

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR SUPERVISION OF UPGRADING OF UPGRADING OF BULAMATA - MSOMBWE - UVINZA ROAD (95.80 km) TO BITUMEN STANDARD INCLUDING DESIGN AND CONSTRUCTION OF MALAGARASI BRIDGE (250 m); LOT 2: CONSTRUCTION SUPERVISION OF MALAGARASI BRIDGE (250 M) AND 12.5 KM APPROACH ROADS ALONG BULAMATA – MSOMBWE UVINZA ROAD; TENDER No. AE.001/2025-26/HQ/C/36

1. INTRODUCTION

1.1 Background

The Government of the United Republic of Tanzania (GoT), through the Ministry responsible for Works and Transport and the designated Road Authority, intends to implement the Construction of the Malagarasi Bridge (approximately 250 m long) and its approach roads of approximately 12.5 km along the Luhafwe–Uvinza Road in Kigoma Region. The project forms part of the upgrading of the Bulamata – Msombwe – Uvinza Road to bitumen standard and is a strategic intervention to ensure reliable all-weather connectivity across the Malagarasi River.

The bridge and approach road works are being procured under a Design and Build (D&B) contract arrangement. Given the technical complexity of a major river crossing, floodplain embankments, hydraulic risks, environmental sensitivity, and the need for compliance with national and international standards (where necessary), the Employer requires the services of an experienced Supervision Consultant.

These Terms of Reference define the scope, responsibilities, deliverables, staffing, and reporting requirements for Consultancy Services for Design Review and Construction Supervision of the Malagarasi Bridge and its 12.5 km approach roads. The Consultant shall act as the Employer’s Representative for purposes of technical oversight, quality assurance, contract administration and safeguards compliance.

Currently, TANROADS wishes to engage a qualified Consulting Engineering firm (the Consultant) for consultancy services for design review and supervision of Works for Malagarasi Bridge as the Employer’s Representative pursuant to the requirements of these Terms of Reference (TOR). The successful Consultant shall enter into an Agreement for the assignment with Tanzania National Road Agency (TANROADS) is an Executive Agency of the Government of the United Republic of Tanzania.

2.0 PROJECT DESCRIPTION

The Road Project is located in the Kigoma Region in the Western Zonal part of Tanzania. The implementation of the Project is intended to enhance economic growth by reducing

transport costs and travel time as well as stimulating Tourism, Agriculture, Forestry and Fishery along the Project area of influence. The existing road is built on a gravel standard. The maintenance operations carried out at the moment on this road are Routine/ Recurrent and Periodic Maintenance, involving road formation, gravelling, grading, vegetation control and de-silting of drainage structures on the existing road alignment.

2. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to undertake consultancy services for Construction Supervision of the Malagarasi Bridge on behalf of TANROADS. Specific objectives of the consultancy services are:

- (i) Carry out design review of Malagarasi Bridge and its associated structures.
- (ii) Supervision of the Works Contract to ensure that the Works comply with the approved Design, Drawings, Specifications, Conditions of Contract and sound engineering practice.
- (iii) Supervision of maintenance activities during the Defects Liability Period.

3. SCOPE OF THE ASSIGNMENT

The following is the scope of the assignment:

PART A. DESIGN REVIEW

Item	Design Review Function	Detailed Description of the Consultant's Duties
A1	Contractual Basis for Design Review	Review the Contractor's design submissions in accordance with the Design and Build Contract for the sole purpose of verifying compliance with the Employer's Requirements, applicable standards, and contractual obligations. The review shall be advisory and shall not relieve the Contractor of full responsibility for the design, nor shall it transfer any design liability to the Consultant or the Employer.
A2	Scope of Design Review	Review all design documents prepared by the Contractor, including concept designs, preliminary designs, detailed designs, calculations, drawings, specifications, method statements (where design-related), and design risk assessments. Confirm coordination between disciplines and interfaces with existing and future infrastructure.
A3	Compliance Verification	Verify that the Contractor's designs comply with the Employer's Requirements, performance criteria, functional specifications, safety and durability requirements, environmental and sustainability obligations, and applicable national and international codes and standards.
A4	Constructability and Risk Review	Assess constructability, sequencing assumptions, temporary works interfaces, health and safety considerations, and design-related risks that may affect cost, time, quality, safety, operation, or maintenance of the Works. Identify areas requiring

