



TERMS OF REFERENCE

FOR

DESIGN AND SUPERVISION

CONSULTANT

Reaching Out-of-School Children

Project in Kaduna State

(NGA – 1039)

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DESIGN AND SUPERVISION CONSULTANT
REACHING OUT-OF-SCHOOL CHILDREN PROJECT IN KADUNA STATE

1. Background:

Kaduna State faces a significant challenge with a disproportionately high number of Out-of-School Children (OOSC), including children living with disability, girls, and adolescents. This issue is a major constraint to inclusive development, socio-economic well-being, peace, and security. Approximately 524,670 children aged 6–11 years (22%) are Out of school, with girls accounting for 242,100 (46%) of this population. Nearly a quarter of girls and one-fifth of boys who enroll in primary education, do not complete their education.

To address this gap, the Government of Kaduna State has secured financing (Grant and concessional Loan) totaling USD 62.80 million from the Islamic Solidarity Funds for Development (ISFD) through the Islamic Development Bank (IsDB), Kuwait Fund for Arab Economic Development (KFAED), Global Partnership for Education (GPE), and Education Above All (EAA). Kaduna State has also allocated its counterpart share. These funds will support the implementation of the Reaching Out-of-School Children (ROOSC) Project across the 23 Local Government Areas (LGAs) of Kaduna.

The project was approved in February 2023, and the financing agreements for the ISFD loan and Technical Assistance (TA) Grant from GPE were signed in May 2023. The financing agreement with KFAED is yet to be signed. The project became effective in April 2024 and is planned to be implemented over four (4) years from the first disbursement date.

2. Project Objectives:

The project's development objective is to support Kaduna State in increasing access to learning opportunities, improving enrollment, and ensuring active participation and completion of quality primary education by all children, particularly Children with Disabilities (CwDs), girls, and adolescents to substantially reduce the number of OOSC. The specific objectives of the project are to:

- a. Increase equitable access, effective participation, and completion of inclusive quality primary education for all OOSC, including CwDs.
- b. Improve the effectiveness of teaching and learning in targeted primary schools and learning centers.
- c. Ensure conducive and enabling learning environment in schools and learning centers for all, including CwDs and OOSC, and;
- d. Strengthen system efficiency for improved performance and value-for-money (VfM) primary education management and delivery.

3. Project Scope

The following improvements will be targeted to ensure inclusive, equitable, and quality primary education to promote and sustain school enrolment and participation of OOSC and children living with a disability:

- a. Increasing the availability of classrooms by constructing 102 new schools and rehabilitating 170 others including learning centers in communities where they are lacking or inadequate.
- b. Improving school infrastructure, (including WASH facilities and boundary wall/fencing, sporting facilities, furniture, etc.) amenities, and other necessary provisions in schools and learning centers to ensure conducive and enabling learning environments.
- c. Improving qualified teachers' availability, and deployment on need-based efficiency, competence, and performance.
- d. Enhancing school safety, security, child protection, and safeguarding.
- e. Enhanced system efficiency through strengthening EMIS, quality assurance, and mechanisms for accountability and responsiveness.

The Project Management Unit (PMU) under the Kaduna State Ministry of Education (SMoE), the Executing Agency (EA), is responsible for the overall implementation of the project.

4. Scope of Civil Works

4.1 Construction and Rehabilitation of Primary Schools/Learning Centers: The project will aim to improve school infrastructure (construction, renovation, rehabilitation, and inclusive access) for public primary schools/learning centers and provide inclusive and safe school facilities, including furniture and WASH. More specifically, the project scope includes the construction of 102 new schools and the Rehabilitation of 170 schools/learning centers in the 23 LGAs of Kaduna State.

4.2 Design and Construction Supervision Services: A design and supervision consultancy firm will be engaged using the IsDB procurement procedures for the procurement of services. This firm will be responsible for undertaking all tasks related to topographic surveys, reviewing UBEC's minimum standard guidelines for various types/streams of schools' design, detailed architectural drawings & engineering design services, costing, preparation of BoQ & tender documents, effective supervision of construction & rehabilitation, and effective contract management to ensure that the engineering design, specifications, drawings are strictly followed and construction targets are achieved within the stipulated time.

