

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF WORKS AND TRANSPORT**



**DAR ES SALAAM URBAN TRANSPORT IMPROVEMENT PROJECT (DUTP)**

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE  
IMPLEMENTATION OF DUTP AND CAPACITY STRENGTHENING TO  
TANROADS THROUGH THE ENGAGEMENT OF A PROJECT ENGINEER  
(MONITORING & EVALUATION)**

**April, 2023**

# **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE IMPLEMENTATION OF DUTP AND CAPACITY STRENGTHENING TO TANROADS THROUGH THE ENGAGEMENT OF A PROJECT ENGINEER (MONITORING & EVALUATION)**

## **1.0 BACKGROUND**

The Government of the United Republic of Tanzania has received a credit from the World Bank towards the cost of the Dar es Salaam Urban Transport Improvement Project (DUTP), and intends to apply part of the proceeds of this Credit for eligible payments under the contract for Consultancy Services to Support Implementation of DUTP and capacity strengthening to TANROADS in Monitoring and Evaluation of the project through recruitment of one (1) Project Engineer with experience in Monitoring & Evaluation of Infrastructure Implementation Project.

The recruited Project Engineer (Monitoring & Evaluation) will be working with TANROADS BRT Project Implementation Unit and liaising with Coordinator for World Bank Financed Projects in TANROADS to track all the necessary activities and flag any issue that would affect the performance of the Project.

## **2.0 PROJECT DESCRIPTION**

The principal objective of the BRT Projects is to improve urban mobility and accessibility in the city of Dar es Salaam through the provision of enhanced transport facilities that are reliable and cost-effective, thereby supporting the economic and social development of the city and the country as a whole.

The Project is complex and is being implemented in an urban environment. Though TANROADS has professional expertise in Contract Management, the number of personnel does not match the current workload, hence the need for additional staff to fill the gap in order to assist the efficient and effective management of the road projects.

In order to ensure proper tracking of all activities in all components of DUTP, TANROADS needs to recruit the Project Engineer (Monitoring & Evaluation) to which, this Terms of Reference refers.

## **3.0 OBJECTIVE OF ASSIGNMENT**

The objective of the assignment is to provide the Project, using the services of a local Individual Consultant, with Monitoring & Evaluation experience in managing the Dar es Salaam Urban Transport Improvement Project (DUTP) and other areas as shall be assigned by TANROADS.

## **4.0 SCOPE OF SERVICES**

The scope of the services is to assist in the overall Project Monitoring, Reporting and Evaluation. In this role, the local Individual Consultant shall:

- (1) Review and assist in updating the overall implementation schedule for the project and shall monitor and report on the physical and financial progress of the various components and subcomponents.
- (2) In conjunction with the BRT Project Implementation Unit and TANROADS's staff, to identify and help initiate remedial actions through the Consultants and Contractors to avoid or mitigate implementation delays, poor quality of the works, unmitigated environmental impacts, and other problems on DUTP.
- (3) Monitor all activities, actions and processes and ensure they are carried out according to the best practice for the execution of the project, through overseeing implementation by BRT Project Implementation Unit, Contractors, Engineers' or Employer's staff.
- (4) Assist in the establishment of a Project Management and Control System to plan and monitor the physical progress of the Project including
  - a. Compliance with Traffic Management Planning requirements,
  - b. Compliance with Road Safety requirements,
  - c. Compliance with safeguard obligations
- (5) Where applicable participate in, or monitor outputs from, field visits and progress review meetings and help identify problems that may cause delays and assist in developing and implementing measures to resolve them, in consultation with the BRT Project Implementation Unit, Supervision Consultants and Contractors and/or stakeholders and TANROADS as appropriate.
- (6) In coordination with Supervision Consultants and Contractors, monitor the physical progress of contracts, continuously update the estimated date of completion of tasks in the critical path and assess the effects resulting from any delays
- (7) Monitor and report on TANROADS' execution of safeguard obligations.
- (8) Monitor and report on Contractor's compliance with the site specific Environmental and Social Management Plans and Health and Safety Plans and adherence to the phased access to site obligations based on any staggered completion of Resettlement Action Plan (RAP) implementation and recommend remedial action to be taken in case of non-compliance;
- (9) Monitor and report on the appropriate Engineer's compliance to the terms of reference in the supervision Contract with regard to the ESMPs and RAP implementation;
- (10) Provide day-to-day management information to the TANROADS technical staff including safeguard issues assigned to the Project with the objective of improving their ability to deliver.

- (11) Provide remedies against non-performing contractors and consultants with regard to traffic management and road safety by advising TANROADS as appropriate.
- (12) Assist in monitoring and reporting on indicators and data for the results framework to achieve project targets.

