

Standard
Procurement Documents

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**Terms of Reference Template**

1st Edition

December 2020



Project Management Unit, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II)

**Terms of Reference for**

**Consulting Services**

for

Consulting Services for Feasibility Study, Design, and Construction Supervision of the Roads

Ref No:PP2021-22/Consulting/02 & 09

 **Submission date:** May 24, 2022

**Foreword**

These terms of reference have been prepared by Project Management Unit, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) and are based on the 1st edition of the IFAD-issued standard procurement documents template for terms of reference available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) This document is to be used for the procurement of services in projects financed by IFAD.

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**Terms of Reference (TOR)**

Consulting Services for Feasibility Study, Design, and Construction Supervision of the Roads under Gwadar-Lasbela Livelhoods Support Project – Phase II (GLLSP – II)

**1. Client**

The client for this assignment is Project Management Unit, Gwadar-Lasbela Livelhoods Support Project – Phase II (GLLSP – II)

**2. Country background**

Pakistan is a lower-middle income country with its services sector (59%) being the largest contributor to the economy, followed by agriculture (21%) and industry (20%). The country’s economic growth made a slow and steady recovery during 2014 to 2018 but has since then decelerated and projected to be around 2.5 per cent during 2019-20. Pakistan was ranked 23rd in terms of fragility among 178 states. With a total population of 207.8 million, the country is the 6th most populous in the world with around 60 percent of population living in rural areas and having its workforce largely (38%) employed in agriculture. Pakistan continues to face significant human development challenges (ranked 150 out of 189 countries). Around 32 percent of young people are literate and another six percent having any technical skills. Women in rural areas of Pakistan are considerably disadvantaged with respect to disparities in access to resources, services and rights.

**3. Background on project:**

The proposed project (GLLSP II) is a second phase of the IFAD Funded Gwadar-Lasbela Livelihood Support Project. The GLLSP II will consolidate the results already achieved and will geographically cover the same two districts i.e. Gwadar & Lasbela. The target districts have high levels of poverty. The area is predominantly rural where households (around 133,000 in total) depend mainly on agriculture, livestock and fisheries resources exploited in an unsustainable manner. Women are socially and economically disadvantaged and the present status of nutrition and food security is alarming. Investments in the development of youth skills remain low. There is considerable potential for development of fisheries, livestock and agriculture as well as youth empowerment with the right combination of infrastructure, human development and value chain investments.

The Project will benefit around 100,000 hhs and cover the overall 400 villages of the two districts during a six-year implementation period. The GLLSP II Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisherfolk’s and agricultural households in the project area”. It will benefit around 100,000 hhs and cover the overall 400 villages of the two districts during a six-year implementation period.

**5. Overall project objective:**

The Project Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisherfolk’s and agricultural households in the project area”.

**4. Background of the assignment:**

The objectives of the is to carry out the technical, economic, social and environmental assessment of the proposed roads to be finance under GLLSP-II project. The selected roads, which are passing the selection criteria would then be detailed designed and supervised during the construction stage, that the project carrying out construction of the road’s infrastructure, according to approved design, drawings, standard specifications and within the envelop of provisions of conditions of the contract. There is a likelihood to add other roads that may be proposed later. Therefore, the current engagement would be made on framework concept where scope of engagement would be enhanced based on the pre-agreed terms and conditions of the contract signed with the winning consultant.

The road proposed under Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP – II) provides critical links to isolated rural fishermen and agricultural production communities;

|  |  |  |
| --- | --- | --- |
| **S.No** | **Road Type** | **Length in Kilometres** |
| 1.
 | Rural Farm to Market Roads | 40 |
|  | Fish Market Access Roads | 80 |
| **Total** | **120** |

The main agriculture production areas will be connected to the national trunk road network and the new road network which is being developed through CPEC/BRI through 40 km black top roads. Priority links will be identified through the Union Council Development Plans, as per selection criteria, and the lengths may vary from 02 km to 10 km. Climate change resilience will be built in the design of roads and support structures. Road side tree plantations will be integrated as part of the road design process.

The Project will support the development of 80 km (<10 km per road) black topped road links from the landing sites to the nearest factory and/or trunk roads to facilitate safe and time-efficient transport of the catch. Today, the fish are mainly carried on donkey carts, exposing fish to direct sunlight and other contaminating elements for one to two hours before reaching the factory. Provision of proper roads will encourage motorized efficient transportation, adding to quality, reducing wastage and allowing better returns for fisherfolks. Roads will be identified as part of Cooperative Business and Development plan and constructed by C&W on provincial farm to market standards and climate proofed.