The design of schools, drawings, and bidding documents will be prepared in the following batches to allow PMU and SMoE to initiate the bidding process for each batch accordingly.

Table 1: Project Implementation Plan

Component	Total	Stage-1			Stage-II		
		Batch-1	Batch-2	Batch-3	Batch-1	Batch-2	Batch-3
Construction/Reconstruction of Schools	102	16	22	16	14	20	14
Rehabilitation of existing Schools.	170	27	36	27	24	32	24
Total	272	43	58	43	38	52	38

ISFD loan will cover the construction and rehabilitation of 28 and 46 schools respectively, whereas the KFAED loan will cover the construction and rehabilitation of 74 and 124 schools respectively. KFAED loans will be provided in two tranches. The second tranche will be provided in the following year after the declaring first tranche (loan agreement) as effective. Procurement of civil works, being covered under the KFAED loan, will be undertaken accordingly.

Table-2: Estimated Budget of Schools for Construction & Rehabilitation

No. of Classes	School locations	Capacity (No. of Students)	No. of Schools in Category of Classes	Estimated Cost for each school (\$)	Estimated Cost for each School (Furniture & Educational Equipment) (\$)	Total Estimated Cost (\$)
Construction						
378	23LGAs	15,120	1 Stream (63)	99,203	72,175	10,796,858
468	23LGAs	18,720	2 Stream (39)	195,148	94,047	11,278,610
Rehabilitation						
582	23LGAs	23,280	1 Stream (97)	39,681	17,910	5,586,404
876	23LGAs	35,040	2 Stream (73)	78,059	26,842	7,657,832

Project Sites (LGAs): Birnin Gwari, Chikun, Giwa, Igabi, Ikara, Jaba, Jema'a, Kachia, Kaduna North, Kaduna South, Kagarko, Kajuru, Kaura, Kauru, Kubau, Kudan, Lere, Makarfi, Sabon Gari, Sanga, Soba, Zangon Kataf and Zaria

The Client will finalize the project sites in these LGAs, and further details will be provided to the selected Consultant.

5. Types of Buildings to be Constructed

For sustainability, the UBEC minimum standards and design will be adopted for the construction and rehabilitation of primary schools and learning centers under the project.

6. Scope of Work of the Consultants' Services

The Consultant's services will be hired for (i) Detailed Design (ii) Preparation of bidding documents (iii) assistance to the Client in Procurement of civil works, (iii) Detailed Resident Supervision of works, and (iv) contract management. The services for items (i) and (ii) will form Assignment PART-A and those for items (iii) and (iv) will form Assignment PART-B as per following details.

ASSIGNMENT PART – A “Design”

i. Detailed Design

This part shall include but not limited to the following:

Topographic Survey: The Consultant shall carry out topographic surveys of the proposed sites and buildings using the latest survey equipment with digital output. Mapping of all the salient topographic features existing in the project area and its immediate surroundings shall be done. A large number of random spot elevations of the ground shall be surveyed to fully develop the digital terrain model. Meanwhile, the Consultant shall mobilize its teams of engineers and architects for site reconnaissance to review the quantum of work, assess the number of complexities involved, and familiarize with the site. For the required topographic surveys, the consultant will schedule visits in consultation with the PMU. The PMU's technical staff will support/guide the Consultant's survey teams in specifying the locations of works with boundary limits and collecting the requisite data.

Preliminary Design and Cost Estimates: The Consultant shall review the existing architectural designs and other engineering drawings of the proposed facilities and current cost estimates. The Consultant shall prepare and submit a comprehensive technical report to the Client with clear recommendations for consideration.

Detailed Designs and Specifications: The Consultant shall prepare the detailed drawings based on the reviewed drawings/recommendations and keeping in view the functionality, utility, and economy of the proposed facilities.

The Consultant shall ensure that the architectural and structural designs are:

- i. In line with the provisions of the Universal Basic Education Commission (UBEC)'s minimum standard requirements for the construction of Primary Schools in Nigeria
- ii. Sustainable, earthquake resistant, climate-resilient, environmentally responsible, health and safety focused.
- iii. Functional and aesthetically appealing.
- iv. Harmonious with the natural landscape.
- v. Economically speedy construction that requires low post-completion maintenance costs.

