Consultancy Services for Construction Supervision for: (a) Mariculture Research and Development Facility in K. Maniyafushi, and, (b) the Ancillary Facilities of the Multi-species Hatchery in Ga.Maanagala (Matu)

Terms of Reference (TOR)

**Position: Project Management Consultant (referred to as “Consultant”)**

Project Title: Sustainable Fisheries Resources Development Project

Implementation Agency: Project Management Unit (PMU); Ministry of Fisheries, Marine Resources and Agriculture

Duration: 14 Months

Starting Date:

Type: Firm/ Consortium (National)

# Background

The Republic of Maldives has received financing in the amount of US$18 million equivalent from the World Bank towards the cost of the Sustainable Fisheries Resources Development Project (SFRDP). The project aims to improve management of fisheries at regional and national levels including support to establish mariculture in targeted atolls in the Maldives. The two main components of the project are as follows:

1. Augmentation of Institutional Capacity for Marine Fisheries Management through the development and implementation of fisheries management activities, planning instruments, long term fisheries management and fisheries sector capacity building.
2. Provide support to mariculture and diversification of fisheries through the development of technology packages, promotion of mariculture out grower schemes, the design, construction and operation of a multi-species hatchery along with the scoping of long term marine fisheries diversification studies.

In supporting the mariculture and fisheries diversification objectives, SFRDP is planning to establish the Mariculture Research and Development Facility in K.Maniyafushi in South Malé Atoll. There is an existing facility on the island in operation equipped to handle a minor hatchery and related services. Due to the inadequate infrastructure on the island, there is an acute need for the expansion of services to support the research and training in Maniyafushi.

In addition a multi-species hatchery is planned to be established on the island of Maanaagalaa (Matu), Gaaf Alif Atoll, to address challenges in securing the supply of juveniles to farmers with the procurement of good quality and healthy juveniles for the reared species in mariculture. Therefore, the supply of juveniles for small farmers will be provided through the multispecies hatchery for three local species of groupers, milkfish, and later for other interesting fish species. The current construction work relevant to this consultancy services include opening of the entrance channel to Ga. Maanaagalaa (Matu), construction of associated facilities for the multi-species hatchery (while the construction of the specific multi-species hatchery and its operation will be taken up under a separate design-build-operate and transfer contract at a later date).

# Objectives

The Ministry of Fisheries and Agriculture is seeking the services of a suitably qualified Project Management Consultant to provide Consultancy Services for the Supervision of the major works in Maniyafushi – Mariculture Training and Development Facility and the Ga. Maanaagalaa (Matu) ancillary facilities in accordance with these Terms of Reference. Services are required for the supervision of two (2) works packages as follows:

1. The Ministry of Fisheries and Agriculture has invited sealed Bids from eligible Bidders for demolition of existing buildings (staff accommodation, kitchen, green house and mosque) and also construction and finishing work of Staff accommodation, Laboratory, Bloodstock facility, Live feed Facility, Mosque and Warehouse. The construction site is located at K. Maniyafushi Research and Development Facility and the period for completion of the Contract is 12 months from the date of the Contract.
2. The Ministry of Fisheries and Agriculture has invited sealed Bids from eligible Bidders for the ancillary facilities on Ga. Maanaagala (Matu), an uninhabited island (opening of the access channel to the island, construction associated facilities such as the jetty, staff quarters, office, mosque, powerhouse/desalination plant, quarantine, laboratory, warehouse, live feed facility, dry feed facility and water circulation system) designing and the environmental clearances. The period for completion of the Contract is 12 months from the date of the Contract.

# Objectives of the Assignment

1. Objective of this assignment is to provide supervision and quality assurance services for the implementation period (estimated to be a maximum of 14 months) while the construction contracts are implemented.
2. Depending on performance and expertise of the selected Consulting Firm, their services, under a separate contract may be sought for technical review support during the specific construction of the Multi-species hatchery to be implemented using a design-build-operate and transfer contract. In that case, the contract will use the rates proposed by the selected firm under the current contract.

