

# TERMS OF REFERENCE (TOR)

## FOR

## HIRING OF

### CO-ORDINATION AND CONSTRUCTION SUPERVISION SPECIALIST (CCSS) AS AN INDIVIDUAL CONSULTANT FOR INFRASTRUCTURE DEVELOPMENT SUB PROJECTS IN 16 CITIES OF PUNJAB UNDER PUNJAB CITIES PROGRAM

#### 1. **BACK GROUND**

- a) The Punjab Cities Program (PCP), is a World Bank-funded hybrid of Program for Results (PforR) and Investment Project Financing (IPF) operation, with total cost of USD 200 million with gestation period of 5 years (2018 -2023) supporting 16 cities in Punjab. Its development objective is to strengthen the performance of participating Municipal Committees (MCs), focusing on urban management and improvement of municipal infrastructure for satisfactory service delivery.
- b) Under the PforR (Window-1) the Performance Based Grants (PBGs) are being provided to the MCs of the 16 selected cities for investments in municipal infrastructure and services. The cities are given below;

<b>Northern Punjab</b>	<b>Central Punjab</b>	<b>Southern Punjab</b>
1- Daska	1- Gojra	1- Bahawalnagar,
2- Hafizabad	2- Jaranwala,	2- Burewala
3- Jhelum	3- Jhang,	3- Khanewal,
4- Kamoke	4- Kamalia	4- Vehari,
5- Muridke	5- Okara	5- Kot Addu
6- Wazirabad		

Program captioned as Punjab Cities Program (PCP) funded by World Bank having gestation period of five years, being launched in 16 MCs of Punjab. Presently different schemes as per enclosed lists are in progress against five packages, individual selection of consultant for support resident supervision is desired. The overall objective of this selection will be implementation of the projects according to the design and within the prescribed gestation period.

The objective of Punjab Cities Program is to build and enhance the capacity of partner MCs to ensure the transparency, effectiveness and efficiency Local Governments and piloting

various interventions.

## **2. OBJECTIVES AND JUSTIFICATIONS OF THE CONSULTANCY:**

The major component of PCP is the development of Infrastructure subprojects. These projects are at various stages of implementation. As in most of the MCs, the subprojects are going into the execution stage, it is therefore direly needed to provide backstopping to MCs in the construction phase of these projects. In the coming days the activities on the front of infrastructure development will reach its peak and therefore it is the need of the hour to provide a robust and quick response techniques to be applied. For the purpose as a first step an experienced professional expert with the back ground of strong experience of implementation of civil engineering infrastructure development projects particularly in water supply, sewerage and drainage systems be hired.

The CCSS should have an insight on the progress, quality of work and report promptly to address issues and bottlenecks in civil engineering development works. .

This will ultimately improve the overall site progress and quality of work and help complete the timely completion of the projects.

The Coordination & Construction Supervision Specialist will support Infrastructure Development Section of PCP particularly in conflict resolutions, expediting the progress of works at site, right time monitoring and back stopping to MCs staff.

## **3. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES OF THE CONSULTANT**

The scope of work includes the following but not limited to:

1. He shall be responsible for monitoring, oversight and help to maintain quality of work being supervised by Resident Supervision Consultants. He will carry out co-ordination among various stake holders P&D, LGCDD, PMDFC and relevant MCs of PCP to achieve this task. He shall perform his duties with due diligence and efficiency, in accordance with the best engineering practices and standards. He shall visit the sites with a time schedule per activities going on at sites of civil works in the program and keep regularly in order the record of his inspection reports. For the purpose he will prioritize the activities under the guidelines inferred from the data being compiled in ID Section and through the approval of PD/DPD.
2. He will develop the template/formats of Inspection Report duly vetted by DPD and approved by PD.
3. He will monitor the progress of work in light of work schedules submitted by the

contractors and may suggest any change and improvement in the work schedule of the Contractors in consultation with the field staff of the Resident Supervision Consultant and MO (I&S) of MC concerned ID Team and DPD. He will check progress reports of consultants and the Contractor and closely coordinate with PCP ID Team, the Consultants and MC concerned staff whether issues and bottlenecks arise time to time and timely suggest in light of Contract Documents as stipulated in GCOC and Special COC through his inspection reports. His inspection report will include delay analysis based on his visits

