

# **「2024 Ghanaian Women’ s Fish Processing and Distribution Capacity Building Project」**

## **Terms of Reference (ToR) for Renovation Construction Work Services**

**2025. 4.**



**Center for International  
Development Cooperation**

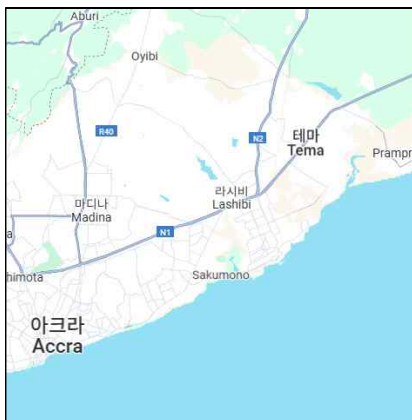
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## I . Terms of Reference (ToR)

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- 1. Project Title** : Renovation Construction Work Services for 「2024 Ghanaian Women's Fish Processing and Distribution Capacity Building Project
- 2. Project Location** : Near the Tema Fishing Harbour, Greater Accra Region, Ghana



Map for Tema, Accra



Project Site near Tema Fishing Harbour, Ghana

\*Official Land Area: 6,210.79m<sup>2</sup> (Project Site: **4,299.12m<sup>2</sup>**, Excluded Area: **1,911.67m<sup>2</sup>**)

\*Location: [Google Map Link](#)

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### 3. Project Objective

- (1) This project is part of the “2024 Ghanaian Women's Fish Processing and Distribution Capacity Building Project“, aiming to support the economic activities of Ghanaian women in fisheries sector and improve their working conditions through the renovation of fish processing, hygiene, and storage facilities.
- (2) The renovation work, scheduled over four years, includes the refurbishment of existing fish smoking facilities (within work and rest areas), installation of new smoking units, hygiene facilities, and storage facilities (e.g., refrigeration and freezing units), as well as living support infrastructure (e.g., office space, childcare center). This scope of work corresponds to the second year of the project.
- (3) The main objective of this year's assignment is to complete the 2024 portion of the overall four-year renovation construction work for the fish processing, hygiene, and storage facilities for women in fisheries sector in Ghana.

### 4. Project Overview

- (1) **Construction Work:** Based on the design and foundational work completed in the previous year, this year's construction includes structural, interior, and electrical works.
  - \* Scale: Four single-story buildings
  - \* Building Areas: Building A-314.73m<sup>2</sup>, Building B-215.52m<sup>2</sup>, Building C-573.48m<sup>2</sup>, Building D-103.13m<sup>2</sup>
  - \* Building Structure: Timber, light steel frame, and masonry structures, etc. / Roof Structure: Corrugated steel and panel roofing

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**5. Project Duration :** The construction work shall be completed within four months from the commencement date (including weekends and public holidays).

### 6. Conditions for Modification

The contractor may request modifications through consultation with the supervisor under the following conditions:

- (1) Changes in workload requiring adjustments in the number or grade of technical personnel;
- (2) Changes in the quantities performed under the contract requiring financial adjustments;
- (3) Delays or disruptions in project implementation due to public complaints;
- (4) Inability to perform the work due to force majeure events such as natural disasters, war, or civil unrest;
- (5) Changes in the implementing agency's plan or upon request from the counterpart government authorities.

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## II . Scope of Work Instruction

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### 1. General Provisions

#### 1.1 Project Duration

The project duration for this service is four months from the commencement date (including holidays). The contractor may request a change in the contract duration in writing to the contracting authority or their delegate under the following circumstances:

- (1) Delay due to reasons caused by the recipient country during consultation and review;
- (2) Inability to perform due to force majeure events such as natural disasters, war, or civil unrest;
- (3) When the contracting authority's policy or instructions change;
- (4) When the scope and content of the project are changed due to consultations with the recipient country or other reasons;
- (5) Delay or inability to perform due to circumstances not caused by the contractor.

