

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
PROJECT MANAGER TO SUPPORT IMPLEMENTATION
OF DODOMA INTEGRATED AND SUSTAINABLE
TRANSPORT PROJECT**

JANUARY, 2026

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR ENGAGEMENT OF THE PROJECT MANAGER 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 Project Manager 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 Entities i.e. Tanzania National Roads Agency (TANROADS), 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.

The Project Manager would also be required to have some cross-focused support functions with other implementing entities, at least to aggregate data and set up meetings where/when is necessary to do so or the needs to support these entities under DIST Project, specifically, the following civil works activities:

- i. Upgrading of Ndachi and Chidachi Community Roads to appropriate sealing standard in Dodoma City, under TARURA,
- ii. Rehabilitation works of Martin Luther-Wajenzi and Central Business District (CBD) roads to appropriate sealing standard in Dodoma City, under TARURA, and,
- iii. Construction of Bus infrastructure and associated facilities under CCD.

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 management of the project in the capacity of the Project Manager for which these Terms of Reference refers.

3.0 SPECIFIC OBJECTIVES OF ASSIGNMENT

The Specific objective of the assignment is to provide consultancy services on management of the works, Design/Studies and supervision consultancy contracts so as to achieve completion of the sub-projects within agreed costs, time frame and quality.

4.0 SCOPE OF SERVICES

The Project Manager shall:

- (a) Provide Project leadership and overall management of the project and ensure the accomplishment of the project's objectives,
- (b) provide technical expertise on overall implementation and management of the Project to the Project Implementation Units (PIU) under each Implementing Entities and lead the overall management of the project by overseeing the discharge of duties by contractors and consultants,
- (c) head other individual consultants attached to the project i.e. Contracts Management Expert, Environmental Expert, Social Expert and Road Safety Expert,
- (d) Monitor compliance with project's Environmental and Social Commitment Plan (ESCP),
- (e) The Project Manager shall represent the Employer and act as the Employer's representative on site,
- (f) render secretariat services to the Technical Working Group, and
- (g) undertake any other duties as may be assigned from time to time

In particular, the Project Manager will be required to undertake *inter alia* the following tasks: -

4.1 Manage Project Documentation

The Project Manager will be responsible for ensuring that all documents required for project implementation are available at all time for use by the responsible Parties. The Project Manager shall therefore undertake the following among other things: -

- 4.1.1 Check all contract documents for completeness before issuing them to other Parties.
- 4.1.2 Issue and cause the responsible party to issue the contract documents, clarifications, and additional information necessary for implementation of

the project in a timely manner.

- 4.1.3 To keep all project documentation including all correspondence, reports etc. in any orderly manner for easy retrieval when required.

4.2 Manage Start-up Activities for the Project

The Project Manager shall ensure that the Parties (Employer, Consultant and Contractor) fulfill their obligations for smooth startup of the project. In this respect the Project Manager shall ensure the following among others: -

- 4.2.1 Ensure that the site for the works is ready for handing over to the Contractor and notify timely of any problems.
- 4.2.2 Ensure timely possession of sites by the Contractors.
- 4.2.3 Cause the Contractors to submit the required guarantees within the prescribed time and ensure that Advance payment is paid upon internal confirmation of the acceptability of the guarantees.
- 4.2.4 Ensure timely issuance of the Commencement Order for the works and consultancy services Contracts.
- 4.2.5 Cause the first site meeting (kick-off) convened at the appropriate time to enable proper coordination and reporting during implementation of the project.

4.3 Monitoring Progress of Works and Time Control

The Project Manager shall ensure that the works are completed within the agreed contract period. To ensure this, the Project Manager shall among other tasks undertake the following: -

- 4.3.1 Ensure that Contractors submit works programs according to the contract's provisions.
- 4.3.2 Ensure that monthly meetings and progress reviews are conducted and other ad-hoc meetings are convened to deliberate on projects issues and participate fully in the meetings.
- 4.3.3 Follow up closely implementation of resolutions made in the meetings and advise the Manager for donor funded projects on necessary actions by TANROADS management to ensure that the works progress as planned.
- 4.3.4 Ensure that supervision consultants perform their duties in accordance with the provisions of their contracts.
- 4.3.5 Proactively initiate necessary actions within the ambit of the contracts to mitigate any causes that may lead to delays in completion of Works.

