

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE REGIONAL
ADMINISTRATION AND LOCAL GOVERNMENT



DAR ES SALAAM METROPOLITAN DEVELOPMENT PROJECT - PHASE 2 (DMDP 2)
IDA CREDIT NO. 7478-TZ

TENDER NO. 56/2023-2024/C/15

FOR

THE PROVISION OF CONSTRUCTION SUPERVISION CONSULTANCY SERVICES
FOR URBAN INFRASTRUCTURE DEVELOPMENT IN KINONDONI AND UBUNGO
MUNICIPALITIES UNDER THE DAR ES SALAAM METROPOLITAN DEVELOPMENT
PROJECT – PHASE 2 (DMDP 2)

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

1. This request for expressions of interest follows the General Procurement Notice for the Dar es Salaam Metropolitan Development Project - Phase 2 (DMDP 2) that appeared in the United Nations Development Business (UNDB) online Notice No. OP00277705 of March 6, 2024.
2. The Government of the United Republic of Tanzania has received a credit from the International Development Association (IDA) towards the cost of Dar es Salaam Metropolitan Development Project - Phase 2 (DMDP 2), coordinated by the President's Office, Regional Administration and Local Government (PO-RALG) through a Project Coordination Team (PCT) under the Tanzania Rural and Urban Roads Agency (TARURA). It is intended that part of the proceeds of the credit will be used to cover eligible payments under the contract for the Provision of Construction Supervision Consultancy Services for Urban Infrastructure Development in Kinondoni and Ubungo Municipalities under the Dar es Salaam Metropolitan Development Project – Phase 2 (DMDP 2).
3. PO-RALG hired the consultant to carry out the feasibility studies, preparation of preliminary and detailed engineering designs, cost estimates, bidding documents, and environmental and social due diligence for the initial Urban Infrastructure Development Investments in Kinondoni and Ubungo Municipalities for the preparation of DMDP 2 Project.

4. The overall objective of the assignment is to supervise the execution of the construction works and administer the Contractor's Contract on behalf of the Employer.
5. The specific objectives of the assignment include; (i) Carrying out design review and prepare design review report and revised set of contract documents for construction; (ii) Carrying out any required redesign and design of any new additional scope in relation to this assignment; (iii) Acting as Project Manager for the supervision of construction contracts; (iv) Supervising ESMP implementation and ensuring compliance with Occupational Health and Safety (OHS) measures; (v) Preparing substantial completion certificates and review/validate as-built drawings; (vi) Monitoring Defects Liability Period (DLP); (vii) Overseeing contract completion and handover; (viii); Knowledge transfer to strengthen engineering and technical capacity of the DMDP Project Coordination Team (PCT), DLAs and TARURA staff; (ix) Reviewing and developing O&M manuals to reflect the updated features during the implementation; and (x) Any other tasks assigned by the Client in relation to this assignment.
6. The consultant will be responsible for, but not be limited to the following tasks: (a) Contract documents review and redesign; (b) General supervision of works; (c) Environmental and social implementation and monitoring; (d) Quality management system; (c) Occupational Health and Safety supervision and (f) Transfer of knowledge (training) program.
7. The detailed Terms of Reference (TOR) can be found at the following website: <https://www.tamisemi.go.tz>. All requests for clarification should be sent through the following e-mail addresses: cities.project@yahoo.com or cities.project@tamisemi.go.tz, and the Client will send responses to clarifications through the same e-mail addresses.
8. The Permanent Secretary, PO-RALG, now invites eligible consulting firms to indicate their interest in providing the above services. Interested consultants must provide information indicating that they are qualified to perform the services. The interested consultant should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short-listing criteria are: (a) Type of core business and at least 10 years in relevant business; (b) Relevant similar experience, which should specifically include the following: (i) Experience in similar assignments - information to be provided should include the name of the assignments, the names and full contact addresses of the clients, the contract value (in equivalent US dollars), the period (month/year) of execution of the assignments, and the role played in the assignments (Lead or JV partner); (ii) Demonstration of experience working in similar conditions; and (c) The firm's technical and managerial capability (The firm's technical and managerial capability (provide only the organizational structure, and the general qualifications, field of expertise and number of key personnel). Do not provide the CVs of the staff. Experts will not be evaluated at the shortlisting stage.

Consultants may associate with other firms to enhance their qualifications, but they should indicate clearly whether the association is in the form of a Joint Venture (JV) and/or a Sub-Consultant. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. Therefore, each member of the JV shall independently meet the requirements of the evaluation criteria. The experience, technical & managerial capability of the sub-consultant shall not be evaluated to enhance

the qualification of the Lead Firm or JV. Consultants **shall not use** the Affiliate Member's Managerial, Technical or Experience Capabilities to enhance their qualifications.

Note that: The Request for Expression of Interest (REOI) for this consultancy services for supervision of construction works in Kinondoni and Ubungo Municipalities is being advertised at the same time together with the other two (2) tenders for supervision of works in Temeke & Kigamboni Municipalities and the Dar es Salaam City; and the assignment in the three tenders will be executed simultaneously. Hence, in order for a firm shortlisted in two or three tenders to be contracted for consultancy services in either two or three tenders; it must propose separate Key Experts for each tender in both Technical and Financial Proposals.

9. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", Fifth Edition, September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
10. A consulting firm will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.
11. Expression of Interest marked: **"EXPRESSION OF INTEREST FOR THE PROVISION OF CONSTRUCTION SUPERVISION CONSULTANCY SERVICES FOR URBAN INFRASTRUCTURE DEVELOPMENT IN KINONDONI AND UBUNGO MUNICIPALITIES UNDER THE DAR ES SALAAM METROPOLITAN DEVELOPMENT PROJECT – PHASE 2 (DMDP 2)"** should be delivered in a written form to the **Secretary, Ministerial Tender Board, President's Office, Regional Administration and Local Government (PO-RALG), CDA Road, Sokoine House, Wing A, Second Floor, Office of the Procurement Management Unit (PMU), Room No. 133, P.O. Box 1923, 41185 Dodoma, Tanzania** (in person, or by mail, or by e-mail) on or before **Friday April 19, 2024 at 10:00 hours** local time.