The consultant shall be appointed Project Manager as defined in the Works contract documents.

# Services to be provided by the Consultant

The Consultant shall provide construction supervision as described hereinafter including the provision of qualified experienced personnel, management, co-ordination and efficient execution of these services.

The Consultant is to supervise the works and to approve the materials and the workmanship of the works. This shall be done in co-operation and consultation with the Employer and the Consultant shall have no authority to relieve the Contractor of any of his duties or obligations under their respective Contracts. Neither work entailing delays nor any extra payment by the employer shall be ordered by the Consultant without the authority of the Employer. Note, that the PMU has a full-fledged procurement cell, and the final procurement decisions will be taken by MOFMA/PMU. The consultants will play only a facilitating and supporting role.

# Responsibilities of the Consultant

1. To carry out the following responsibilities of the Project Manager
   1. Review the detailed design as per the employers’ requirements
   2. Review and confirm - the survey of soil profile at the site (including tests such as test pit, plate load bearings test etc.) submitted by the contractor and review the submitted report for use in the structural design.
   3. Review the survey conducted to identify the proposed services (sewer, drainage, waste disposal, water, electrical, telephone etc.). Ensure that the detailed drawings of these services take into account the service providers recommendations.
   4. Check and confirm all submission of Technical Documents: architectural drawings, structural drawings, structural calculations, soil reports, services drawings including firefighting systems and EIA report, to obtain the construction permissions from relevant local authorities.
   5. Evaluate and ensure that the detailed designs submitted by the design consultant is in line with the national guidelines/World Bank Guidelines.
   6. Ensure timely submission of basic concept designs and undertake any modifications in consultation of the Client.
2. To carry out all responsibilities of the Project Manager under the Contracts including, but not limited to:
   1. authorizing the Contractor’s subletting parts of the work;
   2. approving the replacement of any of the Contractor’s Key Personnel;
   3. approving the Contractor’s insurances;
   4. clarifying any queries on the Contract Data;
   5. approving proposed geo-references of the infrastructure as proposed by the Contractor;
   6. approving the Contractor’s program and updates thereof;
   7. extending the dates for achieving compliance with Service Level Criteria if warranted by the occurrence of unforeseen events or by the issuance of changes to the contract;
   8. attending Management Meetings and recording the proceedings thereof;
   9. ensuring that the Environmental and Social Management Plans are implemented in the construction process.
   10. Supervise the construction of the project and be responsible for the overall quality of construction, including civil, mechanical, electrical, electronic, and plumbing and Heating, Ventilation and Air Conditioning (HVAC).
   11. providing guidance and advise in the procurement of all required equipment, furniture and related works and supervise installation and commissioning of the equipment and services.
   12. Identifying Special Studies in case the Consultants during progress of work conclude that special studies would be required to assist the Project Management Unit (PMU) in specific problems unforeseeable before conclusion of consulting contract, he will inform the MOFMA/PMU immediately and early enough to allow the Employer to arrange for such expertise.
   13. Arranging meetings and facilitate dialogue as required and solve issues arising during construction in consultation with the respective parties employed by the Client.
   14. responding to requests for contract changes as made by either the Contractor or the Employer;
   15. checking the Contractor’s work, notifying the Contractor of any defects found and requesting additional testing as considered necessary;
   16. monthly verification of Service Quality Levels achieved in relation to maintenance services for performance evaluation purposes;
   17. assessing quotations provided by the Contractor for carrying out variations and instructing variations;
   18. checking the Contractor’s monthly statements and certifying the amounts due to be paid to the Contractor;
   19. determining the justification for Emergency Works and the issuance of Work Orders in respect thereof;
   20. certifying the completion of the works and issuance of Taking Over certificates;
   21. issuing the Defects Liability Certificate;
   22. certifying the payment due upon termination of the contract
3. To advise the employer on all matters concerning claims from the Contractor and to make recommendations thereon, including possible recourse to the Adjudicator
4. The Consultant shall provide a full-time representative on both Maniyafushi and Maanaagala (Matu) Site who shall be nominated as the Project Manager’s Representative and whose principal responsibilities shall be to:
   1. Inspect the performance of the works concerning workmanship and compliance with the specifications and to order, supervise, or perform tests on the materials and/or work;
   2. Check systematically works progress and collect all data necessary to assess the impact of the works
   3. Check the Contractor’s accounts, invoices, claims and other statements concerning arithmetical error and compliance with the contract, and if required to correct thereof;
   4. Supervise the Contractor in all matters about safety and care of the Works and if required to request from the contractor the necessary safe guards to be adopted according to the ESMP;
   5. Direct the Contractor to carry out all such work or to do all such things the Project Manager considers necessary to avoid or to reduce the risk in case of an emergency affecting the safety of life or of the Works of adjoining property;
   6. Carry out such duties under the terms of the Contract as may from time to time be delegated in writing by the Project Manager; and
   7. Prepare as-built drawings for the complete Works.

