



## **Terms of Reference (TORs)**

### **for the hiring of Consulting Services for Detail Designs and Supervision of various works under PMU KITE DoT**

#### **Background:**

The Government of Khyber Pakhtunkhwa (GoKP) is undertaking several initiatives to develop the tourism sector and employ it as a key driver of economic growth and job creation in the province. To create an enabling environment for the private sector to participate in and develop the tourism value chain, the GoKP has entered into a partnership with the World Bank (WB) through an International Development Association (IDA) credit for the Khyber Pakhtunkhwa Integrated Tourism Development (KITE) Project. KITE is a \$70 million IDA credit that aims to create tourism-enabling infrastructure, enhance tourism assets, and strengthen destination management for sustainable tourism development in Khyber Pakhtunkhwa.

#### **1. Objectives:**

The objective of this consultancy is to have the services of an engineering firm that support PMU KITE DoT in the preparation of technical, social & environmental assessments and provides supervisory inputs for different sub-projects.

#### **2. Scope of Work:**

PMU KITE DoT is currently working on different tourist facilitation activities like the installation of prefab washrooms in tourist areas, establishment of Rescue 1122 stations at Thandiani & Ayubia, Abbottabad; Gabeen Jabba, Swat; Kumrat, Dir Upper; Kalash, Lower Chitral; and Kaghan, Manshera, and provision of solid waste management machinery & equipment for the clearance/removal of snow to the Local Area Development Authorities & any inputs required at the Archaeological sites defined by DOAM.

To undertake the design and supervision work PMU KITE DoT requires the services of an engineering firm that supports in preparation of detailed designs, drawings, cost estimates, social & environmental assessments, ensures compliance of E&S in the design phase, technical inputs (in case of procurement of machinery), and provides supervisory inputs of different sub-projects.

The scope of the required services has been divided into the following tasks:



### 3.1 Engineering Services:

The consultant is required to perform the role of the Engineer in accordance with the contract.

The responsibility of the consultant will include, but is not limited to, the following:

- Conduct detailed site surveys (Topographic, Geological, Hydrological, etc., required as per site) and develop any site-related technical/shop drawings with associated cost estimates/ BOQs.
- Development and assessments of conceptual/Inspection design.
- Issuance of construction drawings, and checking of the layout of structures.
- To check as-built drawings prepared by the contractor.
- Review and assess the physical verification of the site for assessing the scope of work and work done on-site.
- Conduct necessary tests to determine the design parameters.
- Notice to commence works will be issued by the consultants with due consultation with the Client.
- Approval of construction works schedule and its monitoring using an agreed construction management/monitoring IT tool (like MS Project, Primavera, etc.).
- Approval of construction materials to be used for the project.
- Joint measurements will be taken with the contractor and recorded in computer-based form.
- Maintain daily progress reports.
- Maintain a record of correspondence between the client, consultants, and contractors, etc.
- Check requests will be submitted by the contractor before the execution of any activity and will be approved/disapproved by the site supervisory staff on the basis of the quality of work performed by the contractor.
- To guide the contractor in maintaining safety measures & care of works.
- To direct the contractor to carry out all such work as may be necessary in the opinion of the Engineer to avoid or to reduce the risk in case of an emergency affecting the



safety of life or of the works or of adjoining property and advise the client thereof as soon thereafter as is reasonably practicable.

