

Selection of a Consulting Firm to carry out the architectural and technical studies, supervision and control of the construction works of the headquarters of ECOWAS institutions in Lomé.

TERMS OF REFERENCE

Selection of a Consultant to carry out the architectural and technical studies and the supervision and control of the construction works of the headquarters of the ECOWAS institutions in Lomé.

1- BACKGROUND AND RATIONALE

As part of the headquarters construction project, which will accommodate the ECOWAS institutions in Lomé, namely: the offices of the ECOWAS Commission President's Representative, ARAA, CIC, the Brown Card, PPDU and others, the Government of the Togolese Republic had assigned to the ECOWAS Commission, a state-owned land of an area of one hectare sixty ares thirty-four centiares (1 ha, 60 a, 34 ca), located at Tokoin Atchanté, Lomé, Togo.

To help achieve these objectives effectively and efficiently, construction works are planned for one or more buildings to house the ECOWAS institutions in Lomé, namely: the offices of the Representative of the ECOWAS Commission's President, ARAA, the PPDU, the ICC, the Brown Card, etc.

Producing architectural and structural plans and making them available to the Contractor (through geotechnical, topographical, electrical and climatic engineering, and environmental and social impact studies) are key elements for the proper execution of the works and, above all, for the delivery of high quality works. Hence the relevance and need for a design mission (technical study of preliminary detailed designs) culminating in a request for a Building Permit for the said buildings to be commissioned from an independent Consultant specialised in the area in order to achieve these deliverables.

To this end, the ECOWAS Commission has made provision for the "***Selection of a Consultant to carry out the architectural and technical studies and the supervision and control of the construction works of one or more buildings to house the ECOWAS institutions in Lomé***" under the Annual Work Plan and Budget (AWPB 2023) and the Procurement Plan (PP 2023) of the said Commission.

The mission covers two (02) phases, namely:

- The architectural and technical studies, and
- The control and supervision of the execution of the related construction works.

The present services shall be carried out in accordance with the ECOWAS milestone

plan, more specifically the points relating to the construction of administrative infrastructures.

The present terms of reference have been drawn up as part of the procurement procedure for this contract. They specify the objectives, a detailed description of the Consultant's assignment and the required profile of the Consultant.

2- OBJECTIVES

The objectives of the Consultant's assignment (architectural firm or consulting and control firm) are to:

- (i) Carry out technical and architectural studies; define the technical specifications and the BQE (Bill of Quantities and Estimates) for the construction of the building(s), analyse the land by means of a foundation soil study, propose the technical solutions to be preferred, the energy-saving solutions to be envisaged and comply with the regulations in force, etc.;
- (ii) Study the feasibility of the project, including: structural calculations, consideration of the size of the building and its viability, assessment of the volume of materials required, analysis of the strength of materials, etc., production of detailed plans and obtaining a **building permit**. Define the cost price of the building construction.
- (iii) Prepare the various tender documents,
- (iv) Control and supervise the execution of the construction works of the ECOWAS institutions building(s) in Lomé by also providing expertise to the company when it comes across technical problems or when it becomes necessary to change certain materials or to review the quantities.

3- EXPECTED RESULTS OF THE CONSULTANT'S SERVICES

The expected results of the Consultant's assignment are as follows:

a. Architectural designs for the building(s)

- Identify the needs according to the organisational charts of the ECOWAS agencies, directorates and other directorates projected for the future in Lomé and so, through meetings with the respective directorates and the human resources department and design a building that can accommodate a number of staff for a period of 25 years.
- The architectural plans must be validated by ECOWAS to ensure that the requirements and projections are met. Three proposals are to be made for the overall design and one will be selected by the ECOWAS Authorities prior to the commencement of the technical studies.

b. Technical studies for the building(s)

- Once the architectural plan has been validated, the consulting firm will conduct the environmental and social impact assessments, the geotechnical studies, the sanitation studies, the climate studies, and any other studies required for the delivery of the building permit.
- The detailed plans and design notes for the load-bearing structures to be built are drawn up following a study of the foundation soils by the *Laboratoire National du Bâtiment et des Travaux Publics* (LNBTP) in Togo;
- In liaison with ECOWAS, the Consultant will take the necessary steps to apply for the building permit and ensure that it is obtained. The technical specifications of the building(s) to be constructed are designed;
- The unit price schedule (UPS) and the bills of quantities and estimates (BQE) for each of the building's components are defined;
- The various plans and construction documents required for the preparation of tenders and the proper execution of the works are drawn up;
- The works allotment strategy for preparing the tender documents is developed.

c. Preparation of the various tender documents

- In collaboration with the ECOWAS Commission, the recruited consulting firm will prepare the tender documents for the works, following the ECOWAS standard templates.

