



STATEMENT OF REQUIREMENTS

Province: _____

District: _____

School Name: _____

EMIS Code: _____

CDC: _____

Provincial Construction Engineer: _____

School Representative: _____

CCSI Representative: _____

PTC / SC Representative: _____

School Type (Regular, Dangerous or HSS): _____

Additional Classrooms Required (40:1): _____

Additional Toilets Required (80:1): _____



STATEMENT OF REQUIREMENTS (SOR)

WORK DOCUMENTS / CONTRACTUAL

DATE: DAY MONTH YEAR

EMIS CODE:

SCHOOL NAME:

CITY: DISTRICT:

TEHSIL: VILLAGE:

HEAD TEACHER/PRINCIPAL:

SITE ENGINEER:

PTC / SC REPRESENTATIVE:

POSITION:

CONTACT DETAILS:

PARTICIPANTS DETAIL

DATE: DAY MONTH YEAR

ENGINEER: _____ SIGNATURE: _____

CDC: _____ SIGNATURE: _____

CCSI REPRESENTATIVE: _____ SIGNATURE: _____

SCHOOL REPRESENTATIVE: _____ SIGNATURE: _____

PTC / SC REPRESENTATIVE: _____ SIGNATURE: _____

SCHOOL STAMP:

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EMIS CODE:

SCHOOL NAME:

SECTION A - AGREEMENT WITH BASELINE RESULTS

DETAILS	INFORMATION AS PER BASELINE - EXISITING	INFORMATION AS PER BASELINE - PROPOSED	AGREE WITH BASELINE SUGGESTIONS
TOTAL ATTENDANCE			Yes <input type="checkbox"/> No <input type="checkbox"/>
BLOCKS			Yes <input type="checkbox"/> No <input type="checkbox"/>
GRADES			Yes <input type="checkbox"/> No <input type="checkbox"/>
CLASSROOMS			Yes <input type="checkbox"/> No <input type="checkbox"/>
TOILETS			Yes <input type="checkbox"/> No <input type="checkbox"/>
TOILETS (DISABLED)			Yes <input type="checkbox"/> No <input type="checkbox"/>
WHEELCHAIR ACCESS RAMP TO TOILETS			Yes <input type="checkbox"/> No <input type="checkbox"/>
WHEELCHAIR ACCESS RAMP TO CLASSROOMS			Yes <input type="checkbox"/> No <input type="checkbox"/>
SCIENCE LAB			Yes <input type="checkbox"/> No <input type="checkbox"/>
IT LAB			Yes <input type="checkbox"/> No <input type="checkbox"/>
LIBRARY			Yes <input type="checkbox"/> No <input type="checkbox"/>
EXAM HALL			Yes <input type="checkbox"/> No <input type="checkbox"/>
PRINCIPAL OFFICE			Yes <input type="checkbox"/> No <input type="checkbox"/>
CLERK OFFICE			Yes <input type="checkbox"/> No <input type="checkbox"/>
STAFF ROOM			Yes <input type="checkbox"/> No <input type="checkbox"/>
CHOWKIDAR HUT			Yes <input type="checkbox"/> No <input type="checkbox"/>
CYCLE STAND			Yes <input type="checkbox"/> No <input type="checkbox"/>

IS ALL INFORMATION AS PER THE BASELINE SURVEY CORRECT?

Yes ☐ No ☐

IS THE DESIGN (FAST-TRACK) CORRECT AS PER OUR REQUIREMENT?

Yes ☐ No ☐

COMMENTS

(Detail any changes
from the Baseline
Information)

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SECTION B - REQUIRED FOR DIS-AGREEMENT WITH BASELINE RESULTS

***NOTE: THIS SECTION IS LIMITED TO NEW INFRASTRUCTURE REQUIREMENTS ONLY**

PLEASE LIST THE DISCUSSED AND AGREED UPON REQUIREMENTS HERE

IS SPACE AVAILABLE?

NO OF BLOCKS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
NO OF CLASSROOMS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
NO OF STUDENT TOILETS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
NO OF STAFF ROOMS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
NO OF STAFF TOILETS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
SCIENCE LABS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
IT LABS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
EXAM HALLS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
STORES	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
LIBRARIES	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
CLERK OFFICES	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
PRINCIPAL OFFICE	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
PARKING / CYCLE STANDS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
CHOWKIDAR HUTS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
SOAKAGE PITS	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
WATER SUPPLY	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>
ELECTRIC SUPPLY	<input type="text"/>	<input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Comments <input type="text"/>

ANY OTHER
REQUIREMENTS
(With Brief Detail)

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SCHOOL NAME:

SECTION C - REQUIRED FOR REHABILITATION WORKS

***NOTE: REHABILITATION WORKS ARE LIMITED TO HSS, DANGEROUS AND KPK SCHOOLS
ATTACH ONE SHEET FOR EACH BLOCK**

BLOCK 1 (AS PER BASELINE) PLEASE COPY AND ATTACH FURTHER SHEETS AS REQUIRED FOR EACH BLOCK

PLEASE LIST THE DISCUSSED AND AGREED UPON REQUIREMENTS HERE

	EXISTING	REQUIRING REHAB	Comments
NO OF CLASSROOMS	<input type="text"/>	<input type="text"/>	<input type="text"/>
NO OF STUDENT TOILETS	<input type="text"/>	<input type="text"/>	<input type="text"/>
NO OF STAFF ROOMS	<input type="text"/>	<input type="text"/>	<input type="text"/>
NO OF STAFF TOILETS	<input type="text"/>	<input type="text"/>	<input type="text"/>
SCIENCE LABS	<input type="text"/>	<input type="text"/>	<input type="text"/>
IT LABS	<input type="text"/>	<input type="text"/>	<input type="text"/>
EXAM HALLS	<input type="text"/>	<input type="text"/>	<input type="text"/>
STORES	<input type="text"/>	<input type="text"/>	<input type="text"/>
LIBRARIES	<input type="text"/>	<input type="text"/>	<input type="text"/>
CLERK OFFICES	<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINCIPAL OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>
PARKING / CYCLE STANDS	<input type="text"/>	<input type="text"/>	<input type="text"/>
CHOWKIDAR HUTS	<input type="text"/>	<input type="text"/>	<input type="text"/>
SOAKAGE PITS	<input type="text"/>	<input type="text"/>	<input type="text"/>
WATER SUPPLY	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELECTRIC SUPPLY	<input type="text"/>	<input type="text"/>	<input type="text"/>

ANY OTHER REQUIREMENTS
(With Brief Detail)

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SCHOOL NAME:

MEETING PARTICIPANTS' DETAIL (ATTACH ADDITIONAL SHEETS IF NECESSARY)

DATE: DAY MONTH YEAR

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____

NAME: _____ DESIGNATION: _____ SIGNATURE OR THUMB IMPRESSION: _____



TERMS OF PARTNERSHIP

HUMQADAM RESPONSIBILITIES

Once the CCSI is formed Humqadam will require them to agree on the SoR, and will provide them with training to understand their role and simple construction processes.

Humqadam reserves the right to make any change in the design as per technical feasibility and requirement, but will deliver what is on the SoR as a minimum, unless a new SoR is signed.

Humqadam will get community representative's consent & signatures on fast track design

Humqadam will consult community and will signed off again the custom design in case any variation is recommended

Humqadam will facilitate the process to ensure participation of at least 70% CCSI and PTC/SC members in the agreement of the SoR

Humqadam will facilitate resolution of any potential conflict / issue arising between the stake holders concerned

Humqadam will build capacity of CCSI/PTC/SC in monitoring and basic supervision of construction work

Humqadam will incur no liability for any arrangement outside this works identified in this SoR between the contractor and community for provision of any facilities the community

Humqadam will ensure that the community representatives are being consulted in completion of milestone 1& 5, and that they finally signed off the cover page of measurement sheet

Humqadam is responsible for communication with the contractor, and for providing direction.

COMMUNITY/PTC /SC/CCSI/SCHOOL ADMINISTRATION RESPONSIBILITIES

PTC/SC/CCSI will ensure their presence in requested meetings

One community member will visit the construction work in school on daily basis and will record his/her observation along with signature in the site register, in case of deviation (child labor, environmental issue or poor quality work etc.) He/she have to inform the School support Team immediately and will not try to confront the contractor directly

PTC/SC/CCSI will provide space onsite for construction material storage, if required

PTC/SC/CCSI will negotiate with the contractor, using the SST if required, as to who will provide the water supply and access to electricity if required, through mutual arrangement

PTC/SC/CCSI will be expected to play a major role in the resolution of any conflict

PTC/SC/CCSI will facilitate the process of site clearance for new construction (e.g. dismantling, cutting trees or removal of electricity poles etc.)

PTC/SC/CCSI will sign off the cover page of measurement sheet at Milestone 1 and 5.

CONTRACTOR RESPONSIBILITIES

The contractor will adhere strictly to the policy of no child labor on the construction site.

The contractor will not occupy any space within school without consulting PTC/SC/CCSI & school administration for storage of material etc.

The contractor will abide by all the health and safety measures as per their contract during construction work.

The contractor will act respectfully to the local community

The contractor will ensure site cleanness during construction

The contractor will be responsible for quality of construction work

The contractor shall ensure that schedule & drawing/specifications are displayed on construction site

The Contractor shall provide a site register for feedback and will ensure community members/visitors access to the register for their feedback during the visit

The contractor must abide by his commitment with the community/ school administration for any arrangement, particularly when negotiating working hours.

If the contractor cannot provide their own water and electricity, the contractor shall negotiate with the community to use theirs, but should not assume this is so. A mutual agreement must be reached, and can be facilitated by Humqadam if required.