**PERMANENT SECRETARY
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT,
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**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT’S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**

DAR ES SALAAM METROPOLITAN DEVELOPMENT PROJECT - PHASE 2 (DMDP 2)

TERMS OF REFERENCE

FOR

**THE PROVISION OF CONSTRUCTION SUPERVISION CONSULTANCY SERVICES FOR
URBAN INFRASTRUCTURE DEVELOPMENT IN KINONDONI AND UBUNGO
MUNICIPALITIES UNDER THE DAR ES SALAAM METROPOLITAN DEVELOPMENT
PROJECT – PHASE 2 (DMDP 2)**

1. INTRODUCTION

1.1 Background

1. Dar es Salaam is Tanzania’s largest urban agglomeration with a population of 5.4 million, which is expected to reach 10 million by 2050. The city’s centrally located international sea port provides Tanzania and six neighbouring landlocked countries access to global markets as well as an import hub. This, along with service sectors, contributes to its economic output, which accounts for 17 percent of national GDP.¹ Dar es Salaam however is not realizing its potential, as rapid urbanization is limited by infrastructure deficits, inadequate planning, recurrent impacts from floods, insufficient resources, and fragmented governance arrangements.
2. The Government of Tanzania (GoT) through the President’s Office – Regional Administration and Local Government (PO-RALG) is continuing to invest in projects to address Dar es Salaam’s complex urban issues, major infrastructure deficits and institutional strengthening to support improved urban management by implementing the Dar es Salaam Metropolitan Development Project – Phase 2. This is the World Bank-financed project that is now at initial stages of implementation, after completion of the first phase (DMDP 1) in January 2023. The PO-RALG, through Project Coordination Team (PCT), is responsible for overall implementation and coordination functions for this project, which also involve Project Implementation Teams (PITs) in the five Dar es Salaam Local Authorities (DLAs), i.e., the Municipal Councils (MCs) of Kinondoni, Ubungo, Temeke and Kigamboni, and the Dar es Salaam City Council (DCC). The PITs comprise personnel from DLAs and TARURA District Offices and they will be led by the PIT Coordinators who are the respective TARURA District Managers. The Dar es Salaam TARURA Regional Manager will be the Client’s representative for this assignment who will coordinate all five PITs in the implementation of resilient transport infrastructure. PO-RALG intends to engage a consulting firm for the Provision of Construction Supervision Consultancy (CSC) Services for Urban Infrastructure Development in Kinondoni and Ubungo Municipalities.

¹ Tanzania National Bureau of Statistics. (2021). Tanzania in Figures.

1.2 Dar es Salaam Metropolitan Development Project - Phase 2 (DMDP 2)

DMDP2, approved in December 2023, includes \$385 million in World Bank investment project financing. The project aims to improve climate resilient urban infrastructure and services, and strengthen institutional capacity in the Dar es Salaam metropolitan region. The project duration is 6 years (2024-2030), and includes the following five components:

Component 1 - Climate-Smart Priority Infrastructure: This Component will finance priority infrastructure identified by the DLAs and communities to address flooding, congestion, and constraints on quality of life and livelihoods. This will include: (i) resilient transport infrastructure (roads, non-motorized transport facilities, bridges and footbridges, roadside greening and sustainable urban drainage systems (SUDS), solar street lighting, and bus stands); (ii) resilient and green drainage systems that combine conventional drainage and SUDS approaches, (iii) resilient parks, public spaces, riparian and coastal landscapes, (iv) area-based urban development, which includes planning, design and infrastructure improvements that improve urban form, mobility, logistics and safety in business districts, trade and production centers, as well as wholesale and retail food markets.

Component 2 - Integrated Solid Waste Management Infrastructure and Services: Component 2 will establish an integrated solid waste management system for Dar es Salaam, providing infrastructure and institutional strengthening to allow for safe handling, transport and disposal of waste, as well as sorting and processing of recyclables, composting and resource recovery, with the aim of reducing reliance on landfills and GHG emissions.

Component 3 - Strengthening Urban Institutions: This component will support improved urban services, municipal finances, urban planning and emergency response planning and response.

Component 4 - Project Management: This component will finance the direct costs of management and operation of the project to ensure smooth delivery and compliance with World Bank policy and guidelines. It will provide support to the PO-RALG Project Coordination Team (PCT) and Project Implementation Teams (PITs) in the five DLAs for continual project supervision, contract management, M&E, environmental and social monitoring, fiduciary management and auditing, and office operating costs. Given the large number of stakeholders and criticality of stakeholder engagement in both planning and implementation of the project activities, this component will also finance public communications activities, stakeholder coordination, preparation of the Implementation Completion Report (ICR), and preparation of additional investments.

Component 5 - Contingency for Disaster Risk Response (CERC): This is currently a zero-sum component to make funds available to the government by reallocation or additional financing in the event of a natural, man-made or health crisis.

To date, detailed designs for initial road works under Component 1 are at the final stage of preparation. The designs for other roads are expected to be finalized soon afterwards.

2. Objectives of the Assignment

2.1 Overall Objective

The overall objective of the assignment is to supervise the construction of urban infrastructure development in Kinondoni and Ubungo Municipalities under the DMDP 2 Project.

2.2 Specific Objectives

The Consultant's Engineer/Project Manager shall perform and fulfil the following objectives:-

- Carry out design review and prepare design review report and revised set of contract documents for construction.
- Carry out any required redesign and design of any new additional scope in relation to this assignment.
- Act as Project Manager for supervision of construction contracts.
- Supervise ESMP and RAP implementation and ensure compliance with Occupational Health and Safety (OHS) measures.
- Prepare substantial completion certificates and review/validate as-built drawings
- Monitor Defects Liability Period (DLP).
- Contract completion and handover.
- Knowledge transfer to strengthen engineering and technical capacity of the DMDP 2 Project Coordination Teams (PCT), DLAs and TARURA staff.
- Review and develop O&M manuals to reflect the updated features during the implementation.
- Any other tasks assigned by the Client in relation to this assignment.

3. Scope of Required Supervision Services

- 3.1 The Client now wishes to employ the Consultant (firm) who shall act as the Project Manager, to be responsible for supervising the execution of the construction works and administering the Contractors' Contracts on behalf of the Employer. Under the contract for supervision services, the Consultant will provide direct on-site supervision of the construction works under the DMDP 2 Project and after their completion and provide part-time supervision of the defect liability period. The supervision services are to be preceded by a comprehensive review of the contract documents (detailing of designs and production of required information/data for sub-projects). Furthermore, the consultant will provide technical assistance or advice on any other tasks assigned by the Client in relation to this assignment. The following are the main works to be supervised under the DMDP 2 in Kinondoni and Ubungo Municipalities:

DLA	Name of Package
Kinondoni MC	Kinondoni Package 1: Upgrading of Nakalekwa - Bwawani, Mahakamani and Umoja Roads in Kinondoni Municipality
	Kinondoni Package 2: Upgrading of Tegeta - Silver, Mivumoni, Binti Matola, Amiri Leni 3 (DAWASA) and Togo Roads in Kinondoni Municipality

