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GOVERNMENT OF SIERRA LEONE

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Sierra Leone
Resilient Urban Sierra Leone Project (RUSLP)
Grant No.: D8420-SL
Project Id: P168608
Issue date: 10th November, 2023

Assignment Title: Consulting Services for Scoping and Design of an Emergency Operations Centre incorporating the National Disaster Management Agency Headquarters

Reference No.: SL-MOFED-390367-CS-QCBS

In June 2021, the World Bank approved a \$56.7 million grant from the International Development Association (IDA) and the Global Environment Facility (GEF) for the Resilient Urban Sierra Leone Project (RUSL-P). The project will improve integrated urban management, service delivery, and disaster risk management in the Western Area and selected district capitals across the country. It will help address the needs of the capital Freetown as the economic hub of Sierra Leone, while catering to the unique opportunities and challenges in the district capitals: Bo, Makeni, Kenema, Koidu, Port Loko and Bonthe.

A sub-component of the project will support activities aimed at strengthening the NDMA with institutional development tools (organizational structure, detailed functions and procedures manuals, management training), equipment, infrastructure, technology, training, contingency planning and budgeting, strategy formulation; design and delivery of early warning services; capacity building across all the organizational structures (district committees, emergency operation centers (EOCs), command posts, and incident command teams); equipment; training; operational plans and procedures; critical infrastructure; and facilities.

The consulting services (“the Services”) aims to provide “consulting Services to design an Emergency Operations Centre, including feasibility studies, structural design and operational and maintenance framework.

OBJECTIVES OF THE ASSIGNMENT

The core objectives of the consultancy include:

- I. Analysis of the EOC site to inform the best possible design.
- II. Detailed structural and non-structural design considering functionality, climate sensitivity and environmental safeguarding.
- III. Detailed interior design and necessary utilities, resources and equipment including information management and communications.
- IV. EOC Operations Services Manual and Site Facility Management Plan.
- V. Multi-agency EOC staffing and Standard Operational Procedures requirements.
- VI. Assistance with the development of a tender/ terms of reference for the construction, build, and fit-out.

SCOPE OF WORK

The project requires the scoping and design of a new Multi-agency EOC incorporating NDMA Headquarters. The building(s), which will be co-located at a designated site, should be multi-functional to ensure of optimum use. It is envisaged that certain EOC facilities can be cross-functional and utilized as training rooms for courses, workshops and seminars.

The consultancy should culminate in a professional, compliant design that can be conveyed to a prospective building and fit-out firm.

The consultancy service provider shall engage NDMA and key stakeholders to review the adopted functional and operational concept of the EOC. This will include a detailed needs analysis and horizon scan for future requirements of the building and the site.

Consultants should take note that the Expression of Interest must include the following information:

1. Core Business and how it is relevant to the assignment;
2. Number of years in business, both as a registered business entity and in providing services in the sector(s) that are relevant to this assignment;
3. Management structure, number of directors and total number of staff - fulltime, on contract and as associates (however, Key Personnel and their specific experiences are not evaluated at this stage);
4. Financial performance (e.g. turnover and profitability) in the last five years;
5. Enlist firm's experience. For each similar assignment undertaken by the firm, it is required to state the cost, whether it undertook the job solely, in partnership with other firms (name them and the role of your firm), and name of the client, the duration of the assignment, the number of staff/person-day(s) your firm engaged on the assignment, cost of the assignment (and cost of the project, if available), status of

completeness as at time of expression of interest for this assignment, a brief scope of work for the assignment, etc.

6. Firms submitting a joint expression of interest must show information (especially on i to iii above) for each firm separate/distinct from the other(s) as, at this stage, each firm will be evaluated on its own individual merit based on the information submitted to determine its potential value addition to the partnership.

Interested firms **MUST** request for the detailed Terms of Reference (TOR) for the assignment via email request to *resilienturbanslp2019@gmail.com*

The Project now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- i) Core business and years in business,
- ii) Relevant experience,
- iii) Technical and managerial capability of the firm

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 and September 2023 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

The Consultant shall be selected in accordance with Quality and Cost Base Selection (QCBS) method set out in the Consultant Guidelines.

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

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

**Project Management Unit
Resilient Urban Sierra Leone Project
1st Floor -35 Percival Street
Freetown
Attn: Procurement Management Specialist
Tel: +23278965090**

OR

By e-mail to: resilienturbanslp2019@gmail.com

When submitting, please indicate *clearly in the sealed envelope* or *email subject* heading **'EOI Consulting Services for Scoping and Design of an Emergency Operations Centre incorporating the National Disaster Management Agency Headquarters'** for this assignment by **1st December, 2023**.