TERMS OF REFERENCE (TOR)

RENOVATION WORKS ON ACTIONAID GHANA OFFICE BUILDING

1. Background

ActionAid has identified structural defects in its office building, including wall cracks and slippages in sections of the facility. These defects necessitated a structural assessment to establish their underlying causes and determine the appropriate remedial measures.

A qualified structural engineering professional has since undertaken an assessment of the building and submitted a technical report detailing the findings, identified defects and recommended remedial interventions.

Following the assessment, the organisation intends to engage a competent and experienced construction firm to undertake the recommended remedial works and associated renovation to address the identified defects and restore the building to a safe, stable and functional condition.

The selected contractor will be expected to execute the works in accordance with the structural assessment report, approved technical specifications and applicable building standards.

2. Objectives of the Assignment

The overall objective is to undertake the necessary structural remedial works of the office building to address the identified defects and ensure its safety, stability and suitability for continued use.

The specific objectives are to:

1. Address the structural defects, including wall cracks and slippages, in line with the recommendations of the structural assessment report.
2. Restore the stability and structural integrity of the affected sections of the building.
3. Ensure that all remedial and renovation works comply with approved engineering specifications, building regulations and safety standards.
4. Deliver quality and durable works that minimize the recurrence of the identified defects.

3. Scope of Work

The selected contractor shall undertake the following activities in accordance with the structural assessment report and approved technical specifications.

3.1 *Review of Structural Assessment Report*

- Review and familiarise themselves with the structural assessment report and recommendations.
- Undertake a site inspection to understand the extent of the defects and the proposed remedial interventions.
- Verify the site conditions and identify any additional requirements necessary for the effective execution of the works.
- Submit a detailed methodology and work plan for approval before commencing the works.

3.2 *Structural Works*

Undertake the necessary structural repairs and interventions as recommended in the structural assessment report. These may include:

- Remediation of identified wall cracks using appropriate engineering methods.
- Rectification of slippages and movement in affected sections of the building.
- Strengthening or reinforcement of affected structural elements where recommended.
- Repair or reconstruction of compromised walls and other structural components.
- Foundation stabilisation or other related interventions where specified in the assessment report.
- Any other structural remedial works prescribed by the structural engineer.

All structural interventions must strictly follow the approved engineering recommendations. No changes to the recommended solutions shall be made without prior written approval from the organisation and its appointed structural engineer.

3.3 Quality Assurance and Testing

The contractor shall:

- Ensure that all works are executed in accordance with the approved technical specifications and engineering drawings.
- Use materials that meet the required quality and durability standards.
- Facilitate inspections by the appointed structural engineer at critical stages of the works.
- Undertake relevant tests and quality checks as may be required.
- Rectify any defects identified during the execution and inspection processes.
- Obtain the necessary technical clearance before proceeding to subsequent stages of the works where applicable.

4. Required Qualifications of Contractor

- Registered with valid licenses in Ghana.
- Minimum of five years proven experience in Structural and renovation projects.
- Demonstrated capacity in civil works.
- Full compliance to statutory requirements

5. Duration and Budget

The renovation is expected to be completed within two (2) weeks from contract signing. The Contractor shall submit a detailed budget and bill of quantities (BoQ).

6. Confidentiality

All information obtained during the assignment shall be treated as confidential and shall not be disclosed to any third party without the prior written consent of ActionAid