



UNITED REPUBLIC OF TANZANIA

MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI



TERMS OF REFERENCE FOR PROVISION OF CONSULTANCY SERVICES FOR DESIGN AND SUPERVISION OF THE PROPOSED CONSTRUCTION OF ACADEMIC COMPLEX, STUDENTS' HOSTEL, AND ACADEMIC BUILDING

DECEMBER, 2022

TABLE OF CONTENTS

1.0 INTRODUCTION	5
1.1 Background	5
1.2 Objective of the Assignment	6
1.2.1 General Objective	6
1.2.2 Specific Objectives	7
2.0 SCOPE OF WORK	8
Supervision of the works	11
Environmental and Social Health and Safety (ESHS) services by the Consultant	16
Testing, Commissioning and Completion	18
Consulting Services during Defects Liability Period	19
3.0 QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANT	20
3.1 Experts and their Qualifications	22
4.0 PROPOSED PERSON MONTH FOR THE ASSIGNMENT	39
5.0 CONSULTANCY FEES AND PAYMENTS	40
5.1 Site visit by the consultant	43
6.0 ARRANGEMENTS FOR SITE VISIT BY THE CONSULTANT	43
7.0 DELIVERABLES	43
7.1. Design and Tendering (Phase I)	43
7.1.1 Documents	44
7.1.2 Reports	44
7.2 Project Supervision (Phase II)	46
7.2.1 Contract Management and Supervision	46
7.2.2 Inception Report	46
7.2.3 Monthly and Quarterly progress reports	47
7.2.4 Completion report and Practical Completion Certificate	49
7.2.5 Final Completion and Handing Over Report	50
8.0 IMPLEMENTATION TIME FRAME AND SCHEDULE	50
8.1 Time frame	50
8.2 Implementation Schedule	51

9.0 DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT	52
9.1 Information to be provided by the Client	52
9.2 Obligations of Consultant and Client	52
9.2.1. Consultant	52
9.2.2. Client	54
10.0 PROJECT LIBRARY	55
11. MANDATORY STANDARDS	55
12.0 ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT	57
13.0 ADDITIONAL SERVICES	58
14.0 CODE OF CONDUCT	58

LIST OF TABLES

Table 1: List of Buildings to be constructed	8
Table 2: Key expert’s qualifications during design works and tendering (Phase One).....	22
Table 3: Key expert’s qualifications during supervision and DLP (Phase Two)	31
Table 5: Person Month (Design and Tendering - Phase One)	39
Table 6: Consultant Fee and Payment	42
Table 7: Implementation time frame for design and supervision stage ..	51

1.0 INTRODUCTION

1.1 Background

The Government of the United Republic of Tanzania has received fund from the World Bank under the Higher Education for Economic Transformation (HEET-P166415) Project that will be implemented for five (5) years (2021-2026). The Project will be implemented under the Ministry of Education, Science and Technology (MoEST) whereby Moshi Co-operative University (MoCU) is among the beneficiaries. The overall project development objective is to strengthen the learning environments and labor market orientation of programs in priority disciplines of the Higher Learning Institutions (HLIs). To achieve the general objective, the priority areas will include construction of an academic complex and students' hostel at Kizumbi Institute of Co-operative and Business Education (KICoB) in Shinyanga region, as well as an academic building at Moshi.

In the financial year 2021/2022, MoCU intends to use part of the funds to cover eligible payments under contract for provision of consultancy services for design and construction supervision of the aforementioned buildings. The intended buildings will address the challenge of inadequate and poor teaching and learning facilities, to meet the ever-increasing demand for programs offered and services in order to contribute to transformative change of the co-operative sector. This transformation will contribute to Tanzania's aspiration for industrialization and economic transformation to reach the upper middle-income status by 2025. To contribute to the transformation, the University is set to generate degree level graduates with requisite knowledge and skills in co-operative and business development.

1.2 Objective of the Assignment

1.2.1 General Objective

The general objective of the assignment is to carry out design and supervision of construction of the proposed buildings as detailed in the scope of work (Table 1). The objective is to enhance an effort of having modern infrastructure and an environmentally-friendly teaching and learning environment to students, members of staff, and other stakeholders.

1.2.2 Specific Objectives

The Consultant shall specifically undertake the following:

1.2.2.1 Review available documents related to the project.

The assignment shall include the review of the University master plan and preliminary (conceptual) drawings to inform the proposed design. The consultant shall use Environmental and Social Management Plan (ESMP) to accommodate the recommended environmental, social, health and safety mitigations measures into the design(s);

1.2.2.2 Design and prepare tender documents

This shall include:

- (a) Topographical and geotechnical surveys and preparation of the respective reports;
- (b) Design and preparation of detailed:
 - (i) Architectural drawings
 - (ii) Structural drawings
 - (iii) Mechanical drawings (e.g., plumbing, firefighting infrastructure, Air Condition)
 - (iv) Technical specifications
 - (v) Service drawings (among others; electrical, ICT and security System)
- (c) Provision of interior and exterior design and 3D views and where appropriate specify materials to be used, for example; in the partition walls, ceilings and enhanced lighting, and;
- (d) Preparation of Bills of Quantities (BoQ), bidding and any other document(s) necessary for the tender and construction processes.

