



Ministry of National Planning, Housing &
Infrastructure

Republic of Maldives

CONSULTANCY REQUIREMENT BY CLIENT

Consultancy Services for Design & Supervision of 400 Housing Units at Hulhumale'

August 08, 2023

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TERMS OF REFERENCE

CONSULTANCY SERVICES FOR DESIGN & SUPERVISION of 400 HOUSING UNITS AT HULHUMALE'

Post Title:	Consultancy Services for Design & Supervision of 400 Housing Units at Hulhumale'
Category:	Project Management & Consultancy
Duty Station:	Ministry of National Planning, Housing & Infrastructure
Type of Contract:	Lump sum
Type of Contractor:	Team (Consultancy Firm)
Expected Starting date:	Feb 2023
Duration:	36 months

1. INTRODUCTION

The Ministry of National Planning, Housing and Infrastructure (MNPHI) seeks the services of a qualified Consultant for the Design and Supervision of “400 Housing Units in Hulhumale Project” in Maldives. financed by Saudi Fund for Development

2. SOURCE OF FUNDS

This project will be funded by Saudi Fund for Development.

3. BACKGROUND

Maldives is an island nation consisting of 1192 coral islands situated in the Indian Ocean of which 95 percent is water. The geographical distribution of the Maldivian islands has led to the concentration of better employment opportunities, educational and medical facilities in the capital city of Male'. Over population and congestion is common throughout Male, since a majority of the Maldivian population is based in the capital. This had led to deterioration of the overall quality of life over time.

4. PROJECT OBJECTIVE

MNPHI is working towards the betterment of the living standards in the capital with the notion of enabling all residents of Male' to own and afford their own shelter. The development of 400 Housing Units in the adjoining planned city of Hulhumale', is one such initiative towards relieving the over-population in Male.

5. SCOPE OF THE SERVICES

The consultant shall undertake full administration of the Contract(s) and supervise the works, assuming the role of the "Project Manager" and "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. The scope of services shall include, but not limited to the following:

A. SURVEY AND PRELIMINARY DESIGN STAGE

Topographic Survey: The consultant shall carry out the topographic survey of plots, elevation of all roads with the boundaries (including plot boundaries) with a grid interval of 2m or less, all vegetation and other features such as road lights, utility networks, etc. within the road boundaries. Names of all public plots and road names shall be labeled on the map.

B. UTILITIES SURVEY

The consultant shall coordinate with various utility service providers and HDC and identify the locations of existing facilities and any future plans for expansions. Examples of these may include water lines, sewerage lines, electrical and other utilities

C. PRELIMINARY DESIGN

Based on the surveys and stakeholder meetings, the consultant shall carry out the preliminary design for the given plot.

D. PRELIMINARY COST ESTIMATE

Based on the preliminary design the consultant shall provide a preliminary cost estimate for the project.

E. PREPARATION OF TENDER DOCUMENTS.

Based on the approved preliminary design the consultant shall prepare the following documents.

- i. Preparation of Conditions of Contract and Evaluation Criteria
 - ii. Preparation of Technical Specifications
- 1. Technical Specifications will include Technical Specifications and Schedules. Technical Specification will be prepared for all items to be constructed, supplied or erected. Materials and work specifications will cover all aspects of materials and equipment to be provided.
- 2. The Consultants will use local or national standards where possible. Where no suitable local or national standards exist then international standards such as BS, ASTM, ISO etc. will be used.
- 3. Where possible, the specification of materials (locally produced or imported) will be specified. Construction Schedules will be issued in details.
 - iii. Preparation of Bill of Quantities
 - 1. The Bill of Quantities will include Bills for each type of works i.e. preliminary works, soil investigations, concrete works, masonry works, roofing, finishing works, etc. The Consultants will here explain the unit costs as well as the percentage considered for miscellaneous and contingencies.
 - 2. Bill of Quantities will be established separately for each plot/building.
 - iv. Concept Drawings
 - 1. It shall include preparation/submission of Concept Drawings of all plots/building.
 - v. Final Cost Estimates

F. ENVIRONMENTAL IMPACT ASSESSMENT

This shall include carrying out Environment Impact Assessment up to the requirement of Environment Protection Agency (EPA).

- i. Undertake the application process for the EIA works of the assignment
- ii. Undertake the scoping or screening wherever applicable for the assignment
- iii. Undertake field data collection survey and develop the EIA report as per the approved Terms of Reference by EPA after the scoping meeting
- iv. Submit the final EIA Report to EPA and get approval/decision statement
- v. Undertake submission and provide any clarifications where as necessary to the submitted EIA
- vi. Accommodate any request by EPA for any additional information regarding the submitted EIA report.

It is the responsibility of the consultancy firm to expedite the process of EIA application submission, follow up on scoping meeting, draft TOR submission, and follow up on TOR approval, obtain and address the queries made by the EIA reviewers and follow up on the EIA review and approval process.

G. REVIEW OF DETAILED DESIGN

The Consultant will review the detail designs made by the Developer/Contractor to ensure that it provides the product required and to verify that correct engineering practices were used in the design and ensure that the design meet the needs and the standards of the Client. The time duration to review the design is 14 Days from the day of submission.

6. CONSULTANT'S SERVICES FOR THE IMPLEMENTATION PERIOD

1. Upon award of project to the Contractor, the Consultant shall prepare the necessary agreements and liaise with the Contractor, the Client and any other relevant authorities in order to implement the project.

2. The Consultant should fulfill the duties required by the Project Manager in the Contractors Contract Document from drawing up and approval of the work program till the completion of works.
3. The Consultant shall carry out the complete engineering services related to the construction supervision and contract management.
4. Upon award of project to the Contractor, the Consultant shall prepare the necessary agreements and liaise with the Contractor, the Client and any other relevant authorities in order to implement the project.
5. The Consultant shall prepare standard reporting formats and get approval from the Client prior to commencement of project.
6. Make measurements of the work done as basis for running payments to the contractor(s). Detailed measurements of the works shall however be recorded jointly with the Contractor and shall be attached with the Contractor's statements.
7. The Consultant shall supervise the contractor in all matters concerning safety and care of the work and advise the Client on any problem arising in the construction work during its execution.
8. The Consultant shall certify that works are executed as per approved design, drawings, standard specifications, technically sanctioned estimate and within the provisions of contract agreement. The Consultant shall further be responsible for quality and quantity of works.
9. The Consultant shall certify that the construction material brought to site by the contractor(s) is in accordance with the specifications and that it is tested as per standard practices prior to material arrival on site. The reports in respect of receipt and test of materials shall be submitted to Client on weekly basis in accordance with rules set by the Client and shall be certified by an Engineer registered with the MNPHI.
10. Ensure quality control through laboratory tests and other non-destructive tests at the expense of the contractor.
11. The Consultant shall check, approve, reject and record the following:
 - a. Contractor(s)' construction equipment.
 - b. Materials of construction (the contractor shall ensure that the materials are of good quality and that it is able to withstand salty weather conditions).
 - c. Concrete testing, procedures and results.

- d. Construction of site works: concrete structures, steel structures, finishing, mechanical and electrical work and other utilities as required.
 - e. Review and approve all methods proposed by the Contractor(s) for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with rules set by the relevant authorities.
12. The services will include issuing field instructions in writing as required relating to:
- Quality of materials used in the works.
 - Equipment and methods of construction Supervision.
 - Checking and testing of works carried out.
 - Clarification of drawings and specifications.
 - Progress of works to ensure that the work program is adhered to.
13. The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of the Client.
14. Arrange and attend regular site meetings with Contractor(s) and the Client, to discuss progress and quality of works, and resolve any pertaining problem. The Consultant should verify the monthly statement from the Contractor by making field measurements of all works done, which will be required for checking and certifying the Contractor(s)' invoices. The Consultant's Engineer should also be present at site during the course of work.
15. When the Contractor informs the Consultant that the project has been completed, the Consultant shall carry out a detailed final inspection of the work and submit a report to the Client to arrange for issue of Initial Hand-Over Certificate.
16. Consultant shall be responsible for getting all such defects rectified from the concerned contractor(s) and final payment of the contractor(s) shall be verified only after satisfactory removal of the defects.
17. Certify all of the Contractor(s)' monthly statement and final statement within the time specified in the contract and forward to the Client for arranging payment. The Consultant shall, during the course of works, keep accurate records of all dates and

quantities of work carried out, all payments made to the Contractor(s), and all materials and equipment supplied to the site.

18. The Consultant shall issue variation order and approve claims for extension of time or any change in works according to the contract after obtaining the approval of the Client. The Consultant shall also monitor the contract costs relative to the Client's budgetary provisions.
19. Any instructions the Consultant issues to the Contractor that involve changes in scope, cost, duration or any other critical matters should only be issued with prior written approval from the Client.
20. The Consultant shall conduct the final inspection survey upon completion of the defects liability period and submit the report to the Client within 30 calendar days.
21. The Consultant shall recommend to the Client for issuance of completion certificate stating that the work has been completed as per design, drawings, standard specifications and contract agreement.
22. All certification and statements submitted by the Consultant shall be certified by a Licensed Engineer or Checker registered at the MNPHI.
23. The Consultant shall advise the Consultant of any error, inconsistency or omission discovered in the drawings, specifications, and other construction documents and make necessary adjustments to rectify it with the Client's approval.
24. Upon Completion of the project, the Consultant shall approve and provide the Client with a full copy of the as-built documents at no additional cost. These should include the Auto-cad drawings, the pdf files and the excel files of the Bills of Quantities.

7. DURATION OF SERVICES

The period of total engagement will be **36 (Thirty-Six) months** from the date of signing the Contract Agreement.

Commencement of Consultancy work will start upon signing the contract agreement.

8. SUBMISSION OF REPORTS/DELIVERABLES

The consultants should submit a Monthly report at the end of each month in a format agreed with the MNPHI representative. All the documents shall be submitted in English.

Details	Remarks
<p>Inception Report</p> <p><i>Detailing out the specific tasks to be carried out, a time-based work plan, work methodology and other appropriate technicalities for conducting the assignment shall be submitted.</i></p>	20 days after the commencement of the assignment.
<p>Report on Existing Plot</p> <p><i>A report on existing plot need to be prepared based on the literature reviews, surveys and field visits undertaken</i></p>	20 days after the commencement of the assignment.
Preliminary design (Final Design including all the revision)	60 days after the commencement of the assignment.
EIA report (if required)	60 days after the awarding to the contractor
Tender Documents	150 days after the commencement of the assignment.
Evaluation	After tender evaluation
Daily Work log	Before start of the following week
Weekly Progress Report	Before start of the following week
Monthly Progress Report	10 th of the following month
Site Inspection Report	Within 3 days after return
Quarterly inspection report	At the end of each quarter during defects liability period
Final project completion report	At the end of defects liability period.

7. SPECIFIC TERMS OF REFERENCE

- a. The Consultant shall be solely responsible for gathering and analysis of all data required relating to the project and shall undertake such surveys and investigations for the satisfactory implementation of the Project.
- b. The Consultant shall at all times utilize the most economical, effective and widely accepted engineering concepts and standards.

8. REQUIRED EXPERTISE AND QUALIFICATION

The Consultant firm should must have the following technical expertise.

#	Technical Personnel	Qualification	Other Requirements	Roles & Responsibilities
1	Project Manager (1 nos)	<ul style="list-style-type: none">- Bachelor's Degree in Construction Project Management.- Experience as a construction project manager / project engineer in building projects at least for a period of 10 years.	Software Skills; <ul style="list-style-type: none">- AutoCAD- MS Project	<ul style="list-style-type: none">- Manage and lead the project team.- Help define project scope, goals and deliverables- Define tasks and required resources- Create schedule and project timeline- Track deliverables- Present to stakeholders reports on progress as well as problems and solutions- Evaluate and assess result of project.- Coordinates between client, consultant, contractors and other team members.
2	Civil Engineer (1 nos)	<ul style="list-style-type: none">- Bachelor's Degree in Civil Engineering.	Software Skills; <ul style="list-style-type: none">- AutoCAD- MS Project	<ul style="list-style-type: none">- Review and approve the structural drawings.

		<ul style="list-style-type: none"> - Experience as a Civil Engineer in building projects at least for a period of 7 years. 		<ul style="list-style-type: none"> - Creating accurate project specifications. - Creating technical reports for clients. - Carry out technical and feasibility studies. - Carryout soil investigations. - Must analyze various factors concerning a project. - Communicating with clients and team about analysis results. - Resolve structural, design and technical issues that arise during the construction phase.
3	Electrical Engineer (1 nos)	<ul style="list-style-type: none"> - Bachelor's Degree in Electrical Engineering. - Experience as an Electrical Engineer in building projects at least for a period of 5 years. 	Software Skills; <ul style="list-style-type: none"> - AutoCAD - MS Project 	<ul style="list-style-type: none"> - Review and approve the electrical drawings. - Creating accurate project specifications. - Creating technical reports for clients. - Ensure that installation and operations conform to standards and Client's requirements. - Ensure construction, manufacture, or installation carried out as per the Utility Regulatory

				Authority (URA) and STELCO guidelines.
4	Mechanical Engineer (1 nos)	<ul style="list-style-type: none"> - Bachelor's Degree in Mechanical Engineering. - Experience as a Mechanical Engineer in building projects at least for a period of 5 years. 	Software Skills; <ul style="list-style-type: none"> - AutoCAD - MS Project 	<ul style="list-style-type: none"> - Review and approve the mechanical drawings. - Creating accurate project specifications. - Creating technical reports for clients. - Ensure that installation and operations conform to standards and Client's requirements. - Ensure construction, manufacture, or installation carried out as per the Utility Regulatory Authority (URA) and STELCO guidelines.
5	Site Engineer (1 nos)	<ul style="list-style-type: none"> - Bachelor's Degree in Civil Engineering. - Experience as a Site Engineer in building projects at least for a period of 7 years. 	Software Skills; <ul style="list-style-type: none"> - AutoCAD - MS Project 	<ul style="list-style-type: none"> - Planning, marking out and levelling construction sites before any building work takes place. - Overseeing the building works at site. - Prepare daily, weekly and monthly reports. - Checking technical designs and drawings to ensure that work is followed correctly.
6	Architect (1 nos)	<ul style="list-style-type: none"> - Bachelor's Degree in Architecture. - Experience as an Architect in 	Software Skills; <ul style="list-style-type: none"> - AutoCAD 	<ul style="list-style-type: none"> - Providing design and drafting services for the preliminary design of a project.