All roads will be built on state-land and in case of any small portions belonging to a community, the land will be procured under the Land Acquisition Act after payment of fair compensation. Approval of all road alignments and design would be subject to an environmental screening process to ensure that the construction does not have adverse social or environmental impact.

**6. Objectives of the assignment**

The main objective of this assignment is to conduct feasibility study, prepare detailed engineering design, cost estimated and supervision for construction of black topping road in district Lasbela and Gwadar

**7. Scope of work:**

The Scope of Work for the Present Terms of Reference includes of following but not limited to: The consultant will be held responsible incorporate the outcomes of public hearing of EIA Tribunal/Court in the design of components of all Development Works falling the aforementioned projects.

**Stage I**

* Data Collection / Co-ordination with all concerned local Departments, for future Urban/suburb planning of all settlements coming en-route.
* Desk study on maps & satellite imagery validated by Reconnaissance visit.
* Alignment improvement options and recommend alignment with comparisons with the existing alignment.
* Presentation of alignment and Cross-section for approval from Employer.
* Hydrology of the area and hydraulics of major rivers/Nullahs.
	+ Data Collection
	+ Household Interview Survey (HIS)
	+ Roadside Interview Surveys (RIS)
	+ Road Inventory Surveys/ Topographical Surveys
	+ Willingness to Pay Surveys
	+ Speed Surveys
* Prepare the viable & practicable projects other than identified projects to resolve the issues of city conjunction and with approximate cost estimates on best effort basis.

**Stage II**

* EIA Study (incorporation of points raised by EIA Tribunal/Court in design, if any)
* IFAD Social, Environmental and Climate Assessment Procedures (SECAP) as integral part of the feasibility study. The consultant will use the IFAD SECAP guidelines and checklist for the selection the road. The SECAP, available on <https://www.ifad.org/secap>
* Topographic survey of the Alignment
* Soil investigation Reports/surveys on the proposed Schemes/Projects.
* Develop Strategy and manual for Plantation along road sides.
* The main objective of the manual is to highlight step-by-step procedures for roadside tree planting, species, maintenance, and management strategies. This manual provides useful working information to road engineers/designers and field workers
* Identification of quarry sites and construction material survey.
* Review of Geometric Design of highways, interchanges, Lay-bys etc.
* Provision of auxiliary works including traffic signs, info, and gantries

**Stage - III**

* BOQ, Engineer’s Estimate and PC-1, PC-III, PC-IV
* Assist PMU in the preparation of biding documents
* Assist PMU in pre-bid meetings and attending to queries by bidders
* Assistance in Tendering and Award process
* Land acquisition plans with cost obtained from site survey.
* Prepare complete works prequalification (including evaluation guidelines) and bidding documents following BPPRA-RULES 2014, amended up to date and IFAD Procurement Guidelines/IFAD Procurement Handbook. The consultant will use the IFAD and BPPRA Procurement guidelines and sample bidding Documents for works preparation of biding documents.

**Stage - IV**

* Detail Construction supervision.
* Verification of Invoices.
* Preparation of Variation Order.
* The Consultants shall be designated as the "Engineer/Engineers Representative" (as defined in the Contract Agreement for Construction) for all civil and ancillary works under the project. The Consultants shall administer the civil work's contracts, make engineering decisions, be responsible for quality assurance, material testing, provide general guidance and furnish timely response to the Contractors in all matters relating to the civil works, and ensure that all clauses or the Contract Agreement between the civil works Contractors' and the Employer are respected.
* Preparation and Issuance of Working Drawing.
* Re-Alignment (if needed)
* Site Problems and Any other task related to assignment.
* Land acquisition plans with cost obtained from site survey.
1. **Services and facilities to be provided by client**
	1. Priority links will be identified through the Union Council Development Plans, as per selection criteria, and the lengths may vary from 02 km to 10 km. Climate change resilience will be built in the design of roads and support structures. Road side tree plantations will be integrated as part of the road design process.
	2. Fish mark access roads will be identified as part of Cooperative Business and Development plan and constructed by C&W on provincial farm to market standards and climate proofed.
	3. The client compile and share the list of all potential roads identified for feasibility study. The selection rural farm to market roads and fish market access roads will made on bases of selection criteria.
2. **Correctness of Design & Co-ordination Engineer**

Consultant is entrusted with the Scope of Work outlined above. It is required that the consultant should undertake the job in a professional manner to the best of his ability and resources. Client may offer comments through in-house review.

