# TERMS OF REFERENCE FOR SITING AND DRILLING SUPERVISION FOR SOLARISED DEEP WATER WELL

1. **BACKGROUND**

## Habitat for Humanity Uganda plans to implement a water sanitation and hygiene project at the Bukaboli sub-county in Mayuge district. Habitat Humanity Uganda tends to utilize part of the funds to construct a solarized deep water well in one of the villages in Mayuge. Habitat for Humanity Uganda therefore wishes to procure the services of a competent contractor to undertake the drilling and motorisation of this production well. These activities are to be carried out in a manner that conforms to the following principles:

## Support to the decentralization process; Institutional capacity building especially at the District, Sub-County and Community level; Demand responsiveness; Community participation and ownership; and **Emphasis on gender responsiveness, and environmental mitigation measures.**

## Habitat for Humanity Uganda invites Competent Contractors to bid for the designs, drilling and motorization of a production well in the Mayuge Bukabooli sub-county.

1. **OBJECTIVE**

# The overall objective is to design, drill and motorize Solarised solar-powered deep water well for Bukabooli Sub-county in Mayuge District.

The following documents shall be deemed to form and be read and construed as part of the contract:

1. Specifications for the works
2. Drawings
3. Bill of Quantities
4. Letter of Acceptance
5. Work Completion Schedule
6. Safeguarding policy
7. **SCOPE OF SERVICES**

# The contractor’s services will generally cover the following:

# Producing Technical/Engineering design and financial (BOQ) proposal for designing, drilling and motorization including water supply of a purely solar-powered water system (hydrogeological report on HFHU website).

* 1. Drilling and motorisation of solar-powered water system in Mayuge while observing relevant statutory requirements and Government regulations.
1. **General Requirements**
	1. For this the Contractor shall provide all labor, transport, plant, tools, equipment and materials and appurtenances, and shall perform all Works necessary to satisfactorily locate site for drilling, construct and complete successfully drilled borehole including lowering of borehole assembly with PVC casing and Screen and end cap, gravel pack at appropriate intervals and back fill, close near surface water table aquifer, cleaning and development of said borehole, pump test for 72 hours, chlorinate borehole, install submersible solar powered pump and water quality testing both chemical and biological in accordance with this specification and to any further details as may be ordered by the Client, construct water tank stand of 15 meters high to carry a 50,00 liter high performance plastic tank (EHDPT) placed on the tank plat form, Distribution line of at least 1km distributing water from the tank flowing by gravity having two pubic water points each of at least 3 taps one at the source and the other at 1km distance.

The Contractor shall employ only competent workmen for the execution of the Works, and all such Works shall be performed under direct supervision of an expert water well driller/site supervisor who will also be supervised by WeConsult.

* 1. The Contractor shall specify the Drilling Equipment, borehole development and other accessory equipment, its type and capacity that is to be used to undertake this work. Its capacity shall be sufficient to cope with the Works as stated in the Contract. It shall at all times be kept in full working order and good repair.

The drilling of the borehole should be carried out according to the characteristics of the soil formation of the site, as per result of the hydro geophysical survey while using proper drilling tools, drill pipes, casing pipes with centralizers to ensure that casing string is central within the hole. The Contractor shall specify in the Schedule of Drilling Equipment, borehole development and other accessory equipment, its type and capacity that is to be used to undertake this work. Its capacity shall be sufficient to cope with the Works. It shall at all times be kept in full working order and good repair.

* The expected borehole/ well should have a casing of 7 or 8 Inch
* The expected depth of the bore well is between 100m to 200m
* The expected yield of the bore hole/well after 72 hours should be a minimum 10,000 litres/hour.
* Indicate the method of drilling that will be used in the proposal.

**The contractor will only be paid for unsuccessful boreholes if they have tried at most two initial locations unsuccessfully at their own cost. For any additional location excavated, the project will bear the cost of excavation after measurement of the work done**