		building projects at least for a period of 7 years.		<ul style="list-style-type: none"> - Review and approve the detailed drawings. - Ensure the design is according to the requirement and budget that discuss with the client. - Should take responsibility for design disputes. - Conducts regular site visits to check that the project is executing as per the design specifications. - Approve the materials related to the finishing works.
7	Quantity Surveyor (1 nos)	<ul style="list-style-type: none"> - Bachelor's Degree in Quantity Surveying. - Experience as a Quantity Surveyor in building projects at least for a period of 5 years. 	Software Skills; <ul style="list-style-type: none"> - MS Project 	<ul style="list-style-type: none"> - Estimate and monitor construction costs, from the feasibility stage of a project through to the completion of the construction period. - On completion of design and drawings, the quantity surveyor may prepare a Bill of Quantities, which is issued with the specification, for use by contractors in submitting tenders. - Involve in feasibility studies.

				<ul style="list-style-type: none"> - Prepare bidding documents and involves in tendering process. - Resolve disputes between contracting parties. - Prepare variation documents.
8	Land Surveyor (1 nos)	<ul style="list-style-type: none"> - Diploma in Land Surveying. - Experience as a Land Surveyor at least for a period of 3 years. 	Software Skills; <ul style="list-style-type: none"> - AutoCAD 	<ul style="list-style-type: none"> - Carry out the survey to create legal property lines. - Verify the accuracy of survey data. - Calculate the sizes such as height, depths and survey points and property lines. - Collect and present surveyed data, maps, plots and records. - Generate surveyed data electronically and develop survey drawings and reports. - Carryout the setting out for initial start and monitor the project.

9. EXPERIENCE OF THE CONSULTANCY FIRM

To be eligible for this ToR, the consultant must demonstrate past experience in performing the mentioned scope of work. The Firm shall have carried out a minimum of Four (4) similar assignments with a minimum contract value of MVR 500,000.00 each.

10. PAYMENT SCHEDULE (Not Required for EOI stage)

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

Details	Allocation	Requirement
Advance Payment	10%	Advance Payment Bank Guarantee submitted within 30 days of receiving the Letter of Acceptance (15% of the value of the agreed Contract Price).
Preliminary design report & Tender Documents	15%	Upon submission of Preliminary Design Report and Tender Documents
PREPARATION OF TENDER DOCUMENTS	15%	After signing the contractor's contract
For Construction Phase - Monthly Payment	60%	- As per the monthly payment schedule - Submission of Monthly and Weekly Report
For Post Construction Phase – Quarterly Payments		Upon submission of quarterly inspections reports
Total	100%	
<i>Amortization of 15% will be deducted from each monthly invoice to recoup the advance payment</i> <i>Advance Payment will be paid upon Submission of Advance Payment Bank Guarantee</i>		

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 works of Consultant during the work for their capacity development wherever possible.

12. LANGUAGE of tender

All correspondences and documents relating to this project shall be English.

13.APPLICATION PROCEDURE

Qualified interested firms / parties are hereby requested to apply. The application should contain the following.

- A technical proposal with brief description of why the firm.
- The technical proposal should also contain personal CVs of the technical personnel indicating educational background/professional qualifications, all past experiences, as well as contract details (emails and contact number) at least two (2) professional references.

14. EVALUATION CRITERIA

Rated Category and Features		Marks	Percentage
1	Qualification/Experience of Firm - General	<i>Assignments with a minimum contract value of MVR 1,000,000.00 each (Minimum 3 projects) within the last 8 years prior to the application deadline. Completion certificate have to be submitted.</i>	30%
2	Qualification/Experience of Firm - Specific	<i>Assignments related to similar nature and magnitude while achieving target results with a minimum contract value of MVR 500,000.00 each (Minimum 2 projects) within the last 6 years prior to the application deadline.</i>	40%

		<i>Completion certificate have to be submitted.</i>	
3	Availability of the proposed Technical Personnel	<i>Supporting documents of the technical personnel.</i>	30%
Total			100%

15. Submission of Bids

Expressions of interest must be delivered in a written hard copy form to the address below (in person, or by mail, or by e-mail) **by 1300 hours Maldivian time on April 26, 2023.**