**Annex A:**

**Reference: RFQ/YEMSA/SUP/2023/59**

**Terms of Reference**

**Consultancy for Fire Protection Assessment Services for the Archives at the Civil Registry Authority (CRA), Sanaa**

# Introduction

# The Civil Registry Authority (CRA) maintains Yemen's critical civil records, including birth certificates for refugee children and identification documents for internally displaced people (IDPs) who rely on them for legal identity and essential services. To safeguard valuable archival records, the UNHCR in Yemen is supporting the CRA in setting up a fire protection system that minimizes the risk of damage to the archives. The assessment will identify the specifications and materials required to establish a fire protection system for the CRA archives. UNHCR will prioritize the Foreign Newly Born Section within the archives, which contains descriptions of foreign births, including refugees, as these identity documents are a priority to preserve. The needs assessment will recommend specifications for an automated fire protection system and provide a bill of quantities. The recommended system should focus on early detection and a suitable fire system. Water or wet chemical suppression should be avoided due to the risk of damage to the archives.

# Objectives

* To identify recommendations for fire protection measures to ensure the archival records' safety without water or fire damage risk. The assessment will provide the bill of quantity required to set up the fire protection system
* Process with a physical assessment for CRA buildings (Archive rooms) in Sana’a- Aser area to assess the requirement of fire protection automated system and based on the assessment the service provider needs to provide UNHCR with the following:

1. Safety design of fire protection automated system for all archive rooms.
2. Safety design of fire protection automated system for archive room of the foreign newly born section ONLY
3. Drawings of automated systems for all archive rooms
4. Separated drawings for automated system for the archive room of the foreign newly born section
5. Bill of Quantities (BOQ) for both design
6. Scope of Work (SoW)
7. Estimated cost for both design
8. Estimated timeline to implement the works

# Scope

The survey will cover the following areas:

* All CRA archive rooms.
* The Foreign Newly Born Section within CRA archives
* The current fire safety measures in place, including fire alarms and smoke detectors

# Methodology

* A site visit to the CRA archives rooms, especially the Forieng Section, to assess the physical layout and current fire safety measures.

# Deliverables

A report detailing the findings of the survey. A bill of quantity detailing all the work required to set up an automated fire system for the Foreign Documentation Room.

# Timeline

The survey is expected to take a maximum of one week to complete

# Reporting

The survey should be conducted by a team of fire safety experts. The team will coordinate with CRA management and will be responsible for providing a fully detailed report, including a clear bill of quantity.

# Confidentiality

All information gathered during the survey will be kept confidential and will only be used for the purpose of the survey. The survey team will comply with all relevant confidentiality regulations.

Suppliers acknowledgment:

Company Name:

Stamp:

Date: