

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

Consultancy Services for Feasibility Studies and Design of Jetties and Allied Infrastructure

Ref No:PP2021-22/Consulting/07

 **Submission date:** September 1, 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)**

Consultancy Services for Feasibility Studies and Design of Jetties and Allied Infrastructure 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.

**4. Background of the assignment:**

Coastal Development and Fisheries Department, Government of Balochistan intends to conduct feasibility studies of Jetties at Kund Malir, District Lasbela, Ormara, District Gwadar and Jiwani, District Gwadar along Allied Infrastructure which include, Chill room, Flake Ice Plant, Gear Storage, Repair Workshop & Fuel Facility, Office Accommodation, Public Toilet, Approach Road & Internal Road, other such facilities required for a modern fish landing jetty.

Selection of consultant firms and services for the Project’s work, surveys, services and follow-up shall be carried out in accordance with Baluchistan Public Procurement Rules– 2014. (BPPR). The contract for the assignment is to be procured following a standard open tendering procedure inter alia for services and goods, and installations.

The Consultant:

The services will be provided by a joint venture or consortium of consulting firms. The consultant will provide the staffing for carrying out above mentioned services and out of pocket expanses on required forms as provided in relevant section of this RFP (Request for Proposal).

The man-months and quantities provided are for comparing the bids of the prequalified consultants, while for actual services input, man-months, quantities etc. will be mutually agreed between the contracting parties and contract will be signed between the parties using the rates quoted by the consultant in its financial proposal.

The scope of the work for the consultants will include, but not necessarily be limited to the following.

**5. Overall objectives**

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”.

**6. Objectives of the assignment**

Key objectives of project are to facilitate the fishing community, the fishing vessels and their catch using the modern technology of jetty and its Allied Facilities. For the development of jetties techno economic studies are required. The technical studies include socio economic data gathering, fish potential studies, oceanographic data collection covering monsoons and non-monsoon periods, topographic survey, beach profiling, bathymetric surveys, wave and current observations, geotechnical studies, tidal data collection and analysis, master planning, technical studies, preliminary and detailed designs followed by tendering and construction supervision.

**7. Scope of work:**

The scope of the work includes the studies and technical surveys, which require for the construction of the jetties and allied infrastructure. The main tasks are included

* Topographic Survey
* Oceanographic Study
* Bathymetric Survey
* Preliminary Design
* Geo Technical Studies
* Feasibility Study
* Detailed Structure Design
* Comprehensive final report
* Reference design and PC-1
* Environmental Impact Assessment (EIA) Study
* Bidding Documents including Contract Documents

**9. Stages of Assignment:**

**Each jetty site shall be taken up in following stages:**

Stage 1 - Master Planning & Technical Studies

Stage 2 - Preliminary Design

Stage 3 - Detailed Design & Tender Documents/Cost Estimate

Stage 4 - Procurement Stage & Award Assistance

Stage 5 - Resident Construction Supervision & Monitoring

**SCOPE OF WORK FOR CONSULTANCY SERVICES**

**Stage 1 Master Planning & Technical Studies**

* Collection of all available Techno & Socio-economic data of the locations and how much fish potential from near coastal communities will migrate to this new facility
* Collection of socio-economic data though fisheries survey & fisheries development potential based on bio mass studies. This includes fish, shell fish and value-added product potential. The firm shall thoroughly assess/ analyse the need assessment of the community and sizes of their fishing boats so that proper size of the jetty and its allied facilities is developed as design brief.
* Collection of full S.W (Southwest) & N.E (Northeast) Monsoon and non-monsoon period base line data. This pertains to Hydraulic & Hydrodynamic data comprising of bathymetry, waves, currents, tides, sediment, sea bed, geotechnical sub-soil data, topographic surveys and beach profiling, water quality & environment.
* Requirements for protection works required like breakwaters.
* Existing and future fishing potential forecast keeping in view bio mass availability in Arabian Sea (to avoid overfishing)
* Type of fishing vessel considered whether trawlers/ gillnetters or small to medium size boats Auction Hall or fish handling and processing facilities
* Requirements for interviews with local inhabitants’ authorities such as Director General (DG) Ports & Shipping, Balochistan Development Authority (BDA), Director General Fisheries and Coastal Resource Development, Local Fisheries Cooperatives, & Finalization of user's requirements.
* Conduct Environmental Impact Assessment (EIA) Study for identification of the possible environmental and social impacts of the proposed project (jetties) on its immediate surroundings on both short- and long-term basis, suggesting mitigation measures and identifying the responsible agencies to implement those measures.
* Comparative assessment of available sites and site selection for suitable site for development based on comparative analysis of merits and demerits
* For shortlisted sites, a gap analysis on available data, leading to scope for additional data collection campaign.
* Analysis and Numerical modelling of Current, Tidal, Wave, sediment data of one year leading to compilation of design parameters. Wave Modelling, Tidal flow Modelling, Long shore transport, Wave Penetration modelling, Tidal harmonic analysis would be key features
* Evolving a Master Plan of development delineating general layout of each jetty site, onshore and offshore components, approaches and infrastructure requirements together future phases and expansion options.
* Presenting concept Plans and designs for approval by Project Steering Committee (PSC), Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP – II), Planning and Development Department.