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		clarification or risk mitigation.
A5	Categorization of Design Issues	Prepare structured design review reports categorizing observations and recommendations into: (a) critical changes required prior to commencement or during early stages of construction; (b) changes or refinements that may be implemented during later stages of construction; and (c) non-critical improvements that may enhance quality, durability, aesthetics, or whole-life cost efficiency without affecting scope or performance.
A6	Early-Stage Mandatory Changes	Identify and advise the Employer on design issues that must be resolved before construction commences or at early stages to avoid technical, safety, contractual, or operational risks.
A7	Later-Stage Design Enhancements	Identify design changes or optimizations that can be implemented during later stages of construction without affecting the integrity, safety, or sequencing of the Works.
A8	Value and Quality Improvements	Identify non-essential design improvements that may improve quality, durability, sustainability, or reduce construction or life-cycle costs without compromising the approved scope, performance requirements, or safety standards.
A9	Design Change Control	Advise the Employer on all proposed design changes and ensure that no modification is implemented without the Employer's prior review and approval and formal instruction in accordance with the Contract. The Contractor shall remain responsible for all approved changes.
A10	Specialist Systems – Design Review (Overview)	Review the Contractor's design submissions related to bridge lighting, architectural and landmark lighting, CCTV and security systems, central control room, power facilities, and Intelligent Transport Systems (ITS) to verify compliance, integration, operability, maintainability, and long-term performance.
A11	Documentation and Reporting	Prepare and submit design review reports, technical memoranda, comments matrices, and recommendations within agreed timeframes so as not to delay the Contractor's design development or construction program.
A12	Limitations of Design Review	The Consultant shall not prepare, modify, or redesign any part of the Works. Design review comments, non-objections, or recommendations shall not be construed as approval or acceptance of the design nor as assumption of design responsibility.

PART B: SUPERVISION OF WORKS (Supervision Consultant – Design and Build Contract)

Item	Supervision Function	Detailed Description of the Consultant's Duties
B1	Review of Contractor's Programme of Works	Receive, review, analyse, and recommend acceptance of the Contractor's Programme of Works prior to commencement of construction. Provide timely inputs and comments to ensure the programme is realistic, achievable, properly resourced, logically sequenced, and consistent with contractual milestones.
B2	Monitoring Mobilization	Monitor the Contractor's mobilization of key staff, equipment, plant, and materials. Advise the Employer and the Contractor on any deficiencies or delays and recommend corrective actions to facilitate timely mobilization.
B3	Inspection of Plant and Equipment	Regularly inspect the Contractor's construction equipment, plant, and installations to confirm adequacy in quantity, condition, and performance for execution of the Works in accordance with approved methods, schedules, and site conditions.
B4	Insurance Verification	Receive, review, and verify the validity, scope, and adequacy of all insurance certificates submitted by the Contractor in accordance with the Contract. Advise the Employer on compliance and any deficiencies.
B5	Registration of Equipment and Plant	Receive and verify registration documents and identification records for key equipment and plant mobilized by the Contractor prior to execution of the Works and submit verified records to the Employer.
B6	Survey Control and Setting Out	Ensure correctness and preservation of beacons, benchmarks, and control points for setting out the Works. Instruct the Contractor to re-establish missing or disturbed survey controls in accordance with specifications and Contract requirements.
B7	Review of Contractor's Submittals	Receive, review, and recommend acceptance of the Contractor's designs, drawings, specifications, method statements, and related documents to ensure construction activities are consistent with approved programmes and meet technical, safety, environmental, and contractual requirements.
B8	Periodic Assessment of Equipment Performance	Perform routine and periodic assessments of the condition, suitability, and performance of the Contractor's equipment and plant throughout the construction period.
B9	Health and Safety Supervision	Ensure that appropriate occupational health,

