied by interns  |
| 3  | Support staff  | 4 people  | Occupied by support staff  |
| 4  | Storage room  |   | Storage of documents  |
| 5  | Washroom  |   | Visit the loo  |
| 6  | Ramp  | 1 No  | Easy and quick access to the floors for the disabled  |
| 7  | Staircase  | 1 No  | Easy and quick access to the floors  |
|  | **Floor 4**  |  |  |
| 1  | Conference room  | 50- 60 people  | Holding conferences  |
| 2  | Fitness room  |   | Gym and exercising  |
| 3  | Terrace  |   | Holding cocktails  |
| 4  | Multipurpose room  |   | Multipurpose space  |
| 5  | Washroom  |   | Visit the loo  |
| 6  | Ramp  | 1 No  | Easy and quick access to the floors for the disabled  |
| 7  | Staircase  | 1 No  | Easy and quick access to the floors  |

# GENERAL SCOPE OF THE CONSULTANCY SERVICES

The Consultants will be engaged to provide comprehensive multidisciplinary consultancy services that encompass architectural design, quantity surveying, civil and structural engineering, mechanical and electrical engineering, ICT and air conditioning systems, geotechnical investigations, landscaping design, and traffic engineering. The scope includes securing all relevant statutory approvals and permits, preparing tender documentation, and supervising construction and contract administration through to completion and during the Defects Liability Period.

The consultancy assignment will be implemented in two key phases as detailed below:

## Phase 1: Preparation of Detailed Designs

This phase involves conceptualization, development, and finalization of the facility design, ensuring innovative, cost-effective, environmentally sustainable, and functional solutions. The Consultant will be expected to propose alternative design approaches to meet project objectives, clearly outlining the benefits and trade-offs of each. Emphasis will be placed on value engineering, energy efficiency, sustainability, and low life-cycle cost.

**Key Activities:**

i. Preparation of a comprehensive Project Brief, in close consultation with the Client, to define objectives, requirements, and constraints. ii. Site inspection and evaluation, including assessment of terrain, access, utilities, environmental context, and any potential constraints. iii. Execution of all necessary site investigations and technical surveys, including geotechnical, topographical, and cadastral surveys.

1. Development of conceptual designs and outline proposals, supported by initial cost estimates and an Inception Report.
2. Preparation of Preliminary Designs with associated reports, incorporating stakeholder feedback.
3. Production of fully detailed architectural and engineering drawings, incorporating structural, mechanical, electrical, ICT, fire protection, HVAC, plumbing and drainage systems.
4. Design and preparation of comprehensive furniture, fittings, and equipment (FFE) schedules for all spaces, particularly for the Museum, Resource Centre, and CCM premises.
5. Development of a Maintenance Strategy Document, outlining operational and maintenance guidelines to ensure facility sustainability.
6. Preparation of complete Bidding Documents, including detailed Bills of Quantities (BoQs), technical specifications, and conditions of contract in accordance with national procurement guidelines.
7. Active participation in clarification responses to bidder inquiries during the tendering phase.
8. Technical support in evaluation of bids, including review of technical proposals and financial offers to ensure compliance and value for money.

## Phase 2: Construction Supervision, Contract Administration, and Defects Liability

## Management

This phase covers supervision of the construction works to ensure quality, compliance with design specifications, adherence to timelines, and cost control. The Consultant shall also provide support during the Defects Liability Period to ensure that all post-construction issues are addressed.

**Key Activities:**

1. Verification and approval of contractor’s setting out of the works against design drawings.
2. Regular and detailed site inspections to monitor workmanship, materials, and progress. iii. Provision of timely clarifications and technical support on drawings and specifications.
3. Implementation of a robust quality management and control system, including testing of materials and reviewing quality assurance documentation.
4. Convening and chairing of site progress and technical meetings, including preparation and circulation of minutes.
5. Issuance of formal Site Instructions and variation orders as required, with proper documentation and approval protocols.
6. Measurement and verification of works executed for payment purposes.
7. Preparation of interim and final payment certificates, including progress valuations and recommendations for payment.
8. Ongoing consultant superintendence, including coordination of all disciplines to ensure integration of works.
9. Comprehensive contract management, including monitoring of contractual obligations, timelines, claims, and resolution of disputes.