**Stage 2 Preliminary Design of Fish Jetty Components**

* Develop preliminary design of each jetty works including approach channel and basin, structural configuration for fish landing jetty, breakwater, revetment, Navaids, dredging methods and disposal options, reclamation, ground improvement works, chill room, flake Ice plant, gear storage, repair workshop & fuel facility, office accommodation, restaurant, public toilet, water, power and waste water collection and disposal systems, net and gear areas, boat repair yard, amenity buildings and ancillary works for each jetty.
* Source and availability of infrastructure such as water for fish handling and processing operations, power requirements in a sustainable manner. Waste water collection and treatment solutions.
* Dredging and reclamation assessment
* Development of Feasibility Level cost estimates followed by Financial & Economical Analysis.

**Stage 3 Detailed Design & Tender Documents/Cost Estimate**

* Based on comments and inputs received during stage 2, develop detailed designs of each facility together with Tender document preparation and cost estimates
* Assist PMU in prequalification process to identify and shortlist capable marine works contractors
* Assist PMU in preparation of bid invitation notices
* Environmental Studies to identify major impacts and mitigation measures
* Assist Project Management Unit (PMU) to include the technical staff’s such as Structural Engineer (civil), Mechanical Engineer and Electrical Engineer etc in PC-1
* Prepare PC-1 of each site and collective PC-1 of all sites

**Stage 4 Procurement Stage & Award Assistance**

* 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

**Stage 5 Resident Construction Supervision & Monitoring** *(During Construction Phase)*

* Full time Resident Supervision of works with details of staff like Resident Engineer (RE), Assistant Resident Engineer (ARE) Breakwater, Assistant Resident Engineer (ARE) jetties, Assistant Resident Engineer (ARE) dredging, Assistant Resident Engineer (ARE) Materials inspectors, divers, surveyors and support staff etc.
* Consultants shall exercise quality, cost and budget control at site
* Achieve construction management through inspections and approval of IPC's based on approved works and rectification of any un acceptable works.
* Hold meetings and discussions with contractors to approve his methods statement
* Monitor and report progress quality and expenditure to PMU during the entire construction period
* Acceptance of works, trials and commissioning of major elements of the jetties
* Contract Administration at site. Resident Supervisory team to measure, assess quality and physical testing of material and workmanship used during construction
* Sampling at appropriate stages, supervising testing of material at site and offsite. Approval of sources and quality of aggregates, cement, steel, armor rock, filter material, quarry run material and other construction materials as per specifications

**10. Duration of Assignment:**

The monsoon data collection, technical studies, master planning, design and tendering shall be completed within 6 months of commencement date.

**11. Reports and schedule of deliverables:**

The firms shall submission following deliverable with time frame.

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| --- | --- | --- |
| **Sr. #** | **Description of Services** | **Time Frame** |
| **1.** | Topographic Survey Report | Within 60 days from the Effectiveness, of the Contract. |
| **2.** | Oceanographic Studies Report | Within 60 days from the Effectiveness, of the Contract. |
| **3.** | Bathymetric Survey Report | Within 90 days from the Effectiveness, of the Contract. |
| **4.** | Preliminary Design | Within 90 days from the Effectiveness, of the Contract. |
| **5.** | Geo Technical Studies Report | Within 90 days from the Effectiveness, of the Contract. |
| **6.** | Feasibility Studies Report | Within 120 days from the Effectiveness, of the Contract. |
| **7.** | Detailed Structure Design | Within 180 days from the Effectiveness, of the Contract. |
| **8.** | Comprehensive final Report | Within 180 days from the Effectiveness, of the Contract. |
| **9.** | Reference design and PC-1 | Within 180 days from the Effectiveness, of the Contract. |
| **10.** | Environmental Study | Within 180 days from the Effectiveness, of the Contract. |
| **11.** | Bidding Documents including Contract Documents | Within 180 days from the Effectiveness, of the Contract. |

