Terms of Reference (TOR)
Subject: Construction of 1No. Farmer Training Center with Ancillary Facilities.
Location: Woe Dekugbor Community, Anloga District, Volta Region, Ghana

1. Background and Rationale

ActionAid Ghana is committed to strengthening farmer capacities through participatory training, knowledge exchange, and establishment of demonstration plots for promoting climate-resilient agricultural practices. The establishment of a Farmer Training Center seeks to strengthen its interventions for farmer training and capacity building for coastal communities in Ghana. The facility will serve as a one-stop hub for farmer education, meetings and conferences, and demonstration of sustainable farming techniques.

The construction of the Farmer Training Center forms part of the *Improved Resilience of Coastal Communities in Côte d'Ivoire and Ghana* project supported by the Adaptation Fund. This regional initiative seeks to strengthen adaptive capacity and resilience among vulnerable coastal populations. The project is being implemented by **Habitat for Humanity International**, the **ITC of the University of Twente**, the **Abidjan Convention**, and **UN-Habitat**, with **ActionAid Ghana** serving as the implementing partner in Ghana.

The Farmer Training Center is a key activity under the strengthening adaptative livelihoods output of **Component 2 of the project** which also integrates early warning systems and nature-based solutions as an integrated approach to strengthening the resilience of 11 coastal communities in Ghana. The farmer training center will focus on enhancing skills, promoting climate resilient and agroecological farming practices, and diversifying income sources for the coastal communities. The center will largely serve as a hub for farmer training and education, cooperative development, and demonstration of climate-smart agricultural techniques, thereby contributing to improved food security, livelihoods, and resilience of the coastal communities.

2. Objectives

- Provide a modern, functional, multi-purpose and gender responsive training facility suitable for farmer training, secretariat services and conferences.
- Ensure construction meets, engineering, structural durability and environmental standards.
- Deliver infrastructure that supports ActionAid's mission of empowering smallholder farmers.

3. Scope of Work

The following works, together with the building/design drawings and bill of quantities, shall constitute the scope of work which shall be undertaken by the selected contractor:

I) Preliminaries and general conditions.

- Materials, components and workmanship shall be of good quality and in accordance specifications in the attached BoQ and engineering and structural tandards
- Implement various quality control proceduresg including but not limited to the following:
    i) Compressive strength test on concrete specimens at 7, 14 and 28 days
    ii) Tensile and yield strength test on each batch of reinforcement supplied
    iii) Compressive strength test on concrete blocks to verify their strength prior to laying.
- Allow for all testing to all installations necessary for this purpose and leave the whole in perfect working order to the satisfaction of the Consultant and Local Authority
- Provide and maintain all necessary temporary screens, hoarding, fencing etc necessary for the proper execution of the works and for the protection of public and occupants of adjoining premises.
- All other relevant and necessary preliminary requirements

II) Substructure

- **Groundwork and land clearing** including breaking down existing concrete structures and trees where appropriate and removing all debris from site and transporting to safe disposal.

- **Excavation and filling including** removal of top soil to an average depth of 150mm and trenches with width exceeding 0.3m and depth not exceeding 1.0m and hard-core filling to make up for levels, with selected laterite gravel obtained off site and compacted in layers not exceeding 225mm thick, average thickness exceeding 0.25m.

- **In-situ concrete and/or large precast concrete works**, comprising blinding in column bases (50mm thick), foundation trenches 300mm thick, reinforced In-Situ Concrete in column bases, Ditto in columns, Ditto ground beams, etc.

- **Masonry including brick/block walling** – 150mm thick solid sandcrete blockwork; in cement and sand mortar (1:4) in stretcher bond in foundation walls.ma

- **Waterproofing and surface finishes** – single layer polythene damp proof membrane laid on laterite hard core material with all joints properly sealed. 42mm

thick screeded bed (1:4) to receive floor tiles, 12mm thick cement and sand rendering (1:4) plinth externally, and painting.