# Scope of Work

In fulfillment of the responsibilities outlined in Section 3.1, the services to be provided by the Consultant shall include, but not be limited to, those services outlined in Sections 3.2.1 to 3.2.17 which follow.

# Consultant’s Representative on Site

* 1. The Consultant shall undertake full time project administration during the course of the contract and shall appoint a Project Manager’s Representative acceptable to the Employer for the continuous on-site construction supervision of the project; and
  2. The Project Manager’s Representative will act as directed by and under the supervision of the Consultant. The Consultant shall notify in writing to the Employer, the co-ordinator and the Contractor the duties and limitation of authority delegated to the Project Manager’s Representative.

# Contract Preliminaries

The Consultant shall:

* 1. Review the qualifications of the proposed key management personnel of the Contractor and make appropriate recommendations to the Employer;
  2. Receive from the Contractor, check for compliance with contract requirements and approve all performance bonds, insurance certificates or policies and guarantees relating to the contract before submitting to the Employer for acceptance.

# Work Program

The Consultant shall:

* 1. Review the program submitted by the Contractor for the execution of the contracted works to establish whether the methods, arrangements, order and timing of the activities are realistic and coherent in relation to the conditions pertaining on the Site. In particular the Consultant shall examine the relative timing of initial rehabilitation and maintenance works to ensure that, as far as is practicable, the Contractor is able to meet the required Service Quality Levels as specified in the timetables for compliance in the contract specifications.
  2. Identify from the approved program the information needed by the Contractor for the execution of the Works and ensure that such information is made available to the Contractor in a timely manner. This will include timely review, recommendations and approval of designs of items specified in the Works contracts (Maniyafushi: Demolition of existing staff accommodation, mess, mosque and greenhouse, Construction and finishing of new staff accommodation, laboratory, greenhouse, broodstock facility, design and installation of power, water and sewage grid, installation of sewage treatment plant. For Maanaagala (Matu): Site clearance, dredging of entrance channel, construction of access jetty, construction of staff Design and construction of staff accommodation [for a multi-storey building], mosque, powerhouse & RO plant, waste disposal with installation of sewage treatment plant, design and clearance of access roads, design and installation of sewage, power, water grids) .

# Supporting the MOFMA/PMU during mobilization period of the Works contractors:

The Consultant shall:

* 1. Prepare and provide all required working drawings and designs, with appropriate approval (by MOFMA/PMU where required, or approved by Consultants themselves) to be made part of the contract documents; and,
  2. Draft all required documentation of all related matters, including minutes of different meetings between the MOFMA/PMU and the contractors, and provide all help to the MOFMA/PMU in approving these documents.