The detailed designs shall include all CAD drawings and specifications for construction/rehabilitation and execution of the project. These designs/drawings shall include but are not limited to the following:

- vi. Site and layout plans.
- vii. Architectural plans, sections, elevations, and all necessary details.
- viii. Structural designs and reinforcement details.
- ix. Electrical drawings
- x. Plumbing Drawings
- xi. External works and Landscaping
- xii. Any other drawings necessary for the successful implementation of the project.

The Consultant shall prepare technical specifications for the materials, finishes, workmanship, and equipment required for the proper execution of architectural, structural, electrical, and plumbing works. Additionally, the Consultant shall also undertake detailed costing of each activity. The Consultant shall submit all the output design calculations, drawings, cost measurement calculations etc. of this assignment to the Client in both hard and soft forms.

ii. Preparation of bidding documents and contribution to Procurement of Works

Simultaneously with detailed design, the Consultant will initiate the preparation of the Engineer's Estimates, Bill of Quantities (BoQ), and Bidding documents for the procurement of works in accordance with the procurement guidelines of respective financiers (IsDB and KFAED).

The Consultant shall also determine and include in the bidding document the estimated completion period of each school/package considering various factors which may affect the construction/rehabilitation periods such as the quantum of work, weather constraints, socio-economic and security conditions, etc.

The Consultant shall prepare and submit the draft bidding documents to the Client for review. The Consultant shall be responsible for modifying the documents in the light of input/suggestion of the Client. The Consultant shall also assist the client in the preparation of Bid Evaluation Reports (BERs) of civil works. The Consultant shall also provide appropriate responses to the comments of the IsDB and KFAED during various procurement stages.

The Consultant shall also facilitate the Client in undertaking all procurement activities.

ASSIGNMENT PART – B “Supervision”

The Consultant shall be solely responsible for the resident construction supervision of the works. The Consultant shall be solely responsible for ensuring that the works are executed by the contractors according to the approved specifications, and standards.

The consultant's main responsibilities during the supervision and contract management will include but not limited to the following tasks:

- i. Review and finalize the contractors' work programs (MS Project, Primavera, or any other approved equivalent), method statements, material sources, etc. for the Client's approval.
- ii. Issuance of working drawings, approving the setting out of the works, and issuing necessary instructions to the contractor
- iii. Reviewing the quality control arrangements of the contractors
- iv. Maintaining a site logbook for the instructions to the contractor
- v. Maintaining a visitor logbook at each site
- vi. Inspecting all the construction materials and works to ensure compliance with specifications.
- vii. Issuing necessary written notices/instructions to the contractor and initiating the necessary measures as per the contracts if any construction materials or works fail to comply with the specifications, under intimation to the Client
- viii. Inspecting & applying necessary tests to each school facility proposed for rehabilitation, preparing the inventory of existing facilities, and determining the need assessment of rehabilitation
- ix. Accepting or rejecting any part or parts of the executed works
- x. Carrying out measurements and keeping measurement records
- xi. Maintaining records, correspondence, and diaries including daily weather and resources mobilized by the contractor at the site on daily basis
- xii. Certifying contractors' Interim & Final Payment Certificates for submission to PMU with relevant documents.
- xiii. Periodically checking the remaining quantities, and undertaking constant monitoring of each contract's costs
- xiv. Reviewing, certifying, and recommending to the Clients the variation orders, Extensions of Time (EOT), addition/deletion of items, contractor's claims, and other matters that may come from contractors
- xv. Instructing the contractor to periodically update the work schedule and submit it to the Client.
- xvi. Periodically reviewing the work schedule of the contractors, and issuing of necessary written notices/instructions to the contractors in case the progress is behind schedule, under intimation to the Client
- xvii. To ensure the effective and proper contract management
- xviii. Advising the PMU on any potential risks concerning the project timeline and quality of the works