4. He will carry out an oversight on the quality of material brought at site, examine various site quality tests carried out at site , note down any kind of deficiencies found at site of work regarding material, equipment and machinery deployed or provided by the Contractor, testing equipment like cylinders for compressive strengths and other kinds of site requirements.
5. He will check at sites that all safety measures are properly being taken along with other site-oriented E&SM compliances and report to the concerned DPO ESM at site and suggest necessary steps to ensure it in coordination with Senior ESM Team of PCP.
6. He will check the test reports against the tests being carried out at sites and in case of a laboratory and will closely watch down their results to maintain the quality of work.
7. He will closely monitor the installations whatever carried out at sites and after study of the reports submitted by the Resident Supervision Consultant will comment on the quality of work mentioning deficiencies and suggest measures for any remedy if required. He will visit the site as per schedules duly approved and notified to all concerned.
8. He will also prepare presentations/reports/briefs/dossiers etc. related to the Project infrastructure development activities as and when required in coordination with ID Section PCP.
9. The CCSS shall facilitate the client for the resolution of any disputes with the contractor or other affected parties in close coordination with the resident supervision consultants in case if they are unable to resolve such issues and it deems essentially required as assessed by PMDFC.
10. He will evaluate and make recommendations to the client through proper channel for actions in timely manner under the approved reporting mechanism. The actions may be suggested but not limited to for contractors' claims, disputes and time extensions as and when marked to him by PCP ID Section through PD/DPD.
11. He will review as built drawings submitted by the Contractor to the Consultants as per standard requirements when marked by SPO (ID) through PD..
12. He will evaluate the completion certificate to be issued to the contractor for any an analysis as marked by ID Section.
13. He will review Revised PC-I if so required or any variations / deviations occur in the original scope of work as per site conditions as forwarded to him time to time within the time lines set for the purpose in case it deemed necessary.

14. He may review the methodology for execution of work submitted by the Contractor and duly recommended by the consultants in case it was found to be reevaluated where some more detailed analysis would be required to expeditiously complete the works in timely manner where ever it is required or it is referred to him by DPD as evaluated by the Resident Supervision Consultants. The reviewed methodology by CCSS will be forwarded to the Resident Supervision Consultants by DPD who will finally recommend it to the Engineer for approval after its own analysis. After approval, it will be notified by MO (I&S), the Engineer. CCSS then will closely monitor the implementation at sites of works in close coordination of regions ID teams of PCP, Resident Supervision Consultants and MCs concerned I&S Staff.
15. He will also help devise mechanism of remedies, rectifications for timely actions along with ID Team of PCP, Resident Consultants and MCs and will assist achieve this task in the best possible way. The newly devised mechanism will be submitted to DPD within 07 days of his joining who will after its review within 2 days will send it to PD for approval. It will be forwarded to the Resident Supervision Consultants with a copy to MC for finally sending it to MCs for notifying it to the Contractor for necessary action and implementation.
16. He will do conflict resolution if the issues are not resolved at the level of resident supervision consultants or MCs level in design stage like in case of acquisition of land for Tube wells, overhead reservoirs, under ground storage tanks and waste water treatment proposed sites in close coordination with MCs and the Consultants staff. He will suggest proper measures for conflict resolution and work in close coordination with ID, Design Consultants and E&SM PCP PMDFC Team. Such suggestions will be properly documented and submitted to PD/DPD
17. He will review completion report (PC-IVs) of the Project by the Consultants forwarded by PD/DPD to him, after completion of the contracts.
18. A bi-monthly travel schedule will be chalked out to complete the round of 16 MCs once but not limited to meet any unforeseen/urgent needs at subproject sites.
19. PMDFC PCP Team has developed an Excel based Dash Board showing all particular detail like stage of work in progress (Design, PC-I, Bidding, Commencement, Implementation, Variations, Extensions, Revisions and IPCs processing. This dash board will help CCSS to make his plans with this assistance and also keep updated his activities through this dashboard. Similarly the Dashboard will also be updated in light of reporting made by CCSS accordingly.
20. All assigned tasks will be time based and the work plan of activities will be chalked out accordingly.
21. All aspects as given under Sr. item 3 to 7 or any other essential matter to be included will be covered in the Inspection Reports to be submitted by him to PD with a copy to

SPO ID and DPD for approval. The inspection Report Template will be developed keeping in view of these aspects.

