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Project Fiduciary Management  
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## GOVERNMENT OF SIERRA LEONE

### **FACELIFT TO STATS SL HEADQUARTER-REFURBISHMENT AND EXPANSION**

### **REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR THE HIRING OF A CONSULTING FIRM TO CONDUCT PREPARATORY WORKS FOR STATS-SL HEADQUARTER**

### **REHABILITATION OF PHYSICAL INFRASTRUCTURE (PRE-CONSTRUCTION ACTIVITIES)**

Issue Date: 27<sup>th</sup> January, 2022 Ref: No:  
SL-MOFED-235355-CS-CQS

#### 1.0 Background:

The Government of Sierra Leone has received a grant of \$30m from the World Bank toward the cost of the Harmonizing and Improving Statistics in West Africa Project. The regional project will start with seven countries (Burkina Faso, Cabo Verde, Cote d'Ivoire, Ghana, Liberia, Sierra Leone and Togo), but is expected to be scaled-up as many more have expressed interest to join in the future. The project has three components: (1) A regional component to produce harmonized tools, collect a core set of social, economic and administrative statistics while improving their quality; disseminate and facilitate use of data collected both nationally and regionally through a regional platform, (2) A country-specific component to address shortcomings that are not necessarily common to all countries but that will enable NSSs to leverage regional activities, for instance, through institutional building at management level and improving human resource capacity, infrastructure and software needs, and (3) A project management component to oversee and supervise activities 1-2.

Harmonizing and Improving Statistics in Ghana, Liberia, Sierra Leone, Burkina Faso, Cape Verde, Côte d'Ivoire, and Togo is a regional project supported by the World Bank with country specific interventions. Under country specific interventions in Sierra Leone, there is a proposal to rehabilitate/remodel and expand the existing Head Office of Statistics Sierra

Leone. The Statistics Sierra Leone Head Office Building which is to be rehabilitated/remodelled and expanded, is located in Tower Hill, Central Freetown, along A.J. Momoh Street. Freetown. The compound is 0.8 acres and is a single storey U-shape sand Crete

building with a basement, roofed with asbestos and corrugated metal sheets. The proposed project involves remodelling and rehabilitating of the existing Head Office building and the construction of three (3) additional floors on top of the existing building.

## **1. PROJECT COMPONENT**

The client (Statistics Sierra Leone) is seeking the services of a Multi- Disciplinary Consulting Firm to implement the recommendations of the Environmental and Social Management Plan (ESMP). This comprises the Design and Supervision of preconstruction work for the rehabilitation, remodelling and expansion of Statistics Sierra Leone and to prepare the way for actual construction.

The selected Firm will be required to carry out the following tasks in two phases.

### **PHASE I: DETAILED DESIGN AND BID PREPARATION**

(i) ***Conduct structural feasibility:***

- Visit the site and carry out detailed and appropriate soil investigation and soil tests for the recommended foundation type, which should be according to the Sierra Leone Ministry of Works, Housing and Infrastructure standards.
- Determines how the construction should be, what type of columns that should be added, and if it is even possible to build up three levels.
- Structural Integrity test to ascertain the capacity of existing Stats SL HQ building to accommodate additional load from new floors.
- Geotechnical and ground water conditions assessment for HQ building location to support three new additional floors determined. The selected firm to work with a competent geotechnical firm to accomplish this section of the assignment.

(ii) ***Design:***

- Develop and produce Architectural, Structural, Mechanical and Electrical Engineering Drawings and Comprehensive Construction Details;
- Bills of Quantities and any other details required for the successful implementation of the project.
- Drawings that will be required in detail would include but not limited to the part mentioned under key outputs and deliverables of phase I and Phase II contracts.

(iii) ***Develop and provide a full comprehensive set of Bidding Documents:***

- Drawings /Details
- Take off sheet
- Bill of quantity
- Standard bidding document that includes articles of agreement, conditions of contract, bond and guarantee
- Make all arrangements to apply for and secure all required permits and approvals (including urban planning permission, environment and social

safeguard documents, and other legal and construction documents) as required by the relevant laws and regulations of Sierra Leone for the use of the Statistics Sierra Leone and concerned government authorities to undertake construction, as well as for Statistics Sierra Leone and the World Bank to supervise construction directly and through the selected firm hired to supervise the renovation and construction of the buildings. - Support Statistics Sierra Leone in construction contract negotiation and administration.

**PHASE II: Construction Supervision**

(iv) *Supervision of construction of the Project*

- Site monitoring and ensuring proper quality control, compliance to contract with Environmental, social, health and safety requirements of the project etc.
- Issuing of Certificates. Preparing final payment certificates, taking over and performance certificates to the timing of, and as required by, the contract.
- Conduct regular site meetings with employers and contractors and prepare and submit minutes of such meetings. etc.
- Organizing training programs for staff on how environmental and social issues will be monitored and to evaluate environmental and social aspects of the construction project.
- Attending and making presentations/reports at the project coordination meetings and other progress review sessions.
- Upon completion, prepare and submit completion reports, ensuring as-built drawings are compliant, prepare building operations and maintenance manual including lessons learnt and recommendations.

**2. QUALIFICATIONS / EXPERIENCE**

No	Qualification/position	
	<b>key Staff</b>	<b>Qualifications</b>

1	Team Leader (BSc. in Architecture / civil engineering/ / or other equivalent qualification)	<ul style="list-style-type: none"> <li>-Should have a minimum of 10 years related experience (At least two years in project management position)</li> <li>-Must be a registered member of the Sierra Leone Institute of Architects or recognized International Institutions.</li> <li>-Skills should include: Building Information Modelling (BIM) including Revit or ArchiCAD or other equivalent 3D modelling, AutoCAD, Microsoft Excel</li> <li>-Good teamwork and problem-solving skills, legal knowledge is a plus</li> </ul>
2	Civil/Structural Engineer (BSc. In structural Engineering).	<ul style="list-style-type: none"> <li>-Should have a minimum of 5 years' experience related to design development in construction projects.</li> <li>-Must be a member of the Sierra Leone Institute of Engineers or recognized International Institutions, could be a chartered technician or associate member of the Institution of Structural Engineers.</li> <li>-Skills should include but not be limited to structural analysis software including BIM, AutoCAD</li> <li>-Excellent mathematical, IT, and analytical skills are essential.</li> <li>-Good attention to detail, construction project designs and budget management skills are a plus.</li> </ul>
3	Geotechnical Engineer (BSc. in structural Engineering)	<ul style="list-style-type: none"> <li>-Having a minimum of 6 years related experience)</li> <li>- Experience with geo-technical companies to</li> </ul>
4	Senior surveyor (Diploma in surveying having a minimum of 8 years related experience)	<ul style="list-style-type: none"> <li>-As worked directly or with a geotechnical firm to conduct survey work to analyze the likely behavior of soil and rock when placed under pressure by proposed structures, and design above and below ground foundations.</li> <li>-Should have a minimum of 6 years related experience)</li> <li>-Good attention to detail, and good teamwork skills are a plus.</li> </ul>

5	Electrical engineer (BSC. In Electrical Engineering)	-Should have a minimum of 6 years related experience. -Skills should include but not be limited to electrical analysis software including BIM, AutoCAD
6	Sanitary (Civil engineer) (BSc. In sanitary/Civil having a minimum of 6 years related experience)	-Should have a minimum of 6 years related experience. -Skills should include but not be limited to sanitary analysis software including BIM, AutoCAD.
8	Environment and Social safeguard specialist	-BSC in environmental sciences/engineering, or related subject. -Should have a minimum of six years related experience -Should be knowledgeable of national and World Bank environmental and safeguard policies

**For supervision phase (24 months)**

No.	Name	Man-Month
1	Resident Engineer (BSc in Civil Engineering or related having a minimum of 6 years related experience)	24 months
2	Environment and Social safeguard specialist (BSc.)	24 months
3	Surveyor (Diploma in surveying having a minimum of 8 years related experience)	6 months
4	Contracts Engineer (BSc in Civil Engineering or related having a minimum of 6 years related experience)	10 months
5	Electrical engineer (BSC. In Electrical Engineering having a minimum of 6 years related experience)	5 months
6	Sanitary (Civil engineer) (BSc. In sanitary/Civil having a minimum of 6 years related experience)	5 months
7	AutoCAD expert (Diploma in Auto CAD Technician having a minimum of 10 years related experience)	4 months

Interested firms must provide information indicating that they are qualified to perform the services (brochures, core business, years of experience in the business, description of similar assignments, experience in similar conditions, technical and managerial organizational structure of the firm, number of key staffs, availability of appropriate skills among staff,

general qualification etc)

Evidence that the Firm has been involved in projects of similar nature for a minimum period of ten (10) Years and knowledge in Environmental Managements are added advantages.

#### **6.0 REPORTING ARRANGEMENTS:**

The Consulting Firm shall report directly to the Statistician General – Statistics Sierra Leone through the Project Coordinator (HISWAP-SL)

#### **7.0 TIME FRAME, DURATION AND LOCATION:**

The duration of the assignment is Four (4) months. The duty station is Freetown, Sierra Leone

#### **8.0 SELECTION CRITERIA**

The short-listing criteria are:

1. Experience of the Firm relevant to the Assignment
2. Competency/Qualification of the Firm relevant to the Assignment

***This REoI will lead to the preparation of Short list of Consultants/firms***

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised November 2017, August 2018 and November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected in accordance with Consultant Qualification Selection (CQS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office **hours 0900 to 1700 hours Sierra Leone time.**

Expressions of interest must be delivered in a written form to the address below in

Person or e-mail to: [Hiswa2020statssl@gmail.com](mailto:Hiswa2020statssl@gmail.com) on or before **Thursday 10<sup>th</sup> February, 2021**. The name of the assignment should boldly be written as ***“REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR THE HIRING OF A CONSULTING FIRM TO CONDUCT PREPARATORY WORKS FOR STATS-SL HQ REHABILITATION OF PHYSICAL INFRASTRUCTURE (PRE-CONSTRUCTION ACTIVITIES)”***

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**The Team Lead**

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**Ministry of Finance**

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