# Surveying, setting out and measurement

* 1. Although the Contractor bears ultimate responsibility for the construction works the Consultant is required to agree and approve reference points as proposed by the Contractor to assess whether, the positions of the facilities and services are correct and adequate to ensure the long-term durability and stability of the works.
  2. The Consultant is required to make an independent assessment of the construction conditions and the levels needed to ensure that the service systems can be maintained at the required standards through execution of normal routine and periodic maintenance works after the Contractor has completed any initial rehabilitation/construction works needed to achieve those levels. This is to ensure that, all facilities and services handed back to the Employer at the end of the contract, the facilities will have satisfactory structure so that routine and periodic maintenance of the services can continue without recourse to further rehabilitation.
  3. Control points will be established by the Contractor, and checked by the Consultant, so that all levels can be accurately checked against the reference values during the course of the contract.

# Contract supervision

The consultant will be responsible to:

* 1. Provide all working drawings and instructions to the contractor, including seeking approval of MOFMA/PMU as and when required, through the site order books to be maintained by the contractor at site;
  2. Physically verify all dimensions on site and ensure that they are as per the approved specifications and drawings, and to immediately intimate discrepancies noticed, if any, to the Contractor and the MOFMA/PMU;
  3. Be available at sites for constant and full-time supervision and coordination of site work, installation or supplies; and to maintain checklist for day-to-day works including checking the levels, quality and scheduling of steel reinforcement, formwork and associated works;
  4. Supervise the day to day works like earthwork, plain cement concrete, reinforced cement concrete, reinforced earthwork, masonry, joinery and floorings and all works and installations including the public health and internal and external electrification, air conditioning and all other items as stipulated in the bill of quantities and as in the working drawings issued to the contractor in agreement with contractor;
  5. Stop work or prevent continuation of works at the site or part of the site whenever an occupational hazard is anticipated, and allow resumption of work only after the appropriate mitigation measures are implemented at site.
  6. Check all the measurements recorded in the bill prepared by contractor at site with respect to approved drawings and to certify the accuracy by verifying with their own prompt measurements at site within two to three days of receipt of the bills from contractors, and recommend to the MOFMA/PMU the bills of quantity to facilitate timely payment to the contractor;
  7. Measure jointly with contractor’s representative and record them in measurement books supplied by the MOFMA/PMU and obtain contractor’s signature in token of acceptance; including the cases of hidden measurements, which cannot be recorded in future, shall be recorded before covering up the work by the contractors;
  8. Facilitate finalization of bills for the works, installations and supplies as per actual execution;
  9. Take all actions on behalf of MOFMA/PMU to avoid time or cost overrun; and,
  10. Ensure that contractors comply with applicable environmental standards and norms appropriate for the activities implemented according to the National Standards and Regulations applicable in Maldives, and (b) in accordance of the Environmental Management Plans for the Project.
  11. Expert advice: Consultant will continuously advise the MOFMA/PMU, and work as the employer's representative on all matters relating to the execution of the works. Consultants shall suggest modification in the bid documents, if any, due to site conditions and advise reasoned justification of cost variations on account of resultant extra items and excess support by proper analysis.
  12. Direct the Contractor to carry out all such work or to do all such things necessary to avoid or to reduce the risk in case of an emergency affecting the safety of life or of the Works of adjoining property

# Monitoring of regulatory compliance:

The Consultant will monitor compliance by the contractors relevant to all applicable norms, standards and regulatory requirements

* 1. Consultants will ensure that contractors comply with (i) registration under applicable rules, (ii) laws pertaining to labour including payment as per Minimum Wages Act and any other Act or enactment relating thereto and rules framed there under from time to time, and (iii) any other applicable national or state law.
  2. Consultants will ensure that contractors (i) maintain the sites clean and orderly at any point in time during the implementation period; (ii) implement all relevant safety protocol in construction management, (iii) provide requisite and adequate separate facilities for women workers, and children of workmen as per relevant laws; and (iv) do not employ any child labourer or anyone who is seen to be a child labourer.
  3. Consultants will ensure and enforce throughout the construction period that contractors have taken requisite risk insurances to cover all of their workers as per the Workman Compensation Act; all losses and damages caused by natural calamities, accident or other extreme events resulting in accidental collapse of partially completed work, materials and plant at site and for third party claims for injury and/or damages.

