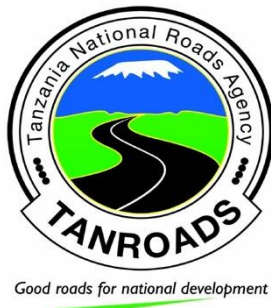


THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT



**TANZANIA ROADS TO INCLUSION AND SOCIOECONOMIC OPPORTUNITIES (RISE)
PROJECT**

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE
IMPLEMENTATION OF RISE AND CAPACITY STRENGTHENING TO
TANROADS THROUGH ENGAGEMENT OF ONE HIGHWAY ENGINEER**

June, 2023

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO SUPPORT THE IMPLEMENTATION OF RISE AND CAPACITY STRENGTHENING TO TANROADS THROUGH ENGAGEMENT OF HIGHWAY ENGINEER

1.0 BACKGROUND

The Government of the United Republic of Tanzania has received funds from the International Development Association (IDA) towards the cost of the Tanzania Roads to Inclusion and Socioeconomic Opportunities (RISE) Project and intends to apply part of the proceeds of this Credit to cover eligible payments under the contract for Consultancy Services to Support Implementation of RISE and capacity strengthening to TANROADS through engagement of Highway Engineer.

2.0 PROJECT DESCRIPTION

The principal objective of the RISE Project is to improve rural road access and provide employment opportunities for population in selected rural areas and build capacity in the sustainable management of rural roads incorporating community engagement approaches.

The Project with support from World Bank aims to Upgrade Rural Access Roads and earmarked Trunk Roads. TANROADS is responsible for the upgrading of regional roads in five districts across four regions. The roads for upgrading will be selected from the rural road network of five districts across four regions. These are, Handeni DC in Tanga, Mbogwe DC in Geita, Ruangwa DC in Lindi, Mufindi DC and Kilolo DC in Iringa.

Though TANROADS has professional expertise in Contract Management but the number of personnel does not match with current work-load, hence the needs of additional staff to fill the gap in order to assist the management of the road projects efficiently and effectively.

In order to manage properly the implementation of the RISE, TANROADS wishes to engage young, dynamic, motivated, creative and open-minded Individual Consultant to support management of the RISE Project in the capacity of a Highway Engineer of which, this Terms of Reference refers.

3.0 OBJECTIVES OF ASSIGNMENT

3.1 GENERAL OBJECTIVE

The general objective of the assignment is to ensure that roads under TANROADS responsibility which have been selected for upgrading through RISE project are designed and constructed in technically sound and most cost effective manner without compromising quality by providing technical expertise and advice to the client throughout the project lifecycle.

3.2 SPECIFIC OBJECTIVES OF ASSIGNMENT

The Specific Objectives shall include the following: -

3.2.1 Pre-construction Phase

- (i). Ensure procurement of relevant and competent Consultants for Services required for the selected project roads; and
- (ii). Ensure that documents prepared by consultants comply with relevant laws, codes, regulations, standards, manuals, guidelines, RISE Project Appraisal Document, as well as Client's requirements by providing technical expertise comments and guidance.

3.2.2 Construction Implementation Phase

- (i). Ensure that contracts, specifications, and drawings are in alignment with the client's needs;
- (ii). Ensure that consultants and contractors comply with quality assurance procedures;
- (iii). Safeguard the client's interests by monitoring project progress, identifying risks, and proposing appropriate mitigation measures.
- (iv). Engage stakeholders including communicating with the client, government agencies, local communities, and other stakeholders to address concerns, provide updates, and seek necessary approvals or permit as well as participating in public meetings and hearings as required

4.0 SCOPE OF SERVICES

The Highway Engineer shall be responsible for assessing compliance with the Road designs and construction under RISE in Geita, Lindi, Iringa and Tanga Regions or any other Project under implementation by TANROADS and monitoring the construction of the same for compliance with the Contract Specifications and adherence to Contracts provisions. The Highway Engineer 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 these Roads and attending to all issues concerning roadwork that will require TANROADS attention. In particular, the Highway Engineer will be required to undertake inter alia the following tasks:

- (i) Prepare Terms of Reference, Request for Proposals and help in selection of relevant competent consultants;
- (ii) Review documents prepared by Consultant including feasibility studies, economic evaluation, preliminary designs, design consultation, detailed engineering design and tender documents including providing comments before submitting the documents to the World Bank for review;
- (iii) Participate in the procurement processes as required
- (iv) 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,
- (v) Making sure that works quality assurance system is fully followed and

- implemented so as to ensure compliance with design specifications and quality standards,
- (vi) 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,
 - (vii) Monitor project budgets, schedules, and resources to ensure adherence to planned timelines and cost estimates
 - (viii) 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,
 - (ix) Conduct site visits to monitor construction progress and inspect the works for conformity with Contract provisions and identify problem areas with potential risks or delays and reporting the same to the Project Manager / Employer with advice on remedial measures,
 - (x) Attending regular site meetings and ensuring that the proceedings are adequately recorded,
 - (xi) Facilitate effective communication and coordination among the client, contractors, subcontractors, government agencies, local communities, local government authorities and other stakeholders to address concerns and seek necessary approvals or permits.
 - (xii) Ensuring that design review of Road Works including take off-sheets is done and submitted as scheduled,
 - (xiii) Ensuring that as-built drawings for Road Works are done continuously throughout the construction time,
 - (xiv) Review Works progress reports and other ad hoc reports submitted by Consultants and Contractors.

5.0 Qualifications and Experience

a) Education:

- (i) The Highway Engineer must be a professionally registered Civil/ Transportation Engineer with a degree in Civil/ Transportation Engineering.
- (ii) A Master's Degree in Highway Engineering will be an added advantage.
- (iii) She/he must be registered with a relevant professional body"

b) Professional Experience:

- (i) She/he must have a minimum of five (5) years of working experience in design and supervision of road construction projects.
- (ii) She/he must have served as a Highway Engineer in at least One (1) Road Design or Construction project in the last 10 years.

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

Duration of assignment will be 24 Months with possible extension if need arises.

7.2 Performance Review

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.

8.0 RESPONSIBILITIES OF HIGHWAY ENGINEER

The Highway Engineer 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 and daily local transport to and from his duty station.

9.0 REPORTING REQUIREMENTS

- 9.1. The Highway Engineer will report to the Project Manager responsible for Donor Funded Projects under the Directorate of Projects.
- 9.2. The Highway Engineer will be required to provide inputs on progress of Works and all technical issues, to regular and ad hoc reports prepared by TANROADS.
- 9.3. The Highway Engineer will prepare a brief report in each month, summarizing activities performed by him/her on daily basis; the report shall be in a format to be agreed by the Project Manager.

10.0 LEAVE AND WORKING HOURS

10.1 Leave

The Highway Engineer will be entitled to twenty-eight (28) days 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 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 es 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. 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.

11.4. 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)