

## TERMS OF REFERENCE:

### PROVISION OF ARCHITECTURAL SERVICES FOR THE ESTABLISHMENT OF A SAFE SPACE IN FARAFENNI, NORTH BANK REGION, GAMBIA

#### BACKGROUND

##### About International Trade Centre (ITC)

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC works at three levels:

- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium-sized enterprises (SMEs) and enhancing the abilities of trade support institutions to support them better,
- Improving the international competitiveness of SMEs.

##### About the support

Women make up 47% of the cross-border traders living along the Trans Gambia Corridor in The Gambia. This critical yet largely informal sector encourages entrepreneurship and regional trade, contributes to food security, and enhances income and employment opportunities for financially deprived households and women. However, cross-border traders often suffer from unreliable income streams, a lack of social safety nets, and other barriers, such as bureaucracy, safety risks, and gender-based violence.

In The Gambia, women have limited space to meet, and public spaces are often inhabited largely by men. Creating safe spaces is a crucial strategy for promoting the protection and empowerment of women and girls. It is a tool for discussing women's health and well-being, promoting shared learning, and instilling positive support-seeking behavior among women and girls. ITC will support the establishment of a safe space for women and girls to share experiences in one of the target regions. The safe space will be women and girl-led and offer an inclusive and empowering environment for them. The design of the safe space, the activities and services offered, and the organization of discussions would prioritize the safety and confidentiality of the women and girls accessing the space. The safe space should consider the varying needs and experiences of women and girls. It should deliver services that respond to their life cycle, including issues related to GBV prevention and response.

#### PURPOSE AND OBJECTIVE OF THE TENDER

In view of the above, ITC seeks the service of a professional architectural company to design the safe space in Farafenni and provide a comprehensive Bill of quantity that will include the cost of constructing the safe space to completion.

#### REQUIREMENTS

The design of the safe space should take into the account the use of sustainable and green construction methods while also considering aesthetics, quality, functionality, affordability, as well as energy efficiency.

The main parameters and design requirements are as follows:

### **Sites Plan and building requirement.**

The available plot size is 15m x 15m. The proposed facility should accommodate:

- 1 CSEB (compressed stabilized earth blocks) constructed Octagon structure.
- Interiors include one private room 1 training room with a capacity of 25 people, 1 resource/lounge room and a 1 smaller conference room with a capacity of 15 people.
- The different rooms should be partition using glass.
- Above the foundation to one meter of the wall should be CSEB and above the one meter to the beam should be glass. Please note the beam and the concrete pillars will be concrete cement.

### **Other requirements**

- The masonry material used for construction will be compressed stabilized earth blocks (CSEB) and the design should reflect a good understanding of CSEB technology.
- The foundation to one meter of the wall should be CSEB and above the one meter should be glass.
- The spatial arrangement, site configuration, effective use of natural light and ventilation, energy efficiency, sustainability and economics of design should also be considered.
- The safe space should provide disability access.
- The design must comply with the national building regulations and standards.
- Applicants must visit site before submission of quote.

### **EXPECTED OUTPUTS**

The selected service provider will be requested to provide the detailed architectural and engineering designs and detailed costing of the construction works (Bill of Quantities) of safe space based on additional inputs and guidance by ITC. The final designs should be provided in printed and digital format (preferably pdf) including plans, sections, elevations, and 3D rendering.

### **PAYMENT TERMS**

ITC will only make payments based on satisfactory achievement, acceptance, and validation by ITC project team of specific deliverables. Also, please note that ITC does not make advance payments and is exempt from paying Value Added Tax (VAT) and any other form of taxes or duties as per article 18 of the United Nations General Conditions of Contract (cf Annex A). Standard terms of payment are of 30 days due net at the end of the contract when all deliverables are rendered.

### **DURATION OF THE ASSIGNMENT.**

The assignment is expected to last for three weeks upon signing the contract.

### **QUALIFICATIONS, COMPETENCIES AND EXPERIENCE REQUIRED**

- Proven of track record in designing high-quality functional structures with a minimum of 5 years' experience in architectural and engineering design.
- 3 years proven experience in the design with earth blocks and other sustainable construction structures.

### **REQUIRED DOCUMENTS TO SUBMIT FOR THE OFFER**

The service provider shall submit the following documents:

- Company legal form of incorporation and certificate.
- Track record of accomplished design of similar structures with 2 valid references and sample designs of similar work;
- Proof of the 5 years' experience in architectural design and engineering design.
- Proof of the good understanding and the experience in the design with CSEB.
- Any other necessary documentation to support the company experience and qualification.

## **EVALUATION OF THE OFFERS**

ITC will only consider the offers that have passed the mandatory preliminary criteria:

- Having participated to the site visit in Farafenni, North Bank Region; and
- Offer a tailored solution that complies with the national building regulations and standards.

Would an offer not meet the mandatory requirements above, the offer will be disqualified. Once these mandatory criteria are evaluated, each valid offer will be assessed on its technical merits as per the criteria in Annex C. Subsequently, ITC will review the financial offer provided of the compliant vendors and all the supporting technical documentation provided. In making the final decision, ITC considers both technical and financial aspects. Awards will be given to the lowest priced technically compliant offer.

Offers not fulfilling the requirements or deviating from them may be rejected from the selection process.

## **PROCUREMENT TENDER PROCESS AND ESTIMATED DEADLINES**

Interested bidders must attend the site visits which will take place on 6 April 2023

Bidders will be able to ask questions after the site visits only via email to [yusupha.keita@intracen.org](mailto:yusupha.keita@intracen.org) and no later than

Offers must be submitted no later than 4 April 2023 via email only to Mr. Yusupha Keita at [yusupha.keita@intracen.org](mailto:yusupha.keita@intracen.org). Late submission will not be considered.

Contract is expected to start April 15, 2023