- xix. Advising the contractors on taking necessary measures for proper storage and security of its material and equipment
- xx. Organizing weekly construction site management meetings, recording the minutes, and submission to the Client within 48 hours of the meeting.
- xxi. To attend fortnightly review meetings with the Client in the PMU's office.
- xxii. To participate in each site visit to be undertaken by the PMU team
- xxiii. Negotiating with the contractor and recommending to the Client new/unscheduled items of works that may arise
- xxiv. Ensuring compliance with the environmental and social impact mitigation requirements of civil works contracts, and providing information to the Client on those processes in the agreed periodical progress reports
- xxv. Ensuring that appropriate safety measures are taken on-site to minimize the risk of accidents to the workers and the public.
- xxvi. Checking and certifying as-built drawings for the works prepared by the contractors and submitting to the Client three complete sets of as-built drawings along with the inventories of fixtures etc.
- xxvii. Preparing and submitting all required reports to the Client
- xxviii. Assisting the Client to provide on-site training where required for the concerned Department's field staff on quality assurance and contract administration
- xxix. Upon completion of each facility of school infrastructure, organize testing of all the installed systems such as Electrical, Plumbing, Mechanical, Lightning Protection, etc. and providing the necessary test certificates to the PMU
- xxx. To issue all the necessary notices and certificates to the Contractors by the contract agreements between the Client and Contractors
- xxxi. Upon completion of the project, assisting the Client in preparing a consolidated project completion report as per the prescribed format
- xxxii. Ensuring that all defects are fixed by the contractor in the manner as outlined in the contract agreements between the Client and Contractors.
- xxxiii. Any other duties/activities required or instructed by the Client in fulfillment of the Contract conditions

7. Type of Consultancy Contract

- a. Assignment Part A - "Design": Lump sum based on deliverables
- b. Assignment Part B - "Supervision": Time-based on Consultant's staff inputs

8. Duration of Consultancy Services

- a. Twelve (12) months for Assignment Part A - "Design"
- b. Thirty (30) months for Assignment Part B - "Supervision"

These timelines are subject to change (increase or decrease) as per the provisions of the Contract Agreement.

9. Reporting Requirements

The consultants shall prepare and submit the following technical and financial reports for the achievement of the overall project objectives. The Consultant will finalize the format of each report in consultation with the Client and IsDB.

Inception Report: The Consultant shall prepare an Inception Report within the four (4) weeks after the commencement date. Together with other requirements, this report shall also include methodology, construction time periods, design considerations, work plan, schedule, potential risk and mitigations etc.

Design Report: The Consultant shall submit a detailed design report upon the completion of the design for each batch of school. This report shall include site details, design criteria, design methodology, cost estimates, BoQ, and design calculations, etc.

Rehabilitation Report: The Consultant shall prepare a detailed report on the rehabilitation. The report shall include the condition analysis of existing facilities (inventory), need analysis along with a pictorial of specific areas that need repair, Design criteria and Standards, and Rehabilitation Plan. Structural Repairs, MEP Systems, interior improvements, cost estimates, project schedule, sustainability consideration, etc.

Monthly Progress Report: The Consultant shall also submit three (3) copies of the comprehensive monthly progress report (both hardcopy and softcopy) to PMU for onward submission to IsDB. All challenges, defects, and the contractor's non-compliance to specifications or directives are expected to be highlighted in each report.

Quarterly Progress Report: The Consultant shall also submit three (3) copies of comprehensive quarterly progress reports (both hardcopy and softcopy) by 14 days after the end of each quarter. The report should discuss the status and performance of all aspects of the projects for which the consultants are responsible. The specific content of the report shall include but not be limited to the following.

- i. A summary and assessment of project activities and accomplishments during the quarter about the agreed benchmarks as contained in the annual work plans.
- ii. A summary of problems, issues, and means of addressing/correcting them. For each corrective action being proposed, the consultants should designate responsible parties and establish a time frame for completion of the actions.
- iii. A summary of the status of tasks or results accomplished within the quarter.
- iv. The expenditure accrued within the period and projected accrued expenditure for the next quarter.
- v. Financial status of the contract and use of project resources under the control of the contractor. Note that until all contractor-procured commodities are received and installed, the Quarterly Progress Report will include an update on the procurement plan.
- vi. Detailed work plan for the following quarter.
- vii. A chart that presents progress accomplished versus the scheduled.