* 1. The contractor shall, make sampling and quality analysis of water from the borehole. The water quality test should be conducted at a competent testing laboratory that is authorized by the client.The parameters to be tested and standards will be according to WHO guidelines/Ministry guidelines for drinking water quality. Should it be noted that the contractor didn’t follow the right procedure for water quality sampling, they will be asked to repeat the sampling process at their own cost.
	2. Supply and installation of solar powered submersible
1. Pump- Supply and installation of a solar powered pump having 20HP motor operating at a minimum combined efficiency of 80%. The pump should have a capacity to pump at least 2.5 l/s at a duty head of 140m as Grundfos SP11-27 – RP 2” Pump complete with MS4000 5.5 Motor - 3 phase, 50HZ, and the supply and installation activity includes solar arrays and structural support, plumbing, a tank fill pressure sensor, a dry run sensor, phase sensor and other electrical accessories. Performance curves of the suggested pump shall be attached, clearly showing the energy requirements and operating efficiency.
2. Solar Inverter: Supply and install equivalent RSI drive of nearly 16A- 7.5kW to properly operate and control the system.
3. Fabrication and Installation of 15m High Tank Tower to carry tank of 50,000 liters capacity.
4. Plumbing works: Provide all plumbing items and works for the borehole rising main using PVC raiser Pipes 2”, pedestal assembly with a cover plate with a perforation for allowing in a water dipper, a pressure gauge of up to 16 bars reading, water meter, none return valve, gate valve, air release valve, tank fill control using a pressure sensor for offloading the pump when tank is full and gate valve among other fittings and a Tee for other water purposes like wash out, water trucking, water quality analysis etc.
5. Solar panels: Provide and install panels of high quality to give max energy and efficiency
6. Accessories – Provide and install and configure a solar inverter, underground armored cables, the submersible cables, pump dry run sensor/probe, tank fill sensors, control panel and all necessary accessories for the indicated pump and motor specification (share pump selection with operating curves).
7. Earthing: Provide conventional Earthing system connected to the earth and panels as lightening arrestor properly connected to the ground through good conducting material.
8. Self-Cleansing Solar Pipeline System: Provide and install a perforated pipe and pipeline for self-cleansing the solar panels.
9. Lighting around the Water Production well Compound: Provide and install 6m high Light Pole security Lights with CE Certificate with 24V 30~80Ah lithium battery tested and commissioned.
10. Ground water monitoring observation pipe: provide 3/4-inch hole with Union and cap for Ground water monitoring and ¾ inch HDPE Ground water observation pipe.
11. Fabrication of the Controller Box and Mounting it on the Solar Arrays or Casting of Stand-alone pole, 2m above ground level, enclosed in an inspection box.
12. Landscaping around the pump station including planting of aggregates, planting of paspalum up to Engineers approval including the plating of 3 trees of agreed type near the water points.
13. Plumbing works on the main and sub main pipes should be using high quality recommended ministry and design pipes.
14. Construction of 2 public stand posts – double facet each with 3 tapping points complete with drainage channel and soak pits. One PSP will be at the water point and the other will be at distance of 1km from the water point at a suitable location as instructed by the Engineer.
15. Commissioning and testing of the system.
16. **Supervision of Drilling Contracts**
	1. **Supervisor’s authority**

The WeConsult shall supervise the contractors following the terms, conditions and specifications as provided for in the drilling contract. Specifically, he shall:

(a) Exercise the authority specified or implied in the contract. However, the Company’s attention is directed to some provisions in the contract that reserve some powers to the client and where the company can only proceed after seeking written approval of the client.

(b) Except as expressly stated in the Contract, have no authority to relieve the contractor of any of his obligations under the contract.

(c ) Appoint qualified and experienced personnel, subject to approval of the Client, for day-to-day on-site supervision for all sites wherever the contractor is operating. Such personnel shall carry out such duties and may exercise authority as may be delegated, and full responsibility shall be borne by the Company. Before deployment of such personnel, the Company shall be required to provide the client with full details in form of their Curriculum Vitae and seek written approval.

(d) From time-to-time delegate to the approved personnel any of his duties and authorities and revoke such assignment, as required. Any such delegation or revocation shall be in writing and shall not take effect until a copy thereof has been delivered to the Client and the Contractor.

Any communication given by the Company’s Representative to the Contractor shall have the same effect as though it had been given by the company provided that:

Any failure of the Company’s representative to disapprove any work, materials or plant shall both prejudice the authority of the Company to disapprove such work, materials and plant to give instructions for ratification thereof; If the Contractor questions any communication of the Company’s delegate he may refer the matter to the company who shall confirm, reverse or vary the contents of such communication.

* 1. **Specific Duties**

The Contractor shall prepare to visit the site, obtain a Certificate of Site Inspection ( from LC1) and locate suitable local construction materials.

