

### Technical Notes and Guidelines

1 Project proposals must be accompanied by detailed drawings of the proposed works, a site plan including basic contour lines of the terrain, at least two typical elevations and x-sections, a location map or sketch showing the location as well as a monthly work plan.

2 Detailed bills of quantities (BoQs) are required with cost estimate of each item of work indicating length, width and thickness/height where applicable. Bills of quantities shall be either in British system (Rft, Sft, Cft) or metric system (m, m<sup>2</sup>, m<sup>3</sup>).

2 For infrastructure projects, government approved item rates as notified in the prevailing circular by the provincial government shall be used for costing of the project where available. Where rates are not available in an approved schedule, they can be adopted from prevailing market rates. Rates given in a proposal must be valid for a period of 90 days from the date of submission.

3 Structural drawings and designs duly verified by a structural Engineer/PC-registered consultant or authorized government officer shall be part of the proposal. The design of all the proposed structures and buildings shall be disaster risk reduction (DRR) compliant.

4 For water supply schemes, survey, layout plan, design criteria (discharge, population, water demand per capita for a design period of 20 years) and hydraulic statement shall be part of the proposal. Networking (distribution system including pipe diameter, length) with corresponding levels marked on the drawing, is to be included in the proposal.

5 Black topping of roads is not covered under this Call, yet small farm to market access roads (shingle roads) can be considered. For street pavement and drainage system, the drain size shall be designed based on the surface run-off and quantity of sewage of houses. Basic criteria for surface run-off are the average precipitation and the catchment area. The slope of a drain shall be at least 1%-2%. For street pavement, a lay-out plan and proper disposal point shall be part of the drawing.

6 Small infrastructure schemes such as drains, culverts, or street pavement can only be considered if part of a sanitation project. Small scale dams and flood walls may be considered if part of a water or livelihood project. Retaining or protection walls or gabion structures shall be properly designed and vetted by a structural engineer/PC-registered consultant or authorized government officer.

7 Brochures and warranty cards for equipment, fixtures, electric wiring and fittings must be submitted to UNHCR for approval. Equipment provided through the project at a value above PKR 1,000,000 must be covered by an extended factory warranty of at least 3 years.

5 For all project proposals submitted the design must be disaster risk reduction compliant. Structural designs and drawings must be vetted by a qualified professional engineer. Project proposals which entail major repairs such as the replacement of roofs, roof treatments and repairs to floors or suspended concrete slabs must also be vetted by a qualified professional engineer. All plans, once certified, must be submitted to UNHCR for approval prior to commencement of physical works.