Annual Progress Report: The Consultant shall submit an annual progress report to the Client at the latest by Two (2) weeks upon completion of each year. This report will contain a comprehensive narrative report summarizing the year's activities and accomplishments against the respective annual work plan indicators and will serve as the tool by which IsDB/PMU monitors the performance of the contractor. The report will also include the status of personnel and project activities as well as summarize services delivered and progress towards achieving results identified in the strategic objectives of the project. It will document both successes and shortcomings and recommend actions to overcome them.

The report will also include annexes as follows.

- i. A quantitative comparison of project accomplishment to date versus project benchmarks, M & E indicators and targets, and overall end-of-project objectives.
- ii. Annual Financial Status Report.
- iii. Project bibliography including reports prepared by contractors and others.
- iv. A list of equipment and materials purchased, including all items purchased.

Final Report: Sixty (60) days before the contract completion date, the consultant will submit a draft final report to the PMU that will summarize implementation progress for all tasks including achievements of strategic results, shortfalls, problems, recommended solutions, and consultants' assessment of the tasks order work completed. The report shall provide quantitative representation. Accomplishments will need to be documented by data. Final details on the format of this report will be developed in consultation with the Client and IsDB.

Other Special Reports: The consultants will be required to submit to the Client any special reports as may be requested by IsDB or as determined by the Annual Work Plan. These reports will include the consultant's report, accident report, claims report, payment certificate, technical reports, and evaluation. The reports required and the number of copies will be determined at the time of the Annual Work Plan.

Progress Reporting and Pictorial Sharing: The Consultant will attend frequent briefings and discussions on progress and implementation issues as required between the Consultant, the contractor's representative, and the PMU. The Consultant is required to share the high-resolution pictorials of each stage of the construction of each facility through Google Drive and WhatsApp groups. The Consultant is expected to create a real-time progress monitoring platform providing access to this platform to the Client, PMU, and IsDB.

Qualification & Experience of Consultant's Key and Non-Key Staff

Consultancy Firms are to provide detailed descriptions of their proposed professionals to be readily deployed for supervision activities. For firms to note that previous related jobs that are completed, professional staffing will be evaluated. For staffing of firms, requisite experience in international donor agencies projects e.g. World Bank, IsDB, AfDB, JICA, KOICA, etc., membership of professional bodies, and years of experience will be required and will be of added advantage.

The Consultant shall deploy the following technical personnel having the following qualification criteria.

Table 3: Minimum Qualification Criteria

S. No.	Position	Minimum Qualification & Experience	Estimated Time Inputs
Design Part			
Key-Staff			
1	Team Leader	B.Eng. Civil/Structural Engineer with 10 years post qualification experience	12
2	Structural Engineer	B.Eng. Civil/Structural Engineer with 5 years post qualification experience	12
3	Principal Architect	B.Sc. Architecture with 5 years post qualification experience	12
4	M&E Expert	Master's degree in a related field such as statistics, economics, research methods, research design, research administration. or public policy with 5 years post qualification experience	6
5	Design Engineer	B.Eng. Relevant Engineering Field with 5 years post qualification experience	24
6	Environment and Climate Specialist	B.Sc. Environmental Science or any other related field with 5 years post-qualification experience.	6
Non-Key Staff			
7	Procurement Specialist	B.Eng. Quantity Survey/Engineering/Procurement or any other related field with 5 years post qualification experience.	6
8	GIS Analyst	B.Sc. Geography or any other related field with 5 years post-qualification experience.	6
9	Geologist	B.Sc. Geologist or any other related field with 5 years post-qualification experience.	6
10	Quantity Surveyor	B.Sc. Quantity Survey with 5 years post qualification experience.	12
11	Survey Expert	B.Sc./HND Land Survey with 5 years post-qualification experience.	6
12	Draftsman (2)	B.Tech or any other related field with 3 years post-qualification experience.	24
Supervision Part			
Key-Staff			