The Consultants shall be expected to adhere to international best practices, local regulatory requirements, and ensure that the resulting facility is fit-for-purpose, cost-effective, and sustainable in design, construction, and operation.

# DETAILED SCOPE OF THE CONSULTANCY SERVICES

The consultancy services will be carried out in 2 phases and 7 stages as follows: -

## Phase 1: design phase

1. Inception Planning Stage
2. Preliminary Design Stage
3. Scheme Design Stage iv Final Design Stage

 v Tender action Stage

**Phase 2: Construction Supervision phase**

 i Construction Stage

**Phase 3: Post –construction Stage**

**Phase 1: design phase**

### Stage One: Inception and Conceptual Planning

Within one week of the commencement date, the consultant shall commence work for this stage which shall include, but not be limited to;

The Consultant shall visit the site to get acquainted with the requirements of the Terms of

Reference, collect and carry out complete site investigations and surveys including: -

i. Carrying out cadastral and topographic surveys to establish the site boundaries, existing ground profiles and landmarks, position of existing buildings, drainage, utilities and other services both above and below ground. All surveys must be tied in to the National

Grid; ii. Geo-technical investigations to ascertain and identify the soil conditions and characteristics of the site.

1. Further develop the Clients project brief and prepare a preliminary project brief.
2. Based on the preliminary brief, prepare at least four concept designs of the proposed building. The concept designs shall be submitted to the Client for selection of the preferred design option.

Each concept design shall include an evaluation and comparison of the following parameters: -

1. Drawings showing general arrangement of the buildings and layout of the spaces;
2. Elevations, perspectives, walk-through and mock-ups to appropriate scales;
3. The performance characteristics of the proposed building and its elements and components e.g. sound levels, light levels, heat levels;
4. Preliminary project cost estimates based on life-cycle cost approach;
5. Based on the alternative concept design selected under (c) above, develop and prepare final project briefs for each site for the approval of the Client;
6. Prepare the Project Concept Report containing information and recommendations regarding items above.

**Reporting requirements**

The Consultant shall be required to submit, for Client’s approval, the following reports before proceeding to the next stage: -

* 1. Project Concept report, with Drawings in A3 format;
	2. Site maps, location maps, sketch drawings/mock-ups in appropriate scales in A1 format;
	3. All reports and maps/drawings to be submitted in 5 sets.

### Stage Two: Preliminary Design Stage

Based on the concept design selected by the Client and the final agreed design brief, the Consultant shall prepare a draft report consisting of:

1. A master plan for the whole site;
2. Outline design drawings showing: -
	1. A site plan for the existing and proposed works showing buildings, roads, footpaths, parking, drainage, fencing, power, water supply, landscape, IT, infrastructure, etc;
	2. Floor plans of the approved concept design showing suggested layouts, partitioning, fixed fittings, loose furniture, etc;
	3. Elevations, sections, perspectives to fully illustrate the external and internal finishes and fittings.
3. A report on preliminary design incorporating inputs from all the different professionals on the project team and containing (a) – (b) above as well as describing the following: -
	* 1. The structural system;
		2. Internal and external finishes, including proposals for alternatives and resultant impact on costs;
		3. Internal fittings;
		4. Proposed sun shading and ventilation methods;
		5. Electrical, mechanical and IT & AC installations proposed including comparisons and recommendations related to electricity supply and voltage regulation;
		6. External works and landscaping;
		7. Water supply and waste water management: foul and waste drainage and disposal;
		8. Fire prevention proposals;
		9. Proposals for durability and low cost maintenance of the buildings and services;
4. Technical Specifications, preliminary cost estimates including cost control proposals.
5. Draft Programme for completion of designs, works procurement and the project implementation schedule.

