

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

COUNTRY: Bangladesh

NAME OF PROJECT: Bangladesh Economic Zones Development Project (Phase- 1)

IDA Credit no.: 5769-BD

Assignment Title: Transaction advisory services for design and supervision of infrastructure works at Mirsarai EZ, Bangabandhu Sheikh Mujib Shilpanagar.

Reference No.: BEZA CS-2211

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Bangladesh Economic Zones Development Project (Phase- 1) and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include :

- 1) Review of technical documents already prepared;
- 2) Full time supervision of construction works of different off-site and onsite infrastructure with ensuring the quality of works with necessary test reports;
- 3) Preparation of new/additional/revised detailed Engineering design, drawing, bill of quantities, bid documents, etc. for road works, bridge, building construction, site development, embankment works, electricity substations and distribution system, water supply etc.;
- 4) Monitor the supply of materials, equipment, etc. as per approved quality and quantity by the construction within the stipulated time;
- 5) Develop, maintain and archive site instruction Record Books, Measurement Books (MB), Priced Bills and other relevant documentations of every single construction works;
- 6) Assist the project director on resolving technical difficulties that may arise during implementation of infrastructural works including preparation and recommendation of variation orders;
- 7) Prepare as built drawings after completion of works;
- 8) Assist in implementation of Work activities;
- 9) Prepare monthly progress reports/financial certifications;
- 10) Attend periodical coordination/management meetings with contractors;
- 11) Any other relevant assignment to be given by the authority.

Implementation period of the Services is from July 01, 2019 to January 31, 2021.

The Bangladesh Economic Zones Development Project (Phase- 1), Bangladesh Economic Zones Authority (BEZA) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- 1) The firm(s) should be registered for consultancy service.



- 2) At least 10 years firm experience in the field of design and supervision of infrastructural development aspects such as road works, bridges, building construction, site development embankment works, electricity substation and distribution system, water supply system etc. with verifiable success in the delivery of high-quality outputs within time and budget constraints;
- 3) Experience in Consulting Services Contracts of similar services (design and supervision) in terms of number of Contracts, Contract Value, Contract duration and complexity;
- 4) Staffing of the firm (organization) indicating availability of appropriate skills/ experts in the firm

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants by World Bank Borrowers] January 2011, Revised July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours [i.e. 0900 to 1700 hours].

Expressions of interest must be delivered in a written form to the address below by February 13, 2019.


Abdullah Al Mahmud Faruk

Project Director (In Charge)

Tel: +880 2 9632459

E-mail: bezaproject1@gmail.com

Bangladesh Economic Zones Development Project (Phase-1)

Bangladesh Economic Zones Authority (BEZA)

Monem Business District, Level-12, 111, Bir Uttam C.R. Datta Road, Dhaka-1205

*The Terms of Reference Can be found in the website of BEZA : www.beza.gov.bd

Terms of Reference for Transaction Advisory Services for Design and Supervision of works at Mirsarai EZ, Bangabandhu Sheikh Mujib Shilpanagar

1. Background

The Government of Bangladesh has successfully provided tailored infrastructure services and business environment through Export Processing Zones (EPZs). EPZs were used as a strategic instrument for attracting FDI and dealing with the shortcomings of the overall investment climate, business registration, licensing, etc. The EPZ program was the first systematic initiative to provide fully-serviced land and a better business environment for investors, targeting large scale, export-oriented manufacturing. EPZs have triggered impressive growth in exports, mainly in the RMG sector, at an average annual rate of 23 percent since 1993, reaching nearly US \$2.9 billion by FY2010, and employing almost 28,000 people.

Bangladesh's current EPZ model has its limits both in terms of cumulative impact and in terms of spillovers to the domestic economy. As an exporting enclave, EPZs have provided little in the way of linkages with the domestic economy, up-stream or down-stream, resulting in low technology and efficiency spillovers which accompany foreign investment. Investments in other sectors beyond the low capital investment RMG segment have also not materialized. The Government of Bangladesh set objectives to maximize the potential direct and indirect impacts through a more modern, generalized regime for Economic Zones (EZs). The Government has launched an effort to develop a new EZ paradigm for Bangladesh drawing from numerous successful examples from around the world as well as Bangladesh's own positive experience with the EPZ model. The expectation is that more spillovers will be harnessed by local firms from foreign direct investment, additional investments will be encouraged within value chains, more local produce will be procured, and better linkages established between firms and educational institutions. Faster adaptations to international environmental and social practices in the private sector are encouraged through the new EZ policy.

The new EZ regime provides for a new approach both in management and investment. The policy allows the Government to develop and pilot an approach that is less reliant on Government fiscal subsidies, while leveraging comparative advantages and private sector capability where possible. The Economic Zone Act 2010 provides overall framework for establishing EZs throughout Bangladesh. Under this Act, Bangladesh Economic Zone Authority (BEZA) was established under the Prime Minister's Office (PMO) and governed by a Board chaired by the Prime Minister. The law provides the legal coverage for attracting and leveraging private investment in the development of zones as zone developers or operators, and in the provision of tailored infrastructure services, such as private provision of power, effluent treatment, etc. selected and contracted on a Public-Private Partnership (PPP) basis. By this time BEZA attempted to develop several EZs both in public and private sectors; BEZA has completed infrastructure development of Mongla EZ. Some private sector EZs, which have got pre-qualification license, are AK Khan (Narsigndi), Abdul Monem (Gazaria, Munshigonj), Meghna (Comilla), Meghna Industrial Park (Narayanganj), Aman (Naraya ngonj), Arisha (Keranigonj, Dhaka), etc. A private sector developer was awarded contract for development of Mongla EZ and other contracts for development of Mirshorai-1 and Sreehatta are under-way.

As a key part of establishing EZs strategy, the Government of Bangladesh, with additional financial support from the World Bank, implements the Private Sector Development Support Project (PSDSP), to support pilot projects under the new EZ model. By doing so, the projects will demonstrate the viability and efficacy of new models to remove key constraints facing the private sector, including adequate infrastructure, access to serviceable land and good social practices. Particular attention will also be paid to commercial practices and good governance to attract public-private partnerships in zone development, service provision and/or management coupled with a strong emphasis on environmentally and socially compliant manufacturing and services. A strengthened institutional framework will also be supported through policy advice and capacity building to help accomplish these objectives.

The PSDSP design consists of the public-sector portion of investment in land, infrastructure and services for a number of pilot EZs, selected to implement new approaches to EZs in Bangladesh. The PSDSP will support transformative investments beyond already established sectors. A key outcome is a contribution towards zoned industrialization, which will enable Bangladesh to maximize the growth benefits of agglomeration and ease the increasing urban congestion. More importantly, the project will enable new sources of growth, where investor interest has already been noted, including but not limited to pharmaceuticals, IT/IT related services, ceramics, processed and frozen food, and ship building.

Under the umbrella of PSDSP, BEZA undertook the investment Project "Bangladesh Economic Zones Development Project (Phase-1)" (herein called BEZDPP-1) to implement infrastructure in different Economic Zones. BEZDPP-1 has completed development works in Mongla EZ and Mirsarai EZ. Some preparatory activities are also underway through BEZDPP-1 project covering road, bridge, site development, embankment, building, water supply & distribution, electrical sub-station and distribution, sluice gate, boundary wall etc.

In the meantime, World Bank came forward to enhance harnessing the development works in EZs and signed financial agreement with the Government of Bangladesh to provide additional finance of US \$130 million of which BEZA's share is about US \$107 million.

2. Objective(s) of the Assignment:

The objectives of the consultancy services are as follows:

- a) Work closely with BEZA's field engineering staff in order to ensure quality and timely completion of the works.
- b) Review of technical documents already prepared;
- c) Provide strong onsite project supervision team of Key and Non-Key Experts, with an onsite project office, report daily progress of the works and monitor deliverables strictly against the agreed work plan submitted by the contractors;
- d) Full time onsite supervision of construction works and ensure the quality and quantity of works with successful test reports;
- e) Preparation of new/additional/ revised detailed Engineering design, drawing, bill of quantities (BOQ), bid documents, etc. for road works, bridges, building construction,

site development, embankment works, electricity substations and distribution systems, water supply etc;

- f) Monitor the supply of materials, equipment, etc. as per approved quality and quantity by the contractors within the stipulated time;
- g) Monitor the implementation of EMP, conditions of DoE environmental clearance and provisions of various safeguard documents of PSDSP, including that of EMF.
- h) Work closely with BEZA's Social Safeguard Specialist to ensure compliance with stipulations adopted in the Resettlement and Social Management Framework (RSMF), which inter alia may include preparation of Resettlement Plans (RPs);
- i) Work with the subsequent guidelines adopted on Gender and Citizen Engagement issues, GRM that has been extended to include the laborers engaged by the Contractors.
- j) Develop, maintain and archive Site Order Books, Measurement Books (MB), Priced Bills and other relevant documentation of all construction works;
- k) Assist the Project Director on resolving technical issues that may arise during implementation of infrastructural works including preparation and recommendation of variation orders;
- l) Prepare 'as built drawings' after completion of works;
- m) Prepare monthly progress reports/financial certifications;
- n) Organize periodical coordination/ management meetings with contractors and BEZA;
- o) Any other relevant assignment to be given by the authority.

The proposals should reflect assurance of clear understanding of measures aimed at achievement of the consultant objectives, responsibilities of the Consultant's Team members, relations between Construction Supervisor, Construction Contractor and BEZA.

3. Scope of Services, Tasks (Components) and Expected Deliverables

3.1. Bangladesh Economic Zone Authority seeks the Services of a consulting firm to conduct the following tasks covering design and supervision required infrastructure facilities, prepare bidding documents, monitoring progress of works and ensure contract management for works at Bangabandhu Sheikh Mujib Shilpanagar.

Task 1: Review of Technical Documents.

The Consultant review the progress and identify the bottlenecks, if any, and review the technical documents such as soil test report, structural design, foundation design, drawing, etc. for contract packages under implementation and expected to be awarded. Based on such review the Consultant, if required, would revise those and provide with most appropriate suggestions to the Project Director to resolve the problems. The Consultant would also review the technical documents prepared by other agencies for delegated works or otherwise.

Task 2. Preparation of Engineering Design, Drawing, BOQ, Bid Documents, etc.

For all new contract packages, the Consultant will prepare detailed engineering design, drawings, BOQ, bid documents, etc. for economic zones (off site and onsite infrastructure comprising of buildings, roads, bridges, culverts, embankments, land development, water supply and drainage system, electrical sub-station and distribution system to be developed under PSDSP including provisions under additional financing) and ensure that designs are carried out in accordance with appropriate (international/national) engineering standards. For preparing detailed designs and bidding documents, the consultant would carry out, but not limited to, the following activities:

- (a) Carry out topographical surveys to an extent sufficient to select the optimum cluster, grade and level of the structures, to select the optimum location, and to facilitate the adequate determination of required quantities for the construction of the works;
- (b) Carry out geo-technical investigations, which may be additionally required to determine the basic design parameter for the construction of structures, and to locate appropriate construction material (and/or disposal areas as needed) for material and concrete aggregates. In particular, the Consultants will carry out technical, environmental and social impact analysis of any material that may be generated during the construction activities and prepare detailed design for safe disposal of such materials;
- (c) Prepare design criteria for the detailed designs including supporting computations for the proposed structures - buildings, roads, bridges, culverts, embankments, land development, water supply and drainage system, electrical sub-station and distribution system and other related works according to recognized appropriate (international/national) standards. Drawings will be prepared to the extent that adequate cost estimates will be possible, and to facilitate contractors to prepare their bids and construction drawings;
- (d) Prepare detailed drawings, designs and for that purpose carry out surveys, site investigations, analysis, and prepare detailed design reports for function and use design covering the contracting agency's requirements with respect to the procurement, in particular requirements related to the following:
 - site conditions and circumstances;
 - technical standard and use;
 - technological innovation to meet the requirements with least cost solutions including technology and construction methods;
 - architectural and aesthetic,
 - functionality, durability and sustainability
 - services according to the acceptable standards,
- (e) Choose appropriate materials, optimize the designs and select least cost options that meet technical requirements and estimate quantities of construction, material, etc. for preparation of bidding documents;
- (f) Prepare technical specifications, engineering drawings needed for tender documents, bill of quantities (BOQs) and bidding documents. The bidding documents would be prepared in accordance with the formats and standards defined in the World Bank

