

**REQUEST FOR PROPOSALS** **Date: November 30th, 2025****TERMS OF REFERENCE (ToR)** **Ref. No: CBS/RFP/007/2025****Consultancy Services for the Feasibility Study and Design of CBS Branch Residential Houses in Baidoa, Dusamareb, and Jowhar****1. Background**

The Central Bank of Somalia (CBS) intends to improve staff housing conditions across its regional branches. To support this initiative, CBS plans to undertake the **feasibility study, assessment, and design** of residential housing units in **Baidoa, Dusamareb, and Jowhar**. The objective of this consultancy is to assess existing staff housing structures, determine their rehabilitation or reconstruction needs, and prepare detailed architectural, structural, and MEP designs to guide future implementation.

2. Objectives of the Assignment

The objective of this consultancy is to conduct a full feasibility study, technical assessment, and detailed architectural and engineering design for the renovation or reconstruction of CBS staff houses. The consultant will propose feasible, cost-effective, and sustainable design solutions that comply with local and international standards.

Each of the three project locations — **Baidoa, Dusamareb, and Jowhar** — comprises **three (3) CBS branches residential houses** intended for rehabilitation or reconstruction, making a total of **nine (9) housing units** under this assignment.”

3. Scope of Work

The Consultant shall undertake the following tasks:

I. Inception Phase

- Conduct an inception meeting with the Client and relevant stakeholders to clarify objectives, methodology, timelines, and deliverables.
- Perform a comprehensive desk review of all available background documents, reports, and drawings related to the project sites.

II. **Field Investigations**

- Carry out **topographic surveys** of the designated sites to capture existing terrain and elevation data.
- Conduct **geotechnical and soil investigations** to assess sub-surface conditions and inform design parameters.
- Inspect and evaluate the **condition of existing structures**, identifying defects, structural integrity, and rehabilitation requirements.

III. **Feasibility and Technical Assessment**

- Analyze collected data and prepare a **comprehensive feasibility and technical assessment report**, outlining recommended interventions (rehabilitation or reconstruction), key findings, and proposed design approaches.

IV. **Design Development**

- Prepare detailed **architectural, structural, and MEP (mechanical, electrical, and plumbing)** designs in accordance with applicable standards and codes.
- Develop corresponding **technical specifications** and **Bills of Quantities (BoQs)** for all works.

V. **Implementation Planning**

- Prepare a detailed **implementation schedule**, including activity sequences, timelines, and milestones.
- Provide **cost estimates** based on the BoQs and current market rates.

VI. **Reporting and Deliverables**

- Submit a **final report** incorporating all deliverables, including drawings, technical documents, and cost estimates, in both hard and editable digital formats.
- Ensure all submissions are complete, coherent, and ready for procurement and implementation purposes.

VII. **Project Coverage**

- The Consultant shall assess, design, and propose the **renovation or reconstruction of a total of nine (9) housing units**, distributed as **three (3) units per location** across the three identified sites.

4. Methodology

The Consultant shall employ a participatory and data-driven methodology combining site visits, visual inspections, laboratory testing, and stakeholder consultations. All work must comply with Somali building regulations, CBS standards, and World Bank environmental and social safeguard policies.

5. Deliverables

Deliverable	Description
Inception Report	Detailed work plan, methodology, and schedule.
Site Assessment Reports	Findings from site visits, geotechnical and structural data.
Feasibility & Technical Report	Analysis and recommendations for renovation/reconstruction.
Draft Design Package	Drawings, BoQs, and cost estimates for CBS review.
Final Report & Presentation	Final deliverables incorporating CBS feedback.

6. Duration

The assignment is expected to be carried out within a reasonable and clearly defined timeframe, allowing adequate time for field investigations, analysis, design preparation, and reporting.

Consultants shall propose a realistic work plan and schedule consistent with their methodology and resource plan.

CBS expects the assignment to be completed efficiently while maintaining high technical and professional standards.

7. Consultant Team Qualifications

The Consultant firm must meet the following minimum qualifications:

Expert Position	Minimum Qualification and Experience
Team Leader / Senior Civil Engineer	BSc in Civil Engineering; 10 years of experience in design and construction supervision.
Architect	BSc in Architecture; 7 years of experience in building design.

Geotechnical Engineer	BSc in Geotechnical or Civil Engineering; 5 years of relevant experience.
Quantity Surveyor	BSc in Quantity Surveying; 5 years of experience in cost estimation and BoQ preparation.
Environmental & Social Specialist	BSc in Environmental Science or related field; 5 years in ESMP and safeguard compliance.

8. Reporting and Supervision

The Consultant will work under the overall supervision of the **General Manager** and the **Executive Director**, in close coordination with the **Procurement Office and Head of Branches**.

Regular coordination and progress review meetings will be conducted throughout the duration of the assignment to ensure effective communication, quality assurance, and compliance with project objectives and timelines.

The Consultant shall:

- Provide periodic progress reports and updates as agreed during the inception meeting.
- Submit deliverables for review and approval to the designated supervisory team.
- Participate in review meetings to present findings, discuss challenges, and incorporate feedback into subsequent deliverables.

All correspondence, reports, and deliverables shall be formally addressed to the **General Manager**.

9. Logistics and Support

The Consultant shall be fully responsible for all logistical arrangements required to execute the assignment, including but not limited to **accommodation, meals, local and international travel, transportation, communication, and insurance** for its team members.

The Central Bank of Somalia (CBS) will **not provide per diem to consultants** during the assignment. All related costs shall be included in the Consultant's financial proposal.

10. Application and Submission Requirements

Interested and qualified Engineering consulting firms are invited to submit **their proposal** electronically through email to cbs.tender@centralbank.gov.so on or before **5:00 PM** Mogadishu time on **10th December 2025** with email subject “**CBS/RFP/007/2025 Consultancy to Feasibility study and design of residential houses in Baidoa, Dhusamareeb and Jowhar for the Central Bank of Somalia (CBS)**” late submission will not be accepted. The submission shall include, but not limited to, the following components:

I. Technical Proposal

The Technical Proposal should clearly demonstrate the firm’s understanding of the assignment and its capacity to deliver high-quality outputs. It shall include:

- **Methodology and Approach:** Detailed description of the proposed approach, methodology, and **work plan** for undertaking the assignment.
- **Team Composition and Staffing:** Description of the proposed team structure, roles, and responsibilities. (CVs of key personnel, highlighting relevant qualifications, professional experience, and certifications.)
- **Company Profile:** Overview of the firm, including relevant experience in similar assignments, organizational structure, and contact information.

II. Administrative and Legal Documents

The submission must also include copies of:

- Valid **business registration** or incorporation certificate.
- **Tax compliance certificate** or equivalent proof of good standing.
- **Professional licenses or certifications** will be an added advantage.

III. Financial Proposal

The Financial Proposal shall provide a **detailed cost breakdown** for all activities and resources required to complete the assignment. It should include:

- Itemized costs by task, deliverable, and resource.
- Summary of total costs, including professional fees, travel, field expenses, and any applicable taxes.
- Proposed payment schedule linked to deliverables or milestones.