



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS



TANZANIA NATIONAL ROADS AGENCY

**DODOMA INTEGRATED AND SUSTAINABLE  
TRANSPORT PROJECT (DIST) – PROJECT ID: P176623**

**TERMS OF REFERENCE**

**FOR**

**CONSULTANCY SERVICES FOR ENGAGEMENT OF THE  
CONTRACTS MANAGEMENT EXPERT TO SUPPORT  
IMPLEMENTATION OF DODOMA INTEGRATED AND  
SUSTAINABLE TRANSPORT PROJECT. TENDER NO;  
AE/001/2025-26/HQ/C/88**

**FEBRUARY, 2026**



# **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR ENGAGEMENT OF THE CONTRACTS MANAGEMENT EXPERT TO SUPPORT IMPLEMENTATION OF DODOMA INTEGRATED AND SUSTAINABLE TRANSPORT PROJECT (DIST)**

## **1.0 INTRODUCTION**

The Government of the United Republic of Tanzania has received a credit from the World Bank towards the cost of Dodoma Integrated and Sustainable Transport Project (DIST) and intends to apply part of the proceeds of this credit to cover eligible payments for consultancy services for engagement of the Contracts Management Expert to support the implementation of the project.

## **2.0 PROJECT DESCRIPTION**

The principal objective of the DIST project is to support safe, sustainable and inclusive accessibility in Dodoma City.

The project is complex and its sub-projects shall be implemented by four (4) implementing Agencies i.e Tanzania National Roads Agency (TANRAODS), Tanzania Rural and Urban Roads Agency (TARURA), Land Transport Regulatory Authority (LATRA) and City Council of Dodoma (CCD). Main sub-projects to be implemented by TANROADS for which the individual consultancy services are required are as follows:

- i. Package 1: Widening from Dodoma to Chamwino Junction road (32km) to Dual Carriageway under Design & Build method.
- ii. Package 2: Widening to Dual Carriageway of approaches from Dodoma towards Arusha from Bahi Roundabout to Msalato Airport Junction (10.7km) and Dodoma towards Iringa from Image Roundabout to Mkonze bus stand (8.5km) & Upgrading of CBD roads, CBE jct – Ndasha – Bahi r/about (2.38km) and Kimbinyiko jct – Jamatini – Airport r/about (2.40km) under Design and Build method.

In order to manage properly the implementation of the project, TANROADS wishes to engage a dynamic, motivated, creative and open-minded individual consultant to support the management of the project in the capacity of a Contract Management Expert for which these Terms of Reference refers.

## **3.0 SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is to monitor adherence to conditions of contracts in controlling the project cost, by consultants and contractors to enable execution and completion of DIST infrastructure within the agreed cost, time frame and quality.

## **4.0 SCOPE OF SERVICES**

The Contracts Management Expert will be responsible for monitoring and handling all contractual aspects related to payments, variations, claims and disputes and advising the Project Manager on appropriate actions to be taken by TANROADS. In particular, the Contracts Management Expert will be required to undertake *inter alia* the following tasks:

### **4.1 Procurement and Pre-Contract Services.**

### **4.2 Verification of Quantities in the Bills of Quantities and Adequacy of the Procedures for Measurement of Works**

- 4.2.1 Review contract drawings and specifications for the purpose of verifying accuracy in the computation of bill of quantities;
- 4.2.2 Review and provide timely advice on the requested changes for value engineering that have cost implications;
- 4.2.3 Review procedures of taking out the measurement of works done for compliance with Contract requirements and ensure that the same is followed by the Contractors and Consultants in preparation of payment applications and certificates;
- 4.2.4 Review monthly progress reports and provide comments for any corrective actions required to ensure that quantities for various activities are accurately reported; and
- 4.2.5 Conduct site visits to appreciate the scope of works actually being executed at the site and obtain a clear indication of actual measured quantities of Works for various activities.

### **4.3 Review of Payments and Project Cost**

- 4.3.1 Study adequacy of measurement sheets accompanying Interim Payment Certificates (IPC) and Invoices and recommend improvements (if need be) for ensured transparency in measured quantities for payments;
- 4.3.2 Review Interim Payment Certificates (IPC), invoices and Final Project Accounts to ensure their correctness in line with contract provisions and process for payments timely;
- 4.3.3 Review timely project expenditure versus the approved contract sum and advise timely on the likely causes of cost overrun;
- 4.3.4 Prepare annual budgets and cashflow forecast to enable replenishment of Special Account;
- 4.3.5 Review applications for exemptions and VAT relief as allowed under contracts; and
- 4.3.6 Provide cost inputs to preparations of quarterly and ad hoc reports.