# Quality control of works and installations:

* 1. Consultants will monitor the quality of the work and control the quality as per specification, relevant codes and as per Sound Engineering practices.
  2. Consultants will maintain the registers for mandatory tests to be conducted for all materials before use in work, installation or supply.
  3. Consultants shall inspect and approve the materials at site as per specifications before they are used in works and the work and installations itself to ensure compliance with the technical specifications and will give immediate notice to the contractor as per provisions of the contract in the event that such materials and works fail to comply with the specifications. All rejected material will be removed from site, and similar other instructions will need to be given to the contractors so that the work executed is of high standard, good workmanship and desired quality.
  4. Consultants shall be responsible for obtaining good workmanship with respect to lines, levels, plumb, finish, etc. Shall check all centrelines, dimensions, levels and plumb at all stages of work with reference to working drawings and shall ensure correct dimensions of all elements.
  5. Consultants will conduct special tests on the completed works and installations, which includes uncovering of the completed work and/or removal of improper materials and works or installations by the contractors as instructed by the Consultants.

# Management meetings:

The Consultant shall:

* 1. arrange a schedule of management meetings, site inspections and other job conferences in liaison with the Contractor and notify those expected to attend. In arranging these meetings, the Consultant is expected to maintain and circulate minutes thereof;
  2. maintain liaison with the Contractor principally through the Contractor’s Site Manager, and give assistance in the understanding and interpretation of all aspects of the contract documentation; and
  3. work closely with Contractors staff to ensure that as much knowledge and experience is passed on. The Consultant will be expected to make presentations to explain the systems and procedures established on site for measuring the Contractor’s performance and general contract management.

# Review of Contractor’s performance, inspection and tests:

The Consultant shall:

* 1. conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the construction contract schedule, and that completed work conforms to the construction contract drawings and specifications;
  2. inform the Contractor when work is to be corrected or rejected or to be uncovered for observation, or special testing, inspection or approval;
  3. verify that Contractor conducts sufficient laboratory and field tests to control the quality of the works, and that the contractor maintains adequate records thereof;
  4. accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, and record the outcome of these inspections and report as appropriate;
  5. verify that selection and use of materials is in accordance with the specifications. Establish procedures, criteria, and oversee testing carried out by the Contractor to verify the quality of the construction materials; and
  6. in collaboration with the Contractor’s Self Control Unit, conduct monthly verification of Service Quality Levels as reported in the Contractor’s monthly performance statements.

# Review of technical documents submitted by the Contractor

The Consultant shall:

* 1. as required in the conditions of the works contract, review all documents for the design of the works issued by the Contractor and grant approval or disapproval within a period not exceeding 14 days following receipt. The Consultant shall liaise with the Contractor to resolve any issues as quickly as possible. The Contractor shall not commence works prior to receipt of approval from the Project Manager;
  2. Render interpretations necessary for the proper execution and progress of work, with reasonable promptness; and
  3. Render written decisions within a reasonable time, on all claims, disputes and other matters in question relating to the execution or progress of work or the interpretation of the construction contract documents.

# Modifications

The Consultant shall:

* 1. Consider and evaluate Contractor’s suggestions for modifications in drawings or specifications and report them to the Employer with recommendations;
  2. Examine Contractor’s proposals for changes and provide recommendations to the Employer for approval when changes affect cost. Changes which do not affect cost or quality may be approved on-site and recorded in the monthly progress reports. Such changes shall be effected by written orders issued by the Consultant.

