

# Inception Report

**Individual Consulting Engineer  
For**

**Construction of Multipurpose Drug Dependence  
Treatment Centre in Tanga, Tanzania**

**United Nations Development Program  
(UNDP)**

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Submitted to

United Nation Development Program  
(UNDP)

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## 1.0 Introduction and Background

UNDP in collaboration with UNODC is supporting the construction of drug treatment facility in Tanga city to support government initiatives aimed at preventing the growing drug use and HIV problem among drug users, particularly intravenous drug users. The objective is to provide evidence based drug dependence treatment and care for people affected by drug use and dependence including HIV and AIDS prevention and care.

The inception has been prepared and submitted in response to the Terms of Reference (ToR) issued by United Nations Development Program (UNDP) and the proposal submitted by the consultant. The main objective of the inception report is to present the revised technical approach and methodology of the assignment. This report clarifies the details and issues that were discussed in the ToR and technical proposal. The report will further amplify the methodology, discussing the challenges and solution to the same. Finally the proposed work plan is also presented.

## 2.0 Scope of Work of the Consultant

The scope of the work to be undertaken by the Consultant has been divided in two project phases; namely;

Phase 1: Design and Procurement Phase

- (a) Preparation of the ToR and Request for Proposal (RFP) for the selection of the design and supervision firm, advertise, evaluate and engage the selected firm;
- (b) Finalization of the design and bills of quantities and application for the regulatory requirement
- (c) Preparation of the tendering document for selection of the Works Contractor, advertise, evaluate and Contract the selected firm;

Phase 2: Construction Phase

- (a) Supervision and Monitoring of the construction works;
- (b) Testing, commissioning and project hand over.

## 3.0 Technical Approach and Methodology

### (a) Review of the Concept Drawings and BoQ

Engineer has reviewed the concept design drawings and boq for the proposed construction of Multipurpose Drug Dependence Treatment Center at Tanga City Tanzania. The project comprised with the construction of the following facilities (a) polifunctional centre (b) therapeutic community and (c) external works. The concept design indicates that the following will be constructed within the two major buildings:

Facilities	Polifunctional Centre	Therapeutic Community
	Description/Capacity/Size	
Conference Hall	50 seats	42 seats
Offices	Two office rooms	One office room
Bedrooms (with two beds each)	Host 20 pp	Accommodate 16pp
Washing Closet (WC)	In bedrooms and conference facility	In bedrooms and conference facility
Health Clinic	One	one
Dining Hall	32 people at once	Nil

Kitchen	Provided	Nil
Classrooms	Provided	Nil
Health Laboratories	One	Nil
Pantry	Two rooms	Nil
Listening Room	Nil	16 seats

The external works consist of general sewer system, gazebos, rain water collection tank and conveyance system, gate, paths, roads, square and flower beds.

Based on the review it is recommended that the design firm to revise the concept design taking into consideration the local environment and best practices for designing such facilities. The revision should accommodate the architectural and services design of the buildings.

It is further recommended that the detailed design should consider provision of building services that were not captured in the concept drawings such as back up power supply, water supply or overhead storage tanks with pumping system and garbage/waste collection/disposal point.

The review process has established that the following project feasibility reports are missing; (a) topographical survey (b) geotechnical survey (c) environmental impact assessment. Due to the nature of the project and regulatory requirements it is necessary that the topographical and environmental impact assessment to be conducted. These studies can be done by the design firm or under separate contracts.

**(b) Preparation of ToR for Engagement of Design and Supervision Firm, Advertise and Evaluate and Contracting**

Engineer shall prepare the ToR for the engagement of the design firm. Design firm shall constitute the following expertise;

- (a) Architect
- (b) Structural Engineer
- (c) Services Engineer
- (d) Quantity Surveyor

In accordance to the UNDP's standard procedures and tools, the Engineer shall compile the ToR to be issued to the interested design firms. Assist PSU to prepare and advertise for the tender. Oversee the evaluation of proposal, facilitate negotiations, preparation of contract and contract award.

**(b) Finalisation of Drawings & BoQ and Application for Regulatory Compliance**

The design firm, based on the concept design issued by UNDP, shall develop the detailed design (architectural, structural and services drawings) and BoQ ready to be issued to the Contractor. Engineer shall work closely with the design firm in reviewing of the drawings and BoQ to meet the intended purpose. Also in collaboration with the PSU, he shall obtain building permit and other regulatory requirements. The Engineer shall prepare an independent report to UNDP with regard to the review.

**(c) Tendering stage**

For purpose of this stage of the assignment, the Engineer shall work closely with the Design Firm and Country office to prepare a Tendering Documents for the procurement of the Contractor of a Multipurpose Drug Dependence Treatment Centre. In the process of procuring the Contractor,

Engineer will liaise with PSU to advertise and issued construction tendering documents to interested contractors.

Engineer shall assist the evaluation process and selection of the most competitive and efficient construction company for works contract and assist in further internal review/approval of tender/contract process. The Engineer shall notify Contractor the time and contractual obligations to be fulfilled prior to commencement of the work according to the requirements of the Conditions of Contract.

#### **(e) Construction stage**

After the Contractor signed the Works Contract, Engineer shall liaise with the Design Firm to initiate the commencement of the construction works. Engineer shall visit the site periodically with the following objectives by liaising with Design Firm:

- (i) Verify that the pre-agreed milestones have been reached by the Contractor;
- (ii) Verify that the work performed by the Contractor is in accordance with the contract;
- (iii) Verify that the work performed by the Contractor is of good quality and conforms to the regulatory requirements and construction best practices;
- (iv) Be in a position to further confirm that the certifications issued as a basis for processing payments to the Contractor are valid, relevant and constitute an accurate basis for payment.

The Engineer shall notify UNDP immediately in writing (by submitting an independent report) any defect in construction observed during the site visit. Any notification of such nature shall be accompanied with clear recommendations of corrective actions to be taken by the various players.

#### **(f) Testing, commissioning and Project handover**

The Engineer shall carry out the following activities during the testing and commissioning of the project.

- (i) Witness any specified test of the Works Contractors;
- (ii) Conduct any independent tests necessary to confirm the result;
- (iii) Prepare and issue a short summary report confirming the tests and clearly specifying any instructions to be issued to the Works Contractors;
- (iv) Prepare a short technical report describing the commissioning and conclusions if all the equipment are working as designed or identify rectification measures if they are not working as specified after the final tests; and
- (v) Issue the Taking over Certificate

In carrying out this assignment, the Engineer shall work closely with UNDP staff to ensure that all background information and project requirements are fully accommodated in the bidding document.

## **4.0 Work Plan and Time Frame**