d. Work control and supervision

- Continuous control, which involves monitoring the sites/activities, the quality of the work and the works carried out by the selected contractor(s), particularly face-to-face control, is provided;
- Monthly and end-of-site reports describing the activities carried out on the site and any difficulties encountered are available.
- Biweekly meetings and a monthly site meeting with all the project actors and the selected contractors are held and sanctioned by meeting minutes drafted by the Consultant and submitted to the various parties within a maximum of 3 days after the meetings;

e. Coordination assistance

- In close collaboration with the ECOWAS Commission, a works allotment strategy to facilitate monitoring and the number of contracts to be signed with the works contractors is adopted;
- Support for the analysis and evaluation of tenders, with a view to the selection of the contractors/suppliers is provided;

- Progress reports of the construction site, and more precisely the statements of account which could allow the contractors to be paid, are prepared in collaboration with the contractors;
- Support is provided to the ECOWAS Commission in addressing problems related to the execution of the works;
- Support is provided to the ECOWAS Commission for the provisional and final acceptance of the works.

4- SCOPE OF SERVICES AND ACTIVITIES TO BE CARRIED OUT

The scope of services, based on the needs of the ECOWAS Commission as specified in these ToRs, is listed as follows:

a. Technical and architectural studies to be conducted:

For the building(s)

- Environmental and social impact assessments,
- Geotechnical studies,
- Sanitation studies,
- Climate studies,
- And all other studies required for the delivery of the building permit.
- The detailed plans and calculation notes for the load-bearing structures to be built are drawn up following a study of the foundation soils by the *Laboratoire National du Bâtiment et des Travaux Publics* of Togo;
- The detailed plans and design notes must be approved by the *Laboratoire National du Bâtiment et des Travaux Publics*
- In liaison with ECOWAS, the Consultant will take the necessary steps to apply for the building permit and ensure that it is obtained.
- Draw up the various architectural plans, detailed plans, calculation notes, technical specifications, and estimated bills of quantities for the building(s) to be constructed;
- Carry out the various studies and tests (topographical studies, geotechnical tests to determine the geotechnical parameters of the construction site);
- Define, according to each of the building's components, the technical prescriptions, taking into account the specificities of each component;
- Receive and incorporate the project stakeholders' comments (ECOWAS Commission, Ministry of Economy and Finance and OTHERS) being submitted for approval at the end of the works (site evaluation, various studies and tests, design and revision of the construction plan, financial evaluations, etc.);

b. Preparation of the various tender documents

- Prepare, in collaboration with the ECOWAS Commission, the tender documents necessary for the execution of the construction works of the building(s) for the ECOWAS Institutions in Lome.

c. Work supervision and control

- Ensure control and ongoing supervision of the works on the site, in particular by ascertaining that:
 - Specifications are met, expenditure is kept under control, deadlines are met and environmental and safety standards are applied.
 - Ensure quality control and implementation of materials and concrete (material identification tests, concrete formulation, simple compression tests at 7 and 28 days on concrete, compaction tests on backfill, etc.)
 - Supervise the layout and construction of the structure as designed in its position, dimensions and composition;
 - Check the calculation notes and execution plans drawn up by the contractor;
 - Control the technical execution of the works so that they are carried out in accordance with the technical specifications, the execution plans and the code of practice;
 - Sign service orders with no financial impact;
 - Monitor the progress of the works over time to coordinate the financing and execution schedules;
 - Monitor the progress of the works over time to avoid any harmful anticipation or delay in the completion of the works;
 - - Propose the acceptance of the works.

d. Assistance to the ECOWAS Commission,

- Assist the ECOWAS Commission in tender analysis and evaluation for the selection of construction companies / suppliers;
- Prepare, in collaboration with the contractors, the progress reports of the construction site, more precisely the statements of account, which will allow the companies to be paid;
- Support the ECOWAS Commission in resolving problems relating to the execution of the works according to the technical specifications;
- Assist the ECOWAS Commission in the (provisional and final) acceptance of the works;
- It is to be understood that the consulting firm will be responsible for ensuring full compliance with environmental and social safeguards in the architectural plans, the graphic documents and the technical specifications, as well as in the supervision and control of the works.

- The Project Coordination will provide the consulting firm with a copy of these guidelines.

5- METHODOLOGICAL APPROACH

Ten (10) phases are proposed for the implementation of the activities by the Consultant, namely:

- Preparation of the assignment;
- Consultation with the project beneficiaries to know their needs;
- Proposal of architectural plans and adoption of a plan;
- Environmental and social impact assessments;
- Foundation soil survey;
- Carrying out the various formalities for applying for and obtaining a building permit;
- Preparation of tender documents, analysis and evaluation of offers from companies;
- Work control and supervision;
- Acceptance of the work and management of the warranty period;
- Assistance to the Project Owner (throughout the duration of the assignment).

5.1. Mission preparation phase

This is a phase that could be achieved through the following steps:

- Meeting to collect the needs of the ECOWAS Commission's institutions that will be housing the buildings;
- Documentation and reconnaissance of the construction site by the consulting firm;
- Drawing up of an operational timetable for the assignment to be carried out;

5.2. Scoping meeting

At the start of the assignment, a scoping meeting involving the ECOWAS Commission delegation will be organised in order to identify its needs and coordinate all activities with the Consultant. The scoping meeting will:

- Identify the specific requirements of the assignment;
- Establish communication procedures between all parties involved in the project;
- Plan for the collection of available technical, administrative and contractual information;
- Obtain the names and contact details of the ECOWAS Commission delegates involved in the project implementation;

- Submit an inception report within five (5) days of the completion of this stage.

5.2.1. Documentation and reconnaissance of the site by the consulting firm

This is an essential step to identify (i) the problems of infrastructure occupancy and (ii) the real needs in order to create functional spaces so that the beneficiaries can make optimal use of them.

All the information needed for the studies must be collected in order to avoid errors, non-conformities and misunderstandings, especially with regard to the consistency of the works.

For the Documentation

The consulting firm may contact the ECOWAS Commission as soon as the contract is awarded, in order to collect the necessary data for the assignment (list and contacts of resource persons, needs, wishes, etc.).

In addition, part of the Consultant's team may pay systematically visits to the ECOWAS Commission delegates in order to collect their comments and suggestions on the works to be carried out for their benefit.

For the site reconnaissance

A foundation soil survey will be carried out as well as the formulation of a 350Kg/m³ concrete mix by LNBTP, at the expense of the recruited Consultant.

Part of the Consultant's team may conduct a site reconnaissance by walking around the location of the building(s) to be constructed.

5.2.2. Establishment of a timetable for the assignment to be carried out

After the site visit, the Consultant will update his/her action plan by drawing up an operational schedule of actions/activities to be carried out, from the start of his/her mission to the provisional acceptance of the built works. This timetable will be submitted to the ECOWAS Commission for appraisal.

5.3. Phase of implementation of the various studies

This may include the following stages:

- Proposal of architectural plans and adoption of a plan; environmental and social impact assessments;
- Different steps to acquire the building permit;
- Geotechnical studies (foundation soil studies, material identification studies, concrete mix formulation studies, etc.);
- Preparation of the Preliminary Summary Design (PSD);
- Preparation of the Preliminary Detailed Design (PDD).

5.3.1. Working methods with the stakeholders

For each of the stages, the Consultant will work in close collaboration with the different categories of stakeholders of the ECOWAS Commission to take their needs/views/suggestions into account. More specifically, each of the stakeholders will be involved in the choices to be made, especially concerning:

- **Refining the technical specifications for the works:** The categories of works being listed through the needs expressed by the ECOWAS Commission delegates, what remains is to select the detailed works to be carried out in terms of construction, which will serve as a basis for the preparation of the Preliminary Summary Design (PSD) and Detailed Design (DD).
- **Validation of the documents:** The various documents drawn up (PSD, PDD, etc.) will be submitted to the various project stakeholders listed above for validation. This validation will be specified in each of the stages developed, if necessary.

5.3.2. Topographical surveys

The Consultant may, during the site reconnaissance, initiate topographical surveys to save time.

This activity shall be carried out by an appropriate team of the Consultant.

In addition to the documentation, the results of the topographical surveys shall enable the architect to make sketch plans that meet the standards and costs of the works, taking into account the control of drainage within the site.

The draft plans will be submitted to the ECOWAS Commission for validation.

5.3.3. Building foundation soil and materials studies

- Geotechnical studies (foundation soil studies, materials identification studies, concrete mix formulation studies, etc.)

5.3.4. Preliminary Summary Design (PSD)

Based on the documents resulting from the topographical surveys, the architectural studies (according to the needs expressed and approved) will be carried out simultaneously with the geotechnical studies.

Architectural designs of the building(s) to be constructed

This will involve drawing up:

- Plans defining the various parts of the infrastructure structures to be built;
- Layout and massing plans;
- Plan views, facades, cross-sections of structures;
- A note describing and justifying the chosen orientation;
- A preliminary outline of the works to be carried out;
- A rough estimate of the project,

Geotechnical studies

These studies will be carried out through:

- Setting up test points and soundings
- Carrying out dynamic penetration tests
- Carrying out mechanical auger tests
- Building material identification studies for the formulation of the concrete mix; to be renewed at regular intervals.

Presentation of the PSD to the stakeholders

The preliminary summary design will be presented to the ECOWAS Commission delegates for validation.

5.3.5. Preparation of the Detailed Preliminary Design (DPD)

This stage should enable the consulting firm to finalise the architectural and technical studies.

5.3.5.1 Architectural study finalisation

The architectural proposals will be developed on the basis of the observations and wishes from the previous stage and three (3) designs will be proposed, one (1) of which will be chosen by ECOWAS

After validation, the architectural firm will then proceed to obtain a building permit from the authority.

