



World Health Organization *Sudan*

Guidelines for Physical Rehabilitation Projects of Health Facilities in Sudan

Developed for joint physical rehabilitation projects implemented by WHO in Sudan



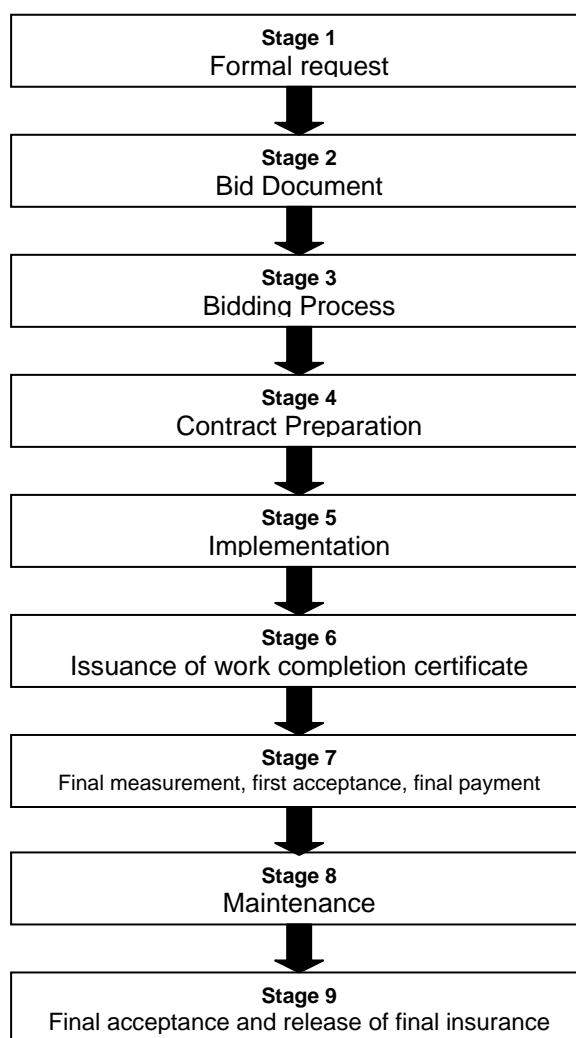
August 2005

1. Introduction

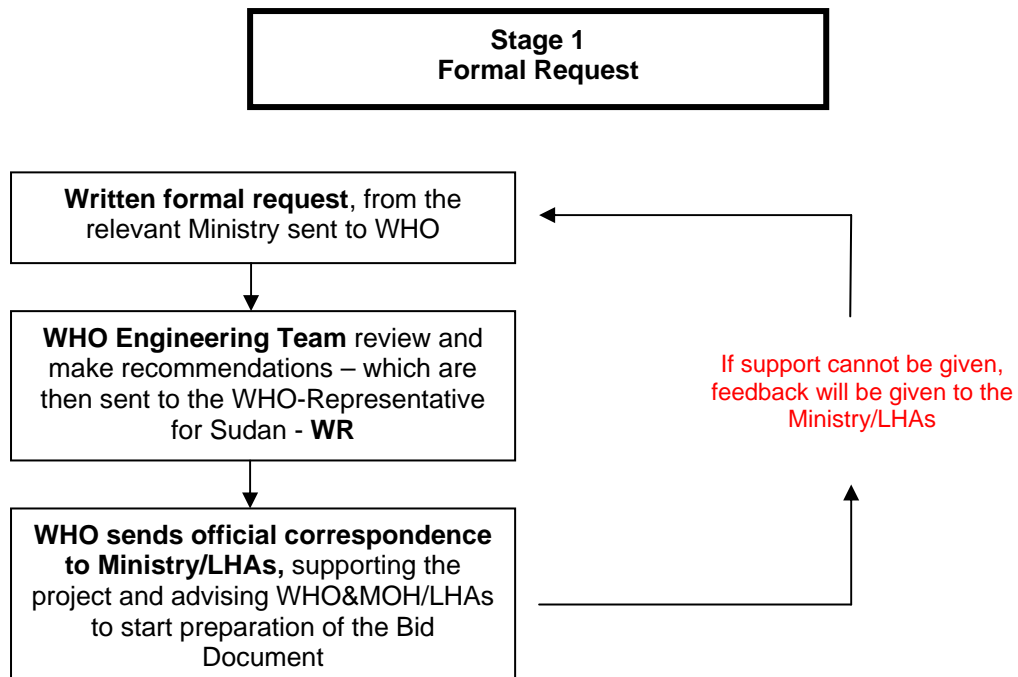
The purpose of this paper is to detail the steps to be taken by WHO and MOH, when undertaking joint physical structure rehabilitation projects in Sudan. In order to clearly show the steps to be taken, this paper illustrates firstly the overall process and then secondly the micro-steps needed for each stage.