The Contractor shall manage the drilling contract on a day-to-day basis on behalf of the client. He shall carry out quality control, and ensure that works are being carried out as provided for in the contract. The contractor shall specifically carry out the following:

1. Examine tools, materials, plant and equipment and approve or reject as appropriate on the basis of the standards. Such instructions shall be provided to the contractor in writing.
2. Write instructions to the contractor relating to the management of the contract, the design and development of the water source, or any other relevant matters as and when required. All instructions issued by the company shall be in triplicate, and shall be signed by site representatives of both the company and the contractor. One copy is to be retained at the site by the company, one copy is to be given to the contractor, and one copy is to be submitted to the client as part of the Supervisor’s Daily Report.
3. Ensure that the Contractor:
* Uses the correct drilling methods, equipment and tools for any site to be drilled.
* Follows the standard drilling practice, including making all necessary drilling records correctly and on the spot.
* Completes the Borehole/deep well according to the recommended well design. In case of need to change the well-design due to unforeseen variation in hydrogeological conditions, the Contractor shall be required to make consultations with the company’s site representative who will inform HFHU in written. Upon a sound technical judgement, for which he takes full responsibility, HFHU in consultation with the supervising company will issue written approval and instructions to the contractor to go ahead with the necessary changes, all the changes made shall be properly recorded and shall form part of the driller’s log.
* Upon completion of the Borehole/deep well fully develops it in accordance with specifications.
* Prepares completion records carefully and accurately for Borehole/deep well. Completion records shall be duly signed by Four parties: the Contractor, Supervising Consultant. Habitat for Humanity and local leader or the Chairperson Water and Sanitation Committee. These shall form part of the hand over report when finally, the installations are handed over to the users.
1. The Company shall ensure collection, storage, transport and submission to the Department of Geological Survey, Entebbe of all lithological samples by the contractor.
2. **Supervisor’s Daily Record**

This should be recorded on standard forms provided by the Client, and must include the following items:

* Site name:
* Site location (Village, Parish, sub-county, District)
* Reference number of the site
* GPS Co-ordinates of site grids
* Date of reporting
* Name of Supervisor’s representative
* Name of Contractor
* Details of Contractor’s plant and equipment on the site
* Details of work completed by the Contractor, especially time-based activities, if any.
* Number of people involved at the site dis-aggregated by gender.
* Participation of the community, if any, disaggregated by gender
* A copy of the Supervisor’s Instructions to the contractor
* Problems encountered/resolved

A copy of the Supervisors daily record shall be made available to the Supervising consultant and the Client whenever requested, and may include other pertinent data as may be requested from time to time by the client.

1. **Technical Record**

This should be recorded on standard forms (Appendix G), normally referred to as Borehole Logs, in the format provided by the client, and must include the following items:

* Site name:
* Site location (Village, Parish, sub-county, District)
* Reference number of the site
* GPS Co-ordinates of site (latitude/longitude or grids)
* Name of Contractor
* Details of Contractor’s plant and equipment on the site
* Depths/diameters (Drilling)
* Materials installed, such as casing, screens, gravel etc. (Drilling)
* Equipment installed, such as pumps, rising main, etc
* Lithology log (Drilling)
* Penetration rate (Drilling)
* Water strike level/static water level/estimated yield (drilling)
* Discharge rate/draw-down (Testing)
* Water quality analysis
* Problems encountered/resolved

A copy of the Technical Record shall be made available to Habitat for Humanity Uganda on completion of the Borehole/deep well, and may include other pertinent data as may be requested from time to time by Habitat for Humanity Uganda. No such record shall be accepted by the client if it does not bear GPS co-ordinates, reference site number, site name and site location.

In case the Company is dissatisfied with construction records due to inconsistency, or a dispute/disagreement between the company and the contractor over the accuracy of the construction/technical details, the company may request the Client in writing to authorise him in writing to carry out further work to determine the correct data.

1. **Site Records**

The site records shall include all site identification information, reports, data and maps, compiled in a standard format as agreed by Habitat for Humanity Uganda. Such records shall reflect all the relevant technical and social information obtained from the site during the execution of the work. The Contractor shall submit these records to Habitat for Humanity Uganda in hard copy and also in soft copy where data analysis is carried out by some specific software as may be agreed between the Contractor and Habitat for Humanity Uganda.

The records (in an agreed format) must include the following:

* Site identification from which must include; site name, site location (village, parish. sub-county, district) Reference number of site, GPS Coordinates of site (grids).
* Village location map
* Test pumping data
* Water quality data
* A water Source Location Map (which must be signed by Chairperson/member of Water and Sanitation Committee or member on the WSC. The land owner of the area where the final site is should also sign.)
* A copy of the Technical Record for the site
* A copy of the Supervisor’s Daily reports
* A copy of the Borehole/shallow well completion record (duly signed by the contractor, Supervisor and Chairperson WSC, for each Borehole/shallow well)
* Any other pertinent documentation relating to the site (land matters and others).

# Reporting

1. **Reporting Standards**

The Contractor is required to adhere to the guidelines for report presentation and standards

# PROJECT ADMINISTRATION

***A. Coordinator***

Habitat for Humanity Uganda will be responsible for the co-ordination of activities under the Contract, for acceptance and approval of the reports and other deliverable by the Client and for receiving and approving invoices for the payments.

