

## Terms of Reference - Consultancy

### Design and Bill of Quantity for 3 Multi-Purpose Women's Centers (MPWC)

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#### I. Project Definition

Oxfam is building three (3) semi-permanent Multi-purpose Women's Centers in Ukhiya, Teknaf and Cox's Bazar host communities on April-May 2020. This structure is intended to respond to women's needs and create opportunities for learning, leadership and livelihoods, and will be used by women and girls in each locality. The process of designing the MPWC must include women and girls – that it reflects their needs and preferences in the use of space – as well as men and boys in the community to consider their perspectives. The MPWC will integrate designs for WASH facilities developed by Oxfam which may include latrines, hand washing area, laundry area and menstrual hygiene management specifications.

An architect or/and engineer with a feminist and social lens will be contracted out by Oxfam to design space and a corresponding Bill of Quantities for the construction. The hired consultant is also required to conduct visits during the construction period to ensure that it adheres to the plans and quality indicated in the design.

#### II. Objectives of the Consultancy

1. To design MPWCs including considering the needs and preferences of its users (women and girls) and community stakeholders and produce the final plans for the architectural system, plumbing system, electrical system, structural system, and mechanical system.
2. To develop a Bill of Quantities (BOQ) for the construction of the 3 MWPCs.
3. To conduct site visits during the construction to ensure it adheres to the architectural plans.

#### III. Details of the Project

##### Lot Area

APPROXIMATE LOT AREA	10-12 decimals / 400-480 sqm per MPWC <i>*depending on land area</i>
APPROXIMATE BUILDING FOOTPRINT AREA	7 decimals / 280 sqm per MPWC <i>*excluding garden area / open space</i>
APPROXIMATE CONSTRUCTION COST (building only)	2,800,000 BDT per MPWC <i>*10,000 per sqm floor area of each center</i>

##### Key Design Requirements of the MPWC

1. Must be safe and accessible to its users, including persons with disability and mobility-challenged persons
2. Must have privacy, and must include purdah walls in the entrance and surrounding the MPWC, according to the preference of its users
3. Must include WASH facilities designed by Oxfam for latrines, hand washing areas, washing/laundry and bathing areas
4. Must be well-ventilated, considering the limited access to electricity
5. The MPWC will have a U-shaped orientation, with an open space/garden at the center
6. Women and girls as the main users of the space must be able to participate in the finishings, according to their skills, preferences and willingness (e.g. earthen plastering or art work)
7. Must have provisions for solar light, and solar powered appliances (e.g. fans)
8. Must have the following spaces/rooms with *approximate* floor areas:

Rooms/Spaces	Qty	Details	Area - feet	Area - meters
Livelihood Training Room	1	with water source and slightly open area for production of goods	689	64
Training/Session Rooms	2	in separate areas so sound should not be heard	689	64
Meeting Room	1	must be more quiet, away from training rooms	132	12.3
Child Care Area	1	must be visible to the livelihood and training room but far enough to not affect the conduct sessions	172	16
Rest/Prayer/Breast feeding Room	1	must be more quiet, away from training rooms	172	16
Counselling & Confidential Room	2	must not be heard by others, double walling, and persons entering should not be seen by others	129	12
Office	1	Quiet Area, but can see most of the space	97	9
Toilet/Latrine	2	should be private and according to preferences of users, patterned from WASH social architecture design	42	3.9
Bathing/Washing	2	should be private and according to preferences of users, patterned from WASH social architecture design	42	3.9
Center/Garden Space	1	Center of the lot	624	58
Waiting Area with Guard House	1	Near the Entrance, open Gazebo	129	12
Stock Room	1	should not be wet, and flooded	97	9
<b>Total Approximate Area</b>			<b>3015</b>	<b>280</b>

#### IV. Duties and Responsibilities

1. Conduct site visits and corresponding meetings to ascertain project requirements and client preferences (women and girls MPWC users and Oxfam).
2. Generation of conceptual schemes in the form of floor plans and perspectives based on discussions with Oxfam and ocular inspections of the site. Architect to submit A3 printouts for Oxfam's review, comments and approval.
3. Development of approved conceptual designs into engineering and architectural working drawings, in coordination with Consultant-Engineers in the Architect's team. Architect to submit A3 printouts for the First Party's review, comments, and approval.
4. Preparation of the complete Contract documents consisting of the detailed designs and working drawings of the architectural system, plumbing system, electrical system, structural system, and mechanical system of the Project. These shall be prepared, finalized and signed by the Architect and his Consultant-Engineers.
5. Preparation of the Technical Specifications describing the type and quality of materials, finish, manner of construction, and the general conditions under which the project is to be constructed.
6. Preparation of the Bill of Quantities.
7. Preparation of seven (7) sets of blueprints of all construction drawings, seven (7) sets of technical specifications in A4, and seven (7) sets of the Bill of Quantities which shall be signed and sealed by the Architect and the respective Engineers in the Architect's team for the purposes of obtaining necessary approvals/permits.
8. Four (4) site visits during construction to ensure that construction adheres to the design, quality and specifications of the approved blueprints.

#### V. Indicative/Tentative Timeline and Working Days (based on construction timeline)

Task	No. of Days
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Site visits to identify the building location and consult users and stakeholders of the MPWC (conceptual design phase)	2 (April 1-2)
Draft preliminary studies for space floor plans, planning, elevation, and outline specifications for consultation with Oxfam (design development phase)	2 (April 3-4)
Produce final draft of detailed floor plans, elevations, sections, columnation layout, structural framing plans, power and lighting layout, plumbing, mechanical systems, detailed technical specifications and detailed estimates, and Bill of Quantities (final design)	5 (April 5-9)
Site Visits during construction to check on quality and adherence to plan *if feasible and tentative to the construction timeline, to be indicated by Oxfam	6
Total	15 working days

## VI. Qualifications

- A licensed architect and/or engineer in Bangladesh;
- Has substantive experience in social architecture designing with a feminist / gender lens
- Has experience in designing structures and facilities in Cox's Bazar Rohingya Response (i.e. especially Safe Spaces for Women and Girls, Livelihood centers, Women-friendly spaces)
- Has at least 3 years experience as an architect designing similar structures for social use
- Has sufficient understanding of the gender issues of women and girls and their need for safe spaces to gain opportunities for learning, leadership and livelihoods in the community;

**Interested parties are asked to submit their CV, license and a proposal including a budget and a proposal for the conduct of the activities to Oxfam by 17 March 2020.**