



TERMS OF REFERENCE

Project Management Consultancy for Harbour and Road Construction Projects – Package 1

1. INTRODUCTION

Ministry of National Planning and Infrastructure (MNPI) on behalf of the Government of Maldives is seeking the assistance of a qualified and competent consulting firm for project management consultancy works of **Harbour and Road Construction in the Islands – Package 1**.

2. BACKGROUND

The Maldives is a South Asian country situated in the Indian Ocean South-Southwest of India, comprising 1,192 coral islands grouped in a double chain of 26 atolls along the north-south axis. With a total land area of approximately 298 square kilometers contained within a region of approximately 90,000 square kilometers between latitudes 1°S and 8°N, and longitudes 72° and 74°E, Maldives is one of the most land dispersed countries in the world.

The Transport Sector is a growing area in Maldives with an increase in number of vehicles in the past few years. Road infrastructure is currently regarded among the most priority infrastructure required by the communities. In the past four years public investments in the road infrastructure development have increased significantly all around the country.

Due to the increase in number of the vehicles and due to the poor conditions of the existing road gravels roads, the roads have become a major issue for the community. The poor infrastructure leads difficult accessibility to important public infrastructure and commercial buildings. Flooding and higher maintenance cost are also a major issues faced by the Island communities.

In addition to the land transportation, on a daily basis passengers and goods are transported on sea transport vessels irrespective of the time of the day or period of the year. Hence, a safe and easy access facility to and from an island is a vital requirement to the island community. To accomplish this requirement the government of Maldives has always shown keen interest in constructing harbours in the inhabited islands. Since harbour construction requires huge investments in a short period of time, in the past, harbour construction proceeded slowly, but steadily. Construction was done mostly to achieve quick results in the shortest possible duration. Hence, more commonly, construction was done using traditional methods, without the use of much heavy machinery and costly materials.

3. PROJECT OBJECTIVE



Proper access to the island is a basic need for island communities. Hence a Harbour is referred as the only gateway to the island and is vital to its primary services, the livelihood of the people and commerce.

Sea transport is still the main link between each island and the rest of the country. It is the main link to primary facilities in other islands, and the only access to the fishing grounds. Ninety-eight percent of all the goods in the island are imported while eighty percent are brought in by ship.

In addition to harbor construction, road construction is also ongoing in some islands to provide more accessible and safer roads for the road users. It will also help to reduce the cost of maintaining the existing gravel roads and also will solve the flooding issues faced by the island community. A list of detailed services required by this consultancy is listed under scope of services.

4. FOCUS ISLANDS

#	Project Code	Island	Type of Works	Status
1	P-HBR044-001	Ha. Kelaa	Harbour Construction	Ongoing
2	P-HBR042-001	Ha. Ihavandhoo	Harbour Upgradation	Design Stage
3	P-HBR004-001	Ha. Molhadhoo	Harbour Construction	Tender Stage
4	P-HBR045-001	HDh. Hanimaadhoo	Harbour Upgradation and Road Construction	Ongoing
5	P-HBR005-001	HDh. Nellaidhoo	Harbour Upgradation	Tender Stage
6	P-HBR009-001	Sh. Noomara	Harbour Works	Ongoing
7	P-HBR011-001	Sh. Feydhoo	Harbour Upgradation	Design Stage
8	P-HBR010-001	Sh. Billehfahi	Harbour Upgradation	Tender Stage

5. SCOPE OF THE SERVICES

The scope of services shall include, but not limited to the following:

- 1- The consultant shall undertake full administration of the Contract(s) and supervise the works, assuming the role of the “Engineer” as defined in the FIDIC Conditions of Contract for Plant and Design-Build Contract First Edition (1999 Yellow Book) for Design and Build Contracts and FIDIC Conditions of Contract for Construction (1999 Red Book) for Construction Contracts. This shall include supervision of Contractors works for compliance with specifications and detailed design, review and approval of Contractor’s submittals, tracking actual progress against the required progress, certification of Contractor’s payments among the others.
- 2- Approve the final design and technical documentation of the Contractor.
- 3- Development of master schedules.
- 4- Check and accept the detailed setting out by the Contractor.
- 5- Check, evaluate and approve the Contractor’s work plans and progress schedule for the most effective and expeditious method of carrying out the work.
- 6- Issue all necessary instructions to the Contractor, on behalf of Client, and check and control the work to ensure that it is carried out according to the contract documents.