1.2.2.3 Supervision of Construction

The consultant shall supervise construction contracts on behalf of the University to ensure timely completion, value for money,

submit necessary documents to the authorities, follow-up and secure important documents and/or certificates such as planning consent if needed, building permit, occupation certificate, and occupational safety and health authorization.

The Consultant shall be fully responsible for supervision of the construction works from beginning (site handover) to the successful completion (practical completion) including to the end of the defect liability period (final completion) as specified in the contract.

2.0 SCOPE OF WORK

The Scope of the Consulting services shall include but not limited to the following:

- i) Review master plan, and preliminary (conceptual) drawings that will inform the design process and preparation of detailed drawings for buildings listed in Table 1.

Table 1: List of Buildings to be constructed

S/N o.	Facility	Capacity	
1.	Three (3) storey Academic Complex (KICoB)	2 Lecture theaters	600 Students in total
		2 Lecture halls	600 Students in total
		2 Lecture rooms	200 Students in total
		4 seminar rooms	200 Students in total
		Conference room	140 users in total
		Staff offices	20 offices each accommodating at least 2 staff
		1 Business Incubation Center	30 Students in total
2.	One (1) storey	2 computer	280 students in

S/N	Facility	Capacity
	Academic Building (Moshi)	laboratories
		total
		1 workshop
		50 students in total
		1 Multimedia studio
		4 users in total
		1 server room
		1 video conferencing
		100 users in total
		Staff offices
		12 offices each accommodating at least 2 staff
3.	Four (4) storey Hostel (KICoB)	Two (2) wings each with one (1) common meeting venue, and laundry room for each floor.
		1,154 Students in total

- ii) Conduct Topographical and Geotechnical surveys and prepare respective reports;
- iii) Preparation of the Bills of Quantities (BoQs) that will provide cost estimates for the project at various stages of the design and implementation;
- iv) In collaboration with the Project Implementation Unit, the Consultant shall prepare tender documents and contract draft(s), as well as ensure timely site hand-over to the contractor;
- v) Be responsible for the supervision of all construction works and shall abide by the terms and conditions specified in the Contract. The Consultant shall be required to provide a full-time resident engineer;
- vi) Be responsible for all the necessary measurements, quality control, and where necessary make engineering decisions in consultation with the University;
- vii) Review construction contract(s) to identify any omissions/ additions whether beneficial or detrimental to the completeness or consistency of the design;

- viii) Provide timely reports with respect to contract terms and conditions based on professional standards and best practices;
- ix) Ensure that the Contractor's Environmental and Social Health and Safety (ESHS) performance is in accordance with the international industry practice and that the contractor delivers ESHS obligations;
- x) Witness and report any specified test by the contractor on the use of construction materials and may conduct any independent tests necessary to confirm the results. Moreover, the consultant shall issue the Taking over Certificate to the Project Implementation Unit, and;
- xi) Oversee the works during the Defects Liability Period through regular visits. Prior to expiry of the defect's liability period, the Consultant shall inspect the works according to the Condition of Contract and issue instructions for rectifications of all defects, imperfections of faults, and supervise the remedial works. Following the Project Implementation Unit's acceptance, the Certificate of making good defects shall be issued.

Work Plan

The Consultant shall prepare a detailed work plan for undertaking this assignment. The Detailed work plan/implementation Program for this Assignment shall be three months for design, 18 Months for constructions and 12 Months for Defect Liability Period. The Team is expected to commence work the same day of signing the contract.

Cost Estimates

A detailed Cost Estimate and summary of the project shall be submitted showing total cost for construction in each building. In order to establish a fair and reasonable estimate of the project cost, the Consultant shall ensure that a prepared unit price is analyzed for each item using basic

cost elements (labour, materials, equipment, tools, overheads, on-site costs, profit, etc.), and the cost of all taxes (direct or indirect, duties, levies and fees are shown separately. The estimated financial cost resulting from this analysis must be accurate, be within +10% and presented in Tanzanian Shilling (TZS). The estimates shall also include the costs for implementation of Environmental and Social Management Plan (ESMP). The Team will be required to advise on cost effectiveness and fit for the purpose design in relation to the Client's budget.