DLA	Name of Package
	Kinondoni Package 3: Upgrading of Mongela - Goba, Shoko Mongela, Goba – Shoko and Mongela - Makongo RC Roads in Kinondoni Municipality
	Kinondoni Package 4: Upgrading of Baraza, Makonde, Hekima, Santiago - Chile - BoT Road, Shauri Madai – Ndafu and Kanisa Roads in Kinondoni Municipality
	Kinondoni Package 5: Upgrading of Msikitini Bima, Bima - Msikitini – Viwandani, Viwandani Extension, Mwanamboka, Chama Migombani, Msasani, Tingisha Roads in Kinondoni Municipality
Ubungo MC	Ubungo Package 1: Upgrading of Msumi Road in Ubungo Municipality
	Ubungo Package 2: Upgrading of Goba Wakorea and Hondogo Shija Roads in Ubungo Municipality
	Ubungo Package 3: Ubungo Package 3: Upgrading of Posta Matembe, Sheikh Bofu, Msikitini, Sinza KKKT, Segesera, Juma Ikangaa and Ubungo NHC Roads in Ubungo Municipality
	Ubungo Package 4: Ubungo Package 4: Upgrading of Tip Top, Midizini and Binti Kayenga, Namnani, Mikindani, Chimwaga, Mbegani, Shule and Lion Roads in Ubungo Municipality
	Ubungo Package 5: Upgrading of Makoka and Ukombozi - Kinyerezi Roads in Ubungo Municipality
	Ubungo Package 6: Upgrading of Suca, Millenia 3, Millenia 3 - Mringo Roads in Ubungo Municipality

The supervision services to be provided by the contracted consultant will be guided by these Terms of Reference (TOR).

3.2 Procurement Method, Type of Contract and Defects Liability Period

The following are the details for the method used for procurement of contractors, type of contract and DLP for work packages:

Procurement method for works contractors:	National Competitive Bidding (NCB) procedures as described in the <i>World Bank’s “Procurement Regulations for IPF Borrowers” Fifth Edition, September 2023 (“Procurement Regulations”)</i> .
Form of Works Contract:	Contract for Small Works as given in the World Bank’s Standard Procurement Document: Request for Bids - Small Works (One-Envelope Bidding Process), dated October 1, 2018, updated March 2021.
Defect Liability Period:	12 months after the Intended Completion Date for the Works.

4. Specific Tasks for the Assignment

The Consultant will undertake works supervision and his obligations shall include, but not be limited to the following tasks:

4.1 Contract Documents Review and Redesign

1. Review contract documents for the works including designs, briefs and concepts, technical surveys, detailed design, landscape, architectural and engineering drawings, Bills of Quantities (BoQ), technical specifications, Environmental and Social Management Plan (ESMP), Occupational and Community Health and Safety (OHS) measures etc. so that deficiencies (if any) are identified in time and adjustments are made before starting construction work. Timely bring to the attention of the Client/Employer any issues that are inconsistent or require decision making or clarification(s) and ensure they are resolved.
2. Review the design of roadside drainage and Sustainable Urban Drainage Systems (SUDS) to (i) ensure that any surface run-off water or flood water is safely disposed of into a natural drainage channel, river or lake without causing harm to the environment, surrounding communities or residents of the area; (ii) where necessary, make adjustments to the designs to ensure storm-water is routed to be safely discharged, (iii) ensure SUDS features are technically sound, aesthetically pleasing from a landscape design perspective, and consistent with PO-RALG's draft manual and specifications
3. Where necessary, carry out: redesign, revision of drawings, identification/suggestion of suitable alternative design concepts, routes or construction methodology for the works, sources of construction materials, material testing/quality control, environmental and social mitigation measures, Occupational and Community Health and Safety (OHS) measures, and any other professional activities that will control cost and time as well as enhance the quality of outputs, completeness, use and effectiveness of completed sub-projects/facilities. This may also include additional technical survey works (geo-technical, topographical, hydrological, etc.). The design review should also verify any changes to the affected land, structures or other elements identified in the Resettlement Action Plan (RAP).
4. Stand-alone design review report will be prepared and submitted for all Packages.

4.2 General Supervision of Works

1. Identify and mark all utilities with the help of competent authorities and assist the Client/Employer in effecting the removal/relocation as it may require, of all utilities within the construction area, and allow the Contractor to plan for their relocation.
2. Review and appraise drawings showing the construction details, methodology, and proposals for execution of the works as submitted by the Contractors and make improvements as necessary.
3. Provide support to Client to ensure that all sites are cleared of any resettlement issues before contractors' mobilization in accordance with Resettlement Action Plan (RAP) for the works, and grievance procedures are effectively administered, and continue to be functional throughout the project construction period.
4. Establish schedules and flow charts for all activities, including mitigation measures for adverse environmental and social impacts, taking into consideration the work programme submitted by the Contractors.
5. Check and ensure that Contractors adequately mobilize key staff, on-site construction personnel teams and supply all equipment and plant as per the requirements of the works contracts and ensure that all such items/personnel remain on site until no longer required.
6. Ensure that the Contractor whose contract requires the supply of selected laboratory equipment for the Kinondoni and Ubungo Municipalities supply, deliver, install and commission the

equipment as specified and that the laboratory building is constructed or refurbished with all the stated furnishings/facilities as specified in the contract documents, the laboratory is made ready for use in a timely manner, and it is effectively functional. Similarly, ensure the same is done by the Contractor in case of the supply of survey equipment or any other equipment specified in the contract.

7. Assign the necessary field staff to perform such field operations as required, and be responsible for all administrative work related to project supervision requirements, including proper conduct, attendance and performance of duties of its staff, and ensure that they properly record all equipment, materials, etc. supplied under the contracts.
8. Establish supervision survey teams, review design levels, profiles etc. and carry out initial markings to be able to assess correctly the extent of construction works to be undertaken by the Contractors, supervise and modify as necessary and ensure they are progressively attained to completion as required.
9. Establish works inspection teams to undertake on-site supervision of construction works that will be able to check/assess correctly the quality, quantities and extent of construction works to be undertaken by the Contractors and ensure that they are progressively achieved up to the completion of the works as per the requirements of the contract. Works inspection teams should include the presence and consultation of the Resident Engineer at the onset of critical phases of construction at their discretion, which may include for example mixing of concrete, preparation of foundations, concrete reinforcement interventions and so forth.
10. Ensure quality testing laboratory are established and fully equipped as per the works contract requirements as well as the availability or identification of a well-equipped and quality laboratory capable of handling testing and specifications requirements for all materials and finished works to confirm compliance to the contract standards. Timely carry out such tests in accordance with test standards specified in the specifications and document these regularly in the progress reports. In addition, ensure all the laboratory equipment are calibrated and certificate with relevant date of calibration inserted into the equipment.
11. Supervise fully, in a participatory and collaborative manner with the PITs and the Client's representative (TARURA Regional Manager, Dar es Salaam); the construction of works with due diligence and efficiency in accordance with sound technical, environmental and social administrative and financial practices. Specifically, take special attention to the drainage works by ensuring that any surface run-off water or flood water is safely disposed of into a natural drainage channel, river or lake without causing harm to the environment, surrounding communities or residents of the area; otherwise make adjustments to the works or re-routing the water to safe final disposal facilities where necessary. Perform all duties associated with such tasks in line with the current "state of the art". Fully ensure compliance with the designs and specifications and making improvements and modifications as will, in the consultant's opinion, result in economy without sacrificing quality of the finished works.
12. Take measurements, calculate and record quantities by acceptable method, prepare monthly interim payment certificates, final accounts and final payment certificates and assist the Client/Employer in the taking over of the completed works at the final inspection and prepare a completion report on the works contracts.
13. Ensure enquiries/queries/claims by contractors are promptly reviewed and resolved and similarly, payment certificates are reviewed and cleared timely, submitted to the Employer and follow-ups are made for them to be paid within the period provided contractually.

14. Review and approve Contractors' work programs and conduct monthly management site meetings, deal with matters raised in accordance with the early warning procedures indicated in the Works contract and review plans for the remaining work. Minutes of these meetings will be included in the monthly progress reports.
15. Ensure that the Contractor fulfills its (his) obligation of giving Early Warning at the earliest opportunity to the Project Manager and Employer in accordance with the General Conditions of Contract (GCC) with regard to specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works.
16. Review requests from Contractors or any situations that may lead into variations in BoQ work items or issuance of instructions to omit, add or increase in quantities of work items in the contract BoQ, adding/omitting a sub-project originally in the contract, a section of road, a facility, etc. and their implication(s) in terms of time for execution, resources, environmental and social impacts, quality of work, usability/effectiveness of the completed facility/ sub-project, related costs and the overall contract price, advise the Employer/Client accordingly and seek approvals of Employer/Client prior to any issuance of the variation orders.
17. Keep all records updated including reports, work diaries, correspondences, instructions given to contractor(s), test records, measurement and quality calculations, payment records and all other relevant documents pertaining to the works operations and supervision contracts.
18. Study and acquire skills on the use of developed project supervision tool, train PO-RALG, DLAs, TARURA District Offices and Contractors' staff on its application and assist collection of required data, clean, organize and submit them to Client.
19. Maintain a site diary and record all daily works carried out, plant, equipment, materials and personnel assigned to various activities, with the contents and format to be agreed with the Client.
20. Prepare and submit to the Client the final cost of executed works.
21. Take geo-referenced progress photographs and maintain thorough photographic documentation of conditions before, during upgrading/rehabilitation or construction and after completion of the sub-projects. Progress photographs to be part of monthly progress reports as indicated in paragraph 8(e) below.
22. Ensure that the Contractors observe Tanzania labour laws in the employment of permanent and casual labour force for the execution of the works.
23. Investigate and report with recommendations any unusual circumstances which may arise during construction.
24. Give the necessary instructions to the Contractors and deal with contractual claims and settlement of disputes which may arise between the Employer and the Contractors, provide timely advice on suitable and effective resolutions and assist to resolve them.
25. Provide technical assistance to PCT and PITs so as to enable it to effectively monitor and supervise implementation of the works.
26. Organize/conduct monthly meetings during the construction period to update the Project Coordination Team (PCT) on the progress of the works, highlight and bring to the attention of the PCT issues that need to be addressed/resolved or those needing decisions/follow-ups as well as getting feedback from the PO-RALG/Councils/communities/beneficiaries and addressing any concerns that may arise. Minutes of the meeting will be included in the relevant monthly report

27. Prepare and submit to the Client, an Inception Report, Monthly Reports and a Final Report in a manner, contents and timing as detailed under paragraph 8 of the TOR namely, "Reporting".
28. Assist in the preparation of dissemination materials/information on project activities for the public, PO-RALG, TARURA and DLAs when required.
29. Participate in the DMDP 2 Project Technical Review Meetings and IDA's implementation support missions or review missions and prepare respective reports on behalf of PO-RALG, Technical Committee and the IDA as and when required.
30. Review Contractors' requests (if any) for extension(s) of time and the implication(s), advise the Employer/Client accordingly and seek approvals of Employer/Client.
31. Receive from works Contractors, review and submit to the Client complete set of reproducible, as-built engineering drawings of the completed works.
32. Monitor the defects liability period in collaboration with the Client to its completion. This will be done periodically as well as on occurrence of defects on the completed works, issue necessary instructions to Contractor(s) for taking remedial measures as per the works contract.
33. Assist the Client in procurement processes that may arise during the period of the Consultant's assignment including giving advice or participating in the processes as may be requested by the Client.
34. Ensure that the Contractor delivers its ES obligations under its contract as clarified in Section 4.3 and 4.5 below.
35. Environmental and Social (ES) Reporting

The Consultant shall;

- i. Immediately notify the Client of any failure by the Contractor to comply with its SEA and SH obligations;
- ii. Immediately notify the Client of any allegation, incident or accident, which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Client's Personnel, Contractor's Personnel or Experts. In case of SEA and/or SH, while maintaining confidentiality as appropriate, the type of allegation (sexual exploitation, sexual abuse or sexual harassment), gender and age of the person who experienced the alleged incident should be included in the information. The Consultant shall provide full details of such incidents or accidents to the Client within the time-frame agreed with the Client.
- iii. Immediately inform and share with the Client notifications on ES incidents or accidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting;
- iv. Share with the Client in a timely manner the Contractor's ES metrics, as required of the Contractor as part of the Progress Reports.
- v. The above ES requirements shall also apply during the Defects Liability Period (DLP).

4.3 Environmental and Social Management Plan Implementation and Monitoring

1. The Consultant will ensure that the Contractor delivers its environmental and social obligations under its contract in line with the Environmental and Social Impact Assessment (ESIA) Report, Environmental and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs) and any other environmental and social safeguards instruments prepared for the project.
2. The Consultant is generally responsible for monitoring the implementation of environmental and social impacts and mitigative measures during the construction of the works in consultation with National Environmental Management Council (NEMC). This will include daily supervision as part of the Consultant's overall supervision obligations. This includes, but is not limited to the following:
 - (i) Review the Contractors' Environment and Social Management Plans (C-ESMP), including all updates and revisions at frequencies specified in the Contractor's contract (normally not less than once every 6 months);
 - (ii) Review all other applicable contractor's documents related to environmental and social aspects including the health and safety manual, (occupational and community) manual, traffic management plan, waste management plan, labour force management (including workers code of conduct), security management plan and sexual exploitation and abuse prevention and response action plan;
 - (iii) Closely supervising execution of environmental and social safeguards on a daily basis.
 - (iv) The Contractor will supervise negotiations of the associated costs of environmental and social measures, as most measures are generally accommodated in the BoQ as a provisional sum and will need close supervision.
 - (v) Review and consider the environmental and social risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, RAP, consent/permits and other relevant project requirements;
 - (vi) Undertake, as required, audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities under its contract, to verify the Contractor's compliance with environmental and social requirements (including relevant requirements on sexual exploitation and abuse/sexual harassment);
 - (vii) Undertake audits and inspections of Contractor's accident logs, community liaison records, grievance logs, monitoring findings and other environmental and social related documentation, as necessary, to confirm the Contractor's compliance with environmental and social requirements (including relevant requirements on sexual exploitation and abuse/sexual harassment);
 - (viii) Determine remedial action/s and their time-frame for implementation in the event of a noncompliance with the Contractor's environmental and social obligations;
 - (ix) Ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with environmental and social obligations;
 - (x) Ensure that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
 - (xi) Review and critique, in a timely manner, the Contractor's environmental and social documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;

- (xii) Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential environmental and social issues;
- (xiii) Establish and maintain sub-project level Grievance Redress Mechanism (GRM - in line with the overall project GRM) including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of sexual exploitation and abuse and/or sexual harassment. The GRM should function to quickly address complaints, engage with stakeholders, and maintain a positive working environment in communities and with sub-project beneficiaries.
- (xiv) Document any accidental damages to properties or assets caused by the contractor and ensure that due compensation and/or remedial actions are taken in line with the project Resettlement Action Plan (RAP). In the case of design modifications that might result in impacts to land, assets, or livelihoods, ensure that the RAP procedures are followed.

4.4 Quality Management System

The Quality Assurance/Quality Control (QA/QC) should be prepared based on best practices required to implement total quality management system through ISO 9000 series which gives requirements on how to prepare quality management system. Construction industry will be based on ISO 9001. Therefore, consultants should be based on ISO 9000 series to prepare quality management system to be adhering during construction.

4.5 Occupational Health and Safety (OHS) Supervision

The Consultant will inspect the health, safety, and security aspects of construction and temporary works to ensure that every reasonable measure has been taken to protect life and property of workers and communities. Per the project environmental and social management plan/or standalone health and safety plan, the consultant will be responsible for activities including but not limited to:

- (i) Ensure that the “Certificate of Registration” issued by OSHA-Tanzania is available with contractor.
- (ii) Ensuring that a site-specific Occupational Health and Safety (OHS) manual is developed and implemented by contractor in accordance with legal and contractual requirements related to OHS. Such manual shall include risk assessment/mitigation, hazard identification and method statement for all works to be done according to relevant safety standards. The manual shall be available before the start of work and be reviewed and approved by the Consultant.
- (iii) Ensuring the contractor always has a designated qualified person (per OSHA requirements) on site as a health and safety focal point.
- (iv) Establishing a programme of OHS training for the contractors, PCT and Kinondoni & Ubungu Municipal Councils.
- (v) Enforcing permit-to-work systems (e.g. for confined space work, working from height, pipe lifting/shifting activities) and ensuring that no activity takes place at site without an approved Safe Work Method Statement.
- (vi) Ensuring the contractor carries out toolbox talks to brief workers on safety issues for the day’s work, and supplementing with training where there are notable gaps in the contractor’s capacity.

- (vii) Ensuring that all tools, equipment, machines and vehicles used by contractor are maintained in safe condition.
- (viii) Maintaining an up-to-date accident/incident register including near misses and alerting the PCT immediately of any accidents, fatalities, or major safety lapses by the contractor.
- (ix) Ensuring consistent use of engineering and administrative controls of OHS risks and adequate PPE by labourers depending on the work being undertaken.
- (x) Ensuring adequate barricading, shoring, etc. for any excavation work based on sound engineering practices.
- (xi) Ensuring adequate measures including fencing, barricades and signage are in place for community protection.
- (xii) Stopping works and issuing corrective actions to the contractor in the event of safety lapses. No unsafe work should be allowed to commence/continue.
- (xiii) Review the OHS performance on Contractor at frequency described in contract (normally every 6 months) through audits.
- (xiv) Conducting review meetings with Contractor on its OHS performance at frequency described in contract (normally every 6 months).
- (xv) Summarize each contractor's performance in OHS compliance and performance in the Consultant's monthly progress reports, including any incidents and/or corrective actions issued.
- (xvi) Closely supervising execution of health and safety and negotiations of the associated costs as this is generally accommodated in the BoQ as a provisional sum and needs close supervision by the consultant.

4.6 Transfer of Knowledge (Training) Program

The main objective of skills transfer is to strengthen engineering and technical capacity of the PO-RALG, Kinondoni & Ubungo MCs and TARURA District Office competence in general and to assist the Team in developing engineering skills and competency in project administration throughout on-job training program and one-week technical excursion for exposure to best implementation practices of well-developed infrastructure projects within the Southern African region, up to fifteen personnel. This should cover but not be limited to civil, geo-technical, social/resettlement and environmental fields of expertise. The Team will need technical strengthening in the following main areas/topics:

- (a) Review of designs and contractor submissions;
- (b) International design codes and standards;
- (c) Project scheduling, control, and quality assurance program for Client/Employer;
- (d) As-built drawing review, design and checking;
- (e) Construction supervision and contracts management (World Bank & FIDIC);
- (f) Field testing, use of materials laboratory equipment and interpretation of test results;
- (g) Preparation of progress and construction management reports;
- (h) Contract start-up and finishing/commissioning procedures;
- (i) Design, construction, and implementation of roadside drainage and Sustainable Urban Drainage Systems, including urban/landscape design and maintenance of SUDS features;

- (j) Environmental Management; and Resettlement Action Plans (RAP);
- (k) Health and Safety Control Measures appropriate for Construction Sites;
- (l) Contract accounting, financial management and preparation of final accounts;
- (m) Computerized project management, starting with a GANTT chart using off the shelf software such as Microsoft Project, as an example;
- (n) World Bank procurement and safeguard documents;
- (o) FIDIC and other Conditions of Contract;
- (p) Engineer's duties in Construction Supervision;
- (q) O&M planning, budgeting and implementation for infrastructure facilities, etc.
- (r) Any other technical areas/fields in relation to the assignment.

Prepare suitable training programme and conduct periodic on the job-training sessions to build capacity and transfer skills to technical counterpart staff made available by PO-RALG in the field of construction supervision of infrastructure projects, contract management, material testing, results interpretation and general use of the laboratory and its equipment.

The cost of the Consultant in relation to implementation of capacity building and transfer of knowledge should be included in the financial proposal.