Item	Supervision Function	Detailed Description of the Consultant's Duties
		safety, and traffic safety measures are implemented and strictly complied with at the construction site and surrounding areas at all times.
B10	Contract Administration Advice	Provide continuous advice to the Employer to ensure the Contract is implemented in a timely, cost-effective, and compliant manner, in accordance with the Contract conditions, specifications, and approved designs.
B11	Contract Risk Identification	Study and analyse Contract documents, reports, and site conditions to foresee potential technical, contractual, or implementation challenges. Advise the Employer during construction and throughout the Defects Liability Period on mitigation measures.
B12	Utilities Coordination	Guide the Contractor and relevant authorities in identifying utilities affected by the Works, valuing relocation works, and coordinating removal, diversion, or protection of utilities in accordance with the Contract.
B13	Design Review During Construction	Perform routine design reviews during construction and recommend necessary changes. Any design change affecting quality, scope, cost, or completion time shall be subject to prior consultation with and approval by the Employer.
B14	Inspection and Testing	Witness inspections and testing of construction materials, workmanship, and completed Works. Review test results and inspection reports to confirm compliance with specifications and standards.
B15	Records and Documentation	Maintain comprehensive and up-to-date records, including site diaries, correspondence, instructions, test records, measurements, payment records, and all documents related to supervision and Contract administration.
B16	Rates for New Works	Determine and agree provisional rates for new or varied Works with the Contractor, subject to prior approval by the Employer, before issuing any instruction or recommendation.
B17	Site Meetings	Organize, chair, and record monthly site meetings with the Contractor to review progress, challenges, risks, and mitigation measures. Facilitate Employer participation where required.
B18	Monthly Progress Reporting	Prepare and submit consolidated monthly progress reports (hard and soft copies) covering physical progress, financial status, contractual matters, site meetings, and

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		recommendations for Employer action.
B19	Document Management	Maintain and archive all project documents from commencement through completion and final acceptance of the Works.
B20	Environmental and Social Compliance	Monitor implementation of Environmental and Social Impact mitigation measures during construction in coordination with the Employer's Environmental and Social Specialists.
B21	Programme Monitoring and Updates	Regularly compare planned versus actual progress. Instruct the Contractor to revise and update the programme where discrepancies arise or obligations are not being met.
B22	Employer Advisory	Keep the Employer informed, in a timely manner, of issues that may jeopardize project objectives, scope, cost, or schedule, and recommend corrective actions.
B23	Schedule Control Tools	Prepare and maintain control charts and a Contract master schedule showing historical performance and forecast completion dates for key activities.
B24	Measurement and Payment Certification	Measure quantities of completed Works and certify interim and final payment certificates for Employer consideration, including full supporting documentation and reconciliation of previous payments.
B25	Claims Evaluation	Record, analyse, and evaluate Contractor claims and submit recommendations to the Employer within Contractual timeframes, including description, cause, legitimacy, assessment, and conclusions.
B26	Claims and Dispute Records	Maintain and provide all documents, records, and reports required for the management of claims and dispute resolution.
B27	Protection of Works	Issue instructions and advice to the Contractor to protect completed and ongoing Works against deterioration, loss, or damage.
B28	Milestone Progress Reports	Prepare and submit detailed progress reports at 50% and 80% Contract value milestones, including updated cost estimates, schedules, and justified funding requirements.
B29	Site Diary	Maintain a daily site diary recording key activities, instructions, events, weather conditions, and progress, using a format agreed with the Employer.
B30	As-Built Drawings	Facilitate, review, and verify preparation of as-built drawings for the road, bridge, and associated structures.
B31	On-the-Job Training	Organize and conduct on-the-job training for counterpart engineers seconded by the Employer, covering supervision of bridge