- 7- Provide general guidance to the Contractor as may be necessary to ensure that the works are carried out expeditiously according to schedule and within the terms of the contracts.
- 8- Carry out, during the execution of the works, inspections of all the workmanship and installations of the contractor.
- 9- Organize regular monthly progress meetings with the Contractor.
- 10- Check and recommend for the approval or otherwise disapproval by the Client for the testing of soils, materials and operations required to ensure that the work complies with the specifications.
- 11- Examine the Contractor's installations, accommodations, canteens, health and safety precautions, construction equipment and laboratories to see that all these conform to agreed specifications and proposals.
- 12- Check and recommend for the approval or otherwise disapproval by the Client for the Contractor's plans defining the locations of the construction materials processing plants and the like.
- 13- Check the Contractor's working programs for all quarries and borrow pits and ensure that the characteristics of the materials to be extracted meet the specification requirements.
- 14- Ascertain the work measurements and payment claims by the Contractor and certify these to the Client as being correct and within the terms of contract.
- 15- Record all the results of the measurements carried out for the quantities to be paid both for the provisional and final accounting, on the proper forms normally in use in Maldives or previously agreed upon with the Client.
- 16- Prepare and recommend for the approval or otherwise disapproval by the Client for any contract change orders, together with related specifications and drawings.
- 17- Check and recommend for the approval or otherwise disapproval by the Client for all working drawings prepared by the Contractor.
- 18- Assist the Client in negotiations with the Contractor on any matter for which the need may arise and make recommendations on these as may be necessary.
- 19- Alert the Client to any problems which arise or might arise in connection with the contract and make recommendations for solving them.
- 20- Check and ensure compliance of Contractor to Environmental Mitigation measures and ensure submission of monitoring reports to the Environment Protection Agency in accordance with the Environment Impact Assessment report.
- 21- Evaluate all claims for additional payments or extension of time, if any, submitted by the Contractor and make recommendations on these to the Client.
- 22- Assist the Client in reminding any dispute that may arise with the Contractor and give a concrete opinion in the best interest of the Government on any claims the Contractor may put forward by drawing up a report giving all the elements on which their judgment is based.
- 23- Deliver to the Client upon the completion of the works, all necessary records, manufactures drawing and "as-built" drawings as constructed and instructions to the



Contractors which are necessary for the satisfactory operation and maintenance of the works.

- 24- When the works have been completed, carry out an inspection and make recommendations to the Client for their acceptance on the date of commencement of the maintenance period.
- 25- Prepare and submit the following to the Client;
- 26- Daily, Weekly and Monthly Progress Report comprising of up to date progress information and any other details as agreed by parties to the contract.
- 27- Monthly Payment Certificates on progress achieved. The Consultants shall assist the Client in preparing disbursement requests and manage financial progress of the Project.
- 28- Other Necessary Reports that the Client may request from time to time on any special measures during execution.
- 29- Final Completion Report on completion of defects liability period.
- 30- Check and approve As-built drawings submitted by the Contractor.
- 31- Quarterly monitoring of the project for defective works for a period of 1 year.

6. PROJECT TEAM

The following staff members will be required for each package and should not be repeated in any other packages that are applied.

The project manager should be based in Male' but should be willing to travel to project site as needed, even without the guidance from Client.

The key expertise required for consulting services are:

Post	No
Project Manager	1
Resident Engineer (for each island)	8

The Consultant should submit full CV's for each of the proposed staff members highlighting the criteria given below.

6.1. Project Manager

6.1.1 Qualifications;

- a. He/She should be a graduate from university level in Civil Engineering and having minimum 7 years working experiences after graduation.
- b. Experience as a project manager/project engineer in road and harbour projects at least for a period of 5 years is also required for this position.

6.2. Resident Engineer



6.2.1 Qualifications;

- a. He/She should be a graduate from university level in Civil Engineering and having at least 2 years working experiences after graduation.
- b. Experience as a resident engineer at least for a period of 1 year is also required for this position.

7. SIMILAR ASSIGNMENT

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of Four (4) similar assignments.

8. REPORTING REQUIREMENTS

Monthly consultant's performance report thereafter describing of key issues, cost status, schedule status with achievements, any other necessary information, as required must be submitted in addition to the following reports.

Details	Remarks
Daily Progress Report	Before noon of the following day.
Weekly progress report	Before start of the following week.
Monthly progress report	10 th of the following month.
Quarterly inspection report	At the end of each quarter during defects liability period
Final project completion report	At the end of defects liability period.

9. EQUIPMENT, LOGISTICS AND FACILITIES

The Consultants shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, computing and secretarial provisions to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels,



remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of the teams. The Consultants will provide their own office space for the Project team.

10. PAYMENT SCHEDULE (Not required for EOI stage)

Payment schedule will be in accordance with the schedule specified below:

DESCRIPTION	ALLOCATION	REQUIREMENT
For Construction Phase – Monthly Payments	As per Invoice	<ul style="list-style-type: none">- Submission of Monthly Report- Submission of supporting documents (time sheet, receipts of reimbursable expenditure, etc.) in the specified format.
For Post Construction Phase – Quarterly Payments	As per Invoice	<ul style="list-style-type: none">- Upon submission of quarterly inspections reports.

11. TECHNOLOGY TRANSFER

The Consultant shall consider the technology transfer as an important aspect of this project. The Consultant shall provide the opportunity to the staffs of the Client to be involved in the working team of Consultants during the work supervision stage for their capacity development wherever possible.

12. DURATION OF THE ASSIGNMENT

The period of total engagement will be **12 months** upon the signing of the Contract Agreement.

Commencement of Consultancy work will start only when the Contractor mobilizes to the site.

If the works are stopped for any reasons, the Client has the right to terminate the Contract after notifying the Consultant and the Client will not be liable for any damages due to termination of the Contract.

The Client reserves the right not to award more than two packages to a single Consultant.

