

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



*Good roads for national development*

**TANZANIA TRANSPORT INTEGRATION PROJECT (TanTIP)**

**TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICES  
FOR TANROADS' CAPACITY STRENGTHENING – ENGAGEMENT  
OF AIRPORT EXPERT UNDER THE TANZANIA TRANSPORT  
INTEGRATION PROJECT (TanTIP)**

**NOVEMBER, 2023**

# **TERMS OF REFERENCE FOR CONSULTANCY SERVICES OF AIRPORT EXPERT No. 1 TO SUPPORT IMPLEMENTATION OF TANZANIA TRANSPORT INTERGRATION PROJECT**

## **1. BACKGROUND**

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 (201Km), rehabilitation of Lwangu – Songea Road (209 Km) Lot 3: Rutukila – Songea section (95.188Km) and Songea Bypass (16Km), rehabilitation of Lusahunga – Rusumo (92Km) and Upgrading of Iringa – Msembe (104Km), Rehabilitation and Improvements of Regional Airports of Tanga, Iringa and Lake Manyara.

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 Consultants to support management of the Project in the capacity of Airport Expert No. 1 of which, this Terms of Reference refers.

## **2. OBJECTIVES OF ASSIGNMENT**

The objective of the assignment is to support TANROADS in monitoring adherence to conditions of contracts (design, airport surveys, construction of Terminal Building and associated facilities, construction of airfield pavement and associated drainage structures, supply and installation of AGL and NAVaids), Tanzania Civil Aviation Regulations and standard procedures for Measurements of Works, by Consultants and Contractors to enable execution and completion of airports within the agreed time frame, cost and quality.

## **3. SCOPE OF SERVICES**

The Airport Experts shall be responsible for assessing construction of Airfield pavement, associated strips and drainage structures, construction of Terminal Building and associated facilities, supplies and installation of AGL, Navigational Aids and related testing and commissioning. He/she shall monitor the same for compliance with the Contract Specifications, Tanzania Civil Aviation Regulations and adherence to Contracts provisions. The Airport Experts shall also monitor the standard procedures specified in the Contract Documents and ensure that only best practice and standard methods of construction practice are observed and attend all issues concerning airports work that will require TANROADS attention. In particular, the Airport Expert will be required to undertake inter alia the following tasks:

- (i) Participate in reviewing the available design of works;

- (ii) Assessing and ensuring that survey, setting out and construction of earthworks, pavement works, drainage, building works and appurtenant structures are carried out according to design and conform to the contract provisions;
- (iii) Assessing and ensuring that all supplies, installations, testing and commissioning of AGL, NAVaids, Security, Cooling, Electrical, ICT, Communications equipment etc. are carried out according to design and conform to the contract provisions as guided by the Project Technical Committee;
- (iv) Making sure that works quality assurance system is fully followed and implemented;
- (v) Assess and monitor measurements of pavement, buildings and installation Works items on site for compliance with standard procedures for Measurements prior to certification of the same for payment;
- (vi) 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;
- (vii) Conduct site visits and inspect the works for conformity with Contract provisions and identify any alarming issues and reporting the same to the Project Manager with advice on remedial measures;
- (viii) Attending regular site meetings and ensuring that the proceedings are adequately recorded;
- (ix) Ensuring that design review of airports Works including take off-sheets is done and submitted as scheduled;
- (x) Ensuring that as-built drawings for airports buildings and pavement Works are done continuously throughout the construction time; and
- (xi) Review Works progress reports and other ad hoc reports submitted by Consultants and Contractors and advise the Project Manager for necessary action.

#### **4. QUALIFICATIONS AND EXPERIENCE**

##### **(a) Education:**

- (i) The Airport Expert must be a registered Civil Aviation Specialist with a degree in Civil Engineering;
- (ii) Postgraduate Degree/Diploma in Airport Engineering, Civil Engineering, Construction Management or Project Management will be an added advantage.

**(b) Working experience:**

- (i) She/he must have a minimum of fifteen (15) years' experience related to construction supervision and design of airports;
- (ii) She/he must have served as an Airport Expert in at least three (3) airports construction/rehabilitation projects of similar nature and complexity; and
- (iii) She/he must be conversant with ICAO Standards and Recommended Practices (SARPs).

**(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. FACILITIES TO BE PROVIDED BY TANROADS**

5.1.1. 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 while travelling on duty away from office, a furnished shared office with computer with Internet connection and shared printer. In case the Airport Expert is assigned activities outside Dar es Salaam, TANROADS will bear the cost of Transport and per diem allowances using government rates.

5.1.2. TANROADS shall also facilitate liaison with other institutions in order to introduce the Airport Expert to them as it may require, so as to obtain relevant information and documents necessary for proper execution of the assignment.

**6. DURATION OF THE ASSIGNMENT**

The services will commence immediately after signing the Contract. The assignment shall be for a period of twelve (12) months, renewable based on the satisfactory performance of the Consultant and project needs.

**7. RESPONSIBILITIES OF THE AIRPORT EXPERT**

The Airport Expert shall be responsible for the following:

- 7.1. All information, data and reports obtained from TANROADS shall be treated as confidential, and shall remain the property of TANROADS.
- 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 his/her own accommodation, insurance and local transport at his duty station.

## **8. REPORTING REQUIREMENT**

The Airport Expert shall: -

- (i) Prepare Monthly Progress Reports:

These reports shall contain an accurate, up to date, a summary of all work accomplishments, work scheduled to enhance TANROADS staff, plan for on job training and discussion of major problems and recommendations to address them. These reports shall be submitted to the Client on the 5<sup>th</sup> day of the next month; and

- (ii) Other reports as instructed by the Project Manager.

## **9. DUTY STATION**

The duty station will be 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.

## **10. LEAVE AND WORKING HOURS**

### **10.1. Leave**

- 10.1.1. The Airport Expert 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. 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) 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.
- (iv) Payment to the expert in respect of remuneration will not be adjusted for inflation for the duration of assignment.

## **12. INSTITUTIONAL FRAMEWORK**

The Airport Expert will report to the responsible Project Manager under the Director of Projects