- Arrange progress review meetings with the client and contractors.
- Examine and attend to the measurement of any work which is about to be covered or put out of view before permanent work is placed thereon and examine and attend to the measurement of the completed works in the prescribed form.
- Issuance of necessary notices to the contractor during the construction period.
- Inspection of completed works at appropriate intervals during the defect liability period and issuing defects liability certificate.
- Performance of all duties of the engineer as specified in the construction contract.
- Processing of contractor's possible claims of the construction contracts.
- Informing the client about the status of works if the consultants feel that the works will not be completed as per the original works program due to inadequate manpower, equipment, materials, or other resources may indicate that the contractor may be delayed in the completion of any part of the project.
- To monitor environmental issues during the construction period, ensure minimum disruption/damage to the environment and local settlements, and provide information to the client in the Monthly Progress Reports (MPR).
- To provide the updated status of work on a cloud-based team and assist digital software, to ensure real-time progress.
- To issue a variation order which has financial implications except in emergency situations as reasonably determined by the Engineer subject to prior approval in writing of the client.
- Recommendation of extension of time subject to prior approval of the client with due justification.
- Advise the client in case of arbitration or litigation regarding construction contracts.
- Checking contractors' Interim Payment Certificates, escalation bills, claims, and other statements with respect to arithmetical error and compliance with the contract and if required make corrections thereto.



- Verification & recommendation of contractors Interim Payment Certificates for payments.
- To advise the client on all matters relating to the execution of the contract including providing advice on the processing of the contractor's claims, if any.
- Recommendation of liquidated damages against the contractor or other actions which should be taken against the contractor under the construction contract.
- Development of Complete Standard Bidding Documents and Procurement Strategy for the procurement of the proposed leftover works; the bidding documents and procurement strategy will be in accordance with the World Bank Procurement Regulations.
- Any other task assigned by the Project Director PMU KITE DoT will be dealt with on market prevailing rates duly agreed by both parties.

### 3.2 **Environmental & Social Inputs:**

- To supervise all the sub-projects under the E&S component for which compliance of E&S safeguard documents, i.e (ESMP, RAP, ARAP, PCRMP, and EMP) along with with the World Bank standards and GoKP policies and framework.
- Any other task associated with the E&S component i.e Capacity Building of the field staff etc. assigned by the Project Director PMU KITE DoT, will be dealt with on market prevailing rates duly agreed by both parties.

### 2.3 **Overall Project Supervision & Monitoring:**

- To support the establishment and management of the PMU KITE DoT.
- To support the PMU DoT in carrying out the overall project monitoring.
- To prepare quarterly progress reports in the duly agreed format.
- To provide complete records and approve the contractor's as-built drawings for the works.
- To prepare completion report for sub-projects, including information on a contract-wise basis in a duly agreed format and in carrying out Project Benefit Monitoring and



Evaluation before and after civil works construction in accordance with the format to be provided by the Client.

- Inspection of works to check the workmanship and inspect that the work is carried out according to the specifications.
- Supervise tests performed by the contractor on materials. Approval and disapproval of contractor's work and, if appropriate, his plant and equipment.
- Approval of materials and the conformity of the works to the contract specifications.
- Certify completion of part or all the works and preparation of punch list.
- Testing of materials and completed works and giving instructions for removal of unspecified materials from the site.
- To order, if required, the uncovering of completed work and or the removal and substitution of proper materials and/or work.
- Inspection of works during the maintenance period and issuance of maintenance certificate.
- Assistance in taking over / handing over of Project from the contractor to the Client.

### 3. Project Duration:

The services of the consulting firm will be for a period of 24 months; initially, the contract will be signed for a period of 12 months and will be extendable on the basis of satisfactory performance and compliance with the scope of work of the assessment.

### 4. Indicative Disciplines and Team Composition:

The Consultant shall provide the required staff and qualifications to manage all the different tasks of the assignment. Client reserves the right to reject and/or instruct removal of staff due to nonperformance.

<b>Key Experts Design</b>	<b>NO.</b>	<b>Man Months</b>	<b>Total</b>
Team Leader	1	6	6
Structure Engineer	1	6	6
Electrical Engineer	1	6	6
Social Expert	1	6	6
Environmental Engineer	1	6	6
<b>Non-Key Experts Design</b>			0