guidelines / Central Procurement Technical Unit (CPTU) for procurement of such works. For large contracts to be procured under International Competitive Bidding (ICB) procedure, the Bidding Documents would be prepared using World Bank Standard Bidding Documents for ICB. For National competitive bidding, the consultant would prepare the bidding documents based on model bidding documents for works prepared by the World Bank;

- (g) Prepare specifications for Environmental, Social, Health and Safety requirements to be included in the bidding document. In preparing detailed specifications for ESHS requirements, the specialists should refer to and consider project reports e.g. ESIA/ESMP, required standards including World Bank Group EHS Guidelines, relevant international conventions or treaties etc., national legal and/or regulatory requirements and standards (where these represent higher standards than the WBG EHS Guidelines), relevant international standards e.g. WHO Guidelines for Safe Use of Pesticides, relevant sector standards e.g. EU Council Directive Concerning Urban Waste Water Treatment etc.
- (h) Prepare engineer's cost estimates for the works/contracts, and requirements for construction supervision, including facilities, material testing labs, on site or off site as needed, equipment and staffing or any other special requirements.

Task 3: Construction Supervision and Monitoring and Contract Management of Works.

The Consultant would ensure construction quality and contractors performance. The consultant shall conduct fulltime technical supervision of all construction /erection activities by the contractors in the civil works contracts & would be responsible for all construction supervision contracts covering all project activities and, in that context, would carry out, but not limited to the following activities.

- a) Work closely with field engineering staff in order to ensure quality and timely completion of the works.
- b) For the civil works, goods, and equipment supply and installation contracts, the consultant would be responsible for inspection and supervision of the construction works, installation of equipment and testing of construction material, in order to ensure that the works implemented, and goods supplied are in accordance with the designs, specifications and terms and conditions of the relevant contracts and standards.
- c) Provide strong on-site project supervision team of key and non-key experts, with an onsite project office, report daily progress of the works and monitor deliverables strictly against the agreed work plan submitted by the contractor;
- d) Contract administration and management;
- e) Supervision of construction activities
- f) Review of contractor's submittals, verification of progress and interim payment requests
- g) Determination of final construction quantities
- h) Preparation of monthly progress reports
- i) Maintenance of records