The Consultant shall prepare the project including all the graphic and written elements listed below; these elements will help to have a full understanding of the project in its architectural details.

Preparation of graphic documents

Graphic documents drawn up at appropriate scales will include:

- The location plan;
- The site survey plan;
- The ground plan;
- The plan for the roads, utilities and green spaces;
- The layout plan;
- Dimensioned plans and layout plans for each level of the building(s), technical and architectural details, etc.
- Significant cross-sections to understand the different heights of the building(s)
- The facades, including a digital 3D video to show the final view of the building
- Significant perspectives to visualise the volumetric and architectural options chosen

Preparation of written documents

The written documents to be provided at this stage are the descriptive estimate and the technical specifications.

In the descriptive estimate, the general description of the works will be indicated, specifying the architectural organisation of the premises in relation to each other, the technical description per building component, specifying the types of materials, their nature and quality and the appropriate implementation techniques.

In the technical specifications, the standards to be respected and the general technical conditions for the use of the selected materials will be specified.

5.3.5.2 Geotechnical laboratory studies

Geotechnical surveys are proposed to be carried out to identify the quality of the soils on the site and to determine their bearing capacity.

Laboratory testing should include material identification, shear and compressibility tests, if required.

It is desirable to carry out these studies at the same time as the architectural studies.

5.3.5.3 Technical studies

This is a sub-stage to be carried out following the progress of the architectural studies. It will include the structural studies of the building to be constructed, the technical studies of plumbing, external works and drainage, the technical studies of electricity and ventilation/air conditioning, and possibly, additional geotechnical studies.

These studies will be carried out on each level of the building.

In terms of infrastructure structure studies

- Based on the results of the geotechnical studies, the Consultant will calculate the structures of the works, while specifying the dimensions of each part of the building.
- Thus, the following will be carried out:
 - The various construction plans of the structures (reinforced concrete, framework - possible roofing, etc.) which define the exact geometric characteristics of the works.
 - The reinforcement plans, resulting from the calculations, will complement the studies that will be approved by the Project Owner, in collaboration with LNBTP, before the tender documents are drawn up. The various nomenclatures will complete this part.
 - The detailed technical specifications which precisely define the physical characteristics of the structure.

In terms of technical studies for plumbing, utilities and sanitation

The following will be carried out:

- The design of building installations and piping, together with specifications;
- The calculation and sizing of the various plumbing elements and the various connections to the existing network;

- The design of the sewerage works and external works, together with plans and specifications.

In terms of technical studies for electricity and ventilation/air conditioning

The following will be carried out:

- Design of electrical circuits (drawings and various diagrams with specifications)
- Calculations and sizing of the various elements and the various connections to the existing public network;

At the end of this sub-stage, a final bill of quantities will be drawn up as well as the estimated cost of the project.

5.3.5.4 Validation of the PSD

A validation session will be organised with the ECOWAS Commission's delegated members at the end of the PSD.

The Consultant will prepare an approval report, based on the various observations made during the session.

5.4. Preparation of tender documents, examination and analysis of bids received from building companies.

In this phase, the Consultant will contribute to the preparation of the various tender documents, mainly the Tender Documents (TD), for the selection of the contractors for the construction works;

The tender documents will be designed in accordance with the ECOWAS standard templates.

In addition, the consulting firm will also take part in the evaluation and analysis of the bids of the companies/suppliers who have submitted bids for the various contracts.

5.5. Control and supervision phase of the works

5.5.1. Setting up prerequisites

The Consultant shall:

- Assist the ECOWAS Commission in the coordination, administration, and installation of the site and the preparation of documents prior to the start of work by the companies;
- Ensure that the execution plans drawn up by the company and all specifications for use on the site comply with the project, in accordance with the best practices;
- Check the conformity of the company's personnel and the state of its materials and

equipment with its offer.

Based on the execution project, the consulting or architectural firm will check that the project's lot division is carried out rationally and in line with the techniques used, in order to provide an expert judgement on the Company's work execution methodology and schedule. It will help the Company to update the schedule, if possible, in order to meet the execution deadline.

The consulting firm will also carry out:

- Analysis of companies' security arrangements,
- Obtaining a permit from the control mission for the execution of any works after a brief safety analysis of the risks.

5.5.2. Control and supervision of the works themselves

In this stage, the mission of the consulting firm or the architectural firm under the supervision of an ECOWAS project manager will consist of:

- Ensuring that the work is carried out correctly and that the work schedule is maintained;
- Establishing and applying an appropriate method for monitoring the progress of the work;
- Preparing the attachments;
- Checking the work accounts and monitoring expenditure;
- Drawing up the worksite monitoring sheets and the various periodic reports;
- Ensuring that the materials used are of good quality and that they have been properly installed in accordance with the terms of the contracts and the state of the art;
- Monitoring and providing assistance to the contractors.

