

Tel: (+232-76-672-186)
Email: pfmu2018@gmail.com

Project Fiduciary Management Unit –
PFMU
13 Howe Street
Freetown
Sierra Leone



GOVERNMENT OF SIERRA LEONE

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRM SELECTION)

Sierra Leone
Resilient Urban Sierra Leone Project (RUSLP)
Grant No.: D8420-SL
Project Id: P168608
Issue date: 29th January 2024

Assignment Title: Consulting Services for Scoping, Design and Supervision of an Emergency Operations Centre incorporating the National Disaster Management Agency (NDMA) Headquarters.

Reference No.: SL-MoF-472138-CS-CQS

1. COUNTRY CONTEXT

Sierra Leone is a tropical country in West Africa, on the Atlantic coast between Guinea and Liberia. Apart from the undulating Freetown area and white-sand beaches, it is mainly composed of low-lying coastal plains and plateau, rising to mountainous uplands in the north-east. Previously, there were distinct dry and wet seasons, however, data and seasonal trends and events will demonstrate the climate is now ever-changing.

Flooding represents the most prevalent natural hazard in Sierra Leone. Intense rainfalls, the tropical monsoon climate, an interior jungle environment, aspect of slope and impacts of coastal erosion and climate change all contribute. Urbanization- induced hazards such as fire and human-centric incidents are becoming more frequent and severe. This leaves a detrimental impact on the vulnerable and exposed and puts considerable strain on emergency and disaster management systems and resources.

2. RESILIENT URBAN SIERRA LEONE PROJECT (RUSL-P)

In June 2021, the World Bank approved a \$56.7 million grant from the International Development Association (IDA) and the Global Environment Facility (GEF) for the Resilient Urban Sierra Leone Project (RUSL-P). The project will improve integrated urban management, service delivery, and disaster risk management in the Western Area and selected district capitals across the country. It will help address the needs of the capital Freetown as the economic hub of Sierra Leone, while catering to the unique opportunities and challenges in the district capitals: Bo, Makeni, Kenema, Koidu, Port Loko and Bonthe.

A sub-component of the project will support activities aimed at strengthening the NDMA with institutional development tools (organizational structure, detailed functions and procedures manuals, management training), equipment, infrastructure, technology, training, contingency planning and budgeting, strategy formulation; design and delivery of early warning services; capacity building across all the organizational structures (district committees, emergency operation centers (EOCs), command posts, and incident command teams); equipment; training; operational plans and procedures; critical infrastructure; and facilities.

RUSL-P builds on the work of a previous project in Sierra Leone, the Freetown Emergency Recovery Project (FERP). In addition to new legislation and a new agency, FERP supported the introduction of a new Disaster Risk Policy and Framework and National and Regional Preparedness and Response Plans which incorporated the Sierra Leone Incident Management System (SLIMS).

3. NATIONAL DISASTER MANAGEMENT AGENCY (NDMA)

The NDMA is headquartered in Freetown with five regional offices. According to the 2020 Act enacted by Parliament, the NDMA is mandated to manage disasters and similar emergencies throughout Sierra Leone and develop the capacity of communities to respond effectively to disaster and emergencies.

The National Disaster Management Agency has developed and implemented a multi-agency Sierra Leone Incident Management System (SLIMS) which includes field and EOC operational structures and requirements.

The Emergency Operations Centre is an essential component of the Incident Management System with the purpose of major emergency or disaster incident management. The EOC will facilitate the command, control, communication, and coordination of NDMA led interoperable response.

Currently, the NDMA headquarters is in Aberdeen, Freetown. The building serves its purpose with space and offices but does not have any communications equipment or a suitable location for an EOC. A temporary EOC has been established in a secondary meeting room.

A *potential* site for the new EOC and National Headquarters is at Hastings Airfield 21Km east of Freetown, with boundary coordinates (8.394048 13.123548, 8.393955 13.123428, 8.394345 13.123532, 8.394732 13.122444) on a relatively flat land. It can be accessed through an access road of 0.6Km from the Hastings Toll Gate. There is a deposit of excavated laterite material (spoil) on site, the site has sparsely scattered vegetation with few trees.