1	Team Leader	B.Eng. Civil/Structural Engineer with 10 years post qualification experience	30
2	Structural Engineer	B.Eng. Civil/Structural Engineer with 5 years post qualification experience	15
3	Principal Architect	B.Sc. Architecture with 5 years post qualification experience	15
4	Mechanical & Electrical Expert	B.Eng. Mechanical/Electrical Engineer with 5 years post qualification experience	30
5	Design Engineer	B.Eng. Relevant Engineering Field with 5 years post qualification experience	30
6	Environment and Climate Specialist	B.Sc. Environmental Science or any other related field with 5 years post-qualification experience.	12
Non-Key Staff			
7	Procurement Specialist	B.Eng. Quantity Survey/Engineering/Procurement or any other related field with 5 years post qualification experience.	24
8	GIS Analyst	B.Sc. Geography or any other related field with 5 years post-qualification experience.	6
9	Geologist	B.Sc. Geology or any other related field with 5 years post-qualification experience.	6
10	Quantity Surveyor	B.Sc. Quantity Survey with 5 years post qualification experience.	6
11	Survey Expert	B.Sc./HND Land Survey with 5 years post-qualification experience.	24
12	Draftsman (2)	B.Tech Drafting Technology or any other related field with 3 years post qualification experience.	48
13	Senior Site Inspectors (3)	B.Sc. Building or any other related field with 5 years post qualification experience.	72
14	Site Inspector (17)	B.Sc. Building or any other related field with 3 years post qualification experience.	306

10. Selection method of the Consultant

Shortlisting of National Firms will be used for the recruitment of Design and Supervision Consultants. The Selection method will be QCBS/LC in line with the IsDB procurement procedures for the procurement of services.

11. Services to be provided by the Client

- i. To make available all relevant documentation, maps, diagrams, and operational data as required.
- ii. To make available all necessary arrangements for facilitating the works of the Consulting firms.
- iii. Professional and support counterpart personnel to be assigned to the consultant teams.

12. Expected date of commencing the services

1 October 2024 or signing of the contract whichever is earlier

13. Remuneration and payment terms

The Consultant shall submit invoice (s) for each payment that becomes due for payment, to the Client for verification, certification, and onward submission to the IsDB. The payment of services rendered by the consultant shall be made in Nigerian Currency (Naira) and disbursed directly from the Islamic Development Bank (IsDB) to the Consultant's designated account. The payment schedule will be as follows:

Assignment Part A- "Design": Lump sum based on deliverables as per the following milestones;

Table-4: Payment Schedule

Upon submission and acceptance of the Inception Report	10% of Design Part
Upon Submission and acceptance of Design Report (Batch-1, 2, & 3), Stage-1	20% of Design Part
Upon Submission and acceptance of Design Report (Batch-1, 2, & 3), Stage-2	20% of Design Part
Upon Submission and acceptance of Rehabilitation Report (Batch-1, 2, & 3), Stage-1	20% of Design Part
Upon Submission and acceptance of Rehabilitation Report (Batch-1, 2, & 3), Stage-2	20% of Design Part
Upon submission and acceptance of the Completion Report related to Design	10% of Design Part

Assignment Part B- "Supervision": Time-based on Consultant's staff inputs (Direct & In-Direct Cost)

WORK PLAN FOR ASSIGNMENT PART “DESIGN”

Table-5: Design Work Plan

S.#	Description	Delivery Date
1	Inception Report	4 Weeks after the Consultant engagement/commencement of services
2	Design (Batch-1), Stage-1	7 Weeks after submission of inception report
	Rehabilitation (Batch-1), Stage-1	
	Bidding Documents (Batch-1), Stage-1	
3	Design (Batch-2), Stage-1	14 Weeks after submission of inception report
	Rehabilitation (Batch-2), Stage-1	
	Bidding Documents (Batch-2), Stage-1	
4	Design (Batch-3), Stage-1	21 Weeks after submission of inception report
	Rehabilitation (Batch-3), Stage-1	
	Bidding Documents (Batch-3), Stage-1	
5	Design (Batch-1), Stage-2	28 Weeks after submission of inception report
	Rehabilitation (Batch-1), Stage-2	
	Bidding Documents (Batch-1), Stage-2	
6	Design (Batch-2), Stage-2	35 Weeks after submission of inception report
	Rehabilitation (Batch-2), Stage-2	
	Bidding Documents (Batch-2), Stage-2	
7	Design (Batch-3), Stage-2	42 Weeks after submission of inception report
	Rehabilitation (Batch-3), Stage-2	
	Bidding Documents (Batch-3), Stage-2	