- j) Contract/works or goods acceptance and close of contract, issuance of completion certificates, and preparation of documents as required for acceptance of works/goods by the owner;
- k) Assurance for proper demobilization and restoration of the construction sites after completion, O&M during warranty period by the contractors
- l) In the event of contractual dispute which may result in legal action, adjudication or arbitration between the contractor and the employer, and on the instruction, will assist client in collating and preparing factual documentation which describes the circumstances of the dispute.
- m) Ensure implementation of Quality Assurance Plan in order to establish a systematic construction procedure
- n) Ensure compliance of safeguard instruments for all contract packages.
- o) Ensure implementation of safeguard compliances stated in BOQs of Mirsarai-2A & Mirsarai-2B.
- p) Ensure withholding of interim payments to the contractors if they failed to implement the items for safeguard compliance of BOQ items for all Contract Packages.
- q) Supervise all construction works during implementation as per Contract Agreement through establishing procedures for systematic on-site checking and monitoring of quality and quantities of all work items, including field checks to confirm integrity of survey data, application of improved and modern methods for construction of buildings, roads, bridges, culverts, embankment, land development, boundary wall etc.
- r) Verify the test results to ensure the quality of works and goods conducted by the contractors as stated in the bidding documents.
- s) Prepare Variation Order in light of contract agreement and recommend for approval, if required. In this case, proper attention should have to be paid during design and preparation of BOQ so that the numbers of Variations could be kept minimum.
- t) Review and approve the contractors work program and progress schedules ensuring that the Contractors' have incorporated / followed the most effective and expeditors methodology for carrying out the works.
- u) Assist client concerning the Schedule of handing over the sites, and possible delays due to lack of possession with a view to assuring that the Contractors are given possession of the Site in accordance with the agreed work program.
- v) Inspect borrow pits, and crushing plants, and order tests of materials and ensure adherence to specifications and approve the sources of materials.
- w) Make arrangement to check the quality of the materials brought to site, ensure quality of construction consistent with the specifications.
- x) Jointly inspect with client the completed civil works and assist informal taking over, and review and approve or prepare "as built" drawings and plans (as the case may be), and provide reports testifying satisfactory completion of the contracts.
- y) Presence of Team Leader in all monthly progress review meetings.

- z) Ensure strict compliance and implementation of Quality Control Assurance Plan/ Checklist for all category of works by the contractors.
- aa) Supervision and monitoring of works based on the work program submitted by the contractors.
- bb) Ensure that the contractors are maintaining site order books and recording their activities as per the work program.
- cc) Ensure complete presence of their staff during all casting executed by the contractors.
- dd) Ensure that the tests and frequency of tests stated in the bidding documents and compliance of the test results are being done by the contractors.
- ee) Ensure withholding of interim payments to the contractors if they failed to implement the items for safeguard compliance of BOQ items for all Contract Packages.
- ff) The measurement book (MB) to be signed by the Consultant.

Task 4: Support Management of Contracts

The Consultant would assist Project Director on management of contract activities and advice necessary measures towards smooth implementation of the construction Contracts. The Consultant would also keep provision of any other specialist services as may be required from time to time.

3.2. For Environment, Social, Health and Safety (ESHS) the scope of services of the consultant for civil works supervision should be based on the following:

Contractor shall ensure that the Contractor's ESHS performance is in accordance with good international industry practice and delivers the Contractor's ESHS obligations.

The ESHS and RSMF related services include but are not limited to:

- (a) review the Contractor's Environment and Social Management Plan (C-ESMP) prepared based on the Strategies and Management Plans as are necessary to manage the ESHS risks and impacts of ongoing works including all updates and revisions;
- (b) Review the Code of Conduct submitted by the bidders including its implementation arrangement that will be apply to the Contractor's employees and subcontractors. The Code of Conduct shall ensure compliance with the ESHS provisions of the contract, including those as may be more fully described in the Works Requirements in Section of the bidding document.
- (c) review ESHS and RSMF (to the extent applicable) provisions of method statements, implementation plans, GBV/SEA prevention and response action plan, drawings, proposals, schedules and all relevant Contractor's documents;
- (d) Play an active role to ensure that the Contractors, labor sarders, and laborers are made fully aware of the GRM and its objectives and functions, as well as the hearing and redress process. The Consultant will also ensure that Grievance Redress Committees (GRCs) are established at the work sites.
- (e) Closely monitor and prepare bi-monthly reports which BEZA would share with the Bank. The report will contain implementation status of all plans that have

operationalized the Bank's social safeguard policies, as well as the corporate requirements on gender, citizen engagement, GBV/SEA, GRM and the like.

- (f) review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;
- (g) regularly supervise Contractor's compliance with ESHS requirements in accordance with the approved safeguard documents including its GBV/SEA obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month
- (h) undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements;
- (i) agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations;
- (j) ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
- (k) check that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations and submit a monthly report to BEZA;
- (l) review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
- (m) undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;
- (n) establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of GBV/SEA.
- (o) ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism

4. Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)

The Consultants are encouraged to use the expertise available in Bangladesh to the extent possible. However, international experience and experience with the World Bank Financed projects would be an added advantage to carry out the assignment. The Consultants are free to propose a staffing plan and skill mix necessary to meet the objectives and scope of the services. If all the required skills are not available within the consulting firms, they are encouraged to provide professionals from their J/V partners. It is anticipated that the consultant will propose a suitable number of staff-month in total, and staff months of Key Experts and their manning schedule that would be required to accomplish the tasks stated in the TOR. All Key Experts should have obtained, at least, a bachelor's degree from an accredited university, and have experience in design and supervision consulting services. The qualifications and required inputs of Key Experts

are presented in table. The firm should specify if the proposed specialists are in house staff or free-lance Consultants. The qualifications and required inputs of Key Experts are presented in Table 1.

The Consultant shall provide a team consisting of experts with adequate background and experience in design and construction supervision. The expected team would include a set of Key Experts comprising a Team Leader, Structural Design Engineers for buildings, roads, embankment, bridges and culverts, Water Supply and Drainage Expert, Electrical Design Expert and Construction Supervision Engineers.

The curriculum vitae of the Key Experts should contain information of the assignments they have successfully completed within last 5 years, with complete names and addresses of the clients and the name and contact information of the immediate supervisors. The procuring entity may contact any of those clients of the first ranked firm, for verification of the information provided by the firm, prior to signing the contract.

Following is an indicative list of skills required but not limited to carrying out the assignment:

Key Experts:

- i. K-1: Team Leader;
- ii. K-2: Design Engineer-1: Building;
- iii. K-3: Design Engineer-2: Road, road structure (bridge, culvert, embankment etc.);
- iv. K-4: Water Supply and Drainage Expert;
- v. K-5: Electrical Design Expert;
- vi. K-6A: Construction Supervision Engineer-1: Field Residence.
- vii. K-6B: Construction Supervision Engineer-2: Field Residence
- viii. K-6C: Environment and Safety Engineer: Field Residence

In addition, it is envisaged that the following **Non-Key Experts** inputs would be required intermittently. The inputs of these non-key staff should be calculated in such a way that, all the responsibilities envisaged in the scope of work are completely met:

- NK-1: Material cum Quality Control Engineer;
- NK-2: Architect;
- NK-3: Office Engineer;
- NK-4: Planner;
- NK-5: Social Specialist.

FIELD/SUPPORT STAFF:

The Consultant may provide the necessary field staff – including junior engineers, estimators, draftsmen, surveyors, field supervisors and office support staff – needed in order to carry out their tasks and fulfill their responsibilities effectively.

- Junior Engineer (Civil) (2);
- Junior Engineer (Electrical) (1);
- Estimator (1);

- CAD Operator (2);
- Surveyor (1);
- Laboratory Technician (1);
- Office Manager cum Computer Operator (1);
- Office Assistant (1).

Table 1: Qualifications and Input Required for **Key Experts**

Position	Preferred academic qualification	Desirable years of professional experience	Specific Expertise	Indicative No. of position
K-1: Team Leader	Minimum B. Sc. Engineering (Civil), professional qualifications on project management, infrastructure management or as chartered engineer, professional engineer or similar is needed.	Minimum 15 years, with 5 years team Leadership	Experience as Team Leader / Contract Management Specialist for one large infrastructure project. He should have proven experience of at least one major infrastructure project involving construction of buildings, roads, bridges, embankments, land development etc. Experience as a Team Leader for donor finance projects (preferable with World Bank) would be treated as an advantage.	1
K-2: Design Engineer: Building	Minimum B. Sc. Engineering (Civil/Structural), professional qualifications on structural design or similar is needed.	Minimum 10 years of experience	Should have experience in at least one large project as Senior Structural Engineer and responsible for design of buildings.	1
K-3: Design Engineer: road, road structure (bridge, culvert, embankment etc.)	Minimum B. Sc. Engineering (Civil/ Pavement/ Highway), professional qualifications on transportation, highway design	Minimum 10 years of experience	Should have experience in at least one large project as Pavement Engineer and responsible for design of roads road structure (bridge) and embankment.	1