# Records

The Consultant shall:

* 1. Maintain at the project site orderly files for correspondence, reports of site meetings, product and material submissions, reproductions of original construction contract documents including all addenda, variation orders, site instructions, information and drawings issued subsequent to the start of works contract, as well as Consultant’s clarifications and interpretations of the contract documents, progress reports and other related documents;
  2. Consultants will ensure that all instructions to the contactors will be issued in the form of letter written by MOFMA/PMU to the contractor or all site instructions to the contractor by MOFMA/PMU will be recorded in site instructions book.
  3. Keep a log book, recording Contractor’s hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and
  4. Maintain a set of drawings (“as-built” drawings) recording all details of the work as actually executed with reference to the facilities
  5. Consultants will ensure that no extra or deviated items are executed unless approved and rates finalized by the Consultants (in agreement with MOFMA/PMU).
  6. A register for extra/ substituted items shall be maintained by the Consultants. Consultants will preserve field books and measurement books supplied by the MOFMA/PMU in safe custody and shall return the same to the MOFMA/PMU after completion of the activity.
  7. Consultants will maintain updated drawing register, hindrance register, register for payment of advances and recoveries, register for movement of field books or measurement books, site instructions book, diary of work, Quality Assurance, and any other register as advised by the MOFMA/PMU (which may at a later date be of assistance in resolving queries pertaining to execution of the works, extra items, claims and disputes) and shall submit all registers as mentioned above at the time of bill preparation or as required by the MOFMA/PMU.
  8. In addition, Consultants will keep a track of permissions required from local authorities and get this list of regulatory clearances revalidated whenever necessary.

# Reports

Consultants will prepare monthly progress reports relevant to time, cost and quality. In each such report, Consultants shall include a statement of budget requirement for the next two quarters so as to facilitate financial planning by MOFMA/PMU. The Consultant shall prepare and submit as detailed the following reports:

* 1. Monthly and quarterly reports

Monthly progress reports shall include: the historical background of the Project; a brief description of actual versus planned progress; problems encountered and resolutions; and comments on the quality of work and Contractor performance. The reports shall include graphs or charts showing physical progress of initial demolition, rehabilitation/maintenance works and construction works and data regarding the current financial status of the contract including a comparison of the contract amount and the estimated total cost of completion based on an up-to-date appraisal of actual versus estimated quantities and unit prices as amended. The reports shall include colour photographs showing completed work and construction activities undertaken during the relevant reporting period.

Each monthly report will contain a section devoted entirely to an assessment of the impact of accumulated delays, if any, in the execution of initial rehabilitation works and a projected date for compliance with required service levels if this has not already been achieved. In the event that the projected date is later than a revised date which will result from approved time extensions, the report will include an evaluation of a contractor-proposed plan for corrective measures to be implemented to increase the rate of progress and meet the required targets. In addition the effect of delays on the cost and timing of the Consultant’s activities should also be assessed.

The report shall also discuss compliance or otherwise with Service Quality Criteria and the penalties that may have been applied on the Contractor’s certificate for the month. The reasons for lack of compliance and the corrective measures being taken by the Contractor should be clearly explained.

Each report shall contain a section devoted to reporting the status of Emergency Works and Work Orders issued to the Contractor, detailing the dates of notification and subsequent actions and the time and cost effects as assessed, where appropriate.

In addition to the monthly reports, the Consultant shall prepare quarterly reports that summarise the content of the monthly reports, giving an overview of progress on the contract and the main issues that have arisen during the period. Each quarterly report shall contain an introduction presenting historical project background to set the current report in context. The report should contain an analysis of the Contractor’s performance and the impact of the work carried out on road conditions and required Service Quality Levels. The report should also discuss the impact of the project on road use and any feedback obtained from road users.

03 copies of these reports shall be submitted to the Employer within fourteen days after the end of each reporting period.

* 1. Accident reports

A report of the circumstances of any significant accidents occurring on the site shall be forwarded to the Employer with all due dispatch.

* 1. Claims reports

A report detailing the Project Manager’s assessment of each claim notified by the Contractor shall be prepared and submitted to the Employer.

# Payment Certificates

The Consultant shall review monthly applications for payment made by the contractor in accordance with the Conditions of Contract. Upon approval, and within a maximum of two weeks of receipt from the contractor, the Consultant shall forward (3) copies of the applications to the Employer together with recommendations regarding payment. The Employer shall then approve the applications taking into account the recommendations made by the Consultant and arrange for payment to be made.