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## **1.2 Conditions for Modifications in Project Content**

The contractor may request modifications through consultation with the service supervisor under the following conditions:

- (1) Changes in workload adjustments and changes in the number or grade of technical personnel;
- (2) Changes due to the contracting authority's policy or instructions;
- (3) When it is necessary to adjust the execution quantity according to the contract:
  - 1) When changes occur in the scope of the project or objectives during bilateral consultations;
  - 2) If additional local surveys are required due to the recipient country's lack of materials or information during the bidding and contracting phase;
- (4) Inability to perform due to force majeure events such as natural disasters, war, or civil unrest;
- (5) When the contracting authority's plan is modified based on consultations with the recipient country.

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## **1.3 Pre-approval for Major Tasks**

The contractor must consult with the contracting authority and carry out the following tasks after approval:

- (1) Changes to the project execution plan or initiation report;
- (2) Matters to be discussed with the recipient country;
- (3) Other matters that require approval based on the service supervisor's directions or the contractor's judgment;
- (4) Plans for various local surveys.

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## 1.4 Project Execution and Progress Reporting

### (1) Initiation Report

- 1) The contractor must submit the initiation report to the contracting authority within 15 days of the contract date. The report must include the proposed schedule, the assignment of the responsible technical expert, etc.
- 2) The contractor must submit the required reports in digital format, as per the regulations under the Construction Technology Promotion Act.

### (2) Project Execution Plan

- 1) Within 15 days after submitting the initiation report, the contractor must submit the project execution plan, which includes the following:
  - ① Detailed work plan;
  - ② Submittal schedule for each phase of the project;
  - ③ Organizational structure and manpower (equipment) plan;
  - ④ Construction technology experience certificate;
  - ⑤ Personal information of participating technicians, their roles, and expected participation period;
  - ⑥ Security confidentiality statement from participating technicians.
- 2) Two copies of the project execution plan must be submitted to the contracting authority for approval.

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### (3) Monthly Progress Report (if needed)

The contractor must submit a monthly progress report to the service supervisor by the 10th of the following month, based on the report date at the end of each month. This should include:

- 1) Project progress and status;
- 2) Document submission status (including approved items);
- 3) Key issues and solutions;
- 4) Next month's project plan.

### (4) Interim Reports

The contractor must submit relevant data and have the responsible technical experts explain the progress upon the service supervisor's request or in the following cases:

- 1) Upon completion of major milestones;
- 2) During at least one interim report;
- 3) When major plans or policies are set or changed.

### (5) Meetings

The initiation meeting, interim meeting, and final meeting for the project will be scheduled after prior consultation with the service supervisor and contracting authority.

#### (6) Work Consultation

As part of the "2024 Ghanaian Women's Fish Processing and Distribution Capacity Building Project", the contractor must consult with the recipient country and contracting authority regarding the design, scale, permits, and costs of the construction, landscaping, mechanical systems, etc.

### **1.5 Service Supervision**

#### (1) Service Supervision

The contracting authority has the right to verify and supervise the contractor's performance of contract-related tasks. The contractor must actively cooperate.

Areas of verification include:

- 1) Technical personnel mobilization;
- 2) Design report preparation, construction progress, and work performance;
- 3) Other necessary verification matters.

#### (2) Service Inspection

The contracting authority may carry out periodic or random inspections to confirm design quality. Unless there are special reasons, the contractor must correct any issues as identified during the inspection in consultation with the service supervisor, and engage in discussions with the recipient country when necessary.

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### **1.6 Data Requests and Inquiries**

- (1) The contracting authority must provide the contractor with the basic project data and information needed for project execution within a short period after the commencement of the project. The contractor may request additional related materials from the contracting authority.
- (2) The contractor may submit written inquiries or questions regarding the execution of the service, and the contracting authority must respond in writing within 14 days.

### **1.7 Contractor's Responsibility**

#### (1) Scope of Responsibility

- 1) Even if the contractor submits documents approved by the contracting authority, the contractor remains responsible for correcting any defects or errors that occur due to the contractor's fault during project execution.
- 2) The contractor must faithfully implement the terms specified in the contract and obtain prior written approval from the contracting authority for any significant matters related to the project.
- 3) If additional work is requested by the contracting authority due to plan changes, the contractor must submit a review of the proposed changes and initiate work after obtaining written approval from the contracting authority.

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(2) Document Record Keeping

The contractor must keep records of key communications, directives, and actions taken during project execution. These documents must be submitted to the contracting authority if requested.