2. Overall Process

The overall project process is shown in the diagram below. Each stage has micro-steps that also need to be taken and these are illustrated within the proceeding pages.

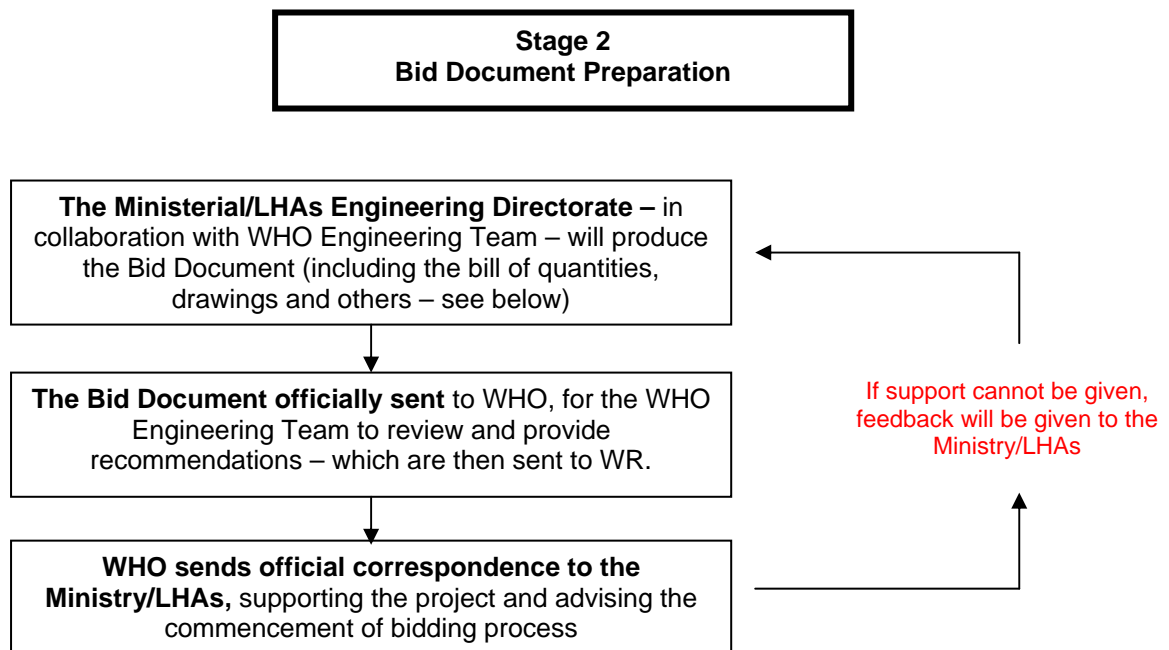


3. Detailed stages