Item	Supervision Function	Detailed Description of the Consultant's Duties
		works, scheduling, quality control, measurement, and preparation of as-built drawings and reports.
B32	Completion Reporting	Prepare and submit a Final Report at Substantial Completion and a Final Completion Report at the end of the Defects Liability Period.
B33	Exercise of Engineer's Powers under FIDIC	Act on behalf of the Employer and exercise the powers and duties of the Engineer in accordance with the applicable FIDIC Conditions of Contract, including administration of the Contract, determinations, certifications, instructions, and supervision of execution of the Works with due diligence, efficiency, and professional judgment.
B34	Supervision of Ancillary and Community Infrastructure	Supervise construction of complementary works and roadside infrastructure, including works within Salanda villages or other affected communities, ensuring compliance with specifications, social safeguards, and approved designs.
B35	Contractor's Camps, Sites, and Rehabilitation	Review, approve, and supervise the siting, establishment, operation, dismantling, and rehabilitation of Contractor's camps and facilities to minimise disruption to local communities, flora, fauna, and watercourses, and to ensure adequate drainage, sanitation, sewage treatment, and waste disposal.
B36	Resource-Based Programme Review	Receive, review, and recommend acceptance of the Contractor's resource-based work programme, ensuring alignment between labour, equipment, materials, and sequencing prior to commencement of construction.
B37	Calibration and Retention of Plant and Equipment	Verify that all Contractor's plant, equipment, and machinery committed under the Contract are mobilized, properly calibrated where required, maintained in serviceable condition, and retained on site until authorized for release.
B38	Review of ESIA, RAP, and Safeguard Instruments	Review ESIA, RAP, environmental permits, and safeguard documents and advise the Employer on deficiencies, risks, or improvements required for compliant project implementation.
B39	Coordination of Land Acquisition and Compensation	Liaise with Regional and Local Authorities to ensure assessment and compensation for crops, buildings, temporary structures, and fences within the right-of-way are completed prior to granting possession of site to the Contractor.
B40	Road Safety Management and	Review, approve, and supervise all road

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	Temporary Traffic Control	safety measures including detours, deviations, traffic management plans, signage, barriers, and public safety controls during construction.
B41	Construction-Stage Road Safety Audits (RSAs)	Undertake at least four (4) construction-stage Road Safety Audits during major roadworks, with emphasis on vulnerable road users. Prepare RSA reports within 15 working days, convene review meetings with the Employer and Contractor, and monitor implementation of agreed actions.
B42	Pre-Opening Road Safety Audit	In collaboration with the Employer, conduct a pre-opening RSA prior to commissioning or opening to traffic, prepare the audit report within 15 working days, and facilitate review meetings with the Contractor.
B43	Labour Influx and Local Employment Management	Supervise and monitor labour influx management measures, including use of local labour, worker conduct, accommodation standards, and compliance with social safeguards.
B44	Traffic Safety and Public Health Sensitization	Direct and monitor implementation of traffic safety awareness campaigns and HIV/AIDS, COVID-19, and public health sensitization programmes during construction.
B45	Environmental, Social, Health and Safety (ESHS) Oversight	Ensure Contractor's ESHS performance complies with TANROADS ESHS Code of Conduct, contractual obligations, ESIA, C-ESMP, permits, and Good International Industry Practice.
B46	Review and Approval of ESHS Management Plans	Review and recommend approval of Contractor's C-ESMP and all ESHS-related plans, including traffic management, water protection, waste management, borrow pits/quarries, chance finds, GBV/SEA/SH action plans, grievance redress mechanisms, and occupational health and safety plans.
B47	ESHS Monitoring, Audits, and Inspections	Undertake regular ESHS audits, inspections, and supervisions (including GBV/SEA compliance at least monthly), review training records, accident logs, community liaison records, and issue non-compliance notices with corrective action plans.
B48	ESHS Incident Reporting and Response	Ensure immediate notification to TANROADS (within one day) of any significant ESHS incident, including fatalities, serious accidents, environmental spills, or pandemics, and supervise investigation, corrective, and preventive actions.
B49	Stakeholder Liaison and Grievance Redress	Establish, operate, and maintain a grievance redress mechanism on behalf of TANROADS, ensure confidentiality (especially for GBV/SEA