5. CONSULTANT'S INPUTS

5.1 Separate Consultant's Team for each DLAs

Procurement of this consultancy services for supervision of construction works in Kinondoni and Ubungo Municipalities is being advertised at the same time together with the other two (2) tenders for supervision of works in Temeke & Kigamboni Municipalities and Dar es Salaam City; and some of the consultants might be shortlisted in more than one tender.

Consultants shortlisted in more than one tender are encouraged to submit proposals for all the tenders in which they have been shortlisted to take advantage of economies of scale, if they deem themselves to have the required capacity.

However, if so, they are required to propose a complete separate technical team of key staff for each tender (for the DLAs), since construction works in each DLA will be carried out concurrently together with those in the other DLAs. The other (CSC) contracts to be signed separately are as follows:

S/No.	Municipalities/City
1.	Temeke and Kigamboni
2.	Dar es Salaam City

5.2 Consultant's Experience

The Consulting firm should have general experience in the development/implementation of infrastructure projects. The firm should have at least 10 years of experience in design and construction supervision of infrastructure development/investments that include urban roads, urban public services, buildings, drainage, open space, environmental and social management

plans as well as having successfully supervised at least 2 similar projects/assignments (by size and complexity) in the last 5 years in an urban or peri-urban environment in developing countries under the World Bank/Donor financing.

5.3 Staff required for the assignment

(a) Key Staff

- (1) Resident Engineer
- (2) Assistant Resident Engineer
- (3) Materials/Highway Engineer
- (4) Land Surveyor
- (5) Environmental Expert
- (6) Sociologist/Resettlement Expert

(b) Short-Term Experts

In addition, short term interventions are required to fully meet the tasks described above. The composition of short-term experts and duration of their involvement is at the discretion of the Consultant, but is expected to include but not be limited to: (a) Drainage Engineer, (b) Structural Engineer, (c) Hydrologist, (d) Architect, (e) Quantity Surveyor, (f) Service Engineer, (g) Electrical Engineer, (h) Occupational Health and Safety (OHS) Expert, (i) Landscape Designer and (j) Botanist. The Drainage Engineer or at least one of the short-term experts should have extensive knowledge of design and implementation of Sustainable Urban Drainage Systems (SUDS).

Similarly, technical support teams (e.g., civil engineering technicians, materials technicians, road technicians, health and safety inspectors, land surveying technicians etc.) will be required to provide on-site supervision and quality control of contractor's works to completion. They must be clearly identified in the technical proposal; their numbers and positions mentioned and shown (demonstrated) to be adequate in accordance with the scope of the works to be supervised in Para 4.2 above so as to enable proper and successful execution of the supervision assignment.

5.4 Qualification and Experience of Key Staff

(a) Resident Engineer

The candidate for the position must be qualified in BSc degree in civil engineering or equivalent and registered with the relevant professional bodies; post-graduate qualifications in highway/civil engineering will be essential. She/he must have experience of a minimum of fifteen (15) years related to road design/construction supervision. She/he must have served as a Resident Engineer or Project Manager in at least three (3) road construction projects of similar nature for the last ten (10) years. Experience in contract administration under FIDIC conditions of contract is a must. She/he must have a working experience of at least three (3) years in developing countries.

(b) Assistant Resident Engineer

The candidate for the position must be qualified in BSc degree in civil engineering or equivalent and registered with the relevant professional bodies; post-graduate qualifications in highway/civil engineering will be essential. She/he must have experience of a minimum of fifteen (10) years related to road design/construction supervision. She/he must have served as Assistance Resident Engineer or Project Manager in at least two (2) road construction projects of similar nature for the last ten (10) years. Experience in contract administration under FIDIC conditions of contract is a must. She/he must have a working experience of at least three (3) years in developing countries.

The candidate will be responsible for assisting the resident engineer in the design revision and supervision of the sub-projects for roads, drainage, landscaping, greenery, etc. In addition, the assistant resident engineer should be able to competently perform the roles/responsibilities of the Resident Engineer in his/her absence, and this shall have to be formally notified to the Client.

(c) Materials Engineer

The candidate for the position must be a qualified engineer and should demonstrate high level of experience in road/infrastructure works as a materials/geo-technical engineer. He/she should possess oral and written communication skills. Specifically, she/he should have BSc degree in civil/geo-technical engineering or equivalent and registered with the relevant professional bodies; post-graduate qualifications in geo-technical/highway/civil engineering will be essential. She/he must have minimum of 10 years post-qualification working experience in relevant field and at least 5 years of proven experience as a materials engineer for infrastructure projects. She/he should have worked as a materials engineer in at least two projects of similar nature in the last five years. Must have a working experience of at least three (3) years in developing countries.

(d) Land Surveyor

The candidate for the position must be a qualified land surveyor and should demonstrate high level of experience in surveying for road/infrastructure works. He/she should possess oral and written communication skills. Specifically, She/he should have First degree in land surveying or equivalent and registered with the relevant professional bodies; post-graduate qualifications in land surveying will be essential. She/he must have minimum of 10 years post-qualification working experience in relevant field and at least 5 years of experience as a land surveyor for infrastructure projects. She/he should have worked as a land surveyor in at least two infrastructure projects of similar nature in the last 5 years. Must have a working experience of at least three (3) years in developing countries.

(e) Environmental Expert

The candidate for the position must have professional qualifications in environmental engineering, environmental science or public health engineering and should demonstrate high level of experience in designs, drafting, implementing and monitoring of Environmental and Social Management Plans for infrastructure projects. Familiarity with Tanzania construction and environmental codes and standards as well as internationally acceptable environmental and social management practices is necessary. Specifically, she/he should have BSc degree in Environmental Engineering, Environmental Science or Public Health Engineering and registered with the relevant professional bodies. She/he must have minimum of 10 years post-qualification working experience in relevant field and at least 5 years of proven experience as

an environmental expert on infrastructure development projects with knowledge of handling social/resettlement related issues. She/he should have worked as an environmental expert in at least two (2) projects of similar nature funded by the World Bank in the last 5 years. Must have a working experience of at least three (3) years in developing countries.

(f) Sociologist/Resettlement Expert

The candidate for the position must have professional qualifications in social sciences, social studies/sociology/community development, land use planning or equivalent field and should demonstrate high level of experience in designs, drafting, implementing and monitoring of Social Management and Resettlement Action Plans for infrastructure projects. Familiarity with Tanzania and other international construction social and environmental standards is necessary. Specifically, she/he should have at least a Bachelor degree in Social Science or related discipline. She/he must have minimum of five (5) years of full-time relevant operational experience in social development with a focus on the assessment and management of social risks, resettlement and community participation issues. She/he should have strong knowledge and experience of at least 5 years with World Bank social safeguards/social risk management (social risks assessment and mitigation & involuntary resettlement) or other International Financial institutions is highly desirable and able to prepare communications materials and engage with the public/communities. Must have a working experience of at least three (3) years in developing countries.