To this end, the consulting firm or the architectural firm will give priority to *a priori* control. It will ensure that the execution methods proposed by the companies are approved.

Weekly and monthly site meetings, led by the Project Manager, will be organised and will be sanctioned by site meeting minutes to be sent to all project stakeholders.

Every month, the consulting firm will send a progress report on the progress of the work in the field. If necessary, a more detailed report by e-mail will be made.

The ECOWAS Project Manager will organise site visits and chair the monthly site coordination meeting.

For the proper execution of the control and supervision of the works, the consulting or architectural firm shall appoint a competent resource person to carry out the following activities/tasks.

- Checks on the effective application of the texts governing the works contract

The consulting/architectural firm will check that care has been taken in preparing the site and will approve the conditions of execution; it will also monitor, more particularly, the delicate and important operations, in order to be able to provide, in the shortest possible time, answers to any technical problems.

- **Topographical control**

- ✓ Layout of the works;
- ✓ Monitoring of project dimensions;

- **Control of technical provisions**

- ✓ Information on technical or administrative problems encountered by the contractors and proposed solutions;
- ✓ Monitoring compliance with safety and environmental protection measures and provisions in accordance with the standards;
- ✓ Monitoring of the contractors to ensure compliance with the execution schedule provided by the Contractors:
- ✓ Correct use of building materials, as verified by the results of laboratory testing to ensure compliance with the execution plans, technical specifications and other documents specifying the standards in force;
- ✓ Partial acceptance of the basic tasks carried out by the contractors with clear advice and approval for the next stage.

In addition, the consulting firm will mobilise a permanent controller who will reside in the vicinity of the construction site, in order to ensure that the following daily tasks are carried out correctly:

- Checking the works to be carried out by the contractors during the day;
- Checking the company's personnel and equipment, in order to comply with the programme established by the execution schedule;
- Control of the quality and use of materials and available stock and concrete;
- Reminder and verification of the safety measures taken for the execution of the various works;
- Acceptance of excavations, formwork, reinforcement, works, etc. before any execution;
- Assessment of the environmental impact of the works;
- Remind the company of the need for daily cleaning of the site;
- Quantity survey of the works carried out ;
- Writing of the report at each visit to the site, which must be sent to the head of mission at the end of the day;
- Planning the work to be carried out during the week with the site manager.

A notebook will be placed on the site and managed by a member of the ECOWAS Commission, to attest to the effective control of the permanent controller.

5.6. Assistance to the Project Owner for the final acceptance of the works phase

5.6.1. Assistance to the Project Owner for the final acceptance of the works

In this phase, the consulting or architectural firm will establish the effective completion of all the works, subject matter of the contract, and will organise the acceptance operations for the works, supplies and services, including provisional and partial acceptance.

It shall inform the various stakeholders in good time. The Consultant shall organise the

pre-acceptance operations, in the presence of the Contractor and the delegated members of the ECOWAS Commission, within 10 calendar days of receipt of the letter from the Contractor indicating the completion of the works.

These operations should include:

- The report on the works carried out;
- Any tests required by the Technical Specifications;
- The possible observation of imperfections or defects;
- Management of the warranty period;
- Acknowledgement of the restoration of the premises.

At the end of the pre-acceptance operations under the supervision of the ECOWAS Project Manager and an acceptance team set up by the ECOWAS Commission, the consulting firm shall draw up and send to the ECOWAS Commission a report signed by it and by the contractor and by the members of the acceptance team or mentioning its absence or refusal to sign. It will then inform the contractor, within five (5) days of the date of the minutes, of its decision to propose or postpone the provisional acceptance of the works and, in the first case, of the completion date it will propose for approval. It will take part in the provisional acceptance visit of the works which will be organised by the ECOWAS Commission within a maximum of 15 days following the date of the minutes of the pre-acceptance operations. It will draw up the final account and notify it to the contractor.

During the warranty period, the consulting or architectural firm shall ensure that the contractor fulfils the obligations incumbent upon them, as well as the obligation of "perfect completion" under which the contractor must ensure that the works are maintained in conformity, by remedying all disorders reported by the ECOWAS Commission or the Consultant, so that the works are in the same condition as they were after their provisional acceptance. To this end, the Consultant shall examine the disorders noted or reported by the ECOWAS Commission or by himself/herself, draw up a detailed report, specifying the nature and origins of these disorders, and make proposals for their treatment.

The control mission will see to it that disputes between all parties involved in the construction process are settled amicably.

