

Section 3

Terms of Reference

Initial Design of the Camogli Health Facility, Tristan da Cunha

1 Introduction

1.1 The UK Government (represented by the Department for International Development (DFID)) is commissioning the construction of a new health facility on the island of Tristan da Cunha (Tristan). Under the UN Charter the UK Government is obliged to provide for the reasonable assistance needs of its overseas territories. Although Tristan is relatively financially independent it does not have sufficient reserves to cover the cost of high value capital projects. Tristan faces UK Government restrictions on commercial borrowing, in practice, grant-funding from DFID and the European Union are the only resources currently available to help the Island finance harbour maintenance and major capital investments in public infrastructure.

1.2 This Terms of Reference (ToR) details the requirement for the supplier to undertake the initial design phase of the larger design, build, equip and commission the island's new health facility. Technical requirements are summarised in the ToR with additional details provided in **Annex A**). The ToR also describes other factors that are likely to affect the delivery of the requirement.

1.3 This ToR (supplemented by Annex A) provides sufficient information that the Supplier requires to undertake the initial design of the health facility. The ToR provides a general overview of the client's requirement, leaving some space for the supplier to take informed decisions having taken into account the opinions of the beneficiaries. The Supplier is encouraged to consider the scope for innovative approaches to design and construction technologies that will fulfil the requirement by achieving an acceptable and sustainable outcome and meeting UK standards, whilst demonstrating value for money.

2 Objective

2.1 The aim of this project is to commence the design phase of a ¹healthcare facility to meet the needs of the 270 islanders that is appropriately equipped and handed over to the Tristan Administration for future operation and maintenance. The current health facility facilities are in a state of disrepair and do not meet basic health, safety, clinical hygiene standards and therefore the basic health needs of the population are currently not being met. A new health facility will allow a much needed improvement in health facility standards and enable a wider range and higher quality of health care delivery on island.

3 The Recipient

3.1 The primary recipient of the health facility is the Administration and people of Tristan da Cunha.

¹ There will be a residual requirement for patients requiring specialist treatment to be referred to either South Africa or to the UK.

4 Scope

4.1 This project comprises the initial design phase for the new health facility which will link in to the larger design, build and equip Contract for the facility. The Supplier is expected to undertake initial design planning meetings and engage with DFID and the Administration in Tristan Da Cunha to inform the concept and final design stages.

4.2 The activities/outputs to be delivered under this contract are:

- To development of the layout for the Camogli Health Facility taking into account input from the DFID and other Technical Advisors.
- To check compliance with NHS Guidelines and Building Regulations
- To prepare a floor plan of the facility for approval and design freeze.

5 The Requirement

5.1 **Stakeholders.** The project is funded by DFID. The Tristan Administration, represented by the Island's Administrator, is the Client. DFID is funding the project, and is supporting the Administration with procurement and technical advice. DFID will retain an executive role regarding the oversight and overall management of the project. The supplier will report to the Administration who is the client for this project. The island's small population and remote location make its social and governance structure unique. The presence of the supplier on the island will impact on every member of the community, and the supplier should ensure special attention is paid to fostering and maintaining a positive working relationship with the Island Council and the community. Should a dispute arise, the supplier is expected to work with the Administration (the client) and DFID to ensure its amicable resolution.

5.2 **Standards and Regulations.** The supplier will be responsible for the initial design and every effort should be made by the supplier to follow best practice in accordance with UK standards and regulations including Construction Design and Management Regulations 2007 (CDM 2007) and Approved Code of Practice (ACOP).

5.3 **Design.** The completed health facility structure is to have a minimum design life of 25 years. The supplier is expected to produce a detailed design of the new health facility. A concept design paper is attached at Annex A as a non-prescriptive guide. In addition to British Standards and Codes of Practice referred to in the Annex, the proposed building is to be designed in accordance with Eurocode 8: *Design of structures for earthquake resistance BS EN 1998-1:2004*. Exceptionally, a more appropriate international standard may be proposed to DFID by the supplier. The design should also reflect the optimum use of available capacity on the island, including Public Works Department and the islanders themselves. . Wherever practical, maximum use of the island's available workforce is to be made. The supplier will be responsible for all design and structural calculations, taking into account, whole-life design considerations including the safe final disposal of the building.

6 Constraints and dependencies

6.1 The key stakeholders will be Tristan Administrator, (advised by a Clerk of Works), Tristan Public Works Department (PWD), and the DFID Programme Team based in the UK.

