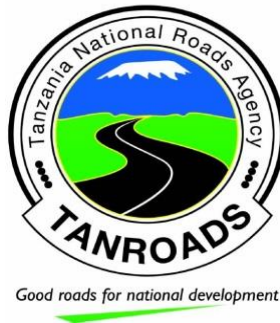


**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS AND TRANSPORT**



TANZANIA TRANSPORT INTERGRATION PROJECT (TanTIP)

**TERMS OF REFERENCE (TOR) FOR PROJECT MANAGER TO
SUPPORT IMPLEMENTATION OF TANZANIA TRANSPORT
INTEGRATION PROJECT (TanTIP)**

MARCH, 2023

TERMS OF REFERENCE FOR PROJECT MANAGER TO SUPPORT IMPLEMENTATION OF TANZANIA TRANSPORT INTEGRATION PROJECT (TanTIP)

1. INTRODUCTION

The Government of the United Republic of Tanzania has received a credit from the World Bank towards the cost of the Tanzania Transport Integration Project (TanTIP) which comprises of rehabilitation of Mtwara – Mingoyo – Masasi (200 km), Rutikira – Songea (100 km), Lusahunga – Rusumo (92 km) and Upgrading of Iringa – Msembe (104 km), Rehabilitation and Improvements of Regional Airports of Tanga, Iringa and Lake Manyara and intends to apply part of the proceeds of this credit to eligible payments under Contract for Individual Consultancy Services of Project Manager to support the Tanzania National Roads Agency (TANROADS).

TANROADS is the Executing Agency for the Project and is responsible for Procurement and Management of Contracts for development of Tanzania Transport Integration Project (TanTIP).

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 a Project Manager of which, this Terms of Reference refers.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide Consultancy Services on Management of the Works and Supervision Consultancy Contracts so as to achieve completion of the Transport Integration Project (TanTIP) within agreed costs, time frame and quality on behalf of the Tanzania National Roads Agency (TANROADS).

The specific objectives of the Consultancy services are: -

- (i) To carry out Design review to ensure correctness, completeness and compliance with the internationally accepted standards and update where necessary,
- (ii) To carry out Supervision of the works contract to ensure that the works comply with the approved design, drawings, specifications, conditions of contract, sound engineering practice; and project environmental, social, and health and safety (ESHS) requirements, and
- (iii) To carry out the Supervision of repair activities as well as the implementation of activities included in the snag list of construction during the Defect Liability Period.

3. SCOPE OF SERVICES

The Project Manager shall be the Head of TANROADS Project Implementation Team (PIT), which comprises of the following below listed: -

- Lead Social Specialist -1No.
- Lead Environmental Specialist -1No.
- Procurement Specialist – 3No.
- Project Accountant – 2No.
- Highway Engineer – 2No.
- Road Safety Engineer – 1No.
- Soils/Materials Engineer – 3No.
- Structural/Bridge Engineer – 2No.
- Bridge Engineer/Drainage/Climate – 1No.
- Contract Management Specialist – 2No.
- Airport Expert – 2No.
- Quantity Surveyor – 1No.
- Topographical Surveyor – 1No.

and other experts that may be engaged to work with the PIT from time to time.

The PIT is responsible for overall management of construction of the TanTIP infrastructures. The Project Manager will also be responsible for addressing issues related to infrastructure development during Project Steering Committee Meetings.

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

3.1 Design Review

The Project Manager shall ensure that the Design Review Consultants perform all the required updates from the finalized design including the update of the cost (Engineer's Estimate) and ESIA reports done by former Consultant. In particular, the Design Consultants shall review all the available and relevant documents including Design report, maps, drawings, previous studies if any and perform the updates to the Detailed Engineering Design, Environmental and Social Impact Assessment including an Environmental Management Plan, Resettlement Action Plan (RAP).

The purpose of this review is to ensure that the documents and data are correct, complete and conform to the internationally acceptable standards, IDA and National guidelines. The Design Review Consultants shall in particular also review the following: -

- (i) Survey data on-site to verify the correctness of the Survey data and where necessary correct the survey data and the design accordingly

- (ii) Carry out a thorough study/review of the terrain and traffic at the major centres and Pavement layers,
- (iii) Drainage structures, Subsoil drains, Erosion checks for drains,
- (iv) Geometrical design including Walkways, Bus bays and Truck lay bay areas along with the route and Intersections type and design warranted based on, among other factors, the traffic volumes and turning movements at the intersections as the provided road in the Geometric Design Manual,
- (v) Service roads at the major centres for safeguard segregation of traffic, pedestrians and cyclists
- (vi) Signs and Road markings, Kerbs, Speed humps/rumble strips / raised pedestrian crossings, Guardrails in terms of a crash performance based on the design vehicle and length of needs,
- (vii) Illumination at the major centres.
- (viii) Review climbing lanes and determine appropriate locations for their provisions
- (ix) Safeguards Compliance in line with WB ESF requirements.

