

**Annex A: Terms of Reference**

**GENERAL INFORMATION**

**Services/Goods Description:** Construction Service for Shelter Construction work in Kalaw and Taung Gyi, Myanmar

**Project/Program Title:** Myanmar Climate Change Alliance phase 2  
**Duty Station:** Taung Gyi township and Kalaw township, Myanmar  
**Duration:** 40 days over two months (or Until 28 February 2025)  
**Expected Start Date:** **January, 2025 (As soon as possible)**

**1. PROJECT BACKGROUND / RATIONALE**

UN-Habitat, the United Nations Human Settlements Programme, has had a presence in Myanmar since the early 1990s. UN-Habitat is dedicated to promoting socially and environmentally sustainable development of human settlements in an urbanizing world, with the goal of providing safer and inclusive human settlements.

Under the Global Climate Change Alliance (GCCA+) initiative of the European Union (EU), the Myanmar Climate Change Alliance programme phase 2 (MCCA2) is being implemented by the United Nations Human Settlements Programme (UN-Habitat, Myanmar) in order to support Myanmar in developing a unified strategy and local climate action plans for addressing climate change related disasters and impacts.

The construction of flood response shelters at the targeted monastic schools in Taung Gyi and Kalaw, as part of the MCCA2 initiative, is a critical intervention to enhance the region's disaster resilience and recovery capacity. These monastic schools, often central to community life, serve as key gathering points during climate hazard crises and provide shelter, education, and support to vulnerable populations. The recent devastation caused by the Yagi typhoon underscores the urgent need for durable, safe, and accessible shelters that can withstand extreme weather events and protect displaced individuals. By integrating these shelters into the MCCA2 program, UN-Habitat will strengthen climate resilience ensuring that these facilities are equipped with Nature-based solutions, to support resilience and recovery efforts in these climate-vulnerable areas.

For this purpose, the project requires the construction service to build shelters at the targeted monastic schools in accordance with the technical supervision of the UN-Habitat and the housing expert.

## 2. OBJECTIVES AND SCOPE OF THE SERVICE / WORK

The objective of the construction is to implement the construction works of the shelters in the targeted monastic schools in Taung Gyi and Kalaw under the technical supervision of UN-Habitat and as per the designs of the housing expert. The service shall include construction workers, carpenters, masons, engineers, construction equipment, safety equipment and construction materials.

### Scope of Work:

For a total period of 40 days over 2-month services (until 28 February 2025), the supplier shall complete **two numbers of shelters** at the identified site areas.

- 01 shelter in the Pyin Nyar Oo Yin Monastic School (Taung Gyi)
- 01 shelter in the Ma Soe Rain Monastic School (Kalaw)

The contractor is responsible for the following tasks:

#### A: Pre-Construction Phase

- Site Survey & Mobilization: Conduct site assessment and mobilize necessary materials, equipment, and labor.
- Permits & Approvals: Assist in acquiring necessary permits for construction works if required.
- Site Preparation:
  - Clearing of debris, vegetation, and obstacles from the construction site.
  - Leveling and grading of the construction area.

#### B: Foundation Works

- Excavation and preparation for the foundation as per approved design.
- Pouring concrete footings and foundation walls.
- Backfilling and compaction as required.

#### C: Structural Works

- Construction of structural framework, including:
  - Wooden/steel framework for walls, roof trusses, and beams.
  - Floor construction using appropriate materials.
- Verification of all load-bearing components.

#### D: Veneer Wall Installation

- Installation of veneer panels in compliance with the approved design, including:
  - Proper alignment, fixing, and finishing of veneer materials.
  - Thermal and moisture protection treatments where necessary.

#### E: Roofing Works

- Installation of roofing structure and materials.
- Waterproofing and insulation works to ensure protection against weather conditions.

#### F: Windows, Doors, and Fixtures

- Installation of doors, windows, and frames.
- Provision of hardware fittings (e.g., locks, handles, hinges).

#### G: Utilities and Services

- Installation of basic electrical and plumbing systems, including:
  - Electrical wiring and outlets.

#### H: Finishing Works

- Wall finishing and polishing of veneer surfaces.
- Flooring installation (tiles, wood, or other approved material).
- Painting and coating works if required as per the design (interior and exterior).

#### I: Clean-Up and Handover

- Site cleanup, including removal of construction debris.
- Final inspection and rectification of defects, if any.
- Handover of completed veneer house to the UN-Habitat and the beneficiaries.

**Required Items:**

Required items for one shelter is estimated as per the table below:

<b>Sr No.</b>	<b>Particular</b>	<b>Quantity</b>	<b>Unit</b>
<b>I.</b>	<b><u>Materials</u></b>		
1	(45 x 45 x 4 mm) L- Angle	3.45	Rm
2	(6mm thick) Gusset plate	2.60	Sqm
3	Hold-down Metal	40.00	No
4	(M 10, L 400) Anchor Bolt	20.00	No
5	(M 10) Bolt	35.00	No
6	(M 8) Bolt	20.00	No
7	Aggregate	2.58	Sud
8	ATM glue	6.19	Kg
9	Bamboo (Avg: 2"Ø)	114.84	No
10	Binding wire	5.00	Lb
11	Brushes (4")	24.52	No
12	Butt hinge (4")	108.00	No
13	Brick	3116.67	No
14	Cement	71.24	Bag
15	Corrugated metal sheet	481.22	Rft
16	Corrugated plain sheet	43.36	Rft
17	Coir yarn	8.20	Viss
18	Deformed bar -10mmØ	0.05	Ton
19	Deformed bar -13mmØ	0.21	Ton
20	Diesel	183.83	Gal
21	Generator (hiring)	1.00	No
22	Hard core	0.31	Sud
23	Hard wood	1.72	Ton
24	Handle (5")	22.00	No
25	Hooks & eyes	22.00	Set
26	Jungle wood	0.34	Ton
27	Petrol	1.76	Gal
28	Ply wood (9mm tk:)	2.51	Sht
29	Ply wood (15mm tk:)	100.53	Sht
30	Polish Paint	19.60	Gal
31	Red oxide	0.02	Gal

32	Sand	4.82	Sud
33	Sand paper	98.07	Sht
34	Shera board (15mm tk:)	19.91	Sht
35	Sliding bolt (12")	4.00	No
36	Tower bolt (6")	32.00	No
37	Tower bolt (4")	14.00	No
38	Umbrella nail	326.43	No
39	Wood screw	112.00	Doz
40	Woven bamboo	2164.38	Sft
41	Wire nail	32.73	Viss
<b>II.</b>	<b><u>Lumpsum</u></b>		
1	Mobilization, site store & office, labor hut	1.00	Lot
2	Electrical wiring and outlets		
<b>III.</b>	<b><u>Labour</u></b>		
1	Carpenter	187	Psn
2	Machine driver	1	Psn
3	Mason	15	Psn
4	Mason (Mixing)	0	Psn
5	Mason (Placing)	5	Psn
6	Smith	5	Psn
7	Steel Worker	8	Psn
8	Surveyor	1	Psn
9	Painter	20	Psn
10	Worker	131	Psn
11	Worker (Placing)	16	Psn
12	Worker (Mixing)	9	Psn

**Reporting:**

The supplier will provide a weekly activity report specifying following items; a reporting template will be provided by UN-Habitat.

- Work hours of each person (labours, engineers, carpenters, etc); certified by UN-Habitat staff.
- Assigned work: specifying which area of the work was completed.

**Health and Safety:**

The supplier must always take every reasonable precaution to maintain the health and safety of the personnel as per International Safety Standard. The operators need to follow the instruction

given by UN-Habitat in order to avoid any undesirable accidents. They should be prepared for the smooth operations and safety of the construction site and its personnel.

**(a) Payment Schedule**

Instalment	Deliverables	Percentage of Payment
1 <sup>st</sup> Instalment	50% of all works completed: Payment calculated as 30% of basic contract sum. Resulting payment: 30% of basic contract value.	30%
2 <sup>nd</sup> Instalment	100% of all works completed, Handed-over, verified; Payment calculated as 100% of basic contract sum.	70%

**(i) PROJECT LOCATION/SITE PLAN**

a. General site description

The project sites locations are as below:

- Pyin Nyar Oo Yin Monastic School (Taung Gyi) google map link [here](#).



- Ma Soe Rain Monastic School (Kalaw) google map link [here](#).



Access and Access Restrictions

The project site is located within Taung Gyi and Kalaw township and hence no access restrictions

b. Site security

Site security for procured materials and equipment will be secured by the management committee of the respective monastic school.