OBJECTIVES OF THE ASSIGNMENT

The main objective of the consultancy is to design, supervise and manage the cost of construction of the Emergency Operation Center (EOC) for Sierra Leone.

Specific objectives include:

- i. To design the EOC building in compliance with relevant standards.
- ii. To manage construction of the EOC building while ensuring the production of deliverables that meet established standards, cost efficiency and quality specifications.
- iii. To ensure that the EOC building includes all necessary facilities, equipment, furniture, and designs required for optimal functionality.

SCOPE OF WORK AND TASKS

Scope of Assignment

The assignment will be conducted in four primary phases: Inception, Design, Construction Supervision, and Equipping the Building. Each phase will encompass specific tasks tailored to its objectives.

Phase 1 - Inception Phase

- i. Review the project brief and concept for EOC.
- ii. Conduct a reconnaissance visit to the proposed site for EOC, identifying key features, existing services (including water supply, soil and wastewater facilities, energy supply, etc.), and other notable parameters.
- iii. Carry out comprehensive surveys as required sufficient to prepare site layouts showing the site boundaries and levels, any perimeter walls or fences, any existing roads both on and off the site, any existing buildings, all significant natural features including streams, ponds or swampy ground, large rocks, trees, etc., all neighboring buildings, existing water supplies, electrical, waste and soil water services, energy supply systems, medical waste management systems, etc.

- iv. conduct a hazard, vulnerability, and risk assessment to identify natural, technological and human-caused threats and hazards and rank them based on their likelihood and potential consequences. The consultant will use the assessment results to advise the client on the EOC's physical design, ideal location and necessary capabilities. This work is essential because an EOC must be designed to withstand the impacts of likely hazards.
- v. Carry out capacity assessment that EOC must have to coordinate a response to the identified hazards and risks that needs to be assessed at the inception phase.
- vi. Hold meetings with relevant stakeholders to understand the requirements and expectations of the Client.
- vii. Produce a conceptual design for the EOC site that will consider the World Bank Environmental and Social Management and Monitoring Plan (ESMMP)¹, safety and security requirements (perimeter fences, lights, and cameras), main and secondary site entrances and exits, traffic flow management (internal in the EOC site and external connection road), pedestrian walkways, utilities' external requirements (connection to the public services) and location, design and sizes of parking, garages, storage/ stockpiling areas and other connections for practical facilities.
- viii. Develop two master plan options detailing a spatial layout on land use and development, transitioning from strategic land use arrangements to a concept design for the EOC. The layout should encompass all land allocated for the EOC, including access roads, parking spaces, and landscaping. Options and architectural style selections for the building should be discussed with the client. Conceptual designs should include a 5-minute video clip.
- ix. Create two interior design concepts for the facilities in consultation with the client, covering aspects such as look and feel, color palette, materials, and furniture style. Special attention should be given to areas receiving visitors, such as the reception, conference, and meeting rooms. Conceptual designs should also include a 5-minute video clip.
- x. Provide a project execution plan.
- xi. Produce an inception report.

Phase 2 – Design Phase

During this phase, the Consultant is expected to carry out the following tasks:

- i. Carry out detailed designs and prepare working drawings of the EOC building for the foundation, structural layout of columns, slabs, beams, doors, windows, roof, walls, floors, water supply, internal and external drainage system, sewer system, electrical system, renewable energy systems, evacuation plans, ICT and

¹ Developed by the Consulting Services on development of an Environmental and Social Management Plan (ESMP) for the construction of the National Emergency Operations Centre at Hastings.