3.2 Construction Supervision Consultant

The Project Manager shall be fully responsible for the supervision in accordance with the FIDIC Conditions of Contract. The Project Manager shall ensure that the Supervision Consultant, in general exercise the powers of the Engineer in all matters concerning the contract and the execution of the works.

He shall ensure that construction works are supervised with due diligence, efficiency and in accordance with sound technical, administrative, financial, socially responsive, environmentally sound and economic practices.

He shall perform all duties associated with such tasks to ensure that only the best construction practices are followed and that the final product is in all respects equal to, or better than that specified, at the most economic costs and is carried out in full compliance with the governing specifications.

In particular, the Project Manager shall ensure that the Supervision Consultant's duties and responsibilities are carried out in accordance with sound technical and best construction practices. These shall include but not be limited to: -

- (i) Check and establish that the contractor mobilizes and supplies to the contract all plants, equipment and machinery that have been committed under the Works Contract and ensure that all such items of plants, equipment and machinery are calibrated, as required and remain on the construction site until their release has been authorized;
- (ii) Study/review the design, ESIA, RAP and contract documents and advise the Client of any deficiencies or necessary improvements that are identified or deemed necessary for the successful implementation of the project;
- (iii) At all times take necessary measures and provide appropriate advice to TANROADS to enable the construction contract to be completed in a timely and cost-effective manner, in conformity with the contract conditions and specifications;

3.3 Key Scope of Works

3.3.1 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.

- (i). Check all contract documents for completeness before issuing them into the implementing parties.
- (ii). 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.
- (iii). To keep all project documentations including all correspondences reports etc. in any orderly manner for easy retrieval when required.

3.3.2 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 other things:

- (i). Ensure that the land for the works is ready for handing over to the Contractor and notify timely TANROADS of any problems.
- (ii). Ensure timely possession of site by the contractor.
- (iii). Cause the contractor 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.
- (iv). Ensure timely insurance of the commencement order for the works and consultancy services contracts.

- (v). Cause the first site meeting (kick off) convened at the appropriate time to enable proper coordination and reporting during implementation of the project.

3.3.3. 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:

- (i). Ensure that the contractor submits a works program according to the contract provisions.
- (ii). Ensure that monthly progress review and other ad hoc meetings are convened to deliberate on projects issues and participate fully in the meetings.
- (iii). Follow up closely implementation of resolutions made in the meetings and advise the Director of Projects on necessary actions by TANROADS management to ensure that the works progress as planned.
- (iv). Ensure that supervision consultants perform their duties in accordance with the terms contracts in relation to construction works time control.
- (v). Proactively initiate necessary actions within the ambit of the contract to mitigate any causes that may lead to delays in completion of works.

3.3.4 Monitor Quality of Works

The Project Manager shall ensure that the works are constructed to the specified quality in the contract and in accordance with the contract drawings. The following are among the tasks the PM. Has to undertake

Review adequacy of the quality assurance plans by the consultants and ensure implementation of the same at site.

- (i). Review Contractors works methodology in line with contract specification and bring up shortfalls that may result to poor quality for timely innervation pursuant to the contracts provisions.
- (ii). Review monthly progress reports and bring up comments for any corrective actions required to ensure the quality of the works
- (iii). Conduct site visits and inspect the works for conformity with specification and drawings.
- (iv). Proactively initiate necessary actions to mitigate any causes that lead to poor quality of the works

3.3.5 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:

- (i). All payments certification and invoices are reviewed properly to ensure their correctness in line with contract provisions.

- (ii). Ensure that payment to contractors and the consultants are done within the period stipulated in the contracts.
- (iii). Prepare realistic budget forecast for payment applications to ensure that adequate funds are allocated for due payments at all times.
- (iv). Review timely project expenditure vis-à-vis the approved contract sum and advise timely on the likely causes of cost overrun for TANROADS decision.
- (v). Maintain properly records of payments for future references and audit.

