

TANZANIA NATIONAL ROADS AGENCY
DAR ES SALAAM BUS RAPID TRANSIT (BRT) PROJECT - PHASE 5

TERMS OF REFERENCE

FOR

**CONSULTANCY SERVICES OF THE DEPUTY PROJECT MANAGER TO
SUPERVISE AND SUPPORT IMPLEMENTATION OF DAR ES SALAAM BUS
RAPID TRANSIT (BRT) INFRASTRUCTURE PROJECT – PHASE 5**

1. BACKGROUND

The Government of the United Republic of Tanzania has received a Credit from Agence Française De Développement (AFD) to finance implementation of the fifth phase of Dar es Salaam Bus Rapid Transit (BRT) system and intends to apply a portion of the credit for eligible payments under the contract of Deputy Project Manager (DPM) to support implementation of the Project for which this Terms of Reference is concerned.

TANROADS is responsible for construction of the Dar es Salaam Bus Rapid Transit (BRT) Infrastructure Phase 5 covering 25.774 km. The project is proposed to be implemented using three (3) Works Contracts and one Supervision Consultancy Contract.

In order to manage properly implementation of the Project, TANROADS looks for a dynamic, motivated, creative and open-minded professional to support management of the project in the capacity of Deputy Project Manager.

2. OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to supervise and support TANROADS in implementation of the Project particularly reviewing designs, specifications and Bills of Quantities as submitted by respective Consultant and monitoring adherence to specifications during construction of the Dar es Salaam BRT Infrastructure - Phase 5. The consultant shall provide hands-on training to the BRT unit on BRT infrastructures and design based on a solid knowledge of BRT Operation.

3. SCOPE OF SERVICES

The Deputy Project Manager shall be responsible for review of designs, assessing construction of highway pavement and associated drainage structures of the BRT Infrastructure and monitoring the construction for compliance with the Contract Specifications. The Deputy Project Manager shall also be monitoring standard procedures specified in the Contract Documents and ensuring that only best practice and standard methods of construction practice are observed in the construction of the BRT Infrastructure.

The Deputy Project Manager will take primary responsibility of assisting the Project Manager in foreseeing technical issues and coordinating technical team

members. The Deputy Project Manager will be required to undertake inter alia the following tasks;

- (1) Review and provide advice on the proposed revised detailed engineering design proposed by the Project Management and Construction Supervision consultants, in coordination with the Dar Rapid Transit Agency (DART).
- (2) Review and provide advice on all Engineering Reports, drawings, and specifications as submitted by Consultants and check compliance to National and International standards.
- (3) Assessing and ensuring that survey, setting out and construction of earthworks, pavement works, drainage and appurtenant structures are carried out according to design and conform to the contract provisions and to BRT Operation Plan validated by DART.
- (4) Making sure that works quality assurance system is fully followed and implemented
- (5) Assess and monitor measurements of Road Works items on site for compliance with standard procedures for Measurements prior to certification of the same for payment
- (6) Assess Contractor's Work methodology in line with Contract specifications and bring up shortfalls that may result to poor quality of Works for timely intervention pursuant to the Contract provisions
- (7) Conduct regular site visits and inspect the works for conformity with Contract provisions and identify problem areas and reporting the same to the Project Manager / Employer with advice on remedial measures
- (8) Attending regular site meetings and ensuring that the proceedings are adequately recorded
- (9) Ensuring that design review of Road Works including take off-sheets is done and submitted as schedule
- (10) Ensuring that as-built drawings for Road Works are done continuously throughout the construction time
- (11) Review Works progress reports and other ad hoc reports submitted by Consultants and Contractors
- (12) Providing hands-on training to BRT Unit about BRT infrastructure and design based on the proposed BRT operation plan.
- (13) Prepare Bi – Annual Progress Report (BPR) for submission to AFD

4. QUALIFICATIONS AND EXPERIENCE

4.1 Education

- (i) Minimum of a degree in Civil Engineering or equivalent qualification.
- (ii) Possession of Master's Degree in Public Transportation Engineering is an added advantage.
- (iii) Must be a registered or chartered ~~Civil~~ Engineer

4.2 Professional experience

- (i) She/he must have a minimum of ten (10) years' experience related to design, construction and supervision of urban transport system.
- (ii) Experience in BRT Projects is an added advantage.
- (iii) She/he must have served as Project Manager/Deputy Project Manager/Resident Engineer in at least one (1) Projects in Design, construction or supervision services of urban transport system in last ten (10) years; working as Project Manager/Deputy Project Manager is an added advantage.
- (iv) The candidate must have demonstrated ability to lead teams composed of international and national consultants and create a strong working relationship with the Client

4.3 Language and regional experience requirements

- (i) She/he must have a working experience in developing countries; particular working experience in Africa at international financing projects is an added advantage.
- (ii) The candidate shall have a full working proficiency of both written and spoken English and excellent computer skills.

