

TERMS OF REFERENCE (TORs)

FOR

HIRING OF

AN INDIVIDUAL CONSULTANT AS ROAD CONSTRUCTION AND SUPERVISION SPECIALIST (RCSS) 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;

Northern Punjab	Central Punjab	Southern Punjab
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 JUSTIFICATION FOR HIRING OF RCSS:

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together. One of the major components of PCP is the development of Infrastructure subprojects including proper roads network. 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 while prioritizing environmental and relevant regulations/standards/quality compliance. In the coming days the activities on the front of infrastructure development (roads, highways, tuff pavers etc.) 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 implementation of civil engineering infrastructure development projects particularly to oversee the work relating to construction of roads / highways / tuff pavers is immensely required to be hired.

The RCSS will ensure quality of work and report promptly to address issues and bottlenecks impeding the roads development works.

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

Road 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 will provide technical assistance (review of project plans, designs, and specifications) to all 16 MCs/local governments for carrying out Detailed Engineering Designs of Roads

2. He will prepare Technical Modules (ensuring roads are not under or over designed) for provincial local governments on Road Design Engineering
3. Conducting regular site visits and inspections to monitor compliance with environmental requirements, other standards and identifying potential risks or issues while proposing mitigation measures to minimize adverse effects.
4. Work Plan on the roll-out and proposed activities on road design engineering
5. Collaborating with project stakeholders, including architects, engineers, contractors, and regulatory authorities, ensuring quality and value for money.
6. He shall be responsible for monitoring, oversight and help to maintain quality of work being supervised by Resident Supervision Consultants. 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 and keep 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 RCSS 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 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.
15. 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 project 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
16. He will review completion report (PC-IVs) of the Project by the Consultants forwarded by PD/DPD to him, after completion of the contracts
17. 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.

18. 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 RCSS 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 RCSS accordingly.
19. All assigned tasks will be time based and the work plan of activities will be chalked out accordingly.
20. All aspects and essential matters 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.

4. Qualification, Experience & Eligibility Criteria:

- Bachelor's degree in Civil Engineering from recognized institute approved by HEC.
- He must have extensive experience minimum 20 years in the implementation and execution of works relating to Roads, etc.
- 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 IT skills and any other similar software.

5. Payment Method and other Facilities:

The RCSS fee will be made upon satisfactory performance as 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 and on submission of the report/deliverables on recommendations of GM Engineering/DPD PCP and approval by PD PCP.

All logistics facilities will be provided 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 RCSS shall be appointed initially for a period of 3 months against the scope of work as stipulate above.

7. Time lines against each deliverable:

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

8. Reporting Mechanism

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

RCSS will be responsible to monitor all the work related to roads and suggest remedial measures for timely completion of the projects.

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

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

8. Deliverables: The following deliverables are required to be accomplished and produced/developed to the applicable standards by RCSS;:

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.