**Task 1:** Data Collection & Co-ordination with all concerned Departments

**Approximate Duration:** 10 days

**Outcome:**  Consultant get hold of relevant information, SOP Maps, Satellite imageries and liaison with local department, implementation partner, fishermen cooperative societies, and security agencies

1. **Data Collection & Co-ordination with concerned local departments**

Immediately after signing of the Contract, the consultant will get procession of the relevant maps, reports and imageries for the detailed design of the Project. In case any authorization is required by the concerned office for delivering the required information, same shall be provided by the Client in the form of Authority letter. The Consultant should inform the project management unit, security agencies and administration before conducting all types of filed surveys. Before planning the field reconnaissance, the consultant should co-ordinate meeting with the local city development / Highway Department to know any future plans for city expansion and provincial roads etc. Tips for design of Bypasses shall be obtained as per local requirements.

**Task 2:**  Reconnaissance Visit, Inception Report and Alignment Report

**Approximate Duration:** 15 days

**Outcome:** Consultant should submit Inception and Alignment Report. Approval of alignment in presentation to the Client shall be accorded.

1. **Reconnaissance Visit with Identification of Alignment Improvements**

After the completion of the Task 1, the consultant shall carry out the desk study of possible alignment improvements, using maps and imageries. Same shall then be investigated in the field reconnaissance. The site visits shall be carried out by a senior highway engineer. Coordinated meetings with local departments shall be done and minutes recorded (same shall be made part of the Alignment report).

During the reconnaissance visit, particular requirements of project shall be identified that will be addressed in the detailed design. Other requirement of Task-2 is the submission of Inception Report. Inception Report should elaborate the methodologies for detail design for requirements spelled out in the TOR and observations made in the site visit.

In the reconnaissance visit, consultant should record some Geographic Co-ordinates of physical features on ground using GPS.

At the reconnaissance stage social, economic and environmental aspects shall be considered. The resulting information will form part of the recommendations for adoption of a project corridor.

Data from various sources shall be collected at this stage:

* Topographic Maps
* Geological reports available if any (from local departments, adjacent projects)
* Use of Satellite imagery
* Soil survey maps (Soil survey of Pakistan)

**Task 3:** Topographic Survey of the alignment

**Approximate Duration:** 15 days

**Outcome:** Survey Drawings along with map of route-sections and ground elevation

**Topographic Survey**

Topographic survey forms the basis for the detailed design. Poor quality of survey work produces not only incorrect designs but also results in post construction problems with variations in cost and claims. It is desired that the Survey work is of top most order.

 It is therefore recommended that consultant should use the latest technology for the topographic survey, establishment of high accuracy control points.

Employer reserves the right interview the surveyor if required. Upon request, the consultant should change the surveyor. If consultant wants to outsource the Survey work, it will be mandatory to take prior approval of the Client.

The survey will be carried out in UTM Co-ordinate system and starting point will be observed from a known SOP control point. If no such point is available, average position of GPS Base will be taken.

* 1. **Design Standards**

AASHTO, Specification of Highway Bridges (Latest Edition) and Code of Practice for Highway Bridges of West Pakistan-1967 and the practices followed by National Highway Authority and Client, and at the detailed design stage the consultants will establish design criteria suitable for proposed infrastructure development project, following design criteria will be adopted.

* AASHTO American Association of State Highway & Transportation Officials shall be used for geometric design.
* For Material & Testing ASTM American Society for Testing Materials shall be used.
* For Structures ACI American Concrete Institute / AASHTO Bridge Design Code shall be used.
* Structural loads shall be Class A or Class AA loading according to Pakistan Code of Practice for Highway Bridges and requirements of AASHTO.
* For deck slab only a wheel load of 95 KN with a ground contact area 610 305 mm shall be used.
* Seismic design shall be according to Uniform Building Code (UBC), Seismic zone map of Pakistan & AASHTO.
* British Standard 5400 for design of Elastomeric Bearing and Pot Bearings. Pile Capacity calculation according to method prescribed by Tomlinson and G.K. Fleming
	+ 1. **Design Standards**