The Consultant will subject all designs to value engineering and present the preliminary designs to the Client.

**Reporting Requirements**

The Consultant shall be required to submit, for Client’s approval, the following reports before proceeding to the next stage: -

1. Preliminary design report.
2. Outline proposal report with drawings in A3 format;
3. A master plan drawing to scale 1:200 in A1 format;
4. Outline drawings depicting the proposed functional organization of building structures in plans, sections, elevations and or perspectives in scales 1:200, 1:100 or other appropriate scales in A1 format;
5. Outline drawings depicting the existing and proposed size, form, type and positions of infra-structural services, facilities in scales 1:200, 1:100 in A1 format; vi. 5 sets of each report and drawings/maps to be submitted.

### Stage Three: Scheme design Stage

1. Prepare all architectural and engineering production drawings, including details and schedules sufficient for construction work to be undertaken.
2. Prepare final bills of quantities, specifications and other tender documents necessary for tendering the works. The tender documentation will follow the format in the World Bank guide lines.
3. Prepare a pre-tender cost estimate and implementation plan.
4. Prepare prequalification dossier for building contractors.
5. Submit a report on (a) – (c) above to the Client for approval.

**Reporting Requirements**

The Consultant shall be required to submit, for Client’s approval, the following reports before proceeding to the next stage: -

1. Five (5) sets of the Scheme design report covering all aspects listed in 6.3 above with the architectural and engineering drawings in A3 format.
2. Five (5) copies of the Detailed Architectural and Engineering working drawings - A0 size format.

### Stage Four: Final Design Stage

After obtaining the client’s approval of the Stage three reports with any comments, the Consultant shall: -

1. Prepare detailed designs with drawings from the approved preliminary design. These designs shall cover all Architectural, Engineering, Services and Maps;
2. The Consultant shall design for ICT (LAN for Voice and Data) in the buildings to cater for communication, and incorporation of LIS. Details shall be indicated in form of detailed working drawings and specifications.
3. Finalise the Bills of Quantities and Specifications, cost estimate including the movable equipment and furniture;
4. Finalise the implementation program;
5. Seek full planning permission from respective local authorities as required by the statutory building laws.
6. Maintenance strategy

**Reporting Requirements**

The Consultant shall be required to submit, for Client’s approval, the following reports before proceeding to the next stage: -

1. Five (5) sets of the Detailed design report covering all aspects listed in 6.3 above with the architectural and engineering drawings in A3 format and in acceptable digital CAD format on CD;
2. Five (5) copies of the Approved Detailed Architectural and Engineering working drawings in blue print - A0 size format and bound with water proof protection.

### Stage Five: Tender Action Stage

On receiving approval of the Stage four reports, the Consultant shall, for each lot: -

1. Reproduce enough approved detailed design/drawings for Tender action;
2. Prepare all specifications;
3. Prepare Bills of Quantities;
4. Prepare schedules of rates and/or quantities for tendering purposes;
5. Prepare Tender documents in accordance with the PPDA templates and Standard Bidding Documents amended as necessary to accommodate any specific requirements of the PPDA. Tender documents shall contain tender/bid notices, invitation for tenders, instructions to bidders, project specifications, forms of securities and guarantees, contract agreement formats, Conditions of Contract, etc. all for the approval of the Client;
6. Prepare confidential construction cost estimate;
7. Review work programme for construction.

Within three weeks after receipt of the Contractors bids, the Consultant shall produce 10 hard copies and 1 soft copy (on DVD) of the Bid evaluation report in accordance with the PPDA Standard Bid Evaluation Form for Procurement of Goods and Works, (Latest Version). The consultant shall participate in the evaluation of bids.

**Consultant’s Quality Assurance Manual**

During the course of the tender period the Consultant shall make preparations for his role in the construction phase by preparing and submitting for approval, at least one month before the commencement of the works, a project specific Quality Assurance Plan and Project Control Plan.

This manual shall at a minimum describe the methodology and procedures to be followed in attaining the desired quality of the service at each stage. The report should also detail assignment of responsibilities with regard to quality assurance to the respective personnel in the team.