5.6.2. Perfect completion and final acceptance warranty period

During the 12-month guarantee period, the Consulting firm or the Architectural Firm will ensure that the Contractor fulfils the obligations incumbent upon him, in particular the provision of the final report on the execution of the works and the completion plans, as well as the obligation of "perfect completion", under which he must ensure that the works are maintained in conformity by remedying all the defects reported by the Project Unit or the Consultant, so that the works are in the same condition as they were after their provisional acceptance.. The obligation of "perfect completion" does not cover the maintenance of the structures and does not extend to the work necessary to remedy the effects of use or normal wear and tear. In consultation with the ECOWAS Commission,

the consulting firm or the architectural firm must prepare the final acceptance of the works and draw up the minutes, which it co-signs.

5.6.3. Completed work documents

At the end of the works, and within a maximum period of two (02) weeks, the Consulting firm or the Architectural firm will draw up, using its own resources, and submit (in five copies, one of which is reproducible) all the plans for the project and the file of the completed works, including the general and detailed plans in accordance with the execution.

This document will contain, in particular, a reminder of the technical provisions laid down in the contract. It will also include:

- As-built drawings of the works;
- A photo album with images of the following states:
 - *Project initial situation,*
 - *During the construction phase,*
 - *Upon acceptance of the works.*

The consulting or architectural firm must provide the necessary logistics for the inspection team.

6- DURATION OF THE ASSIGNMENT

The overall duration of the assignment is twenty-six (26) months, divided into the following phases:

- Architectural and technical study phase: *Three (03) months and ;*
- Supervision and control phase: *Eleven (11) months*
- **Warranty period management phase: twelve (12) months**

Breakdown of the amount of work per phase of the mission

N°	DIFFERENT PHASES	QUANTITIES (Months)
1	Completion of the various studies, preparation and validation of the tender documents	3
2	Control and supervision of works	11
3	Management of the warranty period	12
TOTAL		26

The Project Manager's mission will be spread over a period of twenty-six (26) months.

It should be noted that the time frame envisaged for the execution of the construction

works of the *main building of the ECOWAS institutions in Lomé, which forms the subject matter of this assignment, is eleven (11) months and* the final acceptance will be pronounced twelve (12) months after the provisional acceptance. Given that the mission will be carried out in three (03) phases (study phase, works supervision and control phase and the warranty period management phase), the completion of the second phase (monitoring and control) will be conditional on the launch and award of contracts for the works. This period must be taken into account in the overall duration of the contract.

7- CONSULTANT'S PROFILE

The profile described here refers to the firm as a legal entity and the staff it will need to employ for the assignment.

7.1. Profile of the firm as a legal entity

The Consultant must be an Architectural or Engineering Firm or a consortium of Architectural and/or Engineering Firms, legally established in the ECOWAS zone, (a mandatory provision for the team leader and the major part of the staff in the case of a consortium) specialised in technical and architectural studies of buildings, with proven experience in this field. The consultant must meet the following criteria:

- Must have carried out at least five (5) assignments in the field of services within the last ten (10) years;
- Must have performed at least three (03) similar architectural and technical study assignments, including one (01) assignment financed by technical and financial partners over the last ten (10) years;
- Must have carried out at least three (03) missions of supervision and control of building works, including at least two (02) missions concerning administrative complexes during the last ten (10) years.

7.2. Composition and profile of key personnel

- The composition, qualifications and minimum experience required of the Consultant's key personnel (architectural or engineering firm) are as follows
- **One (1) Architect (at least 5 years of university education or BAC +5) graduated from a recognised school of architecture - Head of mission**, with at least ten (10) years of professional experience in carrying out architectural study missions for civil engineering and building works, having participated in at least three (03) similar project studies (architectural studies) as an Architect and having participated in at least three (03) missions of supervision and control of civil engineering works and or buildings of similar size and complexity. He/she should have at least two (2) references in conducting multidisciplinary studies and in coordinating the work of a team of experts. The architect should also have a better knowledge of the sub-Saharan region and be able to express himself/herself and write without difficulty in French.

- **One (1) Design Engineer or Master in Civil Engineering** (at least five years of university education or BAC +5) graduated from a recognised engineering school or university - Civil Engineering, having at least eight (08) years of professional experience in the realisation of technical studies missions as well as in the supervision and control of civil engineering and or building works having participated in at least three (03) similar projects (technical studies), as a Civil Engineer and having carried out at least two (02) missions of supervision and control of engineering and/or building works always in the capacity of Civil Engineer. He/she must have at least two (2) references in the collection of field data and the design of facilities of similar nature and complexity. The Civil Engineering Design Engineer should also have a better knowledge of the sub-Saharan region and be able to express himself/herself and write fluently in French.

- **One (1) Design Engineer or Master in Electrical Engineering** (at least 5 years of university education or BAC +5) graduated from a recognised engineering school or university - Electrical Engineering, having at least eight (08) years of work experience in carrying out technical studies in building electricity and or renewable energies, having participated in at least three (03) similar projects (technical studies), as Electrical Engineer and having carried out at least two (02) supervision and control missions of civil engineering and/or building works, always as Electrical Engineer. He/she should have at least two (2) references in field data collection and electrical building design of similar nature and complexity. The Electrical Engineering Design Engineer will also have a better knowledge of the sub-Saharan region and be able to speak and write fluently in French.

