

Terms of Reference

TERMS OF REFERENCE FOR CONSULTANCY SERVICES for Supervision of construction of Agro-logistic Centers in Balkhi district and Khujand city

1.0 Introduction

The Government of the Republic of Tajikistan received financing from the International Development Association (IDA) toward the cost of the Strengthening Resilience of the Agriculture Sector Project (SRASP) and intends to engage a competent firm to provide Consultancy services for the Supervision of the Construction of the Agro-logistic Centers under the project.

These Terms of Reference (TOR) are intended for the firm(s) that shall be engaged for this assignment. The Consultant will assemble pertinent expertise to undertake the assignment.

2.0 Background

1. The Strengthening Resilience of the Agriculture Sector Project (SRASP) main objective to is to strengthen the foundations for a more resilient agricultural sector in Tajikistan.

To achieve this objective, the project consists of four interlinked technical components organized to address the key binding constraints for the development of the agriculture and agribusiness sector:

- **Component 1. Strengthen seed, seedling, and planting material systems**
- **Component 2. Support investments in Agro-logistical centers for horticulture value chains**
- **Component 3. Strengthen public capacity for crisis prevention and management**
- **Component 4. Project management and coordination**

Subcomponent 2.1 “Support the development and operation of ALCs” will support the establishment of three ALCs located in the Khatlon region, Balkhi district, and Sughd region, Khujand city. Another ALC will be located in Dushanbe, where horticulture production is concentrated.

The main objectives of these ALCs are to provide important services to support primary collection, quality, and food safety standards enforcement for local horticulture production and its access to high-value outlets. It will benefit market access to local production (horticulture) and reduce risks of food losses and waste. The availability of ALC services will also trigger more private investments in horticulture, including fruit orchards, which in turn will contribute to climate mitigation and job creation.

Supervision of Construction works is requested for the following Agro-logistic centers:

- a) Agro-logistic Center in Balkhi district, Khatlon region with the following scope of construction

	Name of buildings and structures (site)	Construction scope to be done
1	Two story building	Construction of a new building with a size of 4350 m ²
2	Dinner room and chekpoint	Construction of a new building with a size of 376,96 m ²
3	Scales	Construction of a new building with a size of 173,96 m ²
4	Yard restrooms for four points	Construction of a new building with a size 13,32 m ²
5	Installation of Transformer substation	Complete outdoor transformer substations 1000-10/0.4 with size 42 m ²
6	Septic tank 50m ³ (underground)	Construction of septic with size 27,06 m ²
7	Boiler house	Construction of Boiler house with size 47,36 m ²
8	Canopy	Installation of a new structure with a size 70,0 m ²
9	Underground septic tank	Installation of underground septic tank 27,06 m ²
10	Parking lot for trucks for 5 spaces	Construction of a structure with a size of 270,0 m ²
11	Parking lot for trucks for 6 spaces	Construction of a structure with a size of 82,50 m ²
12	Tank for 200m ³ (underground)	Construction of a structure with a size of 98,56 m ²
13	Fumigation Container	Installation of fumigation container with size 29,00 m ²
14	Blind fence	Construction of blind fence with size 544 m.

b) Agro-logistic Center in Khujand city, Sugd region with the following scope of construction.

	Name of buildings and structures (site)	Construction scope to be done
1	Two story building	Construction of a new building with a size of 4350 m ²
2	Dinner room and checkpoint	Construction of a new building with a size of 376,96 m ²
3	Scales	Construction of a new building with a size of 173,96 m ²
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3.0 Objectives of the Consultancy

The overall objective of the Consultancy in line with the Project objectives is to fill a critical gap in cooling, storage, packing and logistics facilities and initiate the development of an integrated network of market/distribution infrastructure in Tajikistan. The new ALCs will be instrumental for more standardized production and quality management, including sorting and packaging, for domestic and international markets.

The specific objectives are:

3.1 To ensure that the Works are implemented with a high standard of workmanship, on schedule and within budget, in accordance with the specifications and the drawings, and to acceptable environmental standards

4.0 Detailed Scope of Services Construction Supervision

Detailed Scope of Services

The Consultant Firm shall act as the Project Manager, as defined in the World Bank's Standard Contract for Works, in the supervision of the contractor in all aspects of construction activities on the site, including management, coordination and control of the construction of the works. The Consultant shall do the following in relation to the signed construction contract:

- a) Prepare and implement Project Management Procedures to control and co-ordinate the execution of the work, documentation and control of design changes necessitated by actual conditions encountered on site or other changes approved by the Client.
- b) The Project Management Procedures shall cover:
 - a. supervision, administration and engineering;
 - b. effective monitoring and control of the construction agreement and the Consultant's own services agreement;
 - c. effective communications amongst the Consultant, the Employer, the Contractor and other parties; and
 - d. preparation of Standard forms for monitoring and control, management, administration, etc.
- c) Monitor the contractor performance in accordance with the approved program of works and supplies for the Contract between the Client and Contractors.
- d) Establish a Project Cost Control Estimate (PCCE) for the capital costs of the project and notify the Client of any variations in cost.
- e) Coordinate the contractor's work on-site to ensure compliance with the Contract and any applicable regulations.
- f) Assist the Employer, when requested, with the presentation of project information to the public and external agencies, including financiers.
- g) Maintain a photographic record of activities during Project implementation.
- h) Administer the construction contract. Set procedures for processing contractor requests for payment. Verify progress and quantities for payment. Certify contract interim and final certificates for payment and submit them to the Employer within the time limits stipulated in the construction contract. Verify that all insurance and securities are obtained by the contractor and are kept up to date and modified as necessary.
- i) Ensure that the Contractor commits all plant, machinery, equipment, and key personnel on the works in accordance with the construction contract and that they remain on the contract until their release has been authorized.
- j) Review and approve the Contractor's designs and drawings for temporary works. Coordinate and review installation and maintenance of all site temporary services by the contractor such as access roads, traffic and water flow diversions, and environmental control practices.
- k) Provide construction control services to ensure compliance with specifications, drawings, and good practices. These shall include:
 - a. inspection of falsework, reinforcing steel, concrete batching, and placing for compliance with drawings and specifications;
 - b. inspection of fill placement for material grading, moisture content and compaction;
 - c. inspection of materials for suitability and compliance with the specifications, and witness tests by the contractor; and
 - d. conduct checks on the contractor's surveys and setting out of the work.
- l) Review and monitor the contractor's quality assurance programs on-site and undertake independent quality assurance tests as necessary to verify compliance with the specifications, using the site laboratory facilities.
- m) Assessment of the technical condition of the erected reinforced concrete structural elements of the facility and issuance of recommendations for measures to complete construction and its further normal operation.
- n) Ensure that the contractor implements the site safety program required by the construction contract and ensure its ongoing application. Report formally to Employer all safety-related incidents and

- submit any other incident-related information to the Employer, required to monitor safety and performance.
- o) Monitor activities on site with respect to compliance with the Environmental Management Plan (EMP), which shall be part of the construction contract. Provide procedures for direct response to environmental or natural emergencies. Report to the Employer any incidents which have, or are likely to have an adverse environmental impact.
 - p) Ensure that the Contractor maintains a daily record of significant events on site, including weather conditions. Compile and document records of field measurements and all approved deviations from construction drawings, specifications or procedures.
 - q) Convene management meetings at monthly or lesser intervals to review the progress of the works and discuss any other issues concerning the project. Submit to the Employer, monthly and quarterly progress reports and any other reports required on the works.
 - r) Prepare and document any necessary correspondence requiring the signature of the Employer's Representative and recommend appropriate action to the Employer.
 - s) Prepare all necessary designs and documentation of all variations and changes to the scope of the work that will have been approved by the Employer, in accordance with the contract.
 - t) Immediately following the receipt of notice of intent to claim by the contractor, or at any time when the Consultant or the Employer considers that a claim may be made, ensure that all pertinent facts are recorded and documented. Analyse claims when submitted by the contractor and recommend to the Employer for appropriate action.
 - u) Participate in the inspection of hidden works and sign hidden works certificates. Bear full legal responsibility for the compliance of works with drawings.
 - v) Check and sign Certificates of work performed and monthly/quarterly invoices. Bear full legal responsibility for the compliance of works.
 - w) Check and sign bear full legal responsibility for signing the documentation.
 - x) Ensure that the contractor prepares 'as-built' drawings of the project and an Operation and Maintenance (O&M) Manual; check and verify the exactness of the drawings and appropriateness of the O&M arrangements. Forward to the Employer 10 sets of printed drawings and one set in editable digital format – Auto CAD release 2008 or later, to be provided by the Contractor in accordance with the Construction Contract. Submit 10 hard copies and 1 soft copy in MS Word of the O&M manual to the Employer.
 - y) During the Defects Liability Period, periodically check the completed work and notify the Contractor and the Employer of any defect in the completed works which require rectification.
 - z) Arrange with the Contractor the remedial action required for defects identified. Shortly before the expiry of the mandatory Defects Liability Period, check the completed work and verify that all noted defects have been corrected.

5.0 Schedule of Deliverables

5.1 Reports

The Consultant shall prepare and submit the following reports in a format agreed with the client:

5.1.1 Inception Report (3 hard Copies and 1 Soft Copy)

The inception report shall summarise the Consultant's and Contractor's state of mobilization, the Contractor's obligations, and the frequency of reporting, site meetings, site record keeping and a Quality Management Plan. To be submitted within two weeks after the end of the mobilization period in the Contractor's approved work program.

