Terms of Reference (ToR) for Motiur Rahman Choudhury High School Site development/Improvement by Carted Earth

Background

Swisscontact is an independent, non-profit foundation established in 1959 by exponents of the Swiss private sector. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of companies. Based in Zurich, Swisscontact currently manages 130 projects in 41 countries on behalf of public and private funding partners.

Project Brief

SMILE (Sustainable and Meaningful Intervention for Livelihood Enrichment) is a five-year project from 2023 to 2028, implemented by Swisscontact Bangladesh. It aims to address the immediate needs of local communities in five districts in Bangladesh – Habiganj, Moulvibazar, Sylhet, Sunamganj, and Dhaka. The project has six main components: Education, Skills Development, Health, Cooperative Governance, Environment & Community Safety, and Technology Innovation.

The educational component of our initiative is dedicated to enhancing educational services through a holistic approach. Our strategy encompasses a range of activities aimed at elevating the quality of education. These include identifying students worthy of scholarships, supplying educational materials, supporting school infrastructure improvements, launching targeted educational campaigns, providing specialized tutoring for students, conducting professional development programs for teachers, and fostering partnerships with key stakeholders to enhance the quality of educational services in local schools.

In alignment with our project goals and the school support initiative, the SMILE project is set to undertake a site development/improvement project for Motiur Rahman Choudhury High School, located in Sashtipur, within the 4 No. Dighbak Union, Kalar Gaon, Nabiganj, in the Habiganj district. This endeavor will involve the provision of high-quality carted earth, including the supply, loading, unloading, and appropriate stacking of materials on-site, to facilitate the necessary infrastructure enhancements.
With this backdrop, Swisscontact needs the expertise of local contractor/supplier to implement the site development by Carted Earth of Motiur Rahman Choudhury High School, located in Sashtipur, 4 No. Dighbaku Union, Kalar Gaon, Nabiganj, in the Habiganj district. This document provides the detailed Terms of Reference (ToR) to carry out the assignment related to the implementation of the site development by carted earth activities on behalf of the SMILE project.

**Objective of the Assignment**

Our vision for Motiur Rahman Choudhury High School involves an ambitious landscape development initiative aimed not only at enhancing the physical infrastructure but also at significantly improving educational outcomes and student well-being. By introducing innovative learning environments, including outdoor classrooms, agricultural gardens, and sports facilities, we aim to elevate the educational experience. This transformative approach promises to create a safer, more stimulating learning environment while also fostering stronger community ties, positioning the school as a beacon of comprehensive development and social advancement in Dighabak Union, Nabiganj.

**Expected Impact**

The expected impact includes upgrading its physical infrastructure, enhancing educational outcomes and the well-being of its students. This ambitious endeavor will pave the way for the school's management to secure financial support and infrastructure development assistance from governmental bodies, potentially including the construction of new school facilities. Such enhancements will broaden the school's capacity to admit more local students and furnish them with an outstanding learning environment, thereby enriching their educational experience.

**Roles and Responsibilities**

Both SMILE and the contractor will strive to accomplish the above-mentioned objective by undertaking the following roles and responsibilities:

**Task of the Contractor**

*Implementation of site development activities:*

- Supply 55,000 CFT of the best quality carted earth/clay soil, including loading, unloading at both ends and proper stacking at the specified site of Motiur Rahman Choudhury High School.

- Jointly calculate the total amount of carted earth upon completion of the work with the SMILE team

**Task of SMILE Project**

The SMILE project team will facilitate the work to ensure that the Contractor/Vendor responds to the objective by carrying out the following tasks:

1. Support the contractor to understand the assignment objectives.
2. Share required quality of carted earth to be delivered.
3. Share start and end deadlines with the contractor.
4. Monitor the activities and provide suggestions.
5. Engage school management in monitoring contractor’s activities.

Task Schedule and Deliverables

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publishing the ToR</td>
<td>01 April 2024</td>
<td>Distribute ToR</td>
</tr>
<tr>
<td>Submit Quotation</td>
<td>18 April 2024</td>
<td></td>
</tr>
<tr>
<td>Work order to Contractor</td>
<td>25 April 2024</td>
<td>Work order to selected contractor</td>
</tr>
<tr>
<td>Implementation of activities</td>
<td>01-07 May 2024</td>
<td>Developed site with carted earth</td>
</tr>
<tr>
<td>Report Submission</td>
<td>Within three working days of completion of the work</td>
<td>final report (photo, bills etc.)</td>
</tr>
</tbody>
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Desired Criteria for Service Providers

- Local contractor/service provider with good reputation.
- Prior experience in implementing similar site development activities.

All interested bidders should submit the following mandatory documents.

- Company registration document (an updated trade license)
- Tax identification number (TIN certificate)
- VAT registration number (BIN certificate)
- Proof of last submitted return (PSR)
- Bank account details (account name, account number, bank name, branch name, routing number)
- Percentage of VAT and the total amount of VAT should be mentioned in the proposal (tax rate should also be mentioned)
- A signed statement testifying that all information contained within the proposal is correct and true.

Submission Guideline

Interested contractors/vendors are requested to submit their quotations by **18 April 2024** to the following email address: **bd.procurement@swisscontact.org** with the subject line: “**SMILE Project-Site Development**”. **Price should include Tax & Vat**

*Swisscontact does not accept any email or phone call for any clarification before the submission deadline. Interested bidders are requested to submit the bid based on their understanding.*