



## **TERMS OF REFERENCE (ToR)**

**Civil Engineering Consultant – Atbara Teaching Hospital Rehabilitation & Maintenance**

**Project: UNFPA Sudan**

**Location: Atbara, River Nile State, Sudan**

**Duration: April – June 2025**

**Reporting to: NEF Project Manager**

### **Introduction:**

Near East Foundation (NEF) is a non-profit international development organization that has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915. NEF in partnership with UNFPA implementing SRH, GBV/PSEA, cross cutting FGM and mobile temporary PHC health facilities across Gazira, River Nile, Northern State and Kassala States.

### **1. Background**

The Atbara Teaching Hospital requires rehabilitation and minor maintenance works to ensure optimal functionality and safety for patients and staff. Under the UNFPA-funded project, a Civil Engineering Consultant is required to:

- Develop detailed Bills of Quantities (BoQs) for required works.
- Provide technical supervision during rehabilitation and maintenance.
- Ensure compliance with engineering standards, safety regulations, and project timelines.

### **2. Objectives**

The consultant will:

- Conduct a detailed assessment of the hospital's structural and civil engineering needs.
- Prepare comprehensive BoQs for rehabilitation and maintenance works.
- Supervise and monitor the implementation of works to ensure quality, cost-effectiveness, and timeliness.
- Provide progress reports and recommendations to NEF.

### **3. Scope of Work**

#### **A. Assessment and BoQ Development**

- Conduct a physical joint inspection of the hospital's infrastructure (buildings, water/sanitation, roofing, flooring, walls, etc.).
- Identify critical repair/rehabilitation needs (structural integrity, leaks, electrical hazards, plumbing, etc.) based on the needs and allocated budget for the activity.
- Prepare detailed BoQs with specifications, materials, labor, and cost estimates.



- Ensure BoQs align with national/international construction standards and UNFPA guidelines.

#### **B. Rehabilitation and Maintenance Supervision**

- Oversee contractors to ensure adherence to approved BoQs and technical specifications. Monitor work quality, safety standards, and environmental compliance.
- Verify material quality and quantities used.
- Provide daily/weekly progress updates to NEF.

#### **C. Reporting and Documentation**

- Submit an Inception Report (initial findings, work plan).
- Provide weekly progress reports (challenges, risks, mitigation measures).
- Final Completion Report (before project closure) with as-built drawings (if applicable).

#### **4. Deliverables:**

- | 1 | Inception Report (Assessment findings, methodology) | maximum for Week 1 |
- | 2 | Detailed BoQs & Cost Estimates | maximum for Week 2 |
- | 3 | Weekly Progress Reports | Every Sunday before 10:00 AM |
- | 4 | Final Completion Report (Including recommendations) | End of Week 8 |

#### **5. Qualifications and Experience**

- Bachelor's/Master's in Civil Engineering (or related field).
- 3-5+ years in building rehabilitation, BoQ development, and construction supervision.
- Experience with hospital infrastructure projects (preferred).
- Familiarity with UN/INGO procurement and contracting processes.
- Strong reporting and communication skills (English/Arabic).

#### **6. Duration and Work Schedule:**

- Total Duration: maximum for 2 Months (April – June 2025).
- Expected Workload: Full-time (with field visits as needed).



## **7. Payment Terms**

Payment will be made in installments upon submission of approved deliverables as bellow:

- 30% upon submission of the assessment report and BoQ.
- 40% upon completion of installation.
- 30% after final handover and approval.

## **8. Reporting and Coordination**

- Reports to: NEF Project Manager.
- Coordinates with: NEF Procurement team, contractors, NEF GBV and Protection Specialist, NEF Program officer River Nile State, State MoH RH and PHC departments, and Atbara Teaching Hospital Administration department.

## **9. Ethical and Legal Considerations**

- Adherence to NEF Code of Conduct, anti-corruption policies, and safety regulations.
- Ensure gender-sensitive and inclusive approaches in rehabilitation works.

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## **Application Instructions:**

Interested consultants should submit the following documents:

1. **Updated CV** (clearly outlining relevant experience and qualifications).
2. **Technical Proposal** (brief methodology, approach, and understanding of the assignment).
3. **Financial Proposal** (consultancy fees, including all costs – travel, accommodation, etc.).
4. **Cover Letter** (stating interest and availability for the assignment).
5. **Three professional references** with contact details.