

**Laboratory architect to review status and adequacy of the Provincial Public Health  
Laboratory Building design in relation to desired capacity of provincial laboratory  
services**

**PR22457**

**Terms of Reference (ToR)**

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

The two provincial labs at Butwal (Lumbini Province) and Biratnagar (Province 1) are three storied concrete-framed buildings that are under construction scheduled for completion at the end of 2021. The buildings are designed and purpose-built to increase lab service capacity and serve as provincial center of excellence for health laboratory services including TB, HIV and Malaria lab services. The foundation, block walls and slab casting are now complete; the construction of partition walls, plastering and finishing works have also been started and are being continued. Attached is the construction schedule for both buildings.

Initial review of the approved building plans by Global Fund lab advisors revealed potential gaps in the planning for functional areas (admin, IT/server room, molecular lab, Serology lab, specimen reception, etc.) and consideration for the required biosafety levels. It was not clear if the design is modular/flexible in anticipation of changes/adoption of new lab technologies in future.

Additional input from a qualified lab architect is needed to review status and adequacy of the design in relation to desired capacity of provincial lab services, and to assess the feasibility of modifications in the planned partitioning to ensure optimal workflow and provide recommendations for required functional areas, biosafety level and future needs.

### Objective

Review status and adequacy of the provincial laboratory building design in relation to desired capacity of provincial lab services, and to assess the feasibility of modifications in the planned partitioning to ensure optimal workflow and provide recommendations for required functional areas, biosafety level and future needs.

### Location and official travel involved

The Supplier will not/will be required to travel to construction sites in Biratnagar and Butwal respectively. Any required travel will need pre-approval by SCI in accordance with SCI's Travel Policy.

### Services the Supplier will provide

- Review building plans/design and the proposed functions, workflow, equipment range/capacity and placement and provide feedback for better functionality.
- Review the national/international laboratory interior design requirements, review current interior design & drawings, and provide appropriate recommendations with detail drawings and specifications that fits into the contexts.
- Review planned lab information and communication systems and other essential lab installations such as air handling, power supply and other utilities, etc.
- Undertake site and building inspection to assess condition and spaces. Plan for onsite meeting with contractor and supervising architect to clarify possible design problems and other deficiencies that may adversely affect the operation efficiency and/or capacity of the labs.
- Prepare a report covering status/condition, adequacy and improvement recommendations of the design, functional spaces, planned equipment/installations and workflow to ensure the final buildings will be modern, durable and fit for purpose based on current and future needs at a provincial center of excellence in lab services.

### Experience and skill set required

- Demonstrated experience of providing similar services in INGO context.
- University Degree (Bachelors) (Masters preferred) in architectural engineering, bio-medical engineering, or a related discipline.
- At least seven years of experience in similar field including biosafety assessment of health lab and prior experience of conducting similar reviews and assessments of health laboratories in similar countries.
- An excellent command of the English language – both written and oral.
- Ability to produce quality work within deadline and under pressure.
- Demonstrated ability of planning, reviewing, analyzing and report writing.
- Proficiency in AutoCAD, Adobe suite, SketchUp and Microsoft.
- Ability to interpret a building program and generate varied design concepts.
- Familiarity with laboratory planning principles.
- Knowledge of technical specifications and general conditions.
- Knowledge of design, construction documents, construction administration and project construction.
- Knowledge of sustainability and integrated design.

### Expected Deliverables

SCI expects the following deliverables to be provided:

- A brief activity implementation plan (*Deliverable 1*)
- A consultancy report covering the proposed objectives and tasks. Recommendations shall be SMART, should include sample design & specifications, costing and marked critical/major/minor. Draft report required at the end of 4 weeks and final report at the end of 6 weeks (*Deliverable 2*).
- Based on completed and remaining work at field during review, recommendation shall categorize for different phases (e.g., for ongoing work with/without cost implication and for next phase- upgradation in future)
- A debrief meeting with the SCI (GF PR), Consulting Architect, MoHP and the LFA.

### Timeline

Estimated Commencement Date: November 1, 2021

Estimated End Date: December 31, 2021

Estimated Level of Effort (LoE): 4 weeks

### Acceptance

- Deliverable 1 – to be accepted by SCI Project Lead within 7 days of delivery date
- Deliverable 2 – to be accepted by SCI Project Lead within 15 days of delivery date

### Payment information

**Tax deduction on payment:** Save the Children shall deduct taxes on the consultancy fee as per the prevailing tax law/rules of Nepal.

### **Proposal Evaluation and Scoring Criteria**

Parameter	Description
<b>Essential Criteria</b>	<p>For Consultants in Nepal.</p> <ul style="list-style-type: none"> <li>• Registered with relevant Government Authority.</li> <li>• Have a VAT registration certificate; Tax clearance certificate (for FY 2076/077).</li> <li>• Evidence / Certificates related to Bio Safety assessment of Health Lab.</li> <li>• Relevant professional license / registration (if applicable).</li> </ul> <p>For International consultants:</p> <ul style="list-style-type: none"> <li>• For Company/Institution/Organization: The proposing consultant should be registered as per the prevailing act of the country.</li> <li>• For Individuals: Above is not applicable for international individual consultant.</li> <li>• For both Organization and Individual: Evidence / Certificates related to Bio Safety assessment of Health Lab.</li> <li>• For both (Organization and Individual): Relevant professional license / registration in their own country or international registration (if applicable).</li> </ul>

S.No.	Criteria	Major Topic
1	<b>Capability</b>	Qualification and Experience proposed consultant
2		Proposed approach and methodology
3		Client Reference (For shortlisted bidders only)
4		Interview / Presentation (For shortlisted bidders only)

5	<b>Sustainability</b>	The bidder demonstrates experience and understanding of local context and community.
6	<b>Commercial</b>	Budget

### **How to apply for the services:**

#### **Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline- **4<sup>th</sup> October 2021**
- Required Documents-
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
  - **For firms (Nepali):** Copies of- Firm registration certificate, VAT registration certificate, Tax clearance certificate FY 2076/077, Evidence / Certificates related to Bio Safety assessment of Health Lab, relevant professional license / registration (if applicable).
  - **For firms (International):** Copies of registration documents as per the prevailing act of the country and Evidence / Certificates related to Bio Safety assessment of Health Lab.
  - **For Individuals (Foreign Nationals):** Copy of passport.
  - **For both (International Firms and Individual Foreign Nationals):** Copy of relevant professional license / registration in their own country or international registration (if applicable).

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to [nepal.bids@savethechildren.org](mailto:nepal.bids@savethechildren.org)

**The proposal submitted in another email address will not be consider in the process. (Please note that, consultant must not cc / bcc / forward proposals to any other email addresses).**