The Consultant shall ensure that each application details the actual quantities and value of work completed to date compared with the total billed quantity and unit rate for each item in accordance with the Conditions of Contract. The Consultant shall also ensure that applications properly account for payments due to the contractor for:

* 1. Initial demolition/rehabilitation Works;
  2. Maintenance Services;
  3. Emergency Works;
  4. Price adjustments;
  5. Other payments to which the contractor may be entitled, and
  6. Deductions, discounts and retention

# Completion of Works

The Consultant shall:

* 1. inspect the works in the company of the representatives of the Employer, the Contractor and Sub contractors if any, prior to the handing over of any section of works;
  2. prepare a final snag list of items to be completed, or replaced together with a time schedule for the remedying of the same;
  3. verify that all items on the final snag list have been completed or corrected; and
  4. prior to the commencement of the Defects Liability Period for any section, provide written confirmation that the works have been completed in accordance with the requirements of the contract, plans and specifications, and issue a Certificate of Completion of the Works for that section.

# Defects Liability Period (12 months from the end of the contract period for the works contracts subject to this assignment for construction supervision services)

The Consultant shall:

* 1. Carry out detailed inspection on completion of project, and get all defects noticed during inspection rectified by the contractors before a completion certificate is issued by the Consultants;
  2. Carry out periodic detailed inspection during defects liability period and get all defects noticed during such inspections rectified by the contractors before the end of defects liability period;
  3. Advise MOFMA/PMU with regards to extra claims or disputes or arbitration cases between the MOFMA/PMU and the contractors, if any, and assist in case of any dispute till the cases are resolved either by mutual negotiation or through arbitration or by the Courts as the case may be;
  4. Collect the Guarantee Bond for Water Proofing & Anti Termite Treatment from the contractors, and hand over to the MOFMA/PMU before the end of the defects liability period;
  5. Collect all other relevant and necessary certificates from the contractors and hand over to the MOFMA/PMU.

For all the above services under this scope of services, Consultants shall provide all required resources and personnel. In specific, the Consultants shall:

* 1. Make available services of a qualified engineer at site on full time basis for regular and constant site supervision;
  2. At no extra cost to the MOFMA/PMU, make arrangements for regularly using all required instruments or equipment such as theodolites, levelling instruments, prismatic compass, chain, measuring tapes, plain tables and ranging rods, and all such other equipment or instruments needed for constant and regular supervision of the works
  3. At no extra cost to the MOFMA/PMU, make arrangements for accommodation and other facilities needed for the Consultant’s staff at the site or home offices during the period of the contract

# Outputs and Deliverables, Schedule of Delivery and Payment

Note that payments will be based on actual time invested. All payments will be linked to successful delivery of services and outputs. The outputs to be delivered by the Consultant include, inter alia, the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Deliverables** | **Time (from the Date of Start)** | **Payment Terms** |
| Total 14 months + Defects Liability Period | Monthly Reports describing delivery of successful supervision services and progress of works, covering Paragraphs 30-38 of these ToR | Each month, starting from the 4th week; and ending in the 14th month | Payment based on monthly claims, subject to a ceiling of 80% of the Contracted Amount |
| Final Implementation Supervision Report, covering all responsibilities during the defects liability period especially as described in Paragraph 39 of these ToR | 26 months | 20% of the Contracted Amount |