## Phase 2: Construction Supervision and Post Construction Services

### Stage Six: Construction Stage

The Consultant shall: -

1. Supervise and manage the performance of the works contract up to completion and final account ensuring good workmanship, economy, working efficiency, value for money and time adherence;
2. Hold regular inspection and site meetings;
3. Submit monthly progress reports to the Client;
4. Prepare payment certificates;
5. Prepare completion certificate and snag-list, at completion;
6. Produce “as-installed” mechanical and electrical drawings of the completed works; and
7. Secure the following from the relevant bodies:
	1. Relevant permits from the Local Authorities
	2. Operational manuals for any equipment installed; and
	3. Fitness Certificates for firefighting equipment and electrical installations fitted.

### Stage Seven: Post Construction Stage

The Consultant shall:

1. Secure/compile maintenance and operational manuals, occupation permits, fire protection certificates, Factory Inspector’s Certificate for the proper commissioning of the completed built premises;
2. Prepare Final Account to be signed by the Contractor and Consultant and approved by the

Government before being adopted;

1. Prepare a list of and supervise the rectification of any defects noticed during the defects liability period.

**Reporting Requirements**

**Consultancy Completion Report**

The Consultant shall prepare and submit three draft and ten final copies of Consultancy Completion Report at the conclusion of the defects liability period under phase 2. It will be a comprehensive report on the consultancy services throughout the Project (or Contract (s)). It will describe the aims of the service and the achievements obtained. It will also give progress on the Final Account of the consultancy services and that of the construction works, which will be appended. Finally, it will give details of the Consultant’s visits and activities during the defects liability period for each lot/contract. The report shall also highlight any challenges faced with the lessons learnt and recommendations for future projects.

All the reports and drawings (under all phases) shall be submitted to the Client’s Project Committee Team Leader and to the Ministry of Lands Housing and Urban Development in two separate volumes. All the final reports shall be accompanied by soft copies written on CD and appropriately labelled as it will be required by the client.

Commenting draft reports by the Client normally takes two-four weeks depending complexity of the report for properly drafted and compiled reports. Reports, which are poorly drafted, will be returned to the consultant for immediate rectification without prejudicing the rights of the Client to resort to other contractual measures.

# STAFFING

The Consultant shall field a team of suitably qualified end experienced personnel. The Architect/Team leader must, in addition to relevant technical background, also have broad based experience in architectural design of public buildings and regional experience in the African context.

The Consultant’s team shall consist of the following experts: -

1. Team Leader (Architect or Civil Engineer)
2. Architect
3. Civil/Structural Engineer
4. Electrical Engineer
5. Mechanical Engineer
6. Traffic Engineer
7. Quantity Surveyor
8. Information and Communication Technology (ICT) Engineer
9. Land Surveyor
10. Clerks of Works

All the experts shall be highly skilled and experienced in the design of modern office facilities and registered with professional associations in their respective fields of expertise. The proposal of the Consultant shall be set out in detail showing the list of experts required for each stage of the assignment and the duration (man / days) for which the services are required.

It is estimated that approximately 94 man-months of key professional staff will be required for the entire Consultancy service. Some indications are given below of the minimum qualifications and experience, which are likely to be required by the Consultant’s professional staff.

 The following table shows estimated input of each staff:

**Phase 1**

|  |  |
| --- | --- |
| **Key Staff**  | **Staff Man Months**  |
| Team Leader  | 4.0  |
|  Architect  | 5.0  |
| Structural/Civil Engineer  | 1.0  |
| Electrical Engineer  | 1.0  |
| Mechanical Engineer  | 1.0  |
| Quantity Surveyor  | 2.0  |
| Traffic Engineer  | 1.0  |
| Land Surveyor  | 1.0  |
| ICT Specialist  | 2.0  |
| Clerk of Works  | 0  |
| **Total**  | **18.0**  |