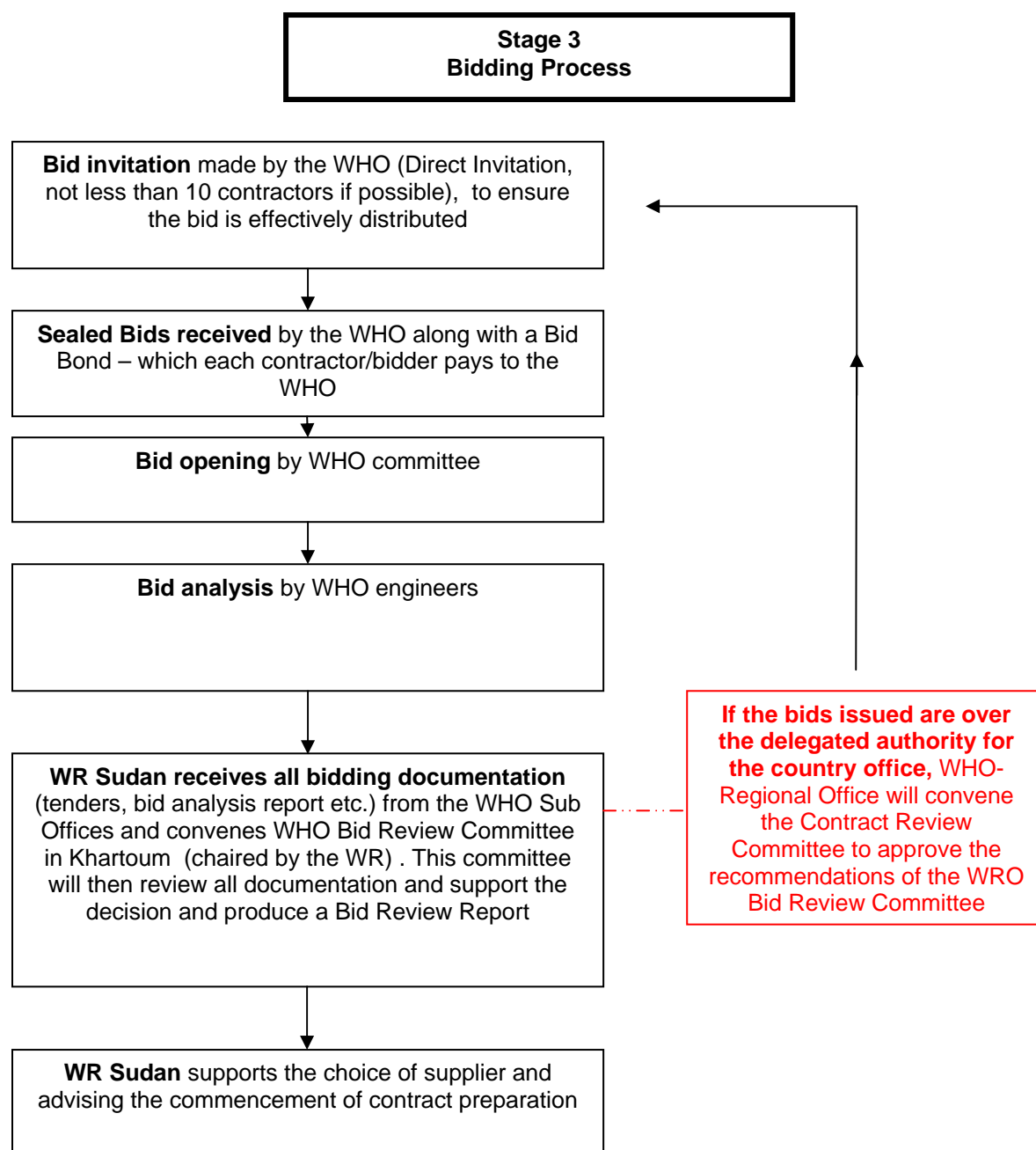
a. **Stage 1** requires the following information / documentation:

1. Project document (background, objective, outcome)
2. Estimated cost, per square meter
3. Project duration
4. WHO official correspondence to Ministry/LHAs