- **One (1) Engineer or Master in Geotechnics** (at least 5 years of university education or BAC +5) graduated from a recognised engineering school or university, with at least eight (08) years of work experience in conducting technical study assignments of geotechnical works or soil studies, having participated in at least three (03) studies of similar projects (technical studies) as a Geotechnical Engineer and have carried out at least two (2) supervision and control missions of civil engineering works and or buildings as a Geotechnical Engineer. He/she must have at least two (2) references in the collection of field data and geotechnical design of similar nature and complexity. The Geotechnical Engineer should also have a sound knowledge of the sub-Saharan region and be fluent in French (written and spoken).

- **One (01) Senior Topographic or Civil Engineering Technician specialised in Topography** (2 years of university education or BAC + 2 years): having at least five (05) years of experience in topographic surveying operations within the framework of civil engineering developments with a good command of the use of topographic equipment such as total stations (distance meter, electronic notebook) and current topographic software; he/she must have participated in at least three (03) similar projects (technical studies) as a Senior Topographic Technician and have carried out at least two (02) missions in terms of implementation and monitoring of topographic works. The Topographer must also have a sound knowledge of the sub-

Saharan region and be fluent in French (spoken and written).

- **One (01) Senior Technician (at least 2 years of university education or BAC +2) or equivalent in Civil Engineering - Permanent Works Controller**, with at least seven (07) years of work experience in the execution of control and supervision of civil engineering works or buildings, having participated in at least three (03) projects (control and supervision of civil engineering works and or buildings) of similar nature and complexity as Permanent Works Controller. The Permanent Controller must also have a sound knowledge of the sub-Saharan region and be able to express himself/herself and write easily in French.
- **One (01) Environmental Expert (4/5 years of university education or BAC+4/5) in Environmental Sciences or equivalent with specialisation in environment** having at least five (5) years of experience in environmental monitoring operations in civil engineering and or building projects. He/she should have completed at least three (03) supervision and control projects for the implementation and consideration of environmental safeguards of similar nature and complexity, as an Environmental Expert. He/she should have a sound knowledge of the sub-Saharan region and be fluent in French (spoken and written).

Support staff:

- A topographic team, supervised by a Senior Topographic Technician, team leader;
- A geotechnical team provided to the Consultant by an Administration-approved Geotechnical Laboratory.

NB: Each Consultant wishing to tender must provide:

- Supporting documents (CVs and legalised diplomas/degrees) of its staff to prove that it has a workforce that meets the client's requirements. After the contract has been awarded, a check may be carried out by the client to ensure that the personnel presented by the successful bidder are actually in charge of the work.
- Legalised copies of the provisional and/or final acceptance reports for the various similar contracts that meet the client's requirements.

Failure to provide any of these documents will result in the disqualification of the candidate concerned

The number of man/months of the various experts and support staff is indicated in the table below

	TECHNICAL AND ARCHITECTURAL STUDIES	QUANTITIES (Men/Months)
1	Architect	3

	TECHNICAL AND ARCHITECTURAL STUDIES	QUANTITIES (Men/Months)
2	Civil Engineer	2
3	Electrical Engineer	1
4	Geotechnical Engineer	1
5	Topographic Technician	1
Subtotal 1		8
	WORK SUPERVISION AND CONTROL PHASE WORK	QUANTITIES (Men/Months)
1	Architect	11
2	Civil Engineer	11
3	Electrical Engineer	7
4	Geotechnical Engineer	3
5	Senior Civil Engineering Technician –Permanent Controller	11
6	Topographic Technician	3
7	Environmental Expert	11
Subtotal 2		57
TOTAL		65

8- MISSION REPORTING MODALITIES

All reports (written documents, graphical and cartographic documents, etc.) shall be produced in draft and final versions, in French in the required number of copies, in hard copy, in electronic version transcribed into Windows compatible files (Word, Excel, PDF, AUTO CAD, etc.) and in video form on DVDs, USB keys, etc., for transmission to the Client.

At the end of each phase of the assignment, the consulting firm or architectural firm will produce:

8.1 An inception report at the end of the scoping phase including:

- A summary of the chosen methodological approach;
- Points of attention raised during the scoping meeting (stakeholder requirements);
- Confirmation of the key personnel indicated in the contract;
- The detailed operational planning for the execution of the assignment;

- Recommendations/suggestions made.

This report must be submitted, in 5 copies, no later than two (02) weeks after the start of the mission.