**Phase 2**

|  |  |
| --- | --- |
| **Key Staff**  | **Staff Man Months**  |
| Team Leader  | 7.0  |
|  Architect  | 7.0  |
| Structural/Civil Engineer  | 6.0  |
| Electrical Engineer  | 7.0  |
| Mechanical Engineer  | 7.0  |
| Quantity Surveyor  | 7.0  |
| Traffic Engineer  | 6.0  |
| Land Surveyor  | 1.0  |
| ICT Specialist  | 4.0  |
| Clerk of Works  | 24.0  |
| **Total**  | **76**  |

The qualification requirements for the Consultant’s staff are as follows; -

**i. Team Leader (Architect or Civil/Structural Engineer)** • Must possess a Bachelor’s Degree in Architecture or similar

* Must be a Registered Architect or Engineer.
* A Post Graduate Degree in Architecture, Civil Engineering and /or Construction Project Management from a recognized institution will be considered an advantage,
* Proven strong skills in communication, project and contract management.

**General professional experience**

* The Team Leader will have at least 10 years’ professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* The Team Leader will have a minimum of 5 years’ experience in Design and

Supervision of Buildings and at least 5 years should be in developing countries.

* Prior experience must include procurement of goods, works and services using PPDA procurement procedures;
* Proven technical competence in Construction Project Management;
* Relevant experience from the region preferably including Uganda would be an added benefit. **ii. Project Architect**
* Must possess a Degree in Architecture
* Must be a Registered Architect
* A Post Graduate Diploma in Architecture from a recognized institution will be considered an advantage

**General professional experience**

* The Project Architect will have at least 08 years’ professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* The Project Architect will have a minimum of 05 years’ experience in Design, construction Supervision and maintenance of Buildings and at least 5 years should be in developing countries.
* Prior experience must include design and supervision of institutional or public infrastructure and landscaping;
* Proven technical competence in Construction Project Management;
* Prior experience must include procurement of goods, works and services using PPDA procurement procedures
* Relevant experience from the region preferably including Uganda would be an added benefit.

**iii. Structural/Civil Engineer**

* Must possess a degree in Civil or Structural Engineering,
* A Post Graduate Diploma/Degree in Civil or Structural Engineering from a recognized institution will be considered an advantage,
* Must be a Registered Engineer.

**General professional experience**

* The Civil Engineer will have at least 10 years’ professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* The Civil Engineer will have a minimum of 05 years’ experience in Design and Supervision of Buildings and at least 5 years should be in developing countries.
* Proven technical competence in construction site geotechnics, construction materials, the design and maintenance of structures;
* Relevant experience from the region preferably including Uganda would be an added benefit. **iv. Electrical Engineer**
* Must possess a degree in Electrical Engineering,
* Must be a Registered Engineer.
* A Post Graduate Degree in a related field from a recognized institution will be considered an advantage,

**General professional experience**

* The Electrical Engineer will have at least 10 years’ professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* The Electrical Engineer will have a minimum of 05 years’ experience in Design, Supervision and maintenance of building services and at least 5 years should be in developing countries.
* Proven technical competence in Project Management;
* Relevant experience from the region preferably including Uganda would be an added benefit.

**v. Mechanical Engineer**

* Must possess a degree in Mechanical Engineering,
* Must be a Registered Engineer.
* A Post Graduate Degree in a related field from a recognized institution will be considered an advantage,

**General professional experience**

* The Mechanical Engineer will have at least 10 years professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* The Mechanical Engineer will have a minimum of 05 years’ experience in Design, Supervision and maintenance of Building services and at least 5 years should be in developing countries.
* Proven technical competence in Project Management;
* Relevant experience from the region preferably including Uganda would be an added benefit.
1. **Quantity Surveyor**
	* Must possess a degree in Quantity Surveying or similar qualification
	* A Post Graduate Degree in a related field from a recognized institution will be considered an advantage