## **5.0 QUALIFICATIONS AND EXPERIENCE OF CONSULTANT PROJECT ENGINEER (MONITORING & EVALUATION)**

### *a) Education:*

- (i) The Monitoring & Evaluation Engineer must be a professionally registered Civil Engineer with a bachelor's degree in Civil Engineering or Economics, Projects Planning and Management, Project Monitoring and Evaluation.

### *b) Professional Experience:*

- (i) She/he must have a minimum of 8 years of professional experience in the supervision of large scale infrastructure and transport projects including diverse tasks and responsibilities for road safety and traffic management.
- (ii) She/he must have experience of working with the development partners and specifically in project monitoring, reporting and evaluation on IDA projects.
- (iii) She/he must demonstrate knowledge in programme management, monitoring and evaluation and supervision under FIDIC Contracts, together with experience and familiarity with Programme/Project Management software such as Microsoft Project.
- (iv) Specific experience in a similar capacity in at least one project financed by World Bank or development partners.
- (v) Must have proven work experience in projects monitoring and evaluation with international projects organizations;
- (vi) Experience in developing M&E tools and materials;
- (vii) Excellent in Planning, Coordination and reporting skills with ability to organize a substantial work load comprised of complex, diverse tasks and responsibilities;
- (viii) Experience in assessing and designing M&E management systems and procedures, reporting and capacity building measures;

### *c) Language and Regional Experience:*

- (i) Must have a working experience of at least three (3) years in developing countries; and

- (ii) Proficiency in written and spoken English is mandatory.

## **6.0 FACILITIES TO BE PROVIDED BY TANROADS**

- 6.1. Shared office accommodation including office furniture and equipment;
- 6.2. Work-related transport to and from project sites;
- 6.3. Relevant information and documents necessary for proper execution of the assignment;

## **7.0 DURATION, PERFORMANCE REVIEW AND TERMINATION**

### **7.1. Duration**

The duration of the assignment will be 12 Months, and may be renewed based on performance and project needs.

### **7.2. Performance Review**

Notwithstanding Sub-Section 7.1 above, a succession of the Services from one year (12 months) to another will be subject to the satisfactory performance of the Consultant.

### **7.3. Termination**

Notwithstanding Sub-Section 7.2 above, the Contract may be terminated before the 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 RESPONSIBILITIES OF THE CONSULTANT**

The **Project Engineer (M&E)** shall be responsible for the following:

- 8.1. All information, data and reports obtained from TANROADS shall be treated as confidential.
- 8.2. All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for TANROADS under this Contract shall become and remain the property of TANROADS, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to TANROADS.
- 8.3. Arranging and paying for his/her own accommodation own insurance, and local transport at his duty station.

## **9.0 REPORTING REQUIREMENTS**

- 9.1. The Project Engineer (**M&E**) will report to the Project Manager responsible for the BRT Project under the Directorate of Projects.

- 9.2. The Project Engineer **(M&E)** will be required to provide inputs on the progress of Works and all technical issues, to regular and ad hoc reports prepared by TANROADS.
- 9.3. The Project Engineer **(M&E)** will prepare a brief report each month, summarizing activities performed by him/her on daily basis; the report shall be in a format to be agreed by upon the Project Manager.

## **10.0 LEAVE AND WORKING HOURS**

### **10.1. Leave**

- 10.1.1. The Project Engineer **(M&E)** will be entitled to twenty-eight (28) days of paid annual leave during the assignment.

### **10.2. Working Hours**

- 10.2.1. Ordinary working period starts from 8:00 AM to 4:30 PM commencing Monday to Friday excluding public holidays.
- 10.2.2. The Consultant will be expected to work on reasonable extra time when the need arises at no additional payment; the Consultant's remuneration shall be deemed to cover for such overtime.

## **11.0 PAYMENT TERMS**

- 11.1. The Consultant's salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will include all his overheads, social charges and other associated costs including local transportation within Dar as Salaam and insurance premium costs.
- 11.2. The Consultant shall be responsible for all taxes and duties applicable as per the Government of Tanzania rules and regulations.
- 11.3. The monthly remuneration shall be deducted Pay As You Earn (PAYE) tax.
- 11.4. In case of travel requirements outside TANROADS HQ and within Tanzania for project-related assignments, the Consultant shall be paid travel expenses in line with the Government rules and procedures.
- 11.5. Payment to the expert in respect of remuneration will not be adjusted for inflation for the duration of assignment.

## **12.0 DUTY STATION**

Dar es Salaam (TANROADS HQ offices), Tanzania with field visit as per requirement. There is a possibility of TANROADS HQ Offices to move to Dodoma mid-way the Contract.