

Terms of Reference

Assessment and training by practice for the application of Guidelines for Enhancing Structural Integrity of Dormitory Buildings in Jordan's Garment Sector

Background

The majority of migrant workers in the garment sector in Jordan live in factory-provided dormitories. By a recent count, there are between 200 and 300 dorm buildings, either owned or rented, that house migrant workers in the sector. Migrant workers spend the vast majority of their time either in the workplace or in the dormitory, and their employer is responsible for maintaining decent conditions in both venues. While Better Work Jordan assesses many aspects of the living conditions in dormitories (and consistently finds significant issues) there has never been an assessment of the buildings themselves.

Better work Jordan (BWJ) Phase II project for “Enhancing the Structural Integrity of Dormitory Buildings in Jordan’s Garment Sector” aimed to set guidelines related to assessing and mitigating defects against certain health and safety measures within existing dormitories, as well as develop design regulations related to building new dormitories in the future. The project aimed at achieving the following four main objectives:

- Awareness raising among factory owners on typical building safety requirements.
- Developing guidance to identify safety defects and the level of expertise needed for rectification.
- Identification of national codes requirements for dormitories.
- Identification of safety issues not covered by national codes, with reference to international good practices.

To achieve this objective, BWJ hired an external engineering firm to assess the structural integrity of existing dormitory buildings, identify areas for upgrades, and propose guidelines for future dorm construction. This activity produced 4 unique reports (available in both English and Arabic):

- Typical Defects Identification Report/ Assessment of Existing Dormitories ([Enhancing the Structural Integrity of Dormitory Buildings in Jordan’s Garment Sector \(Task 1\) - Better Work](#))
- Guidance for Assessment and Repair of Typical Defects Report ([Enhancing the Structural Integrity of Dormitory Buildings in Jordan’s Garment Sector \(Task 2\) - Better Work](#))
- Methodology of the Identification of Non-Typical Defects Report Assessment Checklists ([Enhancing the Structural Integrity of Dormitory Buildings in Jordan’s Garment Sector - Phase II \(Task 3\) - Better Work](#))
- Standards for Rectification of Defects in Existing Dormitory Buildings and Design of New Dormitory Buildings. ([Enhancing the Structural Integrity of Dormitory Buildings in Jordan’s Garment Sector - Phase II \(Task 4\) - Better Work](#))

Objectives:

The objectives of this consultancy are:

- Assisting “non-technical members” from selected garment factories in identifying typical defects in existing dormitory buildings against certain Occupational Safety and Health (OSH) measures and developing corrective action plans (both at the short and medium terms) to enhance conditions of the assessed dorms.
- To increase awareness among factory owners and managers about typical building safety requirements and the necessary steps for upgrading existing dormitories to meet identified standards.
- Expanding knowledge and raising awareness towards the importance of frequent assessment and maintenance to ensure minimum OSH measures are met in dormitories and to ensure proper living conditions of workers and users of these facilities.

Project will mainly tackle a sample of existing dormitory buildings (as addressed by BWJ), ranging between 1200-2000 square meters per dormitory building, owned by different garment factories, and located within two geographical locations.

Duties and responsibilities

- Data collection and inspection visits to the selected dormitories.
 - Complete the inspection of selected dormitories using the Inspection Checklist document developed in the previous project (as mentioned above) to assess the conditions of the dormitories.
 - Apply the assessment in the presence of factory assigned staff members. This is to provide factory staff with the hands-on experience that will allow them to replicate this exercise in the future.
- Conduct 2 “learning” workshops/ seminars to spread the learnings of those assessment and their associated tools to other factories.

Methodology

The consultant/consulting firm will need to articulate a detailed methodology and approach to undertaking this assessment in their proposal.

Deliverables and Indicative Timeline

Deliverables	# of Working Days	Report Language
<u>Deliverable 1.1:</u> Inception report with proposed methodology/approach, work plan and report outline.	5	English
<u>Deliverable 1.2</u> Data Collection Report. This should include the existing conditions and structures of the inspected dormitory buildings.	6	English

<u>Deliverable 1.3:</u> Dormitory Buildings Assessment Report. This should include the using and filling of forms and reports prepared under the project for “Enhancing the Structural Integrity of Dormitory Buildings in Jordan’s Garment Sector- Phase II”.	6	Arabic & English
<u>Deliverable 1.4:</u> Data/Findings Analysis Report. This should include an analysis of the collected data and findings, filled forms, findings and sum up corrective action plans needed for all inspected dormitory buildings.	7	Arabic & English
<u>Deliverable 1.5:</u> Organizing and delivering “2” learning workshops/ seminars in 2 different geographical locations. (Including workshops/ seminars Minutes of Meetings).	2	Arabic & English

Supervision

The consultant will report to the BWJ National Project Coordinator - Employer’s Relations under the BWJ program manager’s overall guidance and work closely with the BWJ team. The National Project Coordinator - Employer’s Relations should approve all deliverables.

Payment Schedule

According to the market rate, the External Collaboration will be paid according to expertise and is asked to submit a financial offer detailing the daily rate. The consultant will only be paid upon satisfactory completion and approval of deliverables and upon receipt of signed invoices.

Payment	Deliverable	Expected Timeline
First Payment Representing 10 % of the total contract value	Deliverable 1.1	9 th March 2023
Second Payment Representing 30% of the total contract value	Deliverable 1.2 + 1.3	23 rd March 2023
Third Payment Representing 30 % of the total contract value	Deliverable 1.4	13 th April 2023
Final Payment Representing 30 % of the total contract value	Deliverable 1.5	10 th May 2023

Responsibility of Data Collection

Collection of data / information required is the responsibility of the consultant, however, BWJ will facilitate the communication and arrangement with selected factories.

Confidentially

The External Collaboration will sign a contract with International Labor Organization that contains clauses on confidentiality and non-disclosure

Qualifications

- B.Sc. in Civil Engineering, Architectural Engineering or any relevant field.
- Knowledge of the national building codes and regulations related to dormitories in Jordan.
- A minimum of 10 years of experience in training and development in the field of building safety and structural integrity.
- Experience in construction supervision and construction designs is an asset.
- Strong managerial, organizational skills
- Excellent interpersonal skills and ability to transfer knowledge in the effective way.

Submission

Interested applicants wishing to apply to this assignment must send an email to jordan@betterwork.org with the subject **Dormitories_2023**.

The email shall include the following:

- 1- Technical Offer
 - Company profile containing CVs of the project leader as well as team members that includes project portfolio.
 - Summarised description and examples of work on the previous specific and similar assignments.
 - A proposal which at least consists of proposed approach and methodology, team member composition, work plan and timeframe.
- 2- Financial Offer
 - The financial offer should demonstrate the needed budget for implementation, including detailed fee breakdown by each activity.

The deadline for receiving applications is 16th February 2023 (COB). Only applications from companies that fulfil the requirements indicated above will be considered.