(g) Short-Term Experts

The short-term experts shall include but not be limited to: -

- (i) Drainage Engineer
- (ii) Structural Engineer
- (iii) Hydrologist
- (iv) Architect
- (v) Quantity Surveyor
- (vi) Service Engineer
- (vii) Electrical Engineer
- (viii) OHS Expert
- (ix) Landscape Designer
- (x) Botanist

Required Qualifications and Experience

Short-Term Experts should be holders of at least a first degree or equivalent in relevant field, professionally registered with relevant bodies, have at least 10 years of proven working experience in the field relevant to the assignment and a minimum of 5 years of experience in similar projects. At least one short-term expert should have extensive knowledge of design and implementation of Sustainable Urban Drainage Systems (SUDS)

(h) Technicians

Technical support teams (e.g. Civil Engineering Technicians for Civil Works, Materials Technicians, Road Technicians, Architect, Services Technicians - Electrical, Mechanical, Plumbing, ICT, Health and Safety Inspectors, Land Surveying Technicians, etc.) that will be required to provide on-site supervision and quality control of Contractors' works to completion should be technically qualified at an officially recognised level of at least a technician (full technician certificate or equivalent) in the relevant field with site experience of not less than 5 years in infrastructure projects implementation.

5.5 Time Input

The Consultant's time input for key staff including short-term professional staff [Para 5.4 (a)–(g)] is estimated to be approximately 176 staff-months for the whole duration of the assignment, but the Consultant may suggest as per its (his) judgment, the level of time input necessary to adequately meet the requirements of these TOR, consistent with its (his) technical proposal. Further, staff input for the Technicians [Para 5.4 (h) above] should separately and adequately be estimated and clearly provided for in the respective technical and financial proposals so as to ensure proper and successful supervision of the works.

Indicative Staff Input for both Kinondoni and Ubungu Municipalities

Staff Input	Staff Months (Review and Redesign)	Staff-Months (During Construction)	Staff-Months (DLP)	Number of Staff	Total Staff-Month
Key Staff					
(1) Resident Engineer (RE)	2.0	22.0	4.0	1	28.0
Kinondoni Municipality					
(2) Assistant Resident Engineer	2.0	22.0	1.0	1	25.0
(3) Materials/Highway Engineer	0.5	9	0.5	1	10.0
(4) Land Surveyor	0.5	6	0.5	1	7.0
(5) Environmental Expert	0.5	6	0.5	1	7.0
(6) Sociologist/Resettlement Expert	0.5	6	0.5	1	7.0
Short-Term Experts					
Drainage Engineer, Structural Engineer, Hydrologist, Architect, Quantity Surveyor, Service Engineers, Electrical Engineer, OHS Expert, Landscape Designer & Botanist, etc.	3.0	12.0	3.0		18.0
Sub-Total Staff Input (Staff-Month) for Kinondoni MC (excluding RE)	7.0	61.0	6.0		74.0
Ubungu Municipality					
(2) Assistant Resident Engineer	2.0	22.0	1.0	1	25.0

Staff Input	Staff Months (Review and Redesign)	Staff-Months (During Construction)	Staff-Months (DLP)	Number of Staff	Total Staff-Month
(3) Materials/Highway Engineer	0.5	9	0.5	1	10.0
(4) Land Surveyor	0.5	6	0.5	1	7.0
(5) Environmental Expert	0.5	6	0.5	1	7.0
(6) Sociologist/Resettlement Expert	0.5	6	0.5	1	7.0
Short-Term Experts					
Drainage Engineer, Structural Engineer, Hydrologist, Architect, Quantity Surveyor, Service Engineers, Electrical Engineer, OHS Expert, Landscape Designer & Botanist, etc.	3.0	12.0	3.0		18.0
Sub-Total Staff Input (Staff-Month) for Ubungo MC (excluding RE)	7.0	61.0	6.0		74.0
Estimated Total Staff Input (Staff-Months) for Kinondoni & Ubungo MCs (including RE)					176

DLP = Defects Liability Period

5.6 Consultant's Transport and Office Space

The Consultant is expected to use own transport during supervision of the works for the first few months of commencing the assignment and in situations necessitating use of own transport during execution of the assignment (approximate total duration of 6 months) without compromising the quality of its (his) services or delaying/hindering the performance of the Contractors under its supervision – appropriate number (units) and type of vehicles provided for this purpose should be stated in the proposal for contractual records (if consultant is successful); the transport to be provided should be a minimum of two (2) units of double cabin pick-ups or equivalent for each DLA (which makes a total of 4 units) to be used during this period of approximately 6 months stated above. Afterwards, for reason of efficiency and cost effectiveness, the Client will make available a minimum of two (2) units of double cabin pick-ups for each DLA (i.e. a total of 4 units) for use by the Consultant during supervision of construction works in Kinondoni and Ubungo Municipalities, which at the end will revert to the Client as instructed by the PO-RALG and in accordance with the applicable contract conditions.

Moreover, to enhance collaboration between the Consultant and Client, which needs to be kept close throughout the implementation of the assignment, the Kinondoni and Ubungo Councils will make available some office space to the Consultant, to be shared with counterpart staff/PIT project staff of the Client, while the Consultant is ensuring expedition of construction to completion and furnishing of the Ubungo MC project office to be done by the Contractor for the first works package, and then the Consultant's Ubungo Team to shift to this office

together with the PIT staff; except the Kinondoni Team whose office is already in place. The operating costs for Consultant's transport and all other office facilities throughout the implementation of the contract for the supervision assignment should be included in the proposal.

6. DURATION OF THE ASSIGNMENT

The overall duration of the Consultant's assignment is thirty-six (36) months, that includes two (2) months at the beginning of the consultant's contract for design reviews; a twenty-two (22) months period for on-site direct supervision of the works packages (some having their defects liability periods overlapping within this period after end of the respective construction contracts) followed by twelve (12) months for defects liability periods of the works packages that end last.

It is intended that the Consultant will spend two (2) months ahead of commencement of the first packages of the works contracts for doing the necessary preparatory work including review of designs, drawings, BoQs, checking/inspection/verification of work sites/corridor clearance or any necessary changes, environmental and resettlement issues (compensation/resettlement, if applicable), sources of materials, location for contractor's site offices, yard/depots, etc.,; twenty-two (22) months supervising various packages of works contracts and twelve (12) months input doing final measurement, final accounts, intermittently handling defects liability period issues and generally assisting the DMDP 2 Project Implementation Teams, TARURA and the Councils in closing contracts for the works packages; thus making a total of thirty six (36) months of Consultant's assignment duration. The estimated level of effort for the Consultant is 176 professional staff-months.