5.1.2 Monthly Progress Reports (3 hard copies, 1 Soft Copy)

The Consultant shall prepare and submit to the Employer short comprehensive progress reports in the first week of each calendar month. The reports shall include records of site meetings, site visits, Contractor's plant, equipment and labor deployments, weather conditions, schedule status with percentage completion stated for all significant current activities; progress of the works against the program, progress photographs, summarised materials testing results, consultant's staff on site,

site problems, the financial status of the contract and cash flow forecast, problems encountered and how they have been dealt with and other relevant details.

5.1.3 Routine Construction Documentation

The Consultant shall obtain from the Contractor daily, shift, weekly, and other reports necessary to record all activities on site, including weather conditions, crews, numbers of staff, vehicles, plant, and equipment working, and volumes of work done. This information shall be retained by the Consultant for the duration of the Contract. The information shall be available at all times to the Employer and shall be handed over to the Employer at the end of the Consultant's contract.

5.1.4 Quarterly Report on Consultancy Services (3 hard copies, 1 soft copy)

The report, to be submitted no later than the 15th day of the first month in the following quarter shall summarise the Consultant's staff activities, the financial status of the Consultancy Agreement, and any other relevant information considered necessary in respect of this assignment.

5.1.5 Construction Completion Report (5 hard copies and 1 soft copy – All as-built drawings to be in Auto CAD release 2008 or later)

Within 60 days of the issue of the certificate of Completion, the Consultant shall prepare a Completion Report summarising the work carried out, major problems encountered and how they were solved and incorporating the as-built records and drawings prepared by the contractor and checked by the Consultant. Deviations from contract requirements shall be noted, with the reasons for approval of such deviations, other relevant details on the works.

The Completion Report shall also include complete details of payments under the contractor's contract.

5.1.6 Final Project Completion Report (5 hard copies and 1 soft copy)

This report shall summarise all aspects of the project implementation including the consultancy services and all financial matters, suggestions and recommendations for future design and construction techniques, comments on Technical Specifications, Special Conditions of Contract and the Operation and Maintenance Manual prepared by the contractor and checked by the Consultant. To be submitted within four weeks of end of defects liability period.

5.1.7 Defects Liability Period: Quarterly Inspection Reports (5 hard copies)

The quarterly reports during the defects liability period shall detail any identified defects, proposals for remedial measures, remedial instructions given to the contractor and progress on remedies instructed during the previous quarterly inspections. To be submitted not later than the 15th day of the first month in the next quarter.

6.0 Reports and Time Schedules

The Consultant shall submit both written (in English) and electronic copies at each stage for review and / or approval as detailed in Table 4.

Table 4. Reports and Time Schedules					
Stage	Activity / Report	Copies of Reports		Estimated Time for Stage (weeks)	Review by Client (Weeks)
		Hard Copies	Soft Copies (CD/DVD ROM)		
1	Inception	3	1	2 weeks after the end of the mobilization period	
2	Progress	3	1	Monthly	
3	Routine Construction Documents	1	1	Always available to be handed	

				over at the end of the consultancy contract	
4	Consultancy Services	3	1	Quarterly	
5	Construction Completion	5	1	End of Construction	
6	Defects Liability Period	5	1	Quarterly	
7	Final Project Completion	5	1	End of the defects liability	

At the end of the assignment, the Consultant shall not claim any right of authorship or design patent of the reports submitted during the assignment.

7.0 Duration

The assignment is estimated to take 18 months of construction supervision and 12 months for supervision of the defects liability period.

The services are estimated to require a total of **84 staff months** excluding those for auxiliary staff. The proposal, however, should be based on the consultant's estimated staff months.

8.0 Staffing

The Consultant shall provide the following experts on their team:

1. Team Leader (Resident Engineer)
2. Structural/Civil Engineer (ALC in Balkhi district)
3. Structural/Civil Engineer (ALC in Khujand city)
4. Electrical Engineer
5. Mechanical Engineer
6. Quantity Surveyor
7. Social Development Specialist
8. Environmental Specialist

All the experts shall be highly skilled, experienced, and registered with professional associations in their respective fields of expertise. The proposal of the Consultant shall be set out in detail showing the list of experts required for each stage of the assignment and the duration (man/days) for which the services are required.

The qualification requirements for the Consultant's staff are as follows;

(i) Team Leader (Resident Engineer)

- Must possess a Bachelors Degree in Architecture or Bachelor Degree in Engineering or similar
- Must be a Registered Architect or Engineer.
- A Post Graduate Degree in Architecture, Civil Engineering and /or Construction Project Management from a recognized institution will be considered an advantage,
- Proven strong skills in communication, project and contract management.

General professional experience

- The Team Leader will have at least 15 years professional experience including working knowledge of the disciplines involved for similar assignments.