Following design standards and Codes Shall be followed:

AASHTO, Specification of Highway Bridges (Latest Edition) and Code of Practice for Highway Bridges of West Pakistan-1967 and the practices followed by National Highway Authority and Client. Preliminary drawings will be prepared in sufficient detail to clearly show the following

* General layout / plan for proposed road.
* Type of foundation and span arrangement
* Horizontal & vertical curves and clearances of road.
* Location and gradients and other details of the structure.
* Preliminary sizes of the structural components of proposed facility
* Type of construction material proposed
* Details of merging lanes
* Storm water drainage

At the detailed design stage, the consultants will establish design criteria suitable for proposed infrastructure development project. Following design criteria will be adopted.

* AASHTO American Association of State Highway & Transportation Officials shall be used for geometric design
* For Material & Testing ASTM American Society for Testing Materials shall be used
* For Structures ACI American Concrete Institute / AASHTO Bridge Design Code shall be used
* Structural loads shall be Class A or Class AA loading according to Pakistan Code of Practice for Highway Bridges and requirements of AASHTO. For deck slab only a wheel load of 95 KN with a ground contact area 610 305 mm shall be used
* Seismic design shall be according to Uniform Building Code (UBC), Seismic zone map of Pakistan & AASHTO
* British Standard 5400 for design of Elastomeric Bearing and Pot Bearings
* Pile Capacity calculation according to method prescribed by Tomlinson and G.K. Fleming
	+ 1. **Standards for Structures**

**Codes and Standards:**

For analysis and design of structures following codes, standards and loads will be adopted.

* **AASHTO-(LRFD): -**

For analysis and design for all loads and load combinations.

* **Pakistan Highway Code of practice for Bridges 1967: -**

For vehicular loads, their spacing & impact factors.

* **UBC/IBC 2003: -**

For seismic zoning in addition to the revised seismic risk map of Pakistan.

* **ASTM: -**

For material specifications & testing

* **ACI: -**

For analysis, design and detailing, only in case such details are not specified in AASHTO.

**Vehicles live load**

West Pakistan Code of Practice for Highway Bridges 1967 (WPCHB) specifies more severe loads to be considered in combination with other loads such as dead load etc. As follows:

* **Class AA loading:**

The 70-Ton tracked military vehicle to be placed in accordance with WPCHB to give maximum stresses.

* **Class A loading:**

The 54.5 Ton train of trailers (with different axle loads) to be placed in accordance with WPCHB to give maximum stresses.

* **Check Deck Slab for Punching Shear:**

Additionally, the bridge deck slab shall be checked in Punching Shear for a Wheel Load of 21,000 Pounds [95 KN]. on 0.25 x 0.5m2 tire contact area.

 **Other loads**

* **Side walk live load**

A load of 5 KN/m2 (100 psf) of walkway between side barrier/railing and shoulder, applied continuously or discontinuously over both lengths and width of structure in order to produce maximum stresses in the member under consideration.

* **Horizontal live load on railing/posts of side barrier**

These depend upon the configuration of the railing/posts/ barrier system. The position and the magnitude of the horizontal loads are taken according to Article 2.7 of AASHTO.

* **Impact load**

Impact loading on the bridge superstructure is taken in accordance with WPCHB.

* **Wind loads**

Wind loads are taken in accordance with the provision of WPCHB.

* **Seismic design**

International Building Code (IBC-2003) and Earthquake forces are calculated according to article 3.21 of AASHTO, keeping in view the recent earthquake of October 8, 2005, the earth quake zones will be considered accordingly.

**Task 4: Soil & Material Investigation Survey**

Approximate: Duration: 07 Days

Outcome: Soil & Material Investigation along with equipment machinery Report

**4.1 Soil & Material Investigation**

Consultant shall carry out the limited soil investigation at every Scheme/Project of the proposed to be design by means of boring or by test pits to determine the soil parameters.

Consultant shall carry out the survey of the construction materials for embankment as well as for pavement and structures. Location of the quarries shall be properly identified and marked. A report covering naturally occurring construction materials such as fill, aggregates, sands, etc as well as the manufactured material like asphalt, cement, reinforcing steel shall be included in feasibility report. The cost of soil investigation and suitable Job-Mix formulae for concrete/asphalt mix shall be included in the contract amount.