#### **4. Qualification, Experience & Eligibility Criteria:**

- Bachelor's degree in Civil Engineering with recognized institute approved by HEC.
- He must have extensive experience of minimum 15 years in the implementation and execution of Water Supply, Sewerage Systems, Water and Waste Water Engineering Systems, other civil engineering works like roads and parks and particularly installation of tube wells, construction of disposal stations and installation of machinery, staff quarters, construction of Overhead Water Tanks and Under Ground Storage Tanks etc.
- Sound knowledge about the operation and maintenance of water supply, and sewerage schemes.
- Ability to monitor and evaluation of Progress and quality of infrastructure development projects.
- Experience in the development of monitoring framework for Infrastructure Development of projects.
- Should have good knowledge of MS Project or any other similar software.
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#### **5. Payment Method and other Facilities:**

The Coordination and Construction Supervision Specialist (CCSS) fee will be time based and shall be made upon satisfactory performance per scope of work after completion against his assigned tasks. All applicable taxes shall be deducted at source.

The remuneration will be paid on monthly basis. The individual Consultant will give his monthly report on the tasks assigned on a standard approved format. The payment will be based on satisfactory completion of tasks against targets based on time lines provided by CCSS in its plan against assigned tasks of a particular month and subsequent submission of the report/deliverables on recommendations of GM Engineering/DPD PCP and approval by PD PCP.

The CCSS will be provided logistics for site visits of sites along with TA/DA per HRM Manual and company's policy as applicable in case of PCP.

Estimated cost of Assignment will be PKR. 700,000/- Per Month approximately,

inclusive of all taxes.

**6. Duration of the Assignment:**

The CCSS shall be appointed initially for a period of 12 months against the scope of work as stipulate above.

**7. Time lines against each deliverable:**

All deliverables will be submitted to PD by CCSS within 3-4 days of occurrence of the activity with a copy to DPD for necessary action.

**8. Reporting Mechanism**

CCSS will submit the reporting format to DPD who will submit it to PD after review for necessary approval.

CCSS will be responsible to monitor that all of his observations have been complied with in letter and spirit. He will communicate his observations through Inspection Reports to PD who will accordingly send it to DPD for circulation to all concerned for necessary action.

All reporting mechanism should be based in line with responsibility already defined under Scoep of Work/Duties and Responsibilities.

GM Engineering PMDFC/DPD PCP will be the focal person from PCP PMDFC against this assignment.

**8. Deliverables:**

1. Monthly reports which will consist of but not limited to the following :
  - a) **Subproject wise all emails references**
  - b) **Compliance detail submitted by Resident Supervision Consultants on observations conveyed/communicated**
  - c) **Inspection Reports with specific no and date and reference of that subproject**
  - d) **Supervision Inspection observations raised and its compliance report in the next inspection reports after visiting the sites**
2. Template/formats for Inspection Report

3. Monthly progress review based upon MS Project/Prima Vera based plans for each sub-project. Delay analysis and remedial actions as required
4. Quality Assurance Report based on site visits and quality control data sets of supervision consultants
5. Report confirming compliance of recommended actions from pervious field visit reports
6. Reviewed as-built drawings and completion certificates when marked for reporting.
7. Subproject-wise detailed variations & reviewed time extensions.
8. Reviewed sub-project wise contractor's claims.
9. Reviewed revised PC-Is and PC-IVs.
10. Subproject-wise conflict resolution reports.
11. Reviewed method statement for execution of works.