

Annex A TERMS OF REFERENCE

One of UNHCR’s primary responsibilities is to be on the ground and respond when there is a sudden emergency refugee or other humanitarian crisis – such as when violence or persecution leads large numbers of people to flee their homes. Since its founding over 60 years ago, UNHCR has developed a strong emergency response capacity, including a roster of stand-by staff members with expertise in different areas such as site planning, camp management, legal protection, water and sanitation, shelter, and other areas, who are able to deploy to emergency locations immediately when a crisis occurs.

UNHCR also maintains emergency stockpiles of essential emergency response materials such as tents and plastic sheeting, blankets, jerry cans, and other non-food items that we can dispatch to field locations without delay. UNHCR has established long-standing agreements with freight forwarders and logistics companies, and developed a global network of suppliers, specialist agencies and partners. This means that at any given time, UNHCR has the capacity to immediately respond to a new emergency impacting up to 500,000 people, and can mobilize more than 300 trained personnel within 72 hours.

The renting warehouse premises would have minimum **7,000 sq. meters** of space to meet day to day storage requirements that includes office building, storing hall, garage shed, vehicle paring, loading-unloading bays and toilets/resting areas for staff and visitors etc. Secured location, provision of light and electricity, easy access including heavy vehicles, water proof building, plain-leveled hard ground (preferable concrete surface), ventilation existence, full open door, pest screen for windows and ventilators, no rain water enters inside, no humidity problems on walls or foundation, metal lockable doors and two separate main gates (entry and exit) etc.

Basically UNHCR Rwanda is looking for a surface which comprises minimum:

Description	Area in Sq. Meters
Office Space	to be defined but fit into the 7,000 sq meters.
Storage Hall	to be defined but fit into the 7,000 sq meters.
Open space Area	to be defined but fit into the 7,000 sq meters.
Garage Shed area	to be defined but fit into the 7,000 sq meters.

- The warehouse premises should be ready for use by 1st December 2016.

Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

- A description of your organization’s capacity to provide the goods / services;
- A description of your organization’s experience in the supply of these goods / services.
- Compliance to the requirements stated on the TOR.
- Proposed personnel to carry out the assignment
The composition of the team you propose to provide.
 - Curriculum Vitae of core staff.