**4.2** **Machinery and Equipment**

In case, specialized equipment is envisaged to be used for construction, the same may be highlighted in the Feasibility Report. Due attention to this aspect shall be given while preparing cost estimates

**Task 5: Initial Environmental Examination**

Approximate Duration: 10 days

Outcome: IEE Report

**5.1 IEE**

Consultants shall identify the problematic areas. Particular attention is to be given to Seismic and environmental influence. IFAD Social, Environmental and Climate Assessment Procedures (SECAP) as integral part of the feasibility study. The consultant will use the IFAD SECAP guidelines and checklist for the selection the road. The SECAP, available on https://www.ifad.org/secap

**Task 6: Hydrology Study and hydraulics of major rivers/nalhas**

Approximate Duration: 15 Days

Outcome: Hydrology study report

**6.1 Hydrology**

The consultant shall collect fresh hydrological data for the feasibility study of the project. The hydrology study shall include:

 a. Location and extents of the catchments area

 b. High Flood Levels

 c. Maximum Peak Flood Discharge

 d. Maximum Velocity

 e. Type of Bed Material

 f. Waterway

 g. Scour Estimates

 h. Clearance

 j. Structure Profile

**Task 7: Land Acquisition & Utility Folders**

Approximate Duration: 15 Days

Outcome: Land Acquisition & Utility Folders

**7.1 Land Acquisition and Utility Infrastructure Report**

The consultant shall identify land and property falling in the right of way (ROW) to be acquired, the consultants shall submit ROW plans showing the alignment to facilitate timely action for acquisition of land to define the right of way. The Consultant shall also prepare estimate for acquiring any additional and removal of structures and utilities, particularly in the built-up areas.

**Task 8: Formulation of PC-I, Procurement and sample bidding Documents for civil works.**

Approximate Duration: 15 Days

Outcome: Submission of PC-I, Procurement and sample bidding Documents for civil works.

**8.1 Formulation of PC-I**

The consultant shall prepare, update and improve the PC-I for each schemes/projects including economic analysis on prescribed Performa of PC-I by Planning Commission. Separate PC-I for land acquisition shall be prepared and submitted (if require)

Prepare complete civil works prequalification (including evaluation guidelines) and bidding documents following BPPRA-RULES 2014and amended up to date, On Procurement and sample bidding Documents for civil works.

**Task 9: Cost Estimates**

Approximate Duration: 30 Days

Outcome: Submission of cost estimate

**Preliminary Cost Estimates**

The consultants shall prepare cost estimates based on prevailing market rates in comparison with the NHA latest CSR rates and Composite schedule of rates 1998 Government of Balochistan including construction costs, design and construction supervision costs, establishment costs, escalation, utility relocation costs, land acquisition costs (Deputy Commissioner recommendations) and miscellaneous items.

**Submission of Documents**

All the Reports associated with each Task shall be submitted as stated in respective sections. **In the technical proposal, consultant shall develop a Task wise Work Plan with submission dates.**