3.3.6 Manage Contractual Issues

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

- (i). Review claims/recommendation on claims by the consultant and advises the Employer timely
- (ii). Initiate contractual actions timely to defend Employer's right under the contract

3.3.7 Manage Closing Activities of Contracts

The Project Manager shall be responsible to ensure 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: -

- (i). Substantial completion inspection is done thoroughly by the Engineer and list of defects and acceptable snag list recorded properly.
- (ii). Coordinate adequate representation by TANROADS during substantial completion inspection and final inspection for taking over works;
- (iii). Ensure that the parties (Consultant and the Contractor) fulfill their obligations during the Defects Notification Period.
- (iv). Cause timely submission of Final construction report, maintenance manual and as built drawings and ensures their adequacy in line with contract requirements.
- (v). Ensure eventual release of bonds and guarantee, in accordance with contract provision.
- (vi). Ensure proper handling over of properties that revert to the Employer's as per contract.

3.3.8 Manage Consultancy Contracts

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

- (i). Ensure that consultants mobilize to site approved key personnel in accordance with approved manning schedule;

- (ii). Ensure that consultants perform their assignments as per contract provision and in accordance with best standards.
- (iii). Scrutinize any proposed changes in key staff pursuant to the contract provision and timely recommend approval /disapproval.
- (iv). Cause proper review of consultant's invoices and ensure timely payments.

4.0 QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are as follows: -

a) Education:

- (i) The Project Manager must be a registered or chartered Civil Engineer with a degree in Civil Engineering or equivalent qualifications.
- (ii) Master's Degree in Civil or Highway or Structural Engineering, Engineering Management, Construction Management will be added advantage.

b) Working experience:

- (i) She/he must have a minimum of twenty (20) years' post qualification experience related to Road design/Airports design and construction supervision and out of which minimum 5 years' experience in an advisory capacity in construction project management.
- (ii) She/he must have served as Project Manager or equivalent position in at least three (3) infrastructure development projects for the Construction/Rehabilitation of Bituminous roads/Airports of similar magnitude and complexity in the last 10 years.
- (iii) She/he must have experience in contract administration under FIDIC Forms of conditions.

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.

5.0 FACILITIES TO BE PROVIDED BY TANROADS

- 5.1 TANROADS will provide the Consultant with facilities that will enable him/her to perform her/his duties in an efficient manner. These will include but not limited to transport, a furnished office with IT facilities and connections (computer, printer, facsimile, and Internet connection).
- 5.2 When the Project Manager will be on travel or working out of office on official duties, his/her entitlement will be similar to that of TANROADS Managers.

- 5.3 TANROADS shall also facilitate liaison with other institutions in order to introduce the Consultant to them as it may require, so as obtaining relevant information and documents necessary for proper execution of the assignment.

6.0 DURATION, PERFORMANCE REVIEW AND TERMINATION

6.1 Duration

- 6.1 Duration of assignment will be Two Years (24 Months) with possible extension if need arises.

6.2 Performance Review

- 6.2.1 Notwithstanding Sub-Section 6.1 above, succession of the Services from one year (12 months) to another will be subject to satisfactory performance of the Consultant.
- 6.2.2 To enable decision making under Sub-Section 6.2.1 above, TANROADS will undertake a transparent performance review of the Consultant at the end of every one-year (12 months).

6.3 Termination

- 6.3.1 Notwithstanding Sub-Section 6.2 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.

7.0 RESPONSIBILITIES OF CONSULTANT

The Project Manager shall be responsible for the following:

- 7.1 All information, data and reports obtained from TANROADS shall be treated as confidential.
- 7.2 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.
- 7.3 Arranging and paying for her/his own accommodation.

8.0 REPORTING

- 8.1 The Project Manager will report to the Director of Projects.
- 8.2 The Project Manager will be responsible in ensuring that all the required reports for the Project are prepared accurately and timely. These will include but not

limited to quarterly, biannual, annual progress report and other ad hoc reports that may be required by TANROADS.

- 8.3 The Project Manager will prepare a brief report in each month, describing activities performed by him/her on daily basis; the report shall be in a format to be agreed by the Director of Projects.

9.0 LEAVE AND WORKING HOURS

9.1 Leave

- 9.1.1 The Project Manager will be entitled to twenty-eight (28) days paid annual leave during the assignment.

9.2 Working Hours

- 9.2.1 Ordinary working period starts from 8:00 AM to 4:30 PM commencing Monday to Friday excluding public holidays.
- 9.2.1 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.

10 PAYMENT TERMS

- (i) 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.
- (ii) The Consultant shall be responsible for all taxes and duties applicable as per Government of Tanzania rules and regulations.
- (iii) The monthly remuneration shall be deducted Pay As You Earn (PAYE) tax.
- (iv) 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.
- (v) Payment to the expert in respect of remuneration will not be adjusted for inflation for the duration of assignment.

11.0 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)

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