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		cases), and report grievances and resolutions in monthly reports.
B50	Supervision Manual	Prepare and submit a Supervision Manual detailing procedures, controls, reporting formats, and workflows for execution of the Works, to be used as a reference and training tool for TANROADS staff.
B51	Final Account of Works	Prepare, verify, and submit the final account of executed works for Employer review and approval at completion.
B52	Approval of As-Built Drawings	Review, verify, and recommend approval of as-built drawings prepared by the Contractor prior to Final Completion.
B53	Controlled Design Improvements	With prior consultation and approval of the Employer, recommend limited design or specification improvements that enhance quality or performance, provided they do not increase contract time or exceed agreed cost thresholds.
B54	Additional Services	Provide additional services requested by the Employer within the general scope of these Terms of Reference, under rates and conditions to be mutually agreed.

PART C: DEFECTS LIABILITY PERIOD

The Consultant shall supervise the maintenance of the works (including their administrative aspects) during the Defects Notification Period. For the purposes of fulfilling the Consultant's obligations during the Defects Notification Period, the Resident Engineer is expected to carry out an inspection of the works and subsequently prepare and issue the Final Certificate.

During this period, the Consultant shall be expected to draw the Contractor's attention to any defects as soon as they are noticed and to supervise the subsequent remedial work. As the Defects Notification Period for the works Contracts is 36 months, a total of nine (9) inspections will be carried out in an interval of 4 months (each inspection visit shall be extended for a maximum period of seven (7) calendar-days consecutively) after substantial completion of the works and any deficiencies noted along the road and its remedial measures be proposed to the Contractor.

Depending on the nature of the deficiency, repair work will be carried out under the Consultant's supervision. The Consultant will be required to submit the inspection report to the Client. At the end of the 36-month notification period, the Consultant will conduct an inspection to confirm that the Contractor has completed the Works and is ready for joint inspection and handover. A final inspection will be carried out under the supervision of the Resident Engineer, who will prepare and sign the Inspection Report and distribute it to the Contractor, Employer (TANROADS HQ) and the Regional Manager - Kigoma for joint verification.

4 APPROVAL BY THE EMPLOYER

The Consultant will be required to obtain specific approval of the Employer before taking any of the following actions that are specified in the General Conditions of Contract:

- i. Approving the Subcontracting of any parts of the Works,
- ii. Issuing variation order,
- iii. Approving extension of time,
- iv. Fixing new rates for Works or other items,
- v. Suspension of the Contract.

5. TRAINING

The Consultant shall organize and undertake theoretical and on-the-job training for a maximum of three engineers. The engineers will be seconded to the Consultant by TANROADS during the execution of the Works Contract. The training is expected to cover all aspects of supervision of road and bridge Works Contract including but not limited to the following areas:

- (i) Review of bridge design
- (ii) Scheduling of construction Works
- (iii) Setting out and measurement of completed Works
- (iv) Quality control of Works and materials
- (v) Preparation of as-built drawings
- (vi) Preparation of projects completion report and final completion report.

A provisional sum of **TShs.100.00 million** shall be included in the financial proposal of Consultant for facilitation pertaining to the counterpart staff.

6. CONSULTANT'S PERSONNEL

In performing the assignment, the Consultant shall provide qualified key experts to work in the project throughout the assignment. The total staff inputs are 146 man months. In addition to the key personnel, the Consultant shall determine the back stopping and support staff as required to successfully execute the services. The Consultant must provide in the proposal CVs and copies of highest education and professional certificates for all professional and technical staff during which the staff will be deployed under the Contract. The additional staff will not be considered in the evaluation of the proposals but they should be considered in the financial proposal of the Consultant.

6.1 Key Experts for Supervision of Construction Works

Qualifications and Experience

Project Manager

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| <ul style="list-style-type: none">- The Project Manager must be a Registered Professional Engineer with at least BSc. in Bridge/Structural/Civil Engineering. A post graduate qualification in Bridge or Structural Engineering will be an added advantage. The candidate should have at least 20 years of cumulative professional experience in design and supervision of construction works out of which at least 15 years of specific experience related to design and supervision of bridges and associated approach roads. He/She must have served as a Project Manager |
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in at least two (2) extra-dosed, cable stayed, or suspension bridges of not less than 500 m long in the last 15 years.

- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries and Proficiency in written and spoken English is mandatory.

Bridge/Structural Engineer

- The Bridge/Structural Engineer must be a Registered Professional Engineer with at least a BSc. in Bridge/Structural/Civil Engineering. . A post graduate qualification in Bridge or Structural Engineering will be an added advantage. The candidate must have at least 15 years of cumulative professional experience in design and supervision of construction works out of which at least 10 years of specific experience related to supervision of bridges and road/highway projects. He/She must have served as a Bridge/Structural Engineer on at least two (2) extra-dosed, cable stayed or similar structural bridge projects of not less than 500 m long in the last 15 years.
The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries and the proficiency in written and spoken English is mandatory.

Topographic Surveyor

The Topographic Surveyor must be a Registered Professional Surveyor with at least a Diploma in Land Surveying. The candidate should have at least 10 years of cumulative professional experience out of which at least 7 years of specific experience related to Topographical Surveys of Bridges and Road/Highway projects. He/She must have served as a Topographic Surveyor on at least one (1) Bridge of not less than 500 m long in the last 10 years.

The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries and the proficiency in written and spoken English is mandatory.

Pavement/Materials Engineer

- The Pavement/Materials Engineer must be a Registered Professional Engineer with at least a BSc. in Material, Pavement or Civil Engineering qualification.
- The candidate must have at least 10 years of cumulative professional experience in material investigation and testing out of which at least 7 years of specific experience related to investigations, testing and quality control of materials and works during construction of bridges and roads/highways.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries
- Proficiency in written and spoken English is mandatory.

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- **Highway Engineer**
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- The Highway Engineer must be a Registered Professional Engineer with at least a BSc. in Civil or Highway Engineering.
- He/She must have at least 10 years of cumulative professional experience out of which at least 7 years of specific experience related to roads/highways designs and construction supervision.
- He/She must have served in a similar capacity on at least two (2) road/highway projects in the last 10 years.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa.
- Proficiency in written and spoken English is mandatory

- **Geotechnical Engineer**

- The Geotechnical Engineer must be a Registered Professional Engineer with at least a BSc. in Geotechnical Engineering, Civil Engineering or related field.
- He/She must have at least 10 years of professional experience in Geotechnical activities out of which at least 7 years of specific experience related to geotechnical engineering for bridge construction activities.
- He/She must have served in a similar capacity on at least two (2) bridge projects of similar size and complexity in the last 10 years.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries
- Proficiency in written and spoken English is mandatory.

Environmentalist

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- The Environmentalist must be a Registered Professional Environmentalist with at least a BSc. in Environment Management or related field.
- The candidate should have at least 10 years of cumulative professional experience out of which at least 7 years of specific experience related to environmental management and implementation of mitigation measures for bridges and roads/highway projects.
- He/She must have served as an Environmentalist on at least two (2) Bridge projects within the last ten (10) years.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries
- Proficiency in written and spoken English and Swahili is mandatory.

Sociologist

- The Sociologist must have at least BSc. in Social Science.
- He/She must have at least 10 years of cumulative professional experience of performing social assessments, analysis and measures for infrastructure projects.
- He/She must have served in a similar capacity on at least two (2) infrastructure projects in within the last ten (10) years.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries.
- Proficiency in written and spoken English and Swahili is mandatory.

Information & Communication Technology (ICT) Expert/Telecommunication Engineer

- She/He must have a minimum qualification of at least BSc. in Telecommunication Engineering, ICT or related field.
- The Candidate must have at least five (5) years of specific experience of working as ICT expert/telecommunication engineer on projects related to design and installation of ICT systems like CCTV, Data etc. in buildings and other infrastructure like roads and bridges.
- He/She must have served in a similar capacity on at least two (2) infrastructure projects within the last ten (10) years.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries.
- Proficiency in written and spoken English is mandatory.