Note, the Consultant's DLP input (staff-months) shown in the table above, will be part-time supervision by mainly the Resident Engineer and occasionally by the other key professional staff of the Consultant as necessary, which will be spread within the defects liability period of 12 months for the works contracts.

7. REPORTING ARRANGEMENTS

The Consultant will be answerable to the Client (PO-RALG), through the Client's Representative (Dar es Salaam TARURA Regional Manager) and the first point of contact will be the PITs Coordinator (TARURA District Managers) who will respectively be supporting the Kinondoni and Ubungu MCs in the implementation of the sub-projects. The Consultant will work closely with the PITs, PCT and the relevant community and civic leaders in carrying out works supervision and submission of physical and financial progress reports. Close liaison should be maintained with the Councils on matters of land rights, civic and other local issues.

8. REPORTING REQUIREMENTS

The following reports shall be submitted to Client with copies to the Client's representative and PIT during the tenure of the supervision contract as indicated below:

(a) Inception Report

Indicating appreciation of the assignment, the structure and type of the Consultant's staffing in the office and in the field, organization and implementation arrangements, status and plans for knowledge transfer that is agreed with Client, handling resettlement, environmental and OHS

issues, procedures for preparing, transporting and testing of samples and quality control of the works, format for works interim payment certificates, Status of mobilisation of the Consultant, review of the contractor's work program and any other relevant issues of importance that require Employer's actions.

Number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; four weeks after the commencement of the assignment. The report shall also be submitted in soft copies, including an editable version.

(b) Draft Design Review Reports

This report shall present the Consultant's findings or comments from the design review of the contract documents including ESMP and RAP after discussing any issues or areas of improvement, potentially scope of work and gather design feedback for works as per sub section 4.1 of this TOR. However, the importance of any changes, and the cost implication for each, should ensure the design is compliant with all the Standards and Guidelines and conforms to the requirements and intent of the design objective and agreed on amendments.

Standalone design review reports will be prepared for each of the Packages in the individual DLA.

For each design review report, the number of copies and timing is: The reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT for each DLA; four weeks after commencement of the assignment. The report shall also be submitted in soft copies, including editable version.

(c) Final Revised Design Report

Upon receipt and agreed comments, the Consultant shall then prepare the Final Design Review Report and Bidding Documents after incorporating all modifications resulted from the design review.

The number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; two weeks after the completion of the design review. The report shall also be submitted in soft copies including editable version.

(d) Knowledge Transfer Summary Report

The report has to elaborate the objective of skills transfer to strengthen engineering and technical capacity of the DMDP 2 Project Teams, the consultants must prepare summary report appropriate with involvement of training programme and conduct periodic on job-training sessions so as to build capacity and transfer skills to technical counterpart staff in the related field of construction supervision and solid waste management issues.

Number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; two weeks after the end of each month. The report shall also be submitted in soft copies including editable version.

(e) Monthly Supervision Progress Reports

The Consultant shall prepare progress reports every month during the construction supervision. The format and the content of the monthly progress reports shall be as agreed with the Client.

They will include but not be limited to detailed physical and financial progress reports regarding works contract containing information on: stages of completion of various activities; progress photographs; amount spent; variations to the contract resulting from changes in the design, specifications or quantities; estimates of funds required to complete the project; important visitors to the site; equipment deployment schedule; contractor's labour strength; quantities of materials delivered at the site; days of inclement weather; technical and administrative problems encountered at the site, constraints, delays, cost overruns, minutes of monthly meetings and any irregularities at the site, compliance with the contractors' site-specific ESMP, and OHS compliance and any incidents.

Other essential information to be provided in the monthly reports will include:

Consultant's assessment of the general progress of works; claims made by contractor and requisite actions; payment status; work done or to be done by sub-contractors; relocation and resettlement plans; contractors' compliance with labour laws. The Consultant would indicate all problems encountered with recommendations for action to be taken or already taken, and also give detailed assessment of any adverse impact the project may have on the environment and the extent to which mitigation measures are being implemented.

Number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; two weeks after the end of each month. Submission of monthly reports will continue up to the end of substantial completion. The report shall also be submitted in soft copies including editable version.

(f) Final ESMP Monitoring Report

The ESMP defines desired social and environmental management outcomes and specifies social and environmental indicators, targets, or acceptance (threshold) criteria to track ESMP implementation and effectiveness.

To ensure the social and environmental sustainability of the project and its different components, the final report should reflect all issues occurred during project execution and their compliance with the contractors' site-specific ESMP. Furthermore, include any incidents or other essential information to be shared in the final report.

Number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; one month after outset of the Defects Liability Period. The report shall also be submitted in soft copies including editable version.

(g) Defects Liability Period Reports

Prepare a quarterly report which includes a schedule of defects, listing those defects that have not yet been rectified, and agrees with the contractor on the date by which they will be rectified. The contractor must in any event rectify them within a reasonable time.

Number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; two weeks after the reporting quarter from start of Defects Liability Period to the end. The report shall also be submitted in soft copies including editable version.

(h) Final Completion Report

This final report shall comprise of final account of the works contract, final inspection report, a set of "as built drawings", a list of items that should revert to the Client, solid waste management

technical advisory report and any other relevant issues of importance.

Number of copies and timing: For each DLA, the reports shall be submitted in three (3) copies, one each to the Client, Client's representative and PIT; one month after the end of the Defects Liability Period and subsequent issuance of the Certificate of Correction of Defects.

At completion all reports, data and drawings should be submitted to the Client in hard copy as above as well as electronic copy in pdf as well as editable format (Word, Excel, DWG, etc.). **The assignment will not be considered complete without a complete document and data package including the editable files.**

9. PAYMENT TO THE CONSULTANT

The Contract to be entered into between the Client and the successful Consultant for supervision of execution of the physical works is "Time Based". Payments under the time-based supervision consultancy services contract shall be made monthly based on actual inputs for undertaking the assignments described in these Terms of Reference, to cover fees (remunerations) for approved personnel and items under reimbursable expenses as shall be described in the contract to be entered into.

10. FINAL ACCOUNT

As the work proceeds, quantities of completed works will be measured and all variations and claims will be recorded; these will be used in preparation of monthly payment certificates upon approval of the Client/Employer and provision of proper documentation. At the completion of works and defect liability period, the works will be re-measured and a final account prepared for each package of works as described in the respective contracts.

11. DEFECTS LIABILITY PERIOD

The works shall have twelve calendar months (Defects Liability Period - DLP) after practical completion with intermittent visits by the Resident Engineer and other staff team members as required during the DLP.