6.2 The supplier is permitted to utilize sub-contractors in order to facilitate a comprehensive and smooth project delivery process. The supplier will be expected to declare and disclose the details of any planned sub-contractors that are expected to be part of the project delivery process.

7 Performance requirements

7.1 The supplier will be responsible for delivering the activities and outputs detailed in this ToR to a satisfactory standard. The supplier's performance will be measured accordingly, taking into account agreed quality standards. Payment will be based on results and the timely achievement of agreed milestones.

8 Reporting

8.1 The supplier will report formally to the Tristan Administrator. A copy of all reports and any correspondence with the Tristan Administrator is to be copied to the DFID Infrastructure Adviser and DFID Tristan Programme Manager. The Tristan Administrator may delegate responsibility to Tristan Administration staff.

8.2 The content and format of the report is to be agreed between the client and supplier, post contract award.

9 Timeframe

9.1 The project will be for 1 month from 12 October 2015 to 13 November 2015. The project will feed in to the larger design, build, equip and commission NEC3 Contract that is due to commence no later than 13 November 2015.

Other requirements

10 Duty of Care.

10.1 DFID has an up-front duty to make a subjective assessment as to whether the particular supplier is able to properly discharge its security and safety responsibilities in light of any foreseeable risks. This aspect of Duty of Care applies regardless of whether or not DFID is directly supervising or directing the work of the supplier.

Principles

- Suppliers are responsible for the provision of suitable security arrangements for their domestic and business property unless a clear exception has been stated and agreed contractually.
- DFID will advise suppliers through regular security briefings, taking care to ensure the accuracy of the statement and state any limitations
- DFID does not engage in the provision of security outside any agreed contractual terms
- If there is reason to believe suppliers will not in practice be able to live up to the Duty of Care commitments within the contract, we should consider whether to terminate or suspend the contract, or to vary the terms.

10.2 The supplier is responsible for the health, safety and well-being of their personnel (this includes both directly and indirectly employed staff). This includes ensuring appropriate security arrangements are in place when travelling.

11 Standards

11.1 As detailed within this ToR and within Annex A the supplier is to adhere as far as possible to UK Building Regulations and associated British Standards (or an acceptable equivalent), Health Building Notes and Health Technical Memoranda. Health Building Notes give “best practice” guidance on the design and planning of new healthcare buildings, CDM 2007 and the HASWA 1974. In addition to these standards the proposed building is to be designed in accordance with Eurocode 8: Design of structures for earthquake resistance BS EN 1998-1:2004.

11.2 It is understood that Tristan falls outside of UK health and safety legislation and legal jurisdiction; although it is recommended that wherever possible UK best practice should be followed. Every effort should be made to achieve UK best practice and where this cannot be met the supplier should provide a suitable alternative standard that has been agreed in advance by DFID.

12 Background

12.1 Camogli Health Facility, is Tristan's only health care facility, it is in a state of disrepair, affecting the quality of health care available on the island. The health facility was constructed over 40 years ago (in 1971) and it was severely damaged during a hurricane in 2001. The health facility has been patched up periodically but the facility is considered unsuitable due to; insufficient space, deteriorating buildings, rising damp and rooms which do not meet adequate health and safety standards. This is detrimental to the delivery of good quality healthcare and clinical working practices raising concerns about the long term impact on the health of the population.

12.2. UK funding will improve the quality of health care provision on the island. This will be achieved by the construction of a new health facility on a site adjacent to the current health facility building. It will also include the procurement of essential medical equipment to commission the new health facility. The key stakeholders involved in the project are: Tristan Administration, DFID, the appointed supplier (for design, procure, build and equip), Tristan healthcare officials and the community/end users. Capital and Programme funding will be provided by DFID as will the contractual arrangements. The Tristan Administration is the client and a partner of DFID, and will be closely involved with the daily management and monitoring of the project. This function will be supported by a site-based Clerk of Works to ensure build and installation quality.

12.3 The service improvements will focus on (i) ensuring the new building complies with appropriate health and safety standards, (ii) improved conditions for Accident & Emergency and minor operations (iii) improved management of space, patient flow and related quality of care (iv) improved surgical space and conditions for visiting specialists enabling expansion of the range of services that can be safely provided on island.

Annexes:

A. Tristan da Cunha Hospital Concept Design Report June 2014

CB118 (April 2002)