(3) Safety Management Obligations

The contractor must comply with safety regulations and ensure the safety of the workplace. The contractor is responsible for any accidents or damages arising from negligence.

(4) Compliance with Laws

The contractor is responsible for ensuring compliance with all relevant laws during project execution.

## **1.8 Applicable Regulations and Design Standards**

- (1) The contractor must apply the latest domestic and international regulations and design standards. If regulations or standards are revised, the contractor must determine their applicability based on the changes and consult with the contracting authority for matters not specifically addressed.
- (2) For international regulations and standards, those established by the recipient country will be applied. If there is insufficient information, Korean or internationally recognized standards will be applied.

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- (3) The relevant laws, regulations, and standards applied to the project execution must be clearly stated.
- (4) Statistical data should primarily be sourced from international statistical data and recipient country statistics. However, if necessary, additional data from reputable government agencies, local governments, international organizations, and other public institutions such as the Bank of Korea may be used. The source of the cited statistical data must always be indicated.

## **1.9 Security Measures**

- (1) The contractor must prepare a security agreement for the representatives and project participants and submit it to the contracting authority upon project commencement. Security training must also be conducted.
- (2) The contractor must implement measures to minimize the number of participants and restrict participation of non-regular employees to ensure effective security.
- (3) When there are replacements of project participants, the contractor must ensure the security agreement is signed and that proper handover procedures are followed to prevent data leakage and ensure compliance with security measures.
- (4) The contractor must implement access control measures, such as dividing the work areas and controlling access to the site, to prevent unauthorized access to sensitive information.

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- (5) If project content is likely to cause a dispute due to external leakage, the contractor must establish and implement measures to prevent unauthorized external access to sensitive deliverables.
- (6) The contractor must ensure that project-related materials are kept in separate storage and designated management responsibility is assigned to a primary and deputy responsible person.
- (7) All project-related materials, documents, and storage media must be completely destroyed after the completion of the service, and if the contracting authority requests, the contractor must prepare and maintain security management records for critical project tasks.
- (8) The contractor must limit the issuance of service-related meeting materials and ensure that all materials are retrieved and destroyed at the end of the meeting.
- (9) If confidential or classified deliverables need to be printed or reviewed, security regulations must be followed. The deliverables must be printed by a government-authorized security handling company, with the publication details (company name, authorization basis, participants, publication date) clearly stated on the deliverables.
- (10) The contractor must not own or leak any information or materials learned during the service execution without prior approval from the contracting authority.
- (11) The contractor must not disclose or provide any materials or information obtained during the project execution to a third party without the contracting authority's approval. If any leakage or unauthorized use causes damage to the state, the contractor will be liable for compensation.

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- (12) The contractor must comply with printing and review regulations for confidential deliverables and other materials to ensure proper security management.
- (13) The contractor is prohibited from producing any additional quantities of deliverables without the contracting authority's approval.
- (14) The contractor must not own, copy, or release any materials or deliverables from the project without prior approval from the contracting authority. Project waste, such as defective or outdated materials, must be properly destroyed (e.g., incinerated).
- (15) The contractor is responsible for security measures throughout the project execution and after completion and must ensure that all participants, technical partners, and employees adhere to these security protocols.
- (16) The contractor must regularly conduct security training for all personnel involved in the project and maintain records of the training.
- (17) Other security-related matters must be carried out according to the National Information Security Guidelines and internal regulations of the Development Agency.

## **1.10 Interpretation of Terms**

If there are discrepancies in the interpretation of terms in the project document, the contracting authority and contractor shall mutually agree on the interpretation, which shall be documented in writing.

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### 1.11 Replacement of Service Providers

- (1) The technical personnel involved in the project must have sufficient education, experience, and qualifications. If the service supervisor deems the personnel unqualified to perform the work properly, they may request their replacement, and the contractor must comply unless there are justifiable reasons.
- (2) If the technical personnel originally planned to participate, such as the responsible project technician or sectoral responsible technicians, are unable to continue due to retirement or other reasons, they must be replaced with equally qualified personnel with the contracting authority's prior approval.