Specific professional experience

- The Team Leader will have a minimum of 7 years of experience in the Design and Supervision of Buildings.
- Prior experience must include procurement of goods, works and services using international development partner procurement procedures;
- Proven technical competence in Construction Project Management;

(ii) Structural/ Civil Engineer

- Must possess a degree in Civil or Structural Engineering,
- A Post Graduate Diploma/Degree in Civil or Structural Engineering from a recognized institution will be considered an advantage,
- Must be a Registered Engineer.

General professional experience

- The Structural Engineer will have at least 10 years of professional experience including working knowledge of the disciplines involved for similar assignments.

Specific professional experience

- The -Structural Engineer will have a minimum of 07 years of experience in the Design and Supervision of Buildings and at least 3 years should be in Tajikistan.
- Proven technical competence in construction site geotechnics, construction materials, the design and maintenance of structures;

(iii) Electrical Engineer

- Must possess a degree in Electrical Engineering,
- Must be a Registered Engineer.
- A Post Graduate Degree in a related field from a recognized institution will be considered an advantage,

General professional experience

- The Electrical Engineer will have at least 10 years of professional experience including working knowledge of the disciplines involved for similar assignments.

Specific professional experience

- The Electrical Engineer will have a minimum of 07 years experience in Design, Supervision, and maintenance of building services and at least 3 years should be in Tajikistan.
- Proven technical competence in Project Management;

(iv) Mechanical Engineer

- Must possess a degree in Mechanical Engineering,
- Must be a Registered Engineer.

- A Post Graduate Degree in a related field from a recognized institution will be considered an advantage,

General professional experience

- The Mechanical Engineer will have at least 10 years professional experience including working knowledge of the disciplines involved for similar assignments.

Specific professional experience

- The Mechanical Engineer will have a minimum of 07 years experience in Design, Supervision and maintenance of Building services and at least 3 years should be in Tajikistan.

- Proven technical competence in Project Management;

(v) Quantity Surveyor

- Must possess a degree in Quantity Surveying or similar qualification
- A Post Graduate Degree in a related field from a recognized institution will be considered an advantage

General professional experience

- The Quantity Surveyor will have at least 10 years of professional experience including working knowledge of the disciplines involved for similar assignments.

Specific professional experience

- The Quantity Surveyor will have a minimum of 7 years experience in estimation, valuation, measurement, taking off quantities, building construction contract preparation and management and at least 3 years should be in Tajikistan.

(vi) Social Development Specialist

Education:

Bachelor's degree in any social sciences field.

General experience:

Minimum of 10 years working experience.

Specific experience:

- Minimum 7 years of relevant experience in managing project-associated social risks,
- Specific experience in implementing Resettlement Action Plans (RAPs), and Environmental and Social Management Plans (ESMPs) on World Bank-funded infrastructure projects in Tajikistan.
- Experience in implementing RAPs and ESMPs in at least 2 projects of a similar nature

(vii) Environmental Specialist

Education:

Bachelor's degree in environmental sciences/ engineering or equivalent

General experience:

Minimum of 10 years working experience. Must be Registered with a relevant professional body.

Specific experience:

- Minimum of 7 years of relevant experience in the assessment and mitigation of environmental impacts on infrastructure projects in Tajikistan
- Experience in delivering good international industry practice with respect to Environment, Health and Safety (EHS).

- Experience with World Bank environmental policies
- Experience in supervision of at least 2 infrastructure projects, managing associated Environment, Health and Safety aspects

Support Staff

The Consultant is free to field any other number of non-key experts to enable the timely delivery of the assignment and to the required standard.

9.0 Data, Services, Personnel, and facilities to be provided by the Client

For the avoidance of doubt, the Client shall provide the Consultant with the following pertinent information where available: Design and estimate documents and drawings of ALCs.

10. Quality Management

The Consultants shall implement a Quality Management System for the assignment in accordance with ISO 9001 requirements, either within the framework of their own organization's quality management systems or specifically for this assignment. In particular, the Consultant shall prepare a Project Quality Control Plan that shall define how they intend to ensure Key Deliverables are produced on time, within budget, and to the technical standards required. The Project Quality Control Plan shall include:

- (i) Work schedule and timeliness controls;
- (ii) Budget and cost controls (earned value analysis);
- (iii) Technical verification and quality controls;
- (iv) Risk management controls;
- (v) Document controls;
- (vi) Project reviews and progress reporting requirements;
- (vii) Quality Records to be maintained.

The Consultant shall submit the Project Quality Control Plan to AED PMU for review and approval. AED PMU reserves the right to carry out audits to assess whether the Consultant is complying with their Quality Management System and Project Control Plan. The Consultant shall include Quality Management issues in their Quarterly Reports.

11. Capacity Building

Not applicable