1. **Construction Supervision**
2. The Supervisory Consultants shall be fully responsible that the Works are executed in accordance with the plans and conform to the specifications. The Supervisory Consultants shall carry out the supervision ensuring the following:
3. That all soils and construction materials incorporated into the Works are properly tested and comply with approved specifications.
4. That all the Works completed are inspected by the Engineer.
5. That Works comply with the approved Specifications, Work Methodology, sound engineering practices and in accordance with provisions of the Contract Documents.
6. That Contractor complies with the Conditions of Contract with reference to provision of Insurance Guarantees etc.
7. That quantity measurements and quality control are in full compliance with the stipulations of the Contract.
8. That the laboratory equipment is in working condition at all times
9. Ensure that necessary services are provided corresponding to the Contractor's Schedule of Work without any delays caused on the part of the Consultants.
10. Timely assistance and directions are provided to the Contractor in all matters relating to ground survey controls, quality control, testing and other matters relating to the performance and progress of the project.
11. Assure quality of the works during construction; continuously inspect the soils and materials, construction operations and the works with regard to workmanship and compliance with the specifications.
12. Participate in the review meetings and donor mission to brief or share progress of schemes.
13. Evaluate Portland Cement Concrete and bituminous mixture designs prepared by the Contractor and recommend improvements (if any) to ensure the desired performance and accord approval thereof.
14. **Checking and Inspections**
15. Assess, maintain and regularly update list of Contractor's construction equipment and ensure that the same complies with the list of equipment submitted by the Contractor with his bid or as per subsequent commitments.
16. Jointly inspect the Works with the Employer and/or the Engineer and assist in formal handing over and provide a report certifying satisfactory completion of the Works.
17. Inspect and evaluate all installations, housing, medical clinics or dispensaries, shops, warehouses, equipment and other accommodations of the Contractor to ensure compliance to the terms and conditions of the Contract.
18. Make arrangements for inspection of sites and project office for Employer's staff and ensure that all relevant information is available and detailed progress report discussed before site inspections are undertaken.
19. Where the maintenance period of the construction contract is completed within the period covering the Consultants' contract, the Supervisory Consultants shall carry out maintenance inspection with the Employer and assist in planning of remedial maintenance Works and their supervision. This shall be done by nominated staff of the Consultants.
20. Assist in early maintenance inspection of those Works completed at the end of the Supervisory Consultants' assignment and assist with planning of any remedial works and in the possible supervision for a period of up to Three (03) months after completion of the Works.
21. Assure submission and advice on the adequacy of the Contractors' insurance policies, performance bonds, and advance payment guarantees.
22. Carry out continuous inspections at the locations where construction activity is in progress.

#### Reviews, Verifications and Records

1. Assure the receipt of and maintain permanent record under terms and conditions of the Contract Documents for materials including their source and equipment accepted and incorporated in the project.
2. Maintaining up-to-date progress schedules in the form of bar charts and other appropriate systems indicating the major items of work being performed according to the Work Program Schedule approved by the Employer.
3. Review the Contractor's proposed Work Schedule and issue acceptance or rejection of the same as the case may be.
4. Verify the quality of work performed by the Contractor and submit the report thereto including certification for release or otherwise of the Performance Guarantee.
5. Assure the receipt of and maintain as permanent records of all warranties required under terms and conditions of the Contract Agreement for materials including their source and equipment accepted and incorporated in the project.
6. Establish a comprehensive system of maintaining site records including site correspondence, survey data, inspection records, test data, site diaries, records of meetings, financial records, progress records etc.

#### Progress and Other Reports

1. Prepare and submit Monthly Progress Reports to the Employer through the Engineer on a format as provided by the Employer. The progress report formal includes various chapters and contains guidelines of the contents to be included in the Monthly Progress Report, which shall be adhered to strictly.
2. The Supervisory Consultants shall also prepare, as the part of the progress report, Monthly Contract Administration Report. A copy of Monthly Contract Administration Report shall be submitted to Project Director.
3. The Consultants shall produce as necessary technical reports and position papers dealing with technical matters arising during the project.
4. The Consultants shall prepare an Interim Completion Report for contracts, which reach the stage of substantial completion. These reports must be submitted immediately after the "Taking Over" of the project.
5. **Payment Certificate**
6. Prepare monthly contract payment estimates and prepare narrative progress reports and certifications for payment for approval of the Employer or Engineer including up to date cost estimates projected for construction and supervision till completion of the project and comments on Contractor's program.
7. Verify and certify work done for each interim Payment Certificate in the form designed by the Employer as Standard IPC Processing Performa in addition to the existing practice.