8.2 Technical reports covering all deliverables for the technical studies.

In particular, the following should be provided:

i) A Preliminary Summary Design Report (PSD)

- Based on the requirements collected, three designs will be submitted to the ECOWAS Commission and a choice will be made by the authorities, endorsed by a document within fifteen (15) days at the latest for the Consultant to continue the assignment.
- The architectural plans of the building(s) of the selected design, the foundation soil studies, the technical, environmental and social impact studies, the structural and other plans required for the construction permit will be submitted to the national authorities in the number of copies necessary for obtaining the construction permit.

ii) A Preliminary Detailed Design Report (PDR)

The PDD report will include:

- Architectural plans of the building(s) to be constructed;
- Detailed plans and calculation notes;
- The technical specifications;
- The unit price schedule for each component of the building(s) to be constructed;
- The bills of quantities and estimates;
- The estimated cost of the building(s) to be constructed;
- The price sub-details for each component of the structures to be constructed;
- The various plans and execution records necessary for the preparation of tenders and the proper execution of the work are drawn up;

The PDD report must be submitted, in five copies, no later than two (2) months after the start of the assignment. It must be validated by the client.

The validation of the PDD will be based on the following reports:

- The architectural studies report;
- The structural studies report
- The topographical studies report; The geotechnical survey report;
- The electrical and sanitary installation study report.

The Authority shall examine the Consultant's proposals and give its opinion within twenty-one (21) days. The Consultant shall submit the final report of the PDD studies in five (05) copies, not later than two (02) weeks from the date of receipt of the Authority's comments

on the PDD studies.

iii) Draft Tender Documents

A draft of the tender documents for the recruitment of a company to undertake the construction of the building(s) will be prepared by the Consultant, in collaboration with the ECOWAS Commission, in accordance with the standards governing the regulations in force in the Togolese Republic and in the ECOWAS zone. The Consultant shall submit the draft PDD to the Client no later than two (02) weeks after the validation of the PDD with a view to collecting inputs for its enrichment (final version to be submitted by the Consultant to the Client on the same date as the PDD reports are submitted).

iv) Work progress reports, including:

Monthly technical and financial reports on the progress of the works, recording all the tasks of the assignment as defined in these terms of reference and, where applicable, the studies carried out as part of the assignment, as well as the following aspects:

- Physical progress of the contract in relation to the programme approved by the Contracting Authority;
- Financial situation of the contract execution in comparison with the initial forecasts and the status of payment of the contractor's invoices;
- Updated provisional work schedule;
- Summary of reservations and claims made by the contractor during the period and a summary of the conclusions of their investigation, as well as any technical notes produced by the project owner;
- The recommendations of the Consulting firm;
- The report on the Contractor's own control activities allowing to compare the resources actually used with those planned;
- An overall assessment of the quality of the work and the Contractor's compliance with the contractual deadlines;
- Specific problems encountered and approaches to solutions;
- Visual aids, where possible (photos).

v) A summary report, containing:

- The activities carried out;
- All products delivered;
- Problems encountered and approaches to solutions,
- Recommendations/suggestions for the sustainable use of the building(s).

The reports (draft and final versions), as well as their annexes, shall be transmitted to the ECOWAS Commission in digital form (Word, Excel, PDF) and in paper form in four copies accompanied by electronic copies on magnetic media (CD-R or USB key, except for the monthly reports, which shall be transmitted only electronically), within 5 working days for the monthly reports and 15 working days for the other reports.

9- OTHER PROVISIONS

9.1 Resources to be mobilised by the Consulting firm

The Consulting firm is responsible for providing the following items, either in Togo or at its headquarters:

- Its own IT resources;
- Its printers;
- Its own photocopier or reproduction equipment;
- Its office supplies;
- Its technical equipment and measuring instruments, if necessary;
- Its own means of travel.
- The Consulting firm will pay for:
 - International air tickets for its experts, if necessary;
 - Its travels on site in Togo;
 - The accommodation of its experts;
 - Obtaining any visas;
 - Temporary import permits for measuring equipment, if necessary.
- The prices of the Consulting firm are supposed to cover:
 - Expenses related to the various services within the framework of this assignment;
 - Social charges applicable to its employees;
 - Taxes and duties applicable to the income of its employees;
 - Any other costs relating to social benefits or legal obligations in the country of each employee or in Togo.
- The Consulting firm's prices also cover the following expenses for which it will not receive any particular compensation:
 - The expenses of its headquarters;
 - The expenses of its local office;
 - Management costs;
 - Commercial expenses (preparation of its offer);

9.2 Data provided by the Project Owner

The Project Owner undertakes to provide the consulting firm with the available data to be used in the study.

9.3 Relations between the Consulting Firm and the Project Owner

The Project Owner will sign a contract with the consulting firm in accordance with the standard model in force for the recruitment of consultants/firms.

In accordance with the objectives of the ECOWAS Commission in engaging these services, the consulting firm will be required to provide technical support throughout the contract. In return, the consulting firm will be able to count on the full support of the ECOWAS Commission and the services concerned.

The Project Owner shall insist on the quality of the services and, in particular, on the quality and commitment of the head of mission to be recruited.