### 1.12 Other Matters

- (1) If project delays occur due to the fault of the contracting authority, the additional costs incurred due to the delay will be borne by the contracting authority.
- (2) The timing and frequency of bilateral consultations will be decided in consultation with the contracting authority.
- (3) Subcontracting Matters
  - 1) The contractor may not subcontract the entire project to a third party.
  - 2) The contractor may subcontract certain tasks under the following conditions:
    - ① Construction work that requires local building methods in accordance with local laws (subject to agreement with the contracting authority).
    - ② Tasks that the contracting authority recognizes as appropriate, considering the uniqueness of the project.

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\* For example, when subcontracting with local construction firms for renovation works, items related to fireproofing, security, etc., must be included in the contract conditions.

- 3) If the contractor wishes to subcontract any of the tasks, they must submit a subcontracting plan to the contracting authority for approval and proceed with the work only after approval.
- 4) If the contractor signs a subcontracting agreement, they must notify the contracting authority of the following details within 10 days of the subcontract agreement:
  - ① The scope of the subcontracted tasks.
  - ② The status of the subcontractor and participating technicians.
  - ③ The subcontract period and amount (rate), etc.
- 5) The contractor remains responsible to the contracting authority for the design work even if part of the service is subcontracted.
- 6) If changes occur in the project content, the contractor must directly notify the subcontractor of the reason for the changes and adjust the subcontract amount accordingly.
- 7) The contractor must comply with the relevant laws and regulations on subcontracting transactions.
- 8) The contractor must, if necessary, utilize local engineering firms, experts, etc., for smooth project execution and to meet project objectives within the deadline. The detailed implementation plan must be discussed and agreed upon with the service supervisor.

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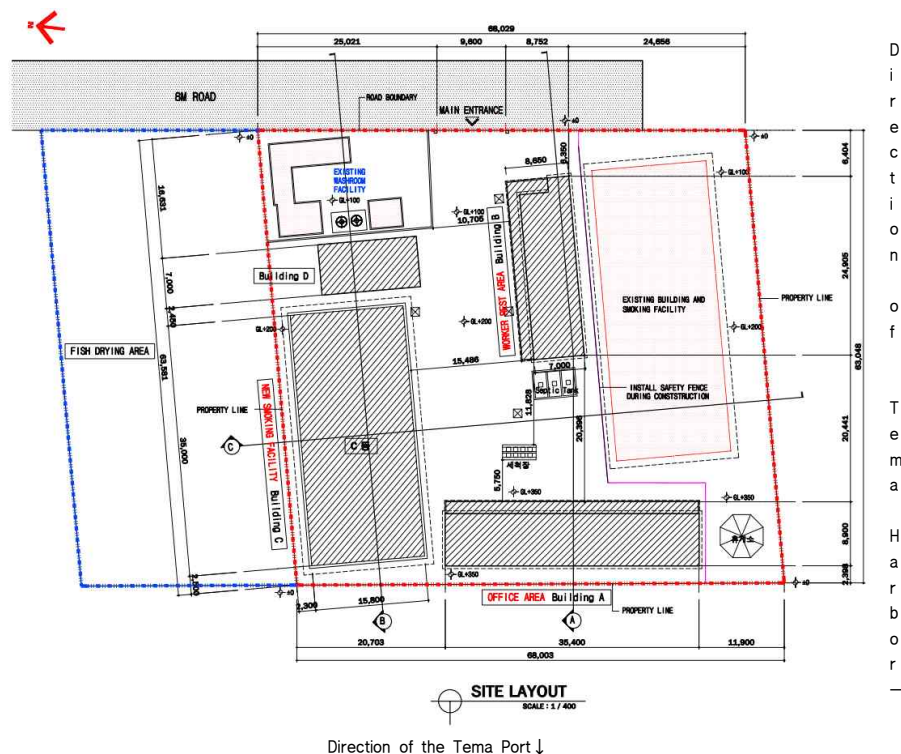
## 2. Detailed Project Execution Content