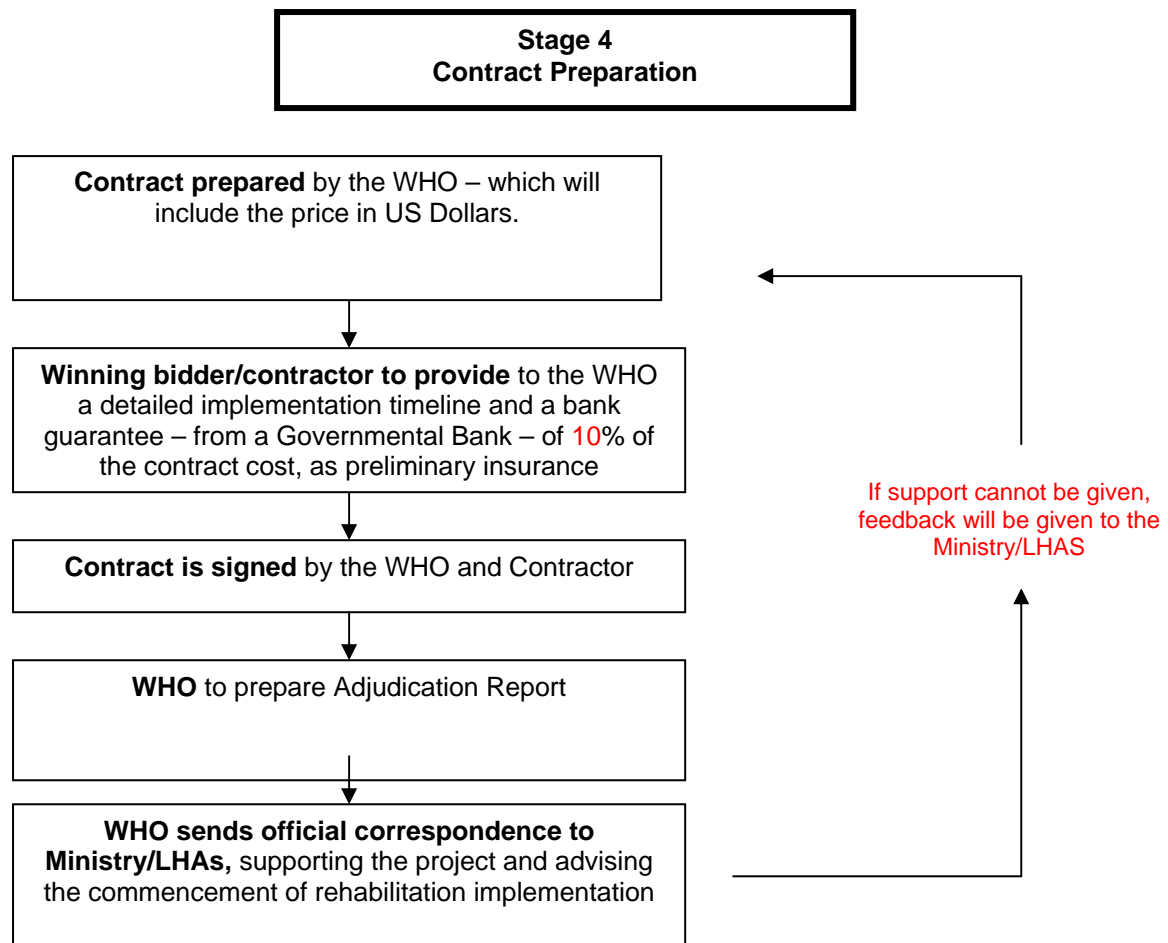
b. Stage 2 requires the following information / documentation:

1. Drawings of the building – as it is now
2. Architectural, structural, mechanical, electrical and sanitation work drawings
3. Bill of quantities of architectural, structural, mechanical, electrical and sanitation works – which will include the professional cleaning of the building before handover
4. Estimated Cost
5. Bidding Document, which will include: Contractor Obligations, Instructions to Contractor (including requesting the contractor to submit their international material catalogues), Material Specifications, Preliminary Insurance, Penalty amount and Duration
6. WHO official correspondence to line ministry/LHAs



c. Stage 3 requires the following information / documentation:

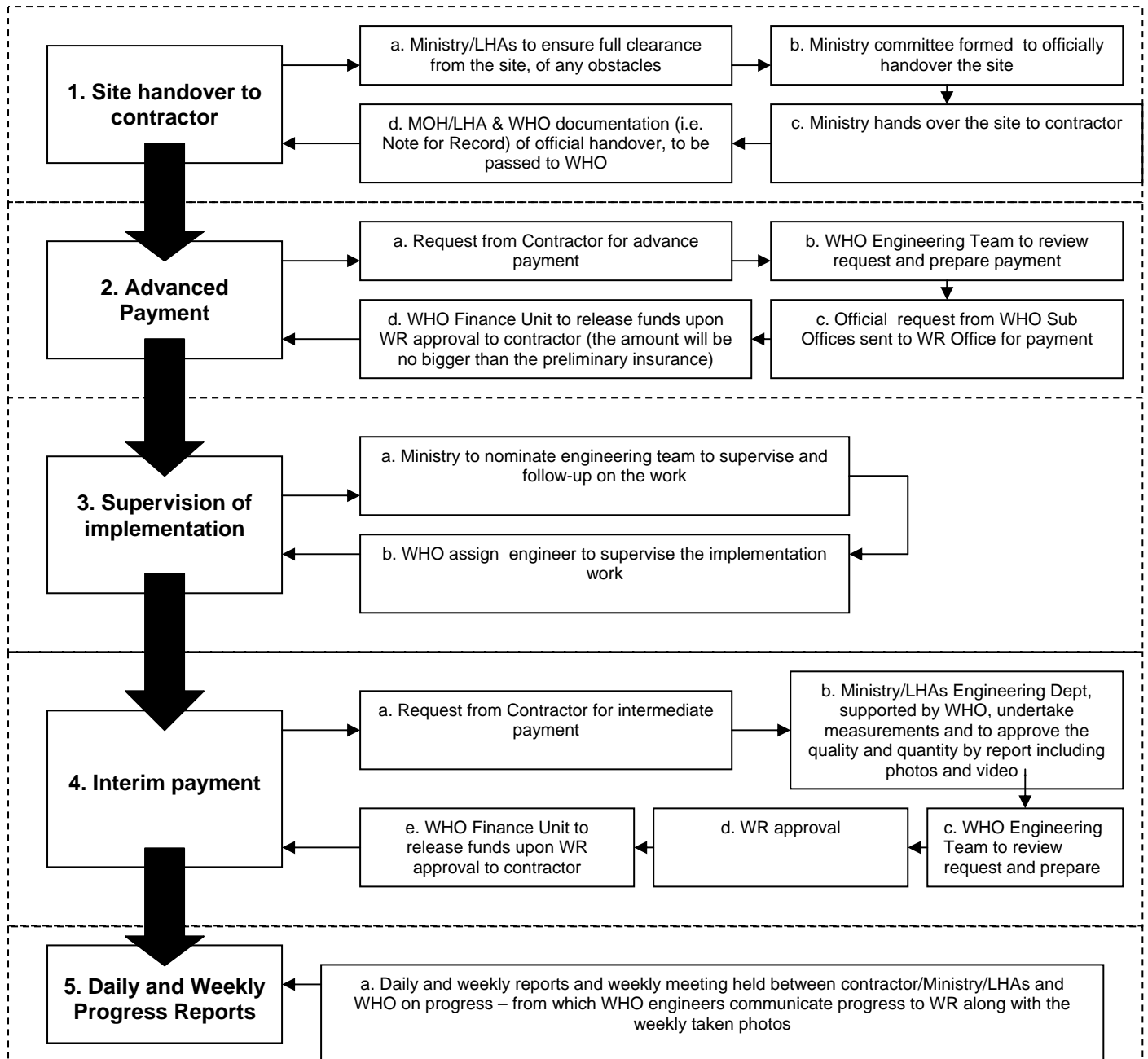
1. Official Bid Invitation
2. All tenders
3. Proof from each bidder/contractor that they are capable of carrying out the work and evidence of past work and bid bond
4. Bids Opening document
5. Bids Analysis document
6. WHO-Sudan bid review committee report



d. Stage 4 requires the following information / documentation:

1. Copy of Contract
2. Implementation timeline from the contractor
3. Adjudication Report

**Stage 5
Implementation**



e. **Stage 5** requires the following information / documentation:

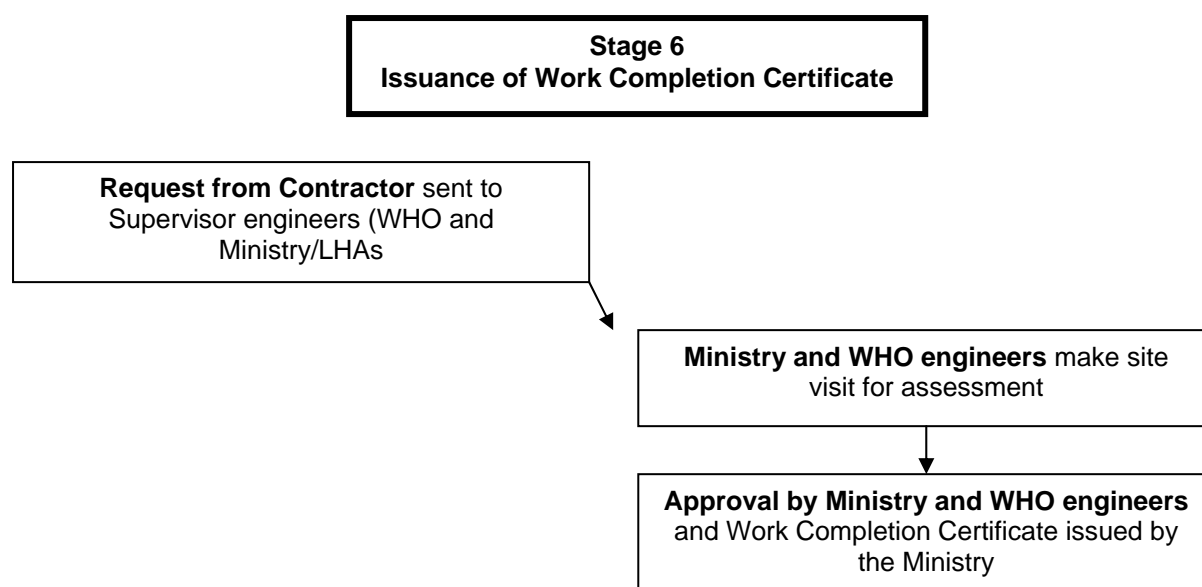
Variation in agreement: In the instance that a change occurs in the agreement (i.e. increasing quantities, decreasing quantities, changing specifications and new items) a committee decision should be taken by the Ministry/LHAs and WHO engineers, and should be documented if still within the allocated fund. If the change exceeds original agreed amount, approval should be obtained from WR before implementation of additional items and the rate of additional items to contractual cost should be taken into consideration.

Visual documentation: before the commencement of work and after the completion of work, video and photographic footage will be taken by contractors / WHO engineers. Furthermore, as outlined above, photographs will be taken by WHO engineers from strategic (and the same) angles each week, to document the progress made.

For the release of funds for intermediate payments the following information / documentation are required:

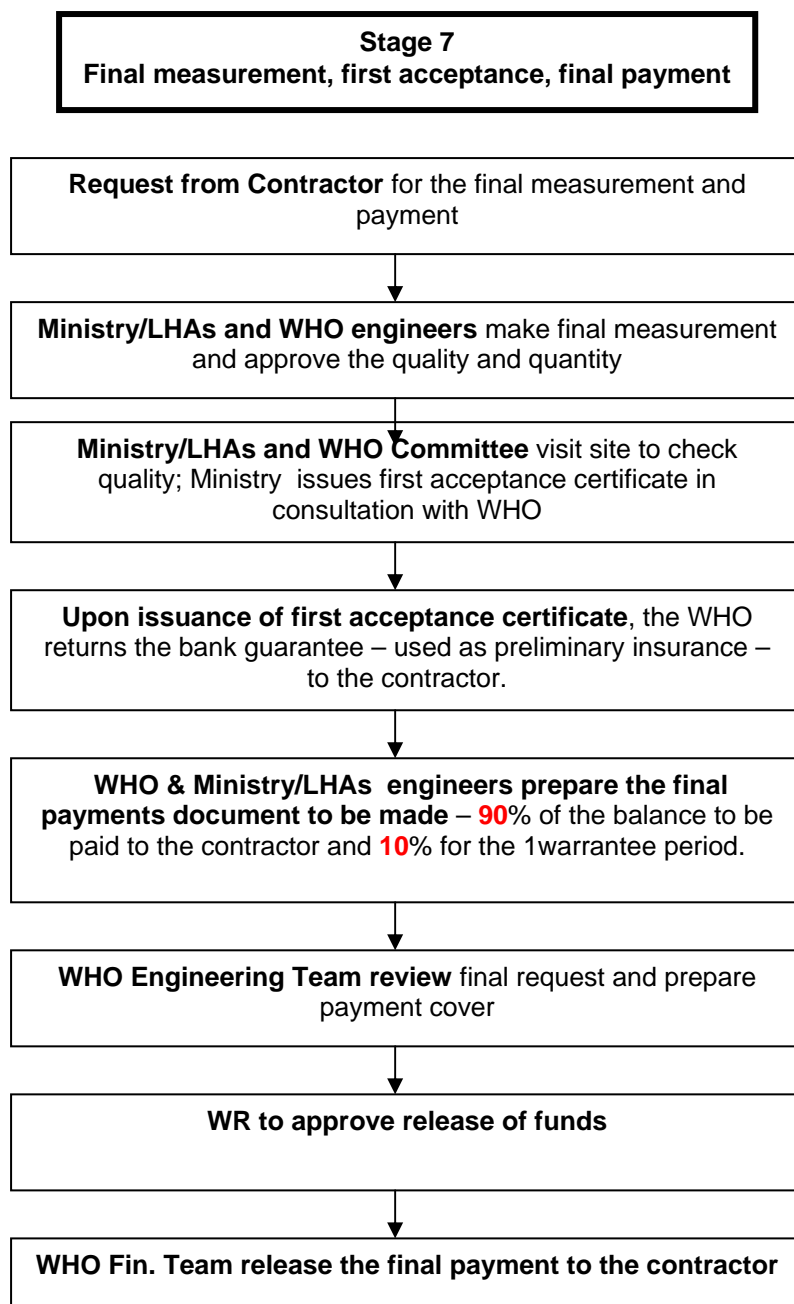
1. Request from contractor to the WHO
2. B.O.Qs of executed work (each page signed by WHO, Ministry and contractor engineers)
3. Payment certificate approved by WHO, Ministry/LHAs engineers and Contractor

NB: 10% of executed work amount will be deducted from each Interim Payment on the condition that it does not exceed 5% of contractual cost.



f. **Stage 6** requires the following information / documentation:

1. Work Completion Certificate issued by the Ministry

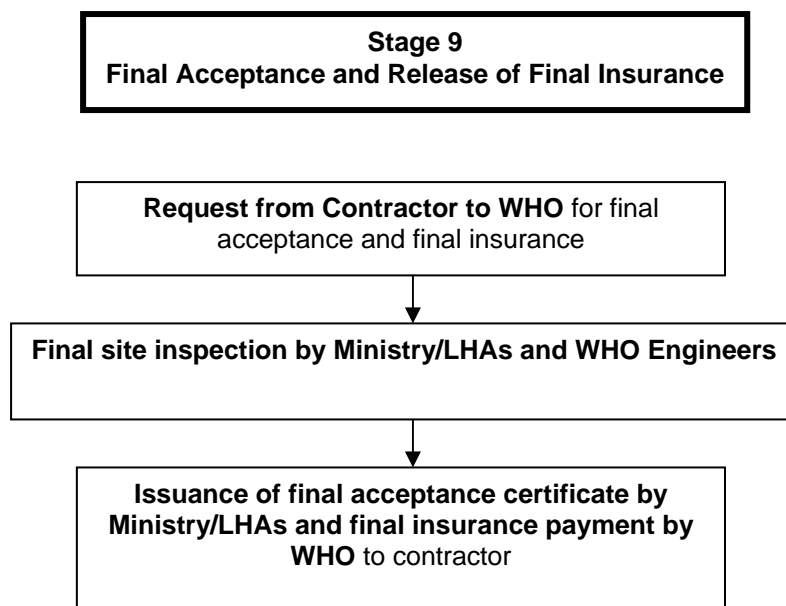


g. Stage 7 requires the following information / documentation:

1. Request from contractor
2. B.O.Qs of executed work (each page signed by WHO, Ministry and contractors engineers)

**Stage 8
Maintenance**

Maintenance period (3-12 months depend on scope of work), with follow up by Ministerial/LHAs and WHO engineers with the contractor for any faults of the contractor



h. Stage 9 requires the following information / documentation:

1. First Acceptance Certificate
2. Final Acceptance Certificate
3. Contract