#### **4.4 Review Variation Proposals, Claims and Disputes**

- 4.4.1 Review and provide recommendations on Variation proposals from contractors and/ or consultants to ensure compliance with contractual terms and conditions;
- 4.4.2 Review consultants' assessments/determinations on contractors' claims and advise the project manager on any potential issues and recommend remedial actions;
- 4.4.3 Convene meetings with contractors and consultants with the view of getting an opportunity for identification and early avoidance of potential disputes; and
- 4.4.4 Prepare responses to Contractors' referrals to Dispute Boards as may arise from time to time.

#### **4.5 Projection of Project Cost**

- 4.5.1 Prepare projection of cash flow requirement and total cost for each contract with consideration of time-related costs, variation of quantities, additional works, price escalation, etc.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

The desired attributes for the position are as follows: -

- 5.1 The Contracts Management Expert must be a registered Professional Engineer, Chartered Civil Engineer and/or Procurement and Supplies Professional by a relevant registration board and with a degree in Civil engineering, Construction Management, Project Management, Transportation Engineering or Quantity Surveying, Procurement or Law from recognized universities.
- 5.2 Master's degree in Civil Engineering, Highway Engineering, Engineering Management, Construction Economics, Construction Management, Transportation Engineering, Quantity Surveying, Procurement or Law will be an added advantage.
- 5.3 He/She must have a minimum of eight (8) years post-qualification experience in highway infrastructure contract management and contract administration particularly on urban roads.
- 1.1 He/She must have worked in a similar capacity in at least two (2) projects of similar nature and magnitude over the last ten (10) years
- 5.4 He/She must have a working experience in donor-funded projects and be conversant with contracts implementation using FIDIC conditions of contract (red and yellow book 2017).
- 5.5 He/She must have a minimum working experience of at least three (3) years in developing countries; and
- 5.6 He/She must be proficient in written and spoken English

## **6.0 FACILITIES TO BE PROVIDED BY THE EMPLOYER**

- 6.1 TANROADS will provide the Contracts Management Expert with facilities that will enable him/her to perform his/her duties in an efficient manner. These will include but not limited to a furnished office with ICT and IT facilities (computer, printer, and Internet).
- 6.2 When the Contracts Management Expert will be on travel out of his/her duty station for official duties, his/her per-diem rate shall be in accordance with applicable rates for TANROADS regular staff for an equivalent position.

## **7.0 DURATION AND TERMINATION**

### **7.1 Duration**

Duration of the assignment will be two (2) years; renewable subject to satisfactory performance of the Consultant.

### **7.2 Performance Review**

- 7.2.1 Notwithstanding Sub-Section 7.1 above, succession of the Services from one year (12 months) to another will be subject to satisfactory performance of the Consultant.
- 7.2.2 To enable decision making under Sub-Section 7.2.1 above, TARURA will undertake a transparent performance review of the Consultant at the end of every one-year (12 months).

### **7.3 Termination**

Notwithstanding Sub-Section 7.2 above, the 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.

## **8.0 ACCOMODATION**

The Contracts Management Expert shall be responsible for arranging and paying for his/her own accommodation.

## **9.0 REPORTING**

The Contracts Management Expert shall report to the Project Manager responsible for the DIST Project.

## **10.0 WORKING HOURS AND LEAVE**

### **10.1 Working Hours**

- 10.1.1 Ordinary working hours shall start from 08:00 to 16:30 hrs from Monday to

Friday excluding public holidays.

10.1.2 Hours worked in excess of the normal hours shall be entitled to relevant allowances.

## **10.2 Leave**

The Contracts Management Expert will be entitled to twenty-eight (28) days paid annual leave during the period of the assignment.

## **11.0 DUTY STATION**

The Duty Station shall be in Dodoma at TANROADS Headquarters.

## **12.0 PAYMENT TERMS**

- 12.1 The Contracts Management Expert 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 Contracts Management's costs and profits, including social securities, health insurances, pension, as well as any tax obligation that may be imposed.
- 12.2 The Contracts Management Expert's remuneration will be fixed for entire duration of the assignment. 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 from the remuneration earned in the first calendar month after the end of the initial duration of the assignment.
- 12.3 The adjustment 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