**General professional experience**

* + The Quantity Surveyor will have at least 07 years’ professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* + The Quantity Surveyor will have a minimum of 5 years’ experience in estimation, valuation, measurement, taking off quantities, building construction contract preparation and management and at least 5 years should be in developing countries.
	+ Relevant experience from the region preferably including Uganda would be an added benefit.
1. **Traffic Engineer**
	* Must possess a degree in Civil Engineering or similar qualification
	* A Post Graduate Degree in a related field from a recognized institution will be considered an advantage

**General professional experience**

* + The Traffic Engineer will have at least 07 years’ professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* + The Traffic Engineer will have a minimum of 5 years’ experience in traffic and transport engineering and at least 5 years should be in developing countries.
	+ Relevant experience from the region preferably including Uganda would be an added benefit.

1. **Land Surveyor**
	* Must possess a degree in Land Surveying;
	* A Post Graduate Degree in a related field from a recognized institution will be considered an advantage

**General professional experience**

* + The Land Surveyor will have at least 07 years professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* + The Land Surveyor will have a minimum of 05 years’ experience in cadastral surveying, topographical surveying and digital mapping and at least 5 years should be in developing countries.
	+ Proven technical competence in Civil Engineering Surveys and mapping using modern surveying equipment and software;
	+ Relevant experience from the region preferably including Uganda would be an added benefit. **ix. ICT Specialist**
	+ Must have a Bachelor’s degree in ICT, Computer Engineering, Computer Science and Software Engineering from a recognised university
	+ A certificate in MSCA will be an added advantage

**Specific professional experience**

At least 5 years working experience in the ICT gained from reputable institutions.

**x. Clerk of Works (8No)**

* Must possess a higher diploma or degree in Civil/Structural Engineering,

**General professional experience**

* The Clerk of Works will have at least 10 years professional experience including working knowledge of the disciplines involved for similar assignments.

**Specific professional experience**

* The Clerk of Works will have a minimum of 05 years experience in Supervision of Buildings and at least 5 years should be in developing countries.
* Proven technical competence in construction site management construction materials, the design and maintenance of structures;
* Relevant experience from the region preferably including Uganda would be an added benefit. **xi. Support Staff**
* The Consultant should allow for suitable and sufficient support staff, to include Social and Environmental Safe-guards Specialists, to enable the timely delivery of the service and to the required standard.

# CONSTRUCTION AND POST CONSTRUCTION STAGE REPORTS

The Consultant shall prepare and submit the following reports in a format agreed with the client:

## Inception Report (3 hard Copies and 1 Soft Copy)

The inception report shall summarise the Consultant’s and Contractor’s state of mobilisation,

Contractor’s obligations, and the frequency of reporting, site meetings, site record keeping and a Quality Management Plan. To be submitted within two weeks after the end of the mobilisation period in the Contractor’s approved work programme.

## Monthly Progress Reports (3 hard copies, 1 Soft Copy )

The Consultant shall prepare and submit to the Employer short comprehensive progress reports in the first week of each calendar month. The reports shall include records of site meetings, site visits, Contractor’s plant, equipment and labour deployments, weather conditions, schedule status with percentage completion stated for all significant current activities; progress of the works against programme, progress photographs, summarised materials testing results, consultant’s staff on site, site problems, financial status of the contract and cash flow forecast, problems encountered and how they have been dealt with and other relevant details.

## Routine Construction Documentation

The Consultant shall obtain from the Contractor daily, shift, weekly and other reports necessary to record all activities on site, including weather conditions, crews, and numbers of staff, vehicles, plant, and equipment working and volumes of work done. This information shall be retained by the Consultant for the duration of the Contract. The information shall be available at all times to the Employer and shall be handed over to the Employer at the end of the Consultant’s contract.

## Quarterly Report on Consultancy Services (3 hard copies, 1 soft copy)

The report, to be submitted no later than the 15th day of the first month in the following quarter and shall summarise the Consultant’s staff activities, financial status of Consultancy Agreement and any other relevant information considered necessary in respect of this assignment.