***B. Reports***

The reports listed in Appendix 1 shall be submitted to Habitat for Humanity Uganda in the course of the assignment, and will constitute basis for the payment.

**C. Confidentiality**

The Company shall not, during the term of this contract and after expiration, disclose any propriety or confidential information relating to the services, this contract or the Client's business or operations without prior written consent of the Client.

**INSTRUCTIONS FOR PREPARING THE TECHNICAL SECTIONS OF THE PROPOSAL**

**Introduction**

* The essential purpose of the Technical Proposal is to describe how the Company plans to reach the ultimate goal of the Project through logical, inter-linked facets of the Project.
* The Contractor shall present an outline description of how the Project will be approached, linking all the individual tasks and Project components.
* The Contractor shall identify possible problems and constraints to the assigment and explain what he will do to remove or overcome such foreseen hindrances.
* The Contractor shall list the staff he intends to use for the various studies together with time estimates for their involvement.
* The Contractor shall submit signed CVs and also fill in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Name/Nationality** | **Summary of Qualifications** | **Signature of Nominee** |
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**Work Programme and Schedules**

The Contractor shall submit with his Proposal a detailed work program and accompanying Activity and Personnel Schedules in chart form, indicating clearly the scope and interconnection of the various inputs/activities. Details of personnel, their position in the proposed program and their total input in man-days should all be tabulated. The Client considers it important that the personnel mentioned in the Proposal documentation (with CVs) should be the ones to execute the work

**Format and Specific Duties**

To aid the evaluation of the proposals it is essential that the proposals follow the same format. Therefore, the proposal must contain the information specified below in accordance with the following format.

* Table of contents
* List of tables and drawings
* Short introduction and summary
* Objectives
* The Company’s understanding of the Project
* General Approach and Methodology to be used.
* Financial and technical proposal including drawings and specifications
* Difficulties anticipated
* The Company’s understanding and knowledge of the area or field of investigation. This section shall contain the Consultant’s present knowledge of the area derived from available background data.

**Liaison and Comments on the Project**

* This section shall contain information on how the Contractor intends to liaise with Habitat for Humanity WEconsult and other Government and non-government bodies and organizations.
* The Contractor may comment and expand on any aspect of the Project he feels is relevant, including suggestions for changes or amendments to the Project.

**Previous Experience**

* List all contracts (with evidence) undertaken in the past 5 years in chronological order, indicating: the previous and current clients in Uganda (stating a names and contact addresses and telephone numbers), the scope and value of the previous and current similar works undertaken over last 5 years.
* Any similarities to the proposed programe
* The level of completion achieved.

**PROJECT MANAGEMENT, ORGANIZATION AND MANPOWER ALLOCATION**

**The Company must submit the following Schedules:**

* Project Organization
* Personnel Schedule (Bar Chart)
* Activities Schedule (Work Breakdown Structure Bar Chart)

The Project Organization must display clearly the lines of authority and responsibility, communications and co-ordination, as well as a description of the qualifications and experience of the key personnel in context of the Project duties and their anticipated tasks and man days in the Project. The Consultant is committed to deploy the key personnel included in his Technical Proposal. Such key staff may only be replaced only with the written approval of the Client.

**The Work Plan must perform the following critical functions:**

* Identify and define the work to be done
* Identify who is responsible for this work
* Form the basis for the integration of the works to be done, the organization and the planning and control system.

**Contractor Establishment**

This shall include:

* Name of Company
* Names and qualifications of Directors
* Registered Office (Physical and postal address, telephone, fax, e-mail, Company
* Secretaries and Auditors
* Company Principals (Shareholders; directors)
* Legal Status (Joint Venture; partnership; limited liability company)
* Income tax clearance certificate for the current year (copy), TIN number, and VAT registration number.
* Certificate of registration (copy)
* Certificate of Incorporation (copy)
* Extracts from Memorandum and Articles of Association concerning:
* Allocation of shares
* Objectives of Company
* Registered activities of Company
* Powers of Attorney of the person authorised to sign the Bid
* Any other relevant information requested by the Client.
* **Curriculum Vitae.** The Bidder should provide complete curriculum vitae (CV) of staff to be used on the Project including education details, background, and experience on similarprojects, accomplishments, and other pertinent information. Each CV shall contain two traceable references.

**The responsibilities of the Contractor**

The Contractor shall provide the Services as described in the Terms of Reference in accordance with these Conditions of Agreement. The Client reserves the right to alter the Terms of Reference after consultation with the Company.

