

**TERMS OF REFERENCE
FOR
CONSULTANCY SERVICES OF THE PROJECT MANAGER TO
SUPPORT IMPLEMENTATION OF DAR ES SALAAM BUS RAPID
TRANSIT (BRT) INFRASTRUCTURE PROJECT – BRT PHASE 4 &
ROAD SAFETY STENGTHENING ALONG BRT PHASE 1**

1 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 for eligible payments under the contract for Consultancy Services to Support Implementation of DUTP for which these Terms of Reference are issued. TANROADS intends to apply a portion of the proceeds of this credit for eligible payments under the contract of the Project Manager to support implementation of BRT Phase 4 Infrastructure and Road Safety Strengthening along BRT Phase 1.

In order to manage properly implementation of the Project, TANROADS looks for a dynamic, motivated, creative and open-minded professional to support management of the project in the capacity of Project Manager for which this Terms of Reference refers.

2 OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to support TANROADS in implementation of the project; particularly overall management of the project, reviewing designs, specifications and Bills of Quantities as submitted by the Consultants and monitoring adherence to specifications during construction of the BRT Infrastructure.

3 SPECIFIC OBJECTIVES OF ASSIGNMENT

Specific 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 BRT infrastructure construction Project within agreed costs, time frame and quality.

4 SCOPE OF SERVICES

The Project Manager shall head the Project Implementation Team (PIT), which will comprise among others Assistant Project Manager, Highway Engineer, Structural Engineer, Contract Engineer, Road Safety Engineer, Environmentalist, Sociologist, Accountant, Office Management Secretary, Records Management Assistant and other experts that may be engaged to work with PIT from time to time. The Project Manager shall represent the Employer and act as the Employer's representative on

site. The focus of the Project Manager shall be on management of BRT Phase 4 & 1 Works and Consultancy Services.

The Project Implementation Team is responsible for overall management of construction of the BRT infrastructure in Dar es Salaam. The Project Manager will also be responsible for presenting issues during Steering Committee meetings.

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 into the implementing 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 documentations including all correspondences 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 the Contractor submits a works program according to the

contract provisions.

- 4.3.2 Ensure that monthly progress review 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 contracts in relation to construction works time control.
- 4.3.5 Proactively initiate necessary actions within the ambit of the contract 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 contract 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 innervation 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.
- 4.4.4 Conduct site visits and inspect the works for conformity with specifications and drawings.
- 4.4.5 Proactively initiate necessary actions to mitigate any causes that 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 the 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 overrun 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 correspondences 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 advises the Employer timely.

4.6.2 Initiate contractual actions timely to defend Employer's right under the contract

4.7 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: -

4.7.1 Substantial completion inspection is done thoroughly by the "Engineer" and list of defects and acceptable snag list 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 ensures their adequacy in line with contract requirements.

4.7.5 Ensure eventual release of guarantees, in accordance with contract provisions.

4.7.6 Ensure proper handling over of properties that revert to the Employer's as per Contract.

4.8 Manage Consultancy Contract

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

4.8.1 Ensure that Consultant mobilize to site approved key personnel in accordance with approved manning schedule.

4.8.2 Ensure that Consultant perform their assignments as per contract 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 QUALIFICATIONS AND EXPERIENCE

- 5.1 The Project Manager must be a registered or chartered Civil Engineer with a degree in Civil Engineering or equivalent qualifications. Postgraduate qualification in Highway Engineering or Project Management will be an added advantage.
- 5.2 She/he must have a minimum of fifteen (15) years post qualification experience related to construction and supervision of road/infrastructure out of which, minimum 5 years' experience in an advisory capacity in construction project management.
- 5.3 She/he must have participated in at least one urban road construction projects in a senior position; participation in construction of Bus Rapid Transit (BRT) Infrastructure is preferred.
- 5.4 She/he must have experience acting as the Project Manager/Employer's representative on big FIDIC Works contracts with value exceeding at least US\$ 20 million.
- 5.5 In addition, she/he must have a working experience in African developing countries with international organizations to donor-funded projects.
- 5.6 The candidate shall be fluent in both written and spoken English.

6 FACILITIES TO BE PROVIDED BY TANROADS

- 6.1 TANROADS will provide the Project Manager 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 ICT and IT facilities (computer, printer, and Internet).
- 6.2 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.
- 6.3 TANROADS shall also facilitate liaison with other institutions in order to introduce the Project Manager to them as it may require, so as obtaining relevant information and documents necessary for proper execution of the assignment.

7 DURATION AND TERMINATION

7.1 Duration

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

7.2 Termination

7.2.1 The Contract may be terminated before expiry of the duration of the assignment, in accordance with provisions of Contract.

8 RESPONSIBILITIES OF PROJECT MANAGER

The Project Manager shall be responsible for the following: -

- 8.1 The Project Manager shall be responsible for all information, data and reports obtained from TANROADS in the execution of the services of the Consultant shall be properly reviewed and analysed. All such information, data and reports shall be treated as confidential.
- 8.2 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Project Manager for TANROADS under this Contract shall become and remain the property of TANROADS, and the Project Manager shall, not later than upon termination or expiration of this Contract, deliver all such documents to TANROADS.
- 8.3 The Project Manager shall be responsible for arranging and paying for her/his own accommodation.

9 REPORTING

- 9.1 The Project Manager will report to the Manager for Donor Funded Projects.
- 9.2 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.
- 9.3 The Project Manager will prepare concise report/timesheet, describing activities performed by him/her on monthly basis; the report shall be in a format to be agreed by the Manager for Donor Funded Projects.

10 WORKING HOURS AND LEAVE

10.1 Working Hours

10.1.1 Ordinary working period starts from 08:00 to 16:30 Hrs commencing Monday to Friday excluding public holidays.

10.1.2 The Project Manager will be expected to work on reasonable extra time when need arises at no additional payment; the Project Manager's remuneration shall be deemed to cover for such overtime.

10.2 Leave

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

11 DUTY STATION

The Duty Station shall be in Dar es Salaam at TANROADS Headquarters; which is likely to move to Dodoma in the near future. However, upon relocation of TANROADS Headquarters to Dodoma, the Duty Station shall remain in Dar es Salaam at a new location to be decided.

12 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 on the Project Manager.

12.2 The Project Manager's remuneration will be fixed for entire duration of the assignment i.e. 24 Months. 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 for 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:

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

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