Electrical/Electromechanical Engineer

- He/She should be a Registered Engineer with at least BSc. in Electrical or Electromechanical Engineering or related field.
- The Candidate must have at least 10 years of cumulative experience related to design and supervision of electrical systems like Transformers, Generators, LV panel experience of working in solar power and street lighting systems.
- He/She must have served in a similar capacity on at least two (2) infrastructure projects within the last ten (10) years.
- The candidate must have at least two (2) years of working experience in Sub-Sahara Africa or any developing countries.
- Proficiency in written and spoken English is mandatory.

Note: The specific experiences for the Project Manager, Bridge/Structural Engineer, Topographic Surveyor and Pavement/Material Engineer will be assessed based on their experience of supervising pre stressed box girder (long bridges) of not less than 150 m long.

6.2 Support Staff:

Project Director – The Project Director shall guide and support the site supervision staff for the duration of the project. He shall be based at the Consultant’s head office and shall coordinate any specialist services that may be required from the Consultant. In addition to the

key personnel designated above, the Consultant shall provide the support and back-up staff to assist with on-site supervision of the works in the following categories:

- (i) Works Inspector – Bridge Works (2No.);
- (ii) Works Inspector – Road Works (2 No);
- (iii) Materials Technicians (2No.);
- (iv) Assistant Surveyor (2No.);
- (v) Office Secretary (1No.).

Note: CVs for Support Staff will not be evaluated.

6.3 Staff Requirement during Defects Liability Period

The Project Manager shall be responsible for conducting inspections and associated activities during the Defects Liability Period.

6.4 The Consultant's Staff

The Consultant's staff shall:

- (a) be available to move to the Works site upon the commencement of the contract; and
- (b) Accord officials from TANROADS and the Ministry of Works the opportunity to inspect the Works and the related documentation.

7. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

TANROADS will provide liaison with the Government Ministries and Departments in order to introduce the Consultant to them. However, the Consultant shall be fully responsible for collecting data and information from various departments/agencies;

7.1 The Employer will make available to the Consultant the following:

- (a) Study reports, including appendices, etc. relevant to the assignment, that have been carried out by or for the Employer and any other relevant data available, which are necessary for the proper execution of the supervision of the construction Works.
- (b) Fully furnished and equipped office space on the site for the members of the supervision team, including maintenance, water, electricity, office supplies and consumables.
- (c) Eight (8) Motor Vehicles: 4No. Brand New Diesel Powered Four-Wheel-Drive Station Wagons for Consultant and TANROADS. 4 Nos. of Brand New Diesel Powered Four-Wheel-Drive Double Cabin Pickups).
- (d) Accommodation: 2Nos. Type I Houses; 1No for the Resident Engineer and 1No for Employers Rest House, 5 Nos. Type II Houses, 2Nos. Multiple

Accommodation, Wash House, Office Accommodation and Materials Testing Laboratory.

- (e) Materials Testing and Surveying Equipment
- (f) Airtime for five (5) Mobile Phones for project communication purposes: 2Nos. for TANROADS Engineers and 3Nos. for the Resident Engineers Supervising Staff.

7.2 The Employer will assist the Consultant to:

- (a) Obtain formal consent from outside authorities or persons having rights or powers in connection with the Works or the site thereof;
- (b) Obtain ministerial orders, sanctions, licenses and permits in connection with the Works;
- (c) Register a non-Tanzanian firm and key staff with the Engineers Registration Board. Any associated cost will be borne by the Consultant.

8. REPORTING

All reports shall be submitted both in soft and hard copies.

8.1. Design Review Report

The Consultant shall prepare and submit the following deliverables during design review stage:

- (i) A Preliminary Design Review Report within 4 weeks after effective date of the Contract. The report should provide at least descriptions and recommendations on areas that need to be modified in line with the information provided in Section 4.1 of the Terms of Reference. Issues for action to be decided after discussion with the Contractor.

