

TERMS OF REFERENCE:

APPOINTMENT OF AN AGENCY TO DESIGN, BUILD THE INFRASTRUCTURE AND LANDSCAPING OF A PUBLIC PARK IN H.DH KULHUDHUFFUSHI

Background:

Maldives Pension Administration Office is an independent organization established under the Maldives Pension Act, which was ratified on 13 May 2009. It is mandated with the planning, development, implementation and administration of pension schemes in the Maldives.

Objectives:

As part of our Corporate Social Responsibility (CSR) and strong commitment to provide assistance and support to our key stakeholders, we aim to target senior citizens, who need unconditional support and care from all institutions. We take a lead role and contribute to the efforts in improving the quality of life of the senior citizens as well as that of the local community and society at large.

Aiming to achieve this important cause, Pension Office is looking for an agency to develop a park in the Land allocated to Pension Office at H.DH Kulhudhuffushi. The Agency will be required to perform all necessary work related with the design, carryout all the required work and complete a public park in H.DH Kulhudhuffushi. This park is primarily designed and targeted to use by the senior citizens of the H.DH Kulhudhuffushi who need a place to enjoy, relax and have a rendezvous with their fellow senior citizens. This park will also be a place for the small children to have quality time with their grandparents as well.

Scope of Work:

1. Layout and design the public park as per the conceptual requirements of Pension Office.
2. Build the necessary infrastructure and carry out the landscaping work of the park
3. Construct fences around the park area

4. Carryout masonry and other necessary work in order to have a shelter for those who make use of the facility
5. Build benches and seating area inside the park
6. Shall carry out field inspections and site inspections in H.DH Kulhudhuffushi
7. The proposal shall be submitted in 2 (two) hard copies and 1 (one) soft copy

Expected Output:

1. Detailed Design for the proposed as per the concept approved by the Pension Office, ensuring a cost effective layout and provision of necessary of infrastructure
2. Detailed design drawings, inclusive of construction details, final quantities, costs and technical specifications
3. Cost of the Park as per the detail design
4. Landscaping of the park as per the approved concept and final design
5. Paving of a walking track inside the park, which will be used by the senior citizens
6. Construct a shelter to accommodate around a group of 20 persons (at any given time) to hold briefings and meetings with basic facilities to convene such briefings
7. Arrange to provide water and electricity to be used at the facility
8. Build Toilet facilities inside the park with special emphasis given to the targeted users of the facility

Deliverables

- A master plan document that clearly and graphically represents the actions and recommendations.
- An implementation plan that clearly outlines the actions and their respective priorities.
- Detailed Work Schedule for the Project
- An estimate of cost for each action. This can be prepared with assistance from the island Council Landscape Architects/ Project Managers if required.

Reporting Arrangements:

The firm will be supervised by the Pension Office Manager Public Relations, who is the main point of contact at the Pension Office

All the deliverables will be reviewed and approved, as appropriate, by management of Pension Office

All materials, graphics, and products prepared by the firm under the Contract shall belong to and remain the property of the Client.

Format of the Technical Proposal:

The Technical Proposal should contain the following information:

1. A brief profile and description of the Firm.
2. Lists of relevant work experience for the last 3 (three) years.
3. Project schedule
4. Estimated costs
5. Anticipated environmental impact of the proposed work
6. Description of Approach and methodology
7. Work Plan
8. Quality Assurance
9. Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment. Additionally, please provide the information requested in the table below.

Key Personnel					
Name and Affiliation	Area of Expertise Relevant to the Assignment	Designation for this Assignment	Assigned Tasks	Base Location	Number of Days

Qualifications of the Agency:

1. Key staff of the firm (Team Leader and Analytical Expert) should possess minimum Bachelor’s Degree in a related field especially Architecture and Civil Engineering
2. The Firm must have adequate size, structure, staffing, facilities and financial standing to provide comprehensive services related to the project
3. Must possess at least 5 (five) years of successful experience related to the scope of work defined above.
4. Proven expertise in the areas of layout, design and execution of similar projects
5. Must be result oriented and proactive
6. Shall be able to travel frequently and interact with the communities

7. The firm must have the requisite technical and professional expertise reflected in the qualifications and experience of the personnel who would be dedicated / available to the Pension Office
8. Demonstrable ability to deliver to deadlines and in the face of challenging and logistical obstacles
9. Good Organization skills and ability to manage targeted indicators

Duration of Services:

The contract period will be for 6 (six) months. Payment for services will be linked to delivery of outputs which will be defined more precisely in the final Contract. All payments will be made in Maldivian Rufiyaa.