Position	Preferred academic qualification	Desirable years of professional experience	Specific Expertise	Indicative No. of position
	or similar is needed.			
K-4: Water Supply and Drainage Expert	Minimum B. Sc. Engineering (Civil/ Water Resource/ Hydrology/ Drainage professional qualifications on Water Resource Design or similar is needed.	Minimum 10 years of experience	Should have experience in at least one large project as Senior Water Supply and Drainage Expert and responsible for design of Water Supply and Drainage system.	1
K-5: Electrical Design Engineer	Minimum B. Sc. Engineering (Electrical /Power systems), professional qualifications on Electrical Power station/Distribution system design or similar is needed.	Minimum 10 years of experience	Should have experience in at least one large project as Senior Electrical Engineer and responsible for design of Electrical Power station/Distribution system.	1
K-6A: Construction Supervision Engineer-1: Field Residence	Minimum B. Sc. Engineering (Civil), professional qualifications as chartered engineer, professional engineer or similar is needed.	Minimum 10 years of experience	Should have experience of construction supervision in at least one large infrastructure project involving construction of buildings, roads, embankments, bridges, deep pile foundations, land development, installation water supply system, soil stabilization etc.	1
K-6B: Construction Supervision	Minimum B. Sc. Engineering (Civil), professional	Minimum 10 years of experience	Should have experience of construction supervision in at least one large infrastructure project	1

Position	Preferred academic qualification	Desirable years of professional experience	Specific Expertise	Indicative No. of position
Engineer-2: Field Residence	qualifications as chartered engineer, professional engineer or similar is needed.		involving construction of buildings, roads, embankments, bridges, deep pile foundations, land development, installation water supply system, soil stabilization etc.	
K-6C: ESHS Engineer: Field Residence	Minimum B. Sc. Engineering (Major in Environmental Engineering)/B. Sc in Env. Science	Minimum 10 years of experience	Should have experience of working as Environmental Specialist/Engineer in at least one large infrastructure project involving construction of buildings, roads, embankments, bridges, deep pile foundations, land development, installation water supply system, soil stabilization etc.	1

5. Reporting Requirements and Time Schedule for Deliverables

5.1 ESHS reporting Requirement: The Consultant shall follow and provide the following Environment, Social, Health and Safety (ESHS) information and report.:

- (a) The consultant shall regularly supervise the compliance of EMP implementation and submit monthly report to BEZA.
- (b) The Consultant shall provide immediate notification to the Client should any incident in the following categories occur while carrying out the Services. Full details of such incidents shall be provided to the Client within the timeframe agreed with the Client.
 - (i) confirmed or likely violation of any provision of EMP, EMF, DoE Clearance conditions, law or international agreement;
 - (ii) any fatality or serious injury;
 - (iii) significant adverse effects or damage to private property (e.g. vehicle accident); or

- (iv) any allegation of gender-based violence (GBV), sexual exploitation or abuse (SEA), sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children,
- (c) Ensure that contractor immediate notifications on ESHS aspects are shared with the Client immediately;
- (d) Immediately inform and share with the Client any immediate notification related to ESHS incidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting;
- (e) Share with the Client in a timely manner the Contractor's ESHS metrics, as required of the Contractor as part of the Progress Reports."

5.2 Construction and Supervision Reporting: The Consultant will report implementation progress of the Project to the Project Director through quarterly and monthly progress reports. The quarterly and monthly progress reports should include project implementation status, major issues, and proposed corrective actions. The Consultant will prepare the following reports in English and submit in the number of copies indicated below to the Project Director. All reports submitted must have signatures of the author, checker and approver, with seals of the Consultant firm. For each report submitted, an electronic copy of the same should be provided. Electronic copies will be in the format used in their preparation with all links, formulas, and fields active. For all reports an executive summary will be included.