- communication networking, audio/visual system room layouts, furniture and fixtures, flooring, false ceiling and false partitioning, security system, fire security system, elevators and ramps, internal and external lighting, water proofing, parking, landscaping, compound boundary walls, and any other features as required by the client;
- ii. Assist the client in obtaining all the necessary approvals and certifications from relevant statutory authorities. All designs and documents shall fulfil all national authority requirements for physical planning and building regulations. The consultant shall be responsible for the changes in the design and drawings for necessary approvals and requirement of details during the execution phase, at any stage throughout the project, regardless of the supervisory role or circumstances. This is applicable even after the first formal approval from the client.
 - iii. Prepare BoQs and project cost for the entire project based on market prices for the inputs for building works which shall include civil works, electrical, mechanical, plumbing, heating, ventilation, and air conditioning (HVAC) services, ICT equipment, acoustics, among others. The estimation of quantities shall be based on the detailed design of all the components of the project. The consultant shall make detailed analysis for computing the unit prices for the different items of works.
 - iv. Produce preliminary designs for EOC building, including its associated cost estimates.
 - v. Prepare tendering and evaluation documents as guided by World Bank procurement procedures for IPF Borrowers and participate in the tendering process through provision of technical support.
 - vi. Prepare technical documentation required for building and EOC operations including detailed specifications, drawings where required and estimated costs associated with each equipment item to the satisfaction of the client.
 - vii. Provide technical specifications for the procurement of the furniture and finishes for the building, based on the interior design concept produced, and during the installation to ensure quality control and alignment with the interior design concept.

Phase 3: Construction Management and Supervision

The Consultant is expected to carry out construction supervision during the entire construction phase and defects liability period. The following are the tasks to be undertaken by the Consultant in this phase:

- i. Preparation of an implementation programme before construction starts for all construction activities over the lifetime of the project showing how the construction can be completed within the project period (Note: if the Consultants consider that the construction programme cannot be completed within the project period then they must alert the PMU to this fact as soon as possible);

- ii. Undertake regular and continuous inspection of the construction works, workforce activities and materials to ensure that structural integrity and design elements are being met according to the design and sound engineering requirements;
- iii. Oversee the works and ensure completion of the EOC building including structural layout of columns, slabs, beams, doors, windows, roof, walls, floors, water supply, internal and external drainage system, sewer system, electrical system, ICT and communication networking, audio/visual system room layouts, furniture and fixtures, flooring, false ceiling and false partitioning, security system, fire security system, elevators and ramps, internal and external lighting, water proofing, parking, landscaping, compound laundry walls and any required site modification with the structure and landscaping completed prior to closure and delivery of the project;
- iv. Provide all required technical inputs and justifications for any additional works that may be considered as necessary during the implementation of the project as a part of the EOC construction.
- v. Advise on and contribute to client's payment decisions related to contractors undertaking the construction and equipping works as requested by the client.
- vi. Preparation of financial, progress and other reports as required.
- vii. Liaising with PMU and advising on areas of concern, potential delays or cost increases.
- viii. Maintaining a site diary recording the daily weather conditions, instructions issued to the contractor, problems occurring, deliveries of materials, progress on site, workers on site, visitors, etc.
- ix. Supervising the testing of materials as specified in the contract documents and ensuring that the materials used are in accordance with the specifications.
- x. Advising the contractor on any necessary measures to ensure the completion of the construction works in accordance with the construction program.
- xi. Advising PMU and the client of any deviations from the contract drawings and documents by the contractor.
- xii. Facilitating site and other meetings at agreed intervals with representatives of NDMA, PMU and the contractor to discuss the progress of the works and any problems.
- xiii. Preparing accurate 'as-built' drawings of the facilities after completion of the works.
- xiv. Preparing lists of defective and outstanding work at the time of practical completion of each facility.
- xv. Checking the condition of the works at the end of the defect liability period at each facility and signing off the works when any outstanding or defective works have been completed.
- xvi. Carrying out any other tasks related to the supervision of the works as may be requested by PMU and
- xvii. Preparing facilities maintenance plans and maintenance handbooks for all facilities.

Note:

The Consultants will not issue any instructions to the contractors that will change the agreed design or construction of the buildings; that will impede the progress of the works; that will lengthen the contract period or that will add to the cost of the works without first agreeing these measures with and obtaining the written authority of PMU.

Phase 4: Equipping the Building

The Consultant is expected to carry out the following tasks under this phase:

- i. Prepare technical documentation required for EOC operations including detailed specifications, drawings where required and estimated costs associated with each equipment item to the satisfaction of the client.
- ii. Provide total technical support during procurement of the equipment, inspection at delivery and also during installation to ensure quality control in alignment with EOC design.
- iii. Provide technical specifications for the procurement of the furniture and finishes for the building, based on the interior design concept produced, and during the installation to ensure quality control and alignment with the interior design concept.