The Contractor shall exercise all reasonable skill, care and diligence in the provision of the Services and shall carry out all his responsibilities in accordance with recognized professional standards.

The Contractor shall in all professional matters act as a faithful adviser to the Client and, in so far as any of his duties are discretionary, act fairly between the Client and third parties.

The Contractor shall provide or contract suitably qualified staff and facilities to carry out the Services.

The Contractor shall provide the entire expert technical advice and skills that are normally required for the Services for which he is engaged. Where specialist technical advice or assistance is required beyond that committed under the Terms of Reference, the Contractor may, with the prior written Contract of the Client, arrange for the provision of such advice or assistance. and, the Contractor shall retain full and unserviceable responsibility for all the Services that he is committed to provide under this Agreement.

**Obligations of the Client:**

The Client shall furnish without charge and within a reasonable time all pertinent data and information available to him and shall give such assistance as shall reasonably be required by the Company for carrying out of her responsibilities under this Agreement.

**Settlement of disputes:**

Any dispute or claim arising out of or in relation to this Contract, which cannot be amicably settled between the parties shall be referred to adjudication or arbitration in accordance with the laws of Uganda or by arbitration in accordance with the UNCINTRAL Arbitration rules as may be at present in force.

**Ownership of Material**

Any studies, reports or other materials, graphic, software or otherwise, prepared by the Company for the Client under the Contract shall belong and remain the property of the Client. The Contractor may retain a copy of such documents and software

**Personnel, Equipment, Facilities and other Services to be provided by the Contractor**

**CERTIFICATE OF SITE INSPECTION**

This is to certify that Mr/Mrs -------------------------------------------------- of --------------------------------------------- (Company) on ------------------------------- (date) carried out an inspection of the proposed Site(s) of the Works to be undertaken for Contract No. HFHU/BMZ/Works/2024-2025/0001 in accordance with Clause 5.2 of the Instructions to Bidders.

This further certifies that the Bidder is fully conversant with all Site conditions and information necessary for preparing the Bid and entering into a Contract for the completion of all works according to the Scope of Works and the Programme of Work.

------------------------------------------ --------------------------------------------------------

 (Name) (Signature)

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(Designation)

Duly authorized to sign Bids on behalf of -------------------------------------------------

Date------------------------------

*[The information requested is required in the format provided below and should be included by the Bidder in its bid. If none, include form and state ”None”]*

**Comments and Suggestions on the Terms of Reference**

*[The information requested is required in the format provided below and should be included by the Bidder in its bid]*

**Description of the Methodology for performing the Assignment**

 *[The information requested is required in the format provided below and should be included by the Bidder in its bid]*

**Team Composition and Task Assignments**

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| **1. Technical/Managerial Staff** |
| **Name** | **Position** | **Task(s)** |
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| **2. Support Staff** |
| **Name** | **Position** | **Task(s)** |
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*[The information requested is required in the format provided below and should be included by the Bidder in its bid]*

**Format of Curriculum Vitae for Proposed Professional Staff**

Proposed Position:

Name of Bidder:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications: *(Relevant to the Assignment)***

**Education: *(& Professional Qualifications)***

**Employment Record:**

**Languages:**

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

*[Signature of staff member]* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

*[Authorised representative of the firm]* *Day/Month/Year*

Full name of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[The information requested is required in the format provided below and should be included by the Bidder in its bid. Bidders may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction.]*

**Estimated Time Schedule for Professional Staff**

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|  |  |  | **Months (in the Form of a Bar Chart)** |
| **Name** | **Position** | **Reports Due/Activities** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **Number of Months** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Subtotal (1) |
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Full-time: Part-time:

Signature:

(Authorised Representative)

Full Name: Title:

Bidder:

 *[The information requested is required in the format provided below and should be included by the Bidder in its bid. Bidders may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction]*

**Activity (Work) Schedule**

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| **Work Schedule for the Design And Construction Of Rainwater Harvesting Systems****This should include but not be limited to** mobilization and execution of the works. |
|  | ***[1st, 2nd, etc. are days from the start of assignment.]*** |
|  | **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** |
| **Activity (Work)** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **B. Technical Input** |
|  | ***[1st, 2nd, etc. are weeks from the start of assignment.]*** |
|  | **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** |
| **Activity (Work)** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **C. Completion and Submission of Reports and other Deliverables** |
| **Reports** | **Date** |
| 1. Inception Report |  |
| 2. Interim Progress Reports(a) First Status Report(b) Second Status Report(c)  |  |
| 3. Draft Final Report |  |
| 4. Final Report |  |
| 5. Other Deliverables |  |