5. FACILITIES TO BE PROVIDED BY TANROADS

TANROADS will provide the Deputy Project Manager with facilities that will enable him/her to perform her/his duties in an efficient manner. These will include but not limited to transport to Site, telephone communications, furnished office with computer, Internet and shared printer. TANROADS will bear the cost of transport and per diem allowances at the Government rates when required to travel outside Dar es Salaam for official duties.

6. DURATION AND TERMINATION OF ASSIGNMENT

6.1 Duration

The Services will commence immediate after signing the Contract. The assignment will be for a period of three years (36 months), renewable based on satisfactory performance of the Deputy Project Manager and the Project needs.

6.2 Termination

This Contract may be terminated before expiry of the duration of the assignment, in accordance with provisions of Employment and Labour Law Act No. 6 of 2004 of the United Republic of Tanzania.

7. RESPONSIBILITIES OF THE DEPUTY PROJECT MANAGER

- (i) All information, data and reports obtained from TANROADS in the execution of the services of the Deputy Project Manager shall be treated as confidential.
- (ii) All plans, drawings, specifications, designs, reports, other documents and software prepared by the Deputy Project Manager for this assignment shall become and remain the property of TANROADS; the Deputy Project Manager shall, not later than upon termination or expiration of the Contract, handover all such documents to TANROADS.

- (iii) The Deputy Project Manager shall be responsible for arranging for his/her own accommodation and transport from place of residence to TANROADS.

8. REPORTING REQUIREMENTS

- (i) The Deputy Project Manager will report to the Project Manager responsible for BRT Project Phase 5 under the Director of Projects and shall perform his/her duties in collaboration with other members of the BRT Team.
- (ii) The Deputy Project Manager will be required to provide inputs of the progress of Works and all technical issues, to regular and ad hoc reports prepared by TANROADS.
- (iii) The Deputy Project Manager will prepare concise report/timesheet, describing activities performed by him/her on monthly basis; the report shall be in a format to be agreed by the Project Manager.

9. WORKING HOURS AND LEAVE

9.1 Working Hours

- 9.1.1 Ordinary working period starts from 08:00 to 16:30 HRS commencing Monday to Friday excluding public holidays.
- 9.1.2 The Deputy Project Manager will be expected to work on reasonable extra time when need arises at no additional payment; the Deputy Project Manager's remuneration shall be deemed to cover for such overtime.

9.2 Leave

- 9.2.1 The Deputy Project Manager will be entitled to twenty-eight (28) days paid annual leave during the assignment.

10 DUTY STATION

- 10.1 The Duty Station shall be in Dar es Salaam, Tanzania at TANROADS Headquarters, which is likely to move to Dodoma midway of the Contract Period.

11 PAYMENT TERMS

- (i) The Deputy Project Manager shall negotiate with TANROADS and agree on remuneration for carrying out the assignment. The agreed remuneration shall be paid on monthly basis. The agreed remuneration shall cover all the Deputy Project Manager's costs and profits, including social securities, health insurances, pension, as well as any tax obligation that may be imposed on the Deputy Project Manager.
- (ii) The Deputy Project Manager's remuneration will be fixed for entire duration of the assignment i.e. three years. If the duration of assignment will be extended, the remuneration will be subject to adjustment due to increase of costs after every 12 months with effect for the remuneration

earned in the first calendar month after the end of the Contract initial duration.

- (iii) Adjustment of remuneration shall apply the following formula and National Consumer Price Indices (NCPI) published by National Bureau of Statistics of Tanzania:

$$R = R_o \cdot \frac{I}{I_o} \quad \text{where,}$$

R = Adjusted remuneration;

R_o = Agreed remuneration rate;

I = Current index for the adjustment month; and

I_o = Base index for the month of the date of the Contract