The Project now invites eligible Firms (“Consultants”) to indicate their interest in providing the Services. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The minimum qualifications for the Consultant for this assignment are:

Required Qualifications and Skills:

QUALIFICATIONS AND EXPERIENCE OF THE FIRM AND REQUIREMENT OF PERSONNEL

The Consulting Firm that shall be considered under this consultancy is expected to, at a minimum, have the following:

- i. More than 10 years of experience in the field of architecture, engineering and construction, including experience with governments in developing countries, and including prior successful engagements in the design and construction of emergency operation centres.
- ii. A minimum annual financial turnover of USD 250,000
- iii. Demonstrated competency in conceptualization, formulation and execution of disaster resilience structure construction techniques of similar nature as the one specified here.
- iv. Demonstrated expertise in the following fields: architectural design, structural engineering, disaster/emergency management (especially BOC operations),

construction trades, culturally-sensitive design, urban development and earthquake engineering and construction supervision.

- v. Adequate capacity (including personnel) in handling similar assignments.
- vi. Experience in planning, technical design and construction supervision of at least one EOC
- vii. Successfully completed the planning, technical design and construction supervision of at least two buildings, each with a minimum footprint of 4000 square feet, in the last five years.
- viii. Transparent and audible procurement and documentation tracking system.
- ix. Can be international but strongly encouraged to have a strategic partnership with a local consultant. The Consultant shall ensure compliance towards construction regulations in Sierra Leone
- x. Demonstrate familiarity with international best practices and standards, including ISO 22320, NFPA 1600, for disaster risk management and must tailor the EOC design to enable these practices.
- xi. Experience with developing and obtaining specific performance data (both quantitative and qualitative) to establish benchmarks at the onset of the project and to measure progress.

Team Composition

- i. **K- 1** Project Team Leader/Civil Engineer - (See details in Terms of Reference).
- ii. **K -** Architect - (See details in Terms of Reference).
- iii. **K-3** Structural/Civil Engineer - (See details in Terms of Reference).
- iv. **K-4** EOC Specialist - (See details in Terms of Reference).
- v. **K-5** Telecoms **Expert** – (See details in Terms of Reference).
- vi. **K-6** Mechanical Engineer – (See details in Terms of Reference).
- vii. **K-7** Electrical Engineer – (See details in Terms of Reference).
- viii. **K-8** EHS Specialist – (See details in Terms of Reference).
- ix. **K-9** Renewable Energy **Expert** – (See details in Terms of Reference).
- x. **K-10** Social Development Specialist – (See details in Terms of Reference).
- xi. **K-11** Clerk of Works – (See details in Terms of Reference).

Duration of Assignment: The duration of the assignment is **7.0 months (or less), which shall include the review period for deliverables and payments to the consulting firm after contract effectiveness.**

Languages

International Professional: Fluency (Level C) in English.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 Revised November 2017, August 2018 and November 2020 and September 2023 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

The procurement method is Consultant Qualification Selection

Interested firms **MUST** request for the detailed **Terms of Reference (TOR) for the assignment via email request to resilienturbanslp2019@gmail.com.**

Further information can be obtained at the address below or via email request to resilienturbanslp2019@gmail.com during office hours 0900 to 1700 hours

Expressions of interest can be delivered in a written form to the address below (in person)

Project Management Unit
Resilient Urban Sierra Leone Project
1st Floor -35 Percival Street
Freetown
Attn: Procurement Management Specialist
Tel: +23276538383 /+23278965090/+23278585818

OR

Via e-mail to: resilienturbanslp2019@gmail.com Cc ruslppmu@gmail.com

When submitting, please indicate clearly in the sealed envelope or email subject heading

Consultancy Services for a national firm to undertake a: “CONSULTING SERVICES FOR SCOPING AND DESIGN OF AN EMERGENCY OPERATIONS CENTRE INCORPORATING THE NATIONAL DISASTER MANAGEMENT AGENCY (NDMA) HEADQUARTERS” on or before SUBMISSION DEADLINE is 25TH FEBRUARY 2025 at 1700 Hours GMT.