**1- FINANCIAL MANAGEMENT PLAN**

The firm/consortium/joint venture will prepare a financial management plan that will cater for the implementation of the technical solution studied in the feasibility. The financial management plan will document among other items, the flow of funds process, budgeting system, accounting system with internal control, polices governing finances and accounts, reporting system for finances with the set financial reports at pre-identified milestones, auditing steps.

The financial management plan will also detail the organizational requirement staffing, training and continuous support for financial management.

**2- INSTITUTIONAL CONTROL:**

Project operation need to be controlled in an area of management concerned with designing and controlling the project activities. Managerial organization will operate and manage its operations. If the requirement of hiring the contractor or third party, the consultant will assist the authority in preparation of term of reference (TORs), covering the aspect of the various proposed technical infrastructure solution provided in the utility master plan along with complete scope of work of all services.

**3- REFERENCE DESIGN (L:**

For the studied technical schemes of water desalination, surface water supply and captive energy systems, the consultant must prepare and submit reference designs for short-term scenario (2022-2027). These designs must clearly communicate the fundamental of the studied option implementation. They must take into account imminent requirement i.e. functionality, access, availability of local materials and skills for construction, as well as ease of operation and maintenances.

**4- BIDDING DOCUMENTS FOR INTERNATIONAL BIDDING:**

The consultant will prepare PC-1 as well as the bidding documents accordance with the procedures set out in the IFAD Procurement Guidelines/IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) and BPRA (for the competitive bidding of the infrastructure proposed in the framework study for short-term scenario (2021).

Due to the technical intricacies and high level of end-service required, global technical expertise is likely be engaged through international bidding. The consultant will provide complete support in preparation of relevant bidding documents and term of references (TOR) as per requirement. This will include,

* Project description,
* Estimated cost of project,
* Project justification,
* Evaluation Criteria
* Scope of project,
* Duration of study,
* Proposed commencement,
* Implementation arrangements,
* Implementation period,
* Schedule of submission of reports/deliverables,
* Financial plan,
* Staff/manpower.

The preparation bidding Document for the project using Pakistan Engineering Council’s standard bidding document, which includes the following,

1. General condition of contract
2. Special / particular condition of contracts
3. Detailed construction drawings
4. Bill of Quantities and
5. Specifications
6. Bid Evaluation
7. Assist the Client in preparation of Contract Agreement and documents

**DELIVERABLES:** (3 hard copies and one soft editable copy)

1. Topographic Survey Report
2. Preliminary Design
3. Bathymetric Survey Report
4. Oceanographic Studies Report
5. Feasibility Studies Report
6. Geo Technical Studies Report
7. Environmental Impact Assessment (EIA) Report
8. Detailed Structure Design
9. Comprehensive final report
10. Reference design and PC1
11. Bidding Documents including Contract Documents

**10. Consultant’s qualifications and experience**

The Architectural/Engineering firms have vast experiences of feasibility studies of jetties and allied infrastructure. Firm/consortium/joint venture (National & International) having experience of such feasibility studies.

1. **Location and period of execution:**

The execution period of the feasibility studies is six month and the sites are located in Districts Gwadar and Lasbela, Balochistan Province, Pakistan

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| --- | --- | --- | --- | --- | --- |
| **S.No** | **Site/ Village Name** | **Tehsil** | **District** | **Province** | **Country** |
|  | Jiwani | Jiwani | Gwadar | Balochistan | Pakistan |
|  | Ormara | Ormara | Gwadar | Balochistan | Pakistan |
|  | Kund Malir | Liyari Sub Division | Lasbela | Balochistan | Pakistan |

**12. Project coordination**

 Coordination with PIU’s, Implementation Partners and Line Departments at District Level with include:

* 1. Project Management Unit (PMU), Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) at Quetta
	2. District Coordinator, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II), Project Implementation Unit (PIU), Gwadar
	3. District Coordinator, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II), Project Implementation Unit (PIU), Lasbela