#### Cooperation, Assistance and Joint Measurement

1. Assist Employer Engineer with interpretation of Drawings & Contract Documents, more particularly with respect to any disputes with the Contract or other affected parties.
2. Inform Employer Engineer of problems or potential foreseen problems which may arise in connection with the construction contract and recommend appropriate solution(s) to overcome the same.
3. Evaluate and make recommendations for the Engineer's actions with respect to claims, disputes, extension of time and other changes outside the scope of work of the Contractor. The recommendations must be supported by necessary provisions of the contract and irrespective of acceptance or rejection of the claims by Engineer, the exact quantification of claims. Further in case of extension of time clear recommendations based on the actual site conditions and unambiguous appraisal of the extension of time with further recommendations of making it conditional or otherwise must be submitted.
4. Respond to the requests made by the Employer for application of special attention to any real activity or in other matter, which is deemed important by the Employer.
5. Recommend interim request and carry out joint measurements with the Contractor for preparing a document, which clearly and accurately describes the work done and payments due.
6. Participate in accepting the completed Works and prepare a Final Report testifying and certifying the acceptability of the completion Works.
7. Cooperate with the Employer, the Engineer and the Contractor in the use where required of, project-vide standardized or computerized methods, formats or programs of reporting physical or financial progress or forecasts.
8. Prepare format required for training of the Inspectors and field officer in the application and quantity and quality controls, work programs implementation, construction management, contract administration etc.
9. Advise Employer on the need for effective liaison with local authorities, police, landowners, utility owners, the public and other organizations affected by the Works in order to minimize or avoid unnecessary delays or disputes.
10. Assure that the Contractors comply with all the necessary requirements contained in Environmental Mitigation Plan (EMP) and co-ordinate with other concerned agencies NGO's related to the implementation of the environmental mitigation measures.
11. **Reports and schedule of deliverables:** The consultant provide following reports are required:
	1. **Detailed Designing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Proposed Timeline** | **Hard Copies** | **Soft Copies** |
| **1** | Inception Report | 07 Days | 03 | 01 |
| **2** | Soil & Material Investigation Survey Report | 07 Days | 03 | 01 |
| **3** | Hydrology Study Report  | 07 Days | 03 | 01 |
| **4** | Draft Feasibility Report | 14 Days | 03 | 01 |
| **5** | Final Feasibility Report | 07 Days | 03 | 01 |
| **6** | Detailed Designing | 21 Days | 03 | 01 |
| **7** | Engineer’s Cost Estimates | 07 Days | 03 | 01 |
| **8** | Draft PC – I1 | 07 Days | 03 | 01 |
| **9** | Final PC – I2 | 03 Days | 15 | 01 |
| **10** | Draft Bidding Documents | 03 Days | 02 | 01 |
| **11** | Final Bidding Documents | 05 Days | 10 | 01 |
| **12** | Bid Evaluation Report |  | 03 | 01 |

**1.** Separate Draft PC -1 for each scheme and combine PC-1 for all schemes
2. Separate Final PC -1 for each scheme and combine PC-1 for all schemes

* 1. **During Construction Supervision**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Description** | **Hard Copies** | **Soft Copies** |
| **1** | Fortnightly Progress Reports | 03 | 01 |
| **2** | Revised Cost Estimate | 03 | 01 |
| **3** | Final Completion Report | 03 | 01 |

1. **Consultant’s qualifications and experience**
* The Consulting firm must be legally registered/recognized/competent/licensed institution. It must have registered with legal/recognized professional bodies e.g. Pakistan Engineering Council, registration with Balochistan Revenue Authority (BRA) and timely cleared the taxes.
* The consulting firm shall have at least 5 years of prior experience in preparing PC-I of infrastructure Projects including Prefeasibility / Feasibility Study. Consulting firms, which have prior experience in Balochistan province, shall be preferable.
* The team shall consist of experts with relevant knowledge and experience in the similar fields and assignment. Key personnel proposed in one Cluster/corridor must not be repeated in other Clusters/corridors.

Note: The consultant will report to the Project Director GLLSP-II, PMU / C & W Department or any other staff that he designates. All work must be approved by him or his designated representative. The consultant should raise all the necessary support and facilities that needs to be provided by the Client during the presentation of their inception report.

**Mandatory Requirements:**

1. Officials Registration documents / documents with Government of Pakistan.
2. NTN Registration Certificate and Clearance Certificate for 3 years
3. Creditworthiness Certificate Issued by a Schedule Bank
4. Undertaking on Judicial Paper that the firm has never been blacklisted by any Government/Semi-Government Organization and is not currently under any litigation process
5. Financial soundness with a minimum turnover for the last three years PKR 200 Million - the firm have to produce documentary evidence to substantiate their claim.
6. **Location and period of execution:**

The propose road located in District Gwadar and Lasbela. The duration of the Stage I, Stage II and Stage III is three months. The Duration of Stage IV is 24 months.
**Project coordination**

* 1. Coordination with PIU’s, Implementation Partners and Line Departments at District Level.
	2. Project Management Unit (PMU), Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) at Quetta
	3. District Coordinator, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II), Project Implementation Unit (PIU), Gwadar
	4. District Coordinator, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II), Project Implementation Unit (PIU), Lasbela
1. **Services and facilities to be provided by the consultant**

The consultant uses their office space, staff, computer, own vehicles and other equipment.