

Humanity & Inclusion

(legal name: Handicap International Federation)

Consultancy Services: Civil Engineering

Barrier Removal Actions: Reasonable Accommodations and Adaptations

SEA Programme

Country: Myanmar

1. CONTEXT

1.1. HI SEA Programme

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster.

HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid.

HI reopened its mission in Myanmar in 2013. Since then, HI has focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's programme strategy is built around 3 pillars:

- a) Armed Violence Reduction (AVR) including Victim Assistance and community-based Risk Education;
- b) Inclusion with projects covering: support to Disabled People Organisations and promotion of Rights; inclusive Disaster Risk Reduction, Growing Together; Disaster Safe Hospital Initiative; inclusive livelihood;
- c) Health and Rehabilitation with project covering psychosocial and physical rehabilitation.

1.2. Nature & Purpose of the Contract

HI is seeking to contract a **Framework Agreement** with a Consultant (or a Consultancy firm). When HI would need services consistent with the ones described in these terms of reference, it would sign a service Purchase Order with the Consultant. The price and the terms of services will then be ones that will be set in the Framework Agreement.

HI shall sign non-exclusive Framework Agreements with one Consultant or Consultancy firm. The Framework Agreement will have a term of maximum 120 working days (July 2025 to January 2026) written agreement between two parties. The Consultant undertakes to maintain prices for the entire term of the Framework Agreement. HI does not commit to the purchase of any minimum service.

This will allow HI to fasten contracting for the services when the projects and/or need arise, without need for competitive bidding once the Framework Agreement is signed.

2. DESCRIPTION OF THE EXPECTED SERVICES (Lot)

Civil engineering service Area: East Bago (Taungoo, Shwegyin, Kyaukkyi) Townships, for services described in this section.

- HI is seeking consultancy service on conducting barrier assessment and removal initiatives through reasonably accommodated approach by working together with project team to provide accessible environment for persons and children with disabilities, and EO victims who have physical barrier in mobility, need accessible infrastructure.
- Provide assessment report for each site clearly mentioning identified barriers, technical measures for modifications (reasonable accommodations), possible challenges.
- Provide specific Bill of Quantity (BoQ) together with designs of each site where there are actions for modification support.
- Ensure minimum standard technical quality requirements are met in minor modification and adaptation process.
- Provide completion report of each minor modification works in timely manner after sites supervision.

3. CONSULTANT'S PROFILE

- Minimum five years' experiences in civil works design, estimation, supervision and preparation in technical reports and BoQs in humanitarian contexts
- Experience working with on accessible infrastructure construction process
- Knowledge of building / construction code in Myanmar
- Knowledge and experiences about local resource mobilization and low-cost modification
- A sound understanding about tactile-braille surface, light, color contrast for visual impaired person and pictorial cues for intellectual impaired persons
- Practical Experience with the services (above) HI is seeking
- Contextual experience
 - Knowledge of Humanitarian & Development sectors
 - Knowledge of the relevant Area (according to the Lot for which the consultant is offering services)
- Cross cutting skills
 - Good Computer skills including Auto CAD and Microsoft Office
 - Fluent in English and Burmese
 - Fluency in other languages spoken in the relevant area preferred (Karen) (according to the Lot for which the consultant is offering services)

- Good communication with respective stakeholders and community
- Capacity and willingness to travel to affiliated projects' coverage areas for site assessment visits, supervision and monitoring

4. DURATION, SERVICE FEES AND PLACE OF PERFORMANCE OF THE SERVICE

- Depending on the work plan, the working day will be maximum 120 days.
- HI will provide service charges per working day (fixed) as a lumpsum. In this package will include travel, accommodation, and meal costs.
- Travelling days will not count as working days.
- Duration and place of services shall be documented in the Services Purchase Order(s) HI would issue.

5. WORK PLAN, DELIVERABLES, REPORTS

Workplans, deliverables, reports shall be documented in the Services Purchase Order HI would issue. HI may seek advice from the Consultant to adjust these.

6. APPLICATIONS

Humanity & Inclusion encourages qualified Consultants with disabilities or chronic illness and women to apply. HI commits to providing equal opportunities to all qualified applicants, regardless of nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Interested candidates are required to apply before **18 July 2025** at the following email address: h.lwin@hi.org ,092 5041,6040 indicating in the subject **“FWA Civil Engineering Services”**

The application shall include:

- The CV of the Consultant
- A Cover letter highlighting the consistency of the experience & profile to these ToR
- A copy of NRC (ID) of the Consultant
- For Consultancy firms only, the following must also be included:
 - CVs of the team of consultants
 - A valid Business Registration

Please note:

- *Service fees shall be inclusive of all applicable costs and taxes.*
- *For contracted bidders, due to banking restrictions in Myanmar:*
 - *payment will be done only in MMK*
 - *payment will be done by wire transfer only.*
 - *payment will be done to a KBZ bank accounts only.*
- *Payments will be done when the services detailed on the Services Purchase Order(s) are completed, provided reports, and proper invoice to HI. Advance payments are not provided.*

Applications that do not include the above will be considered administratively non-compliant and will not be evaluated further.

Minimum technical requirements are as follow

- 1) Fluency in English and Burmese
- 2) Relevant Bachelor Degree (Bachelor of Engineering in Civil or B.Tech Civil or related)
- 3) Minimum five years' experiences in accessible infrastructure construction process

Applications that do not meet the minimum technical requirements will be considered technically non-compliant and will not be evaluated further

Comparative Evaluation

Selection criteria for applications meeting administrative and technical minimum requirements are as follow:

- **Price- 30 % weight**
- **Qualification – 70% weight**
 - o 20 %: Experience in site assessments and development of accessible civil works designs
 - o 10 % Experiences in developing BOQs and accessible design lined with identified physical barriers
 - o 10 %: Experience in monitoring, supervision and evaluation on contraction site making sure the quality of the reasonable accommodation support provided
 - o 10%: Experience in developing site assessment report
 - o 10%: Experience and knowledge on Disability Inclusion
 - o 5 %: Experience and knowledge of Humanitarian & Development sector in Southeast (East Bago) and wider Myanmar.
 - o 5 %: fluency in other languages spoken in the Area

Due Diligence

For selected consultants based on the comparative analysis:

HI verify that the Consultant(s) are not on donors' restriction and will thus require the NRC of all consultants (in case of consultancy firms) if not previously submitted.

HI will propose Framework Agreements to consultant(s) which passed Due Diligence

HI is committed to protecting children and vulnerable adults from harm. All consultants will be expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.