## Construction Completion Report (5 hard copies and 1 soft copy – All as built

## drawings to be in Auto CAD release 2008 or later)

Within 60 days of the issue of the certificate of Completion, the Consultant shall prepare a Completion Report summarising the work carried out, major problems encountered and how they were solved and incorporating the as-built records and drawings prepared by the contractor and cheeked by the Consultant. Deviations from contract requirements shall be noted, with the reasons for approval of such deviations, other relevant details on the works.

The Completion Report shall also include complete details of payments under the contractor’s contract.

## Final Project Completion Report (5 hard copies and 1 soft copy)

This report shall summarise all aspects of the project implementation including the consultancy services and all financial matters, suggestions and recommendations for future design and construction techniques, comments on Technical Specifications, Special Conditions of Contract and the Operation and Maintenance Manual prepared by the contractor and checked by the Consultant. To be submitted within four weeks of end of defects liability period.

## Defects Liability Period: Quarterly Inspection Reports (5 hard copies)

The quarterly reports during the defects liability period shall detail any identified defects, proposals for remedial measures, remedial instructions given to the contractor and progress on remedies instructed during the previous quarterly inspections. To be submitted not later than the 15th day of the first month in the next quarter.

# REPORTS AND TIME SCHEDULES

The Consultant shall submit both written (in English) and electronic copies at each stage for review and / or approval to Ministry of Lands Housing and Urban Development and the World Bank addressed to the Task Team Leader TTL. The required reports have been indicated at each stage as summarized in Table 1.

|  |  |  |
| --- | --- | --- |
| **Table 1. Reports and Time Schedules**  |  |  |
| **Stage**  | **Activity / Report**  | **Copies of Reports**  | **Estimated Time for Stage (weeks)**  | **Review by** **Client** **(Weeks)**  |
| **Hard Copies**  | **Soft Copies** **(CD/DVD** **ROM)**  |
| **Design and Documentation**  |  |  |
| 1.  | Inception Report  | 3  | 1  | 3  | 1  |
| 2  | Preliminary Design Report  | 3  | 1  | 5  | 1  |
| 3.  | Scheme Design Report  | 3  | 1  | 4  | 2  |
| 4a  | Draft Final design Report  | 3  | 1  | 4  | 2  |
| 4b  | Final Design Report Consisting of the following: - * Detailed Architectural and Engineering design/drawings.
* ICT drawings
* Specifications  Bills of Quantities.
* schedules of rates and/or quantities
 | 5  | 1  | 2  | -  |
| **Total (weeks)**  | **18**  | **6**  |
|  |  | **Construction**  |  |
| 1  | Inception  | **3**  | **1**  | 2 wks after end of mobilisation period  |  |
| 2  | Progress  | **3**  | **1**  | Monthly  |  |
| 3  | Routine Construction Documents  | **1**  | **1**  | Always available to be handed over at end of consultancy contract  |  |
| 4  | Consultancy Services  | **3**  | **1**  | Quarterly  |  |
| 5  | Construction Completion  | **5**  | **1**  | End of Construction  |  |
| 6  | Defects Liability Period  | **5**  | **1**  | Quarterly  |  |
| 7  | Final Project Completion  | **5**  | **1**  | End of defects liability  |  |
|  |  | **Total (weeks)**  | **48**  |  |

At the end of the assignment, the Consultant shall not claim any right of authorship or design patent of the reports submitted during the assignment.

# PROJECT DURATION

The assignment is estimated to take **3.9 years**, i.e. 5 months for development of detailed designs and tender documents, 4 months for procurement of the contractors, 2 years of construction supervision and 1 year for supervision of the defects liability period.

The services are estimated to require a total of **162 man months** including those for auxiliary staff.

The proposal, however, should be based on the consultant’s estimated staff months.

# PREPARATION OF FINANCIAL PROPOSAL

A Lump Sum cost shall be signed with the successful Consultant for the design phase. Upon satisfactory performance of the Design Stage, a Time based contract shall be signed for the construction supervision phase. Thus, the Consultant shall cost the design phase separately from the construction supervision phase. However, the two should be summed together to make the offer price.