Supervision of the works

The Consultant shall provide all site and backup staff and exercise all necessary architectural, engineering, surveying, quantity surveying, quality and financial control of the construction works in accordance with the approved designs, specifications, conditions of contract and contract documents including the following:

- i) Ensure that the works are carried out by the Contractor in a professionally acceptable manner and in accordance with the requirements of the relevant regulatory authorities.
- ii) Approve Contractor's proposed designs/drawings for temporary works.
- iii) To examine and approve various plans and programs submitted by the Contractor.
- iv) To review the validity of bonds.
- v) Control the contractor's and sub-contractors' site personnel at all grades for suitability for the construction of the works;
- vi) Check and approve the site installations, equipment as well as plants that are to be used by the contractor for execute the works and safety;

- vii) Check and approve the materials testing laboratories that will be used during the construction;
- viii) Check the suitability of sub-contractors as they arrive on site;
- ix) Check materials and equipment for conformity with the tender specifications by physical inspection and by gathering the manufacturers' and suppliers' certificates of conformance;
- x) Verify the contractor's purchasing schedules so that materials and equipment necessary for the swift advancement of the works are available when needed, thus ensuring the work keeps to the establishment programme.
- xi) Provide day to day supervision of the works in terms of quality and quantity and arrange for monthly progress reports. Ensuring that there is a Resident Engineer (RE) to supervise execution of works at site daily. Weekly reports to be submitted every Monday during the course of the project. Daily reports must be documented, compiled and submitted to the client along the weekly report for schedule and scope management. This will enhance quality control in line with documented quality assurance from methodologies provided;
- xii) Specify when all the necessary material tests will be conducted before they are incorporated into the works. Monitor the process of materials testing by the contractor.
- xiii) Inspect the setting out of the works to make sure that construction conform to the standard practice, plumbing, waste water, drainage works and leveling as per the designs;
- xiv) Evaluate contractor's application of payment by checking measured or estimated quantities of work completed. Advise the client and issue interim certificates of payments in accordance to the conditions of Contract;

- xv) Provide continuous liaison with the Client on all possible changes on the designated scope and budget of works.
- xvi) Inspect at regular intervals the Contractor's plant and facilities, for both construction work and workers accommodation, and ensure that they conform to both the conditions of contract and all government regulations;
- xvii) Inspect the entire Contractor's safety measures including labor welfare and notify immediately both the Employer and the Contractor of any infringement or violation.
- xviii) Liaise and coordinate with relevant authorities to remove all obstacles and encumbrances from the project site, including utility relocation and tree cutting as required;
- xix) Update all records including reports, site diaries, correspondence, instructions given to Contractor, test records, measurement and quantity calculations, payment records and all other relevant documents pertaining to the supervision of the works;
- xx) Record all claims and submit recommendations to the Client for review and ultimate settlement, if justifiable;
- xxi) Measure authorized changes and verify the agreed quantities and cost with Contractors/Subcontractors. Estimate the cost effect of proposed changes before issuing instructions. These changes must be communicated to the client for approval and a change order must be issued;
- xxii) Advise the parties under the Works Contract on any dispute arising under the Contract to ensure that disputes are resolved amicably as soon as possible without affecting the project;
- xxiii) Ensure that the Contractor strictly adheres to the contract, specifications and bills of quantities in the execution of the works and advise the Client on the appropriate actions to be taken

whenever there is a breach of contract or misconduct by the Contractor;

- xxiv) Ensure that the Contractor strictly adheres to the Environmental and Social Commitment Plan (ESCP);
- xxv) Prepare detailed monthly and/ quarterly project reports as per formats approved by the Client and the World Bank. The quarterly reports should be submitted within 14 days after the end of each quarter. Quarterly reports should include description of project activities illustrated by progress/completion photographs, status of any delays, contractual claims and details of all latest financial projections. An electronic copy and 4 hard copies should be submitted to the Project Coordinator;
- xxvi) Arrange fortnight site meetings to be attended by all concerned parties and/or any other management meeting as may be deemed necessary. A summary/ draft of minutes in bullet form or description and action format must be presented in two (2) days' time after the meeting. Final minutes in approved format should be circulated within five (5) days;
- xxvii) A detailed Contract Completion Report of which, an electronic copy and 5 hard copies should be submitted to the Project Coordinator;
- xxviii) Six (6) copies of Quality Assurance Manual, detailing all QA/QC procedures should be submitted to the Project Coordinator within ten (10) days of commencement of services;
- xxix) Review and approve As-built drawings, operation & maintenance manuals where applicable and submit documents in hard and electronic copies to the Project Coordinator
- xxx) Upon practical completion, the consultant shall be responsible to undertake final inspection prior to issuing of the practical completion certificate and a penultimate certificate;

- xxxi) Monitor the completed works after completion up to the defects liability period and Issue a certificate of making