# Consultant’s Inputs and Qualification of Key Personnel

Consultant shall provide a team of experts with adequate skill sets, qualification, expertise and commitment necessary to accomplish the objectives of this assignment. Following is an indicative list of key positions, required qualifications and experience, as well as indicative input during different stages of the assignment. Consultants are expected to include in their proposal all additional expertise and support staff that will be needed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Professionals** | **Experience** | **Person-Months input required** | |
|  |  | Construction Period (1 month’s mobilization + 12 months’ construction +1 month of commissioning) | Defects Liability Period (12 months) |
| **Team leader** | Bachelor’s degree in Architecture and higher degree in Project Management with at least 15 years of experience of which 10 will be in leading teams on design and implementation on major works in small islands. | 4 | 1 |
| Electrical Engineer | Graduate in electrical engineering or equivalent. At least 10 years of experience, of which at least 5 years in electrification projects; and at least 1 year in designing solar lighting projects. | 1.5  (15 days for design review support: and 15 days each for the Work sites) | 0.25 |
| Structural Engineer | Postgraduate in Structural Engineering or equivalent. At least 10 years of experience in structural design of buildings with specific experience in designing (cyclone, flood, earthquake, fire) safe structures. | 2  (30 days for design review support: and 15 days each for the Work sites) | 0.25 |
| Site Supervision Engineer (at Ga. Maanagala/ Matu) | Diploma in civil engineering or equivalent. At least 5 years of experience, of which 3 years in supervision of infrastructure works. | 12  (Site availability: continuous) | 2 |
| Site Supervision Engineer (at K. Maniyafushi) | Diploma in civil engineering or equivalent. At least 5 years of experience, of which 3 years in supervision of infrastructure works. | 6  (Site Availability: 2 days per week on the average) | 1 |

# Data, Services and Facilities to be provided by the Client

1. The MOFMA/PMU would provide all available data and information that would be relevant to this current assignment. Note that Consultants will be responsible for any needed translation of documents and processing of data. MOFMA/PMU will also provide all necessary and reasonable support to Consultant in collecting secondary data, such as issuing authorization letters. The MOFMA/PMU will designate an officer to act as the main liaison officer and participate in the assignment. The MOFMA/PMU will help Consultants to identify contacts and stakeholders in the project area and facilitate consultation with them.
2. The MOFMA/PMU may depute a team of professionals (client’s organization professionals) to work with Consultants’ team, within the overall administrative control of the Consultants’ Team Leader.
3. MOFMA/PMU will provide spaces for workshops and meetings, when and if required, at Male. The Contractors will provide such spaces at the work sites.
4. The contractors at each site, respectively, will provide reasonable accommodation for the Site Supervision Engineer and any other personnel of the Consultant on site visit.
5. No other support or facilities will be provided by the Clients. Consultants will be responsible for all transport, accommodation, office spaces of their team outside the work sites, and for any other expenditure needed to take part in progress review meetings or management meetings. Consultants shall include all such costs in their financial proposal

# Reporting Requirements and Time Schedule for Deliverables

1. The Consultant will report to and advise the Project Director or his/her designate on behalf of the Client, on all aspects of Project Implementation throughout the duration of the contract.
2. All documents produced including but not limited to; should be submitted in soft and hard copies where the latter should not be less than two sets.
3. The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of Client and the World Bank.

# Duration of the Consultancy

1. The duration of the consultancy shall be 14 months from the date of signature
2. Extensions to the consultancy should be sought from the Employer based on the real time work progress of the design and construction of the project

# Request for Proposal Submission

Interested parties are invited to submit hard copies of Expression of Interest before **1300 hours Maldivian time on March 21, 2019.** to the following address:

**Mr. Ahmed Mujuthaba**

Chief Procurement Executive

National Tender

Ministry of Finance

Ameenee Magu, Male’

Republic of Maldives

Tel: (960)3349102, (960)33492106

E-mail: [ibrahim.aflah@finance.gov.mv](mailto:ibrahim.aflah@finance.gov.mv)

Copy to : tender@finance.gov.mv

The application should contain the following:

1. Company registration as well as a company portfolio that has reference to similar consultancy work ; included in the portfolio should be CVs , demonstrating relevant experiences and qualifications of key personnel Curriculum vitae and completed personal history profile
2. Letter expressing interest and clearly identifying how the candidate meets each of the criteria/skills listed above
3. Examples/Reference list of relevant work including reference letter

**Closing Date:**