III) Superstructure

- **In-situ concrete and/or large precast concrete works** comprising reinforced in-situ concrete, (1:2:4-20mm aggregates), in columns; Ditto, in roof beams; Ditto, gable tie beams; Ditto, in suspended roof slabs and gutters, etc.
- **Masonry construction** involving 225mm sandcrete and 150 hollow blockworks in cement and sand mortar (1:4) in stretcher bond in wall, etc.
- **Structural/carcassing metal and timber works:** Prefabricated steel framing trusses size 11,900mm x 3000mm high built to Engineers instructions; Structural Timbers (All in sawn and well-seasoned "Dahoma" or other approved hardwood impregnated with "solignum" or other approved wood preservative
- **Cladding/covering, linings, sheathings, and dry partitioning: 0.5mm** Gauge Long Span Aluminium roofing sheets; (standing seam) including approved drive screw nails, felt and cap as per manufacturer's specification; 12mm Thick green moisture resistant Plasterboard Ceilings, with 100 x 100mm Cornices to under soffit of hardwood (measured separately), surface prepared sanded and white painted to smooth finish as described
- **Installation of windows, doors, and stairs:** Supply and fix aluminium insulated sliding windows 6mm thick clear glass framed in aluminium on double track with a third track for mosquito screen complete with and including all fixings, weatherproof locks as detailed on drawings.
- **Building fabric and surface finishes** including plastering, screeding, tiling and painting as described in the drawings and BoQ
- **Electrical installations** (lighting, fans, sockets, wiring).
- **Mechanical installations** including the provision of a mechanized borehole, construction of overhead tank platform, water storage tank (5,000L), plumbing installations.

IV) External Works

- Construction of ancillary compost and biofertilizer structure and a store room for the storage of farm tools, inputs and produce from demonstration plots.
- Construction of perimeter fence wall up to finishing, installation of metal gates, perimeter drain, septic tank and compost and organic pest/weedicide preparation sheds as described in drawings.

- Installation of rainwater harvesting system to harvesting of rainwater from roof for supplementary water source for everyday use.
- Landscaping and site finishing as required.

4. Deliverables

- Preliminaries and including Inception, mobilization to site, site clearing, building layout, excavation, trenching and backfilling.
- Completion of substructure to specifications
- Completion of ground floor to specifications
- Completion of all finishings and installations as described
- Completion of all external works as described including leveling and landscaping
- Completed Farmer Training Center meeting design specifications.
- Final construction report including as-built drawings, pictures, warranties, and maintenance guidelines.

5. Duration and Timeline

- The construction is expected to be completed within 5 months from contract signing.
- Detailed work plan and schedule to be submitted by the contractor within two weeks of contract award.

6. Roles and Responsibilities

- **Contractor**: Execute construction works, use quality materials, ensure good finishing and quality control, comply with safety standards, and deliver within agreed timelines.
- **Supervising Technical Consultant**: On behalf of ActionAid Ghana, an appointed external technical consultant is engaged to provide oversight, supervise and monitor progress, and make recommendation for approval of deliverables.
- **ActionAid**: Review and approve reports and deliverables, honour payment schedules.
- **District Assembly and Community Leaders**: Support site access, mobilization, and local participation.

7. Required Qualifications of Contractor

- Registered construction firm with valid licenses in Ghana.

- Minimum of five years proven experience in institutional/community building projects.
- Demonstrated capacity in civil, electrical, and mechanical works.
- Commitment to gender-sensitive and environmentally sustainable construction practices.
- Full compliance of statutory tax, labour and procurement laws demonstrated by valid business registration and public procurement registration certificates, tax and SSNIT clearance certificates, etc.

8. Reporting and Supervision

- Contractor shall provide **monthly progress reports**.
- Site meetings will be held bi-weekly with the project consultant, ActionAid Ghana and community representatives.
- Final report and handover upon completion.

9. Budget and Payment Terms

- Contractor to submit a detailed budget and bill of quantities (BoQ).
- Payments will be made in tranches based on request/certificates raised, and linked to milestones (mobilization, substructure completion, ground floor completion, external works, final handover).

10. Annexes

- Building plan.
- Bill of quantities.