### 2.1 Construction Work (Structural/Interior/Electrical Work)

#### 2.1.1 Overview

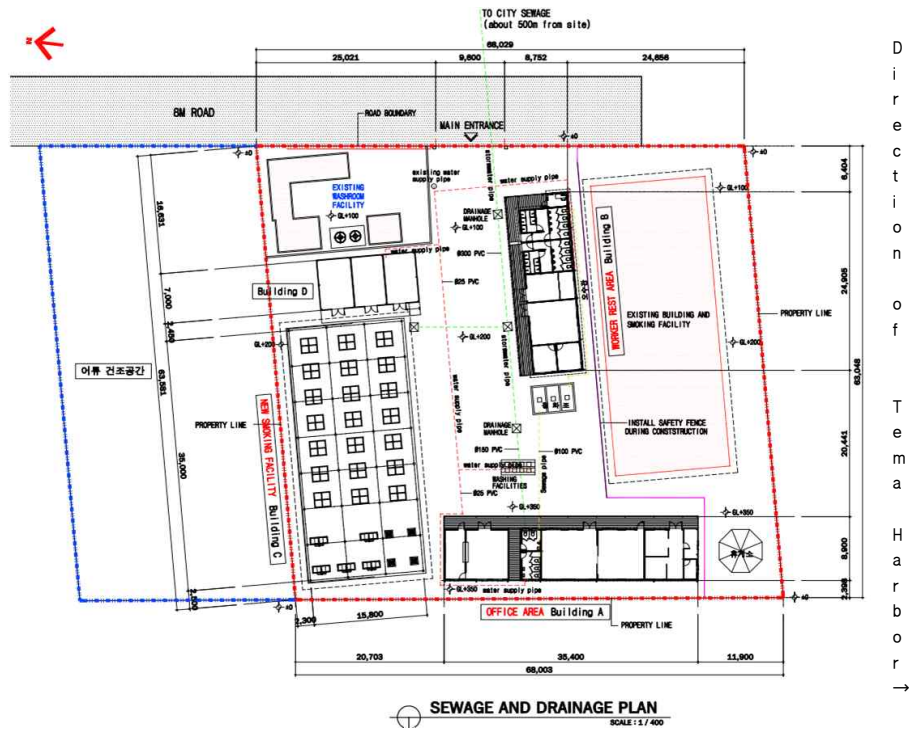
- (1) “**Construction Work**” refers to the phase where the structural, interior, and electrical works are carried out based on the design and foundational work completed in the first year of renovation.
  - \* If any design changes occur during the construction process, the contractor must prepare As-Built Drawings (final construction drawings) reflecting the final construction content.
- (2) “**Construction Work**” must be carried out after thoroughly reviewing the design and foundation work from the first year of renovation, followed by sufficient consultation with local authorities and stakeholders. The design drawings and foundation work outcomes from the first year are as follows:

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<Final version of Smoking Facility – Site Layout>

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Direction of the Tema Port ↓

<Final version of Smoking Facility – Sewerage and Drainage Plan>

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Direction of the Tema Port ↑



<Final version of Smoking Facility Site – 3D architectural visualization>

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### **2.1.2 General Provisions**

- (1) Construction shall proceed based on the completed foundation work and finalized design drawings.
- (2) Design changes and modifications must be carried out after consultation with local authorities and stakeholders, and all changes must be reflected in the final construction (design) drawings upon completion and submitted accordingly.
- (3) Ghana's local regulations and laws related to architecture, structure, mechanical, and electrical systems must be thoroughly reviewed and applied, with priority given to local regulations.
- (4) The deliverables of the service are outlined as follows, and all deliverables\* must align with the completed foundation work and finalized design drawings:
  - \* 2024 Ghana Renovation Construction Work Deliverables: Final construction (design) drawings reflecting revisions and changes, architectural and structural drawings (As-Built Drawings/Completion Drawings, if necessary), local procurement plan for materials in Ghana, mechanical and electrical system documents, (final specifications reflecting revisions and changes for architecture, mechanical, and electrical systems), structural calculation documents (if necessary), construction verification documents, and other work completion certification materials (documents, photos, videos, etc.).

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### **2.1.3 Construction**

- (1) After the completion inspection of the foundation work, the actual construction for the building project will commence.
- (2) Based on the existing foundation work and the foundational design drawings, a detailed construction plan will be prepared for each stage of the project.
- (3) Structural work, interior work, and electrical work will be carried out based on the first-year renovation construction design and foundation work results.