<b>Key Experts Design</b>	<b>NO.</b>	<b>Man Months</b>	<b>Total</b>
Surveyor	1	2	2
Quantity Surveyor	1	2	2
Assistant Surveyor	1	2	2
<b>Key Experts Supervision</b>			<b>0</b>
Resident Engineer	1	24	24
Electrical Engineer	1	12	12
Material Engineer	1	6	6
<b>Non Key Experts Supervision</b>			<b>0</b>
ARE Hazara Division	1	24	24
Site Inspectors Hazara Division	2	24	48
ARE Malakand Division	1	24	24
Site Inspectors Malakand Division	2	24	48
ARE All over Khyber Pakhtunkhwa	1	24	24
Site Inspectors All over Khyber Pakhtunkhwa	2	24	48
M&E Officer	1	12	12
Quantity Surveyor	3	24	72
Land Surveyor	3	24	72
Survey Helpers	3	24	72
Conservation Engineer	1	1	1
Preservation Engineer	1	1	1
Lab Technicians	3	24	72
<b>Total</b>			<b>596</b>



<b>Key Experts Design</b>	<b>Overall Experience (Years)</b>	<b>Relevant Experience (Years)</b>	<b>Qualification</b>
Team Leader	20	10	Bachelor's Degree in civil engineering (preferably Master's)
Structure Engineer	20	10	Master's degree in Structure Engineering
Electrical Engineer	10	5	Master's degree in Electrical Engineering
Social Expert	10	05	Master's degree in sociology or any relevant fields.
Environmental Engineer	15	8	Master's degree in Environmental Engineering or Environmental Sciences
<b>Non Key Experts Design</b>			
Surveyor	15	5	B-Tech Civil
Quantity Surveyor	15	5	B-Tech Civil
Assistant Surveyor	3	1	DAE Civil
<b>Key Experts Supervision</b>			
Resident Engineer	15	10	Bachelor's Degree in civil engineering (preferably Master's)
Electrical Engineer	10	5	Master's degree in electrical engineering
Material Engineer	10	5	Master's degree in Geotechnical Engineering / Geology
<b>Non-Key Experts Supervision</b>			
ARE Hazara Division	8	5	Bachelor's Degree in civil engineering (preferably Master's)
Site Inspectors Hazara Division	5	3	DAE Civil (preferably B-Tech)
ARE Malakand Division	8	5	Bachelor's Degree in civil engineering (preferably Master's)
Site Inspectors Malakand Division	5	3	DAE Civil (preferably B-Tech)



Key Experts Design	Overall Experience (Years)	Relevant Experience (Years)	Qualification
ARE All over Khyber Pakhtunkhwa	8	5	Bachelor's Degree in civil engineering (preferably Master's)
Site Inspectors All over Khyber Pakhtunkhwa	5	3	DAE Civil (preferably B-Tech)
M&E Officer	8	5	Masters in relevant field
Quantity Surveyor	10	5	B-Tech Civil
Land Surveyor	10	5	B-Tech Civil
Survey Helpers	3	1	DAE Civil
Conservation Expert	10	5	Bachelor's Degree in civil engineering (preferably experience in dealing with Archaeological Conservation)
Preservation Expert	10	5	Bachelor's Degree in civil engineering (preferably experience in dealing with Archaeological Preservation)
Lab Technicians	10	5	B-Tech Civil

#### 5. Qualification of Firm:

The Interested firm will be expected to demonstrate or provide explicit information/ evidence of their qualification to perform this assignment, in their profiles, in the areas covered by the project as indicated above. Firms should have a specific and proven competence and experience of at least 10 years in the design and supervision of tasks delineated in the TORs and should have completed at least two similar assignments in the past five (5) years.

The consultancy firm should have relevantly qualified, experienced, and skilled human resources as per the scope of work. The consultant should have adequately equipped offices.

#### 6. Selection Method:

Selection will be made in accordance with the QCBS (Quality and Cost Based Selection) method set out in the World Bank Procurement Regulations (Procurement in Investment Project Financing, Works, Non-Consulting and Consulting Services. July 2016 Revised





November 2017, August 2018 and November 2020) following the national market approach for hiring the services of the consultant.

**7. Working Arrangements:**

The consulting firm will report directly to the Project Director PMU KITE DoT.