4.4 Monitor Quality of Works

The Project Manager shall ensure that the Works are constructed to the specified quality in the contracts and in accordance with the contract drawings. The following

are among the tasks the PM has to undertake: -

- 4.4.1 Review adequacy of the quality assurance plans by the consultants and ensure implementation of the same at site.
- 4.4.2 Review contractors' works methodology in line with contract specifications and bring up shortfalls that may result to poor quality for timely intervention pursuant to the contracts provisions.
- 4.4.3 Review monthly progress reports and bring up comments for any corrective actions required to ensure the quality of the works is not compromised.
- 4.4.4 Conduct regular site visits and inspect the works for conformity with specifications and drawings.
- 4.4.5 Proactively initiate necessary actions to mitigate any causes that may lead to poor quality of the works

4.5 Manage Payments and Cost Control

The Project Manager shall see to it that, payments to Contractors and Consultants are made timely and commensurate with the actual works and services delivered. To achieve this, the Project Manager shall undertake among others the following:

- 4.5.1 All payments certification and invoices are reviewed properly to ensure their correctness in line with contract provisions.
- 4.5.2 Ensure that payments to Contractors and Consultants are done within the period stipulated in the contracts.
- 4.5.3 Prepare realistic budget forecast for payment applications to ensure that adequate funds are allocated for due payments at all times.
- 4.5.4 Review timely project expenditure vis-à-vis the approved Contract Price and advise timely on the likely causes of cost overruns for TANROADS decision.
- 4.5.5 Maintain properly records of payments for future references and audit.

4.6 Manage Contractual Issues

The Project Manager shall attend all contractual and any other correspondence related to the project implementation. To this end the Project Manager shall among other things attend the following: -

- 4.6.1 Review claims/recommendation on claims by the Consultant and advise the Employer timely.
- 4.6.2 Initiate contractual actions timely to defend Employer's right under the contracts

4.7 Manage Closing Activities of Contracts

The Project Manager shall be responsible for ensuring that substantial completion of the Works and Final Completion of Works are done in accordance with contract requirements. Accordingly, the Project Manager will be required to ensure among others the followings: -

- 4.7.1 Substantial completion inspections are done thoroughly jointly with the supervising Consultants and lists of defects and acceptable snag lists recorded properly.
- 4.7.2 Coordinate adequate representation by TANROADS during substantial completion inspection and final inspection for taking over works.
- 4.7.3 Ensure that the Parties (Consultants and the Contractors) fulfill their obligations during the Defects Notification Period.
- 4.7.4 Cause timely submission of Final Construction Report, Maintenance Manual, As-Built Drawings, and Final Account and ensure their adequacy in line with contracts requirements.
- 4.7.5 Ensure eventual release of guarantees, in accordance with contracts provisions.
- 4.7.6 Ensure proper handing over of properties that revert to the Employer upon projects completions

4.8 Manage Consultancy Contract

The Project Manager shall be responsible for ensuring that Consultants deliver their assignments as per provisions of contracts. The Project Manager will be required to undertake the following among other things: -

- 4.8.1 Ensure that Consultants mobilize to site approved key personnel timely and in accordance with approved manning schedule.
- 4.8.2 Ensure that Consultants perform their assignments as per contracts provisions and in accordance with best standards.
- 4.8.3 Scrutinize any proposed changes in key staff pursuant to the Contract provisions and timely recommend approval /disapproval.
- 4.8.4 Cause proper review of Consultant's invoices and ensure timely payments.

4.9 Any Other Duties

The Project Manager shall undertake any other duties as may be assigned from time to time.

5.0 QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are as follows: -

- 5.1 The Project Manager must be a registered Professional Engineer or Chartered Civil Engineer with a degree in Civil Engineering. Postgraduate

qualifications in Highway Engineering, Transport Engineering/planning, Project Management or Construction Management will be an added advantage.

- 5.2 He/She must have a minimum of fifteen (15) years post qualification experience related to construction and supervision of roads infrastructure.
- 5.3 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 experience working with the latest version of FIDIC Conditions of Contract (red and yellow book 2017)
- 5.5 He/She must have working experience in developing countries on donor-funded projects.
- 5.6 He/She must be fluent in both written and spoken English.

6.0 FACILITIES TO BE PROVIDED BY THE EMPLOYER

- 6.1 TANROADS will provide the Project Manager with facilities that will enable him/her to perform his/her duties in an efficient manner. These will include but not limited to transport, a furnished office with ICT and IT facilities (computer, printer, and Internet).
- 1.1 When the Project Manager 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.
- 6.2 TANROADS shall also facilitate liaison with other institutions in order to introduce the Project Manager to them as it may require, so as to obtain relevant information, documents or conduct meetings necessary for proper execution of the Project.

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, TANROADS 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 Project Manager shall be responsible for arranging and paying for his/her own accommodation.

9.0 REPORTING

The Project Manager will report to the TANROADS Manager for Donor Funded Projects.

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 Project Manager 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 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 Project Manager's costs and profits, including social securities, health insurances, pension, as well as any tax obligation that may be imposed.

12.2 The Project Manager'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:

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

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