### **2.1.4 Construction Management**

- (1) The contractor must select a qualified construction company in Ghana capable of fully carrying out the project.
- (2) For the selection of the construction company, the contractor must prepare the relevant documents as per "1.12 Other Matters, (3) Subcontracting Matters" and obtain approval from the contracting authority.
- (3) Within 15 days after the construction contract with the selected company, the contractor must receive and review the construction schedule, construction plan, and safety management plan.
- (4) The contractor must receive the following construction work records from the construction company and manage the construction:

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- Measures taken in response to the contractor's instructions;
  - Construction progress reports;
  - Daily, weekly, and monthly progress charts.
- (5) The contractor must conduct inspections at the required stages or at specific steps as indicated in the technical specifications during the construction process.
  - (6) For all measurements and inspections related to construction, the contractor must attend unless it is impossible to do so. If attendance is not possible, the contractor must ensure that the construction company takes photos and keeps records of the results.
  - (7) The contractor must provide regular on-site technical support to ensure smooth progress during the construction process.
  - (8) Upon completion of the construction, the contractor must receive the project from the construction company after conducting a final inspection and ensure that the defect liability period is set according to Ghanaian building regulations.
  - (9) During the construction process, the contractor must comply with any administrative requests made by the Ghanaian government or local authorities.

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Condition of the Smoking Facility Before Renovation	
 <p>Processing facility with frequent flooding due to low ground elevation</p>	 <p>Women processor and children living within the facility</p>
 <p>Outdated smoking facility and various equipment</p>	 <p>Meeting with the Team Women's Association</p>
 <p>Current fish drying method (drying on the ground)</p>	 <p>Current method of storing processed fish products</p>

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Photos of the Completion of the 1<sup>st</sup> Phase Renovation Work (Foundation Work)



Smoking Facility



Relocation of Water Tank



Office Building



Rest Area Building

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1차 개보수공사(기초공사) 완료사진



Washing Facility



Refrigeration and Freezing Facility



Septic Tank



Completion of Backfilling Work

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### 3. Deliverables Preparation

#### 3.1 Overview of Deliverables

- (1) The preparation of the final deliverables will be carried out based on discussions and modifications in consultation with the contracting authority and the recipient country.
- (2) Deliverables List:
  - 1) The final report will be divided into a summary section and a full section.
  - 2) The summary section will be written in both Korean and English, while the full section will be written in Korean.
  - 3) Appendices: Construction-related drawings (As-Built Drawings/Completion Drawings), construction verification documents, work completion certification, local procurement and usage plans for materials in Ghana, etc.

#### 3.2 Final Report

- (1) Various investigation materials should be included as part of this report unless their volume is too large, in which case a separate report should be prepared after consulting with the contracting authority. A summary section will be included in the main report.
- (2) Details of consultations, actions taken in coordination with the contracting authority and local governments, will be included in the appendices.

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- (3) The appendices can be compiled into the main report or prepared separately depending on the volume, in consultation with the contracting authority.
- (4) To manage the real names of participants, the report should include information about public officials and responsible persons from the service institutions involved in the detailed design and construction phases, including their participation period and tasks performed. A stamp or signature is required for real-name management of the design.
- (5) The deliverables must be submitted as outlined, though adjustments may be made in consultation with the contracting authority if necessary.

< List of Deliverables >

Deliverable Name	Specification	Quantity	Notes
Summary Report	A4	5 copies	2 copies in Korean and 3 copies in the recipient country's official language
Full Report	A4	5 copies	5 copies in Korean
Other (Construction-related drawings, construction verification, work completion certification, local procurement and usage plans in Ghana, etc.)	A3~A4	5 copies	2 copies in Korean and 3 copies in the recipient country's official language
3D architectural visualization		1 set	Electronic files
Various Deliverables (USB)		1 unit	All electronic files included

※ Note: The recipient country's official language is based on English.



### III. Proposed Work Schedule

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#### ☐ Proposed Work Schedule (4-Month Period)

Category	Month 1	Month 2	Month 3	Month 4	Remarks
1. Completion of Foundation Work Inspection and Preparation of Construction Plans by Stage					Need to confirm whether it matches the foundation design drawings
2. Construction Work					
1) Structural Work					
2) Interior Work					
3) Electrical Work					
4) Final Inspection, Quality Control, Report Preparation, and Completion					
2. Preparation of Deliverables					
Progress (%)	20	30	30	20	
Cumulative (%)	20	50	80	100	

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