Type of Report	Total Quantity	Submission Time	Max. Time for Clients Action	To be submitted to
Inception Report and Work Plan: The Inception Report will describe the planning the Consultant has established for the assignment, the staffing and remarks as deemed appropriate. This report will update the methodology and program of work that was included in the Consultant's proposal and used as a basis for agreed pricing, noting the changes and detailing any difficulties encountered, together with a proposal on how they may be overcome. BEZA will comment on the Inception Report. The Consultant's established Work-Plan may be revised from time	5 copies	30 Days	15 Days	Project Director

Type of Report	Total Quantity	Submission Time	Max. Time for Clients Action	To be submitted to
to time, but acceptance by the Project Director must be requested each time.				
Daily Activities	5 copies	7 Days	15 Days	Field Engineer
Weekly Activities	5 copies	7 Days	15 Days	Field Engineer
Monthly Progress Briefs: The report will briefly describe activities for the month and comparison of progress of work with the projected work plan. These reports at least shall include (i) the performance of the contractors; (ii) highlight issues observed during construction; (iii) status of EMP, ESHS and EMF implementation, (iii) present solutions for observed issues, along with specific timelines for compliance.	5 copies	5 th day of each calendar month	7 Days	Project Director
Quarterly Progress Report: which will summarize all project activities, progress of works, contracts variations and change orders, achievements and utilization of resources over the previous three months, implementation of the environment management framework, highlight key issues identified, and present the Consultants work plan for the coming three months;	5 copies	At the end of each quarter month from the date of commencement	21 Days	Project Director
Implementation Completion Report (ICR) at the end of the assignment for construction of	15 copies	8 weeks before the date of	14 Days	Project Director

Type of Report	Total Quantity	Submission Time	Max. Time for Clients Action	To be submitted to
contracts when they reach a substantial completion. This report must be submitted immediately after taking over of contracts and shall summarize the methods of construction, construction supervision performed and recommendations for future projects of similar nature to be under taken by the Employer.		termination of services		

6. Client's Input and Counterpart Personnel

(a) Services, facilities and property to be made available to the Consultant by the Client:

- (i) BEZA may provide the Consultant office space for some of its Key Experts,
- (ii) BEZA may provide easily available material and data relating to the consulting services, including maps, geotechnical, resettlement, environmental and design documents.
- (iii) Two shared work stations for Consultants with internet connection.

(b) Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: None.

7. Facilities to be provided by the Consultant

The consultant should have at least the following facilities (but not limited to) during the construction supervision period :

- (i) Suitable office space with consumables and communications both in field and main office.
- (ii) Suitable equipment for all supervision works;
- (iii) Vehicles, office equipment including telephones, computers and printers, etc.
- (iv) Required support personnel.

No separate/additional payment will be made by BEZA for Consultant's facilities.

8. Code of Conduct

For supervision of civil works contracts: All experts and support staff of the Consultant:

- (i) Comply with applicable laws, rules, and regulations

- (ii) Comply with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
- (iii) Must not use of illegal substances
- (iv) Must follow Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status)
- (v) Must show respect while Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
- (vi) Must prohibited Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
- (vii) Must avoid Violence, including sexual and/or gender-based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)
- (viii) Must prohibited Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
- (ix) Must Protect of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
- (x) Should ensure Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
- (xi) Must avoid of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
- (xii) Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
- (xiii) Duty to report violations of this Code
- (xiv) Non-retaliation against personnel who report violations of the Code, if that report is made in good faith

Each Expert shall sign indicating that they have:

- (i) received a copy of the code;
- (ii) had the code explained to them;

- (iii) acknowledged that adherence to this Code of Conduct is a condition of employment;
and
- (iv) understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.