8.2. Inception Report

This report shall give a brief description of the Consultant's establishment plan for the project, staffing, programme of executing the Works and such remarks as deemed appropriate. Six (6) copies of the Inception Report shall be submitted within 30 days after the effective date of the Contract.

8.3 Progress Report

- (a) The Consultant shall prepare progress reports every month for the duration of the contract. These are to be submitted in six (6) copies and should reach TANROADS not later than 15 days after the end of the month being reported. In

addition one copy will be sent direct to the TANROADS Regional Manager's Office – Mwanza.

- (b) The format and the content of the monthly progress reports shall be as agreed with TANROADS. The report shall include but not limited to the following:
- i. Summary of the implementation plans and schedules for key and critical activities for the reported month based;
 - ii. Progress of implementation of key and critical activities including percentages of completion Work items and overall progress of the project;
 - iii. Highlight any changes on the original working documents and the reasons;
 - iv. Describe major changes of the specifications and /or quantities comparing to the original specifications and Bill of Quantities;
 - v. Descriptions of challenges encountered and suggestions on the way forward. (a separate section will be required to cover issues, challenges and recommended solutions);
 - vi. Financial status including cash flow of both Construction and Supervision Contracts;
 - vii. General information on weather, breakdown of key construction equipment and plants, major accidents and other events that may or have affected the progress or performance of Works.
 - viii. Any other useful technical, financial or administrative information of the project.

Each monthly report is also expected to highlight status of unsolved key site or administrative challenges encountered during the previous month(s).

8.4 Detailed Progress Report

When the implementation of the civil Works Contract reaches a value of 50% and 80% of the initial construction cost, the Consultant shall prepare and submit a detailed progress report with updated cost of the civil Works Contract, implementation schedules and substantiate any request related to additional funding, needed for full completion of the project. The report shall be submitted in eight (8) copies to TANROADS.

8.5 Final Report

i. Project Completion Report

The Consultant shall prepare and submit ten (10) Copies of Final Completion Report within 30 days after the Substantial Completion of Construction Works. One (1) copy of the report will be sent to the TANROADS Regional Manager's Office – Mara, and

the remaining copies to TANROADS Headquarters. The report shall include among other things, as built drawings, type, quality and quantity of materials used for construction of various sections and structures of the project road and other relevant information that would enable TANROADS to apply or refer on future maintenance or new construction Works.

The report shall also include a summary of the principal difficulties encountered during construction and the means employed to overcome them, changes (if any) made in the original designs, modifications to specifications and Conditions of Contract, all variation orders, assessment of claims by the Contractor, utilization of provisional sum, price variations, physical contingencies sums, cumulative monthly payments to the Contractor designated by date and number of payment certificate and break down into foreign and local currencies and including a similar payment schedule for supervision services. The details of the overall project costs (construction and supervision) with justification for any significant differences with the original shall be given in the Final Report.

ii. Final Completion Report

The Consultant shall prepare and submit to TANROADS, Ten (10) copies of the Final Project Report and Final Account within three (3) months after the issuance of the Defects Liability and Final Payment Certificate. The Final Project Report shall include a separate volume on maintenance proposal of the respective road section.

8.6 Liquidated Damages

Failure to submit reports whether at intermediate stages or overall on specified time periods may result to imposition of liquidated damages equal to 1/1000th (one thousandth) of the value of contract for the relevant Phase payable per day of delay up to 15% (fifteen percent) of the said value.

9. DURATION OF THE ASSIGNMENT

The duration of construction supervision and Defects Liability Period is 47 and 36 months respectively. The engagement shall be deemed to have started on execution of the Agreement for the Services and shall be terminated when the final inspection of the works at the completion of the Defects Liability Period has been done and the Consultant has fulfilled all of his obligations.

10. LEAVE

The Consultant's expatriate staff engaged in the supervision of the construction Works will be entitled to 30 days leave per calendar year. In connection with leave, the expatriate staffs are entitled for one round trip international travel per year, for which the Consultant will be reimbursed. Man-months during annual leave will not be paid. During the absence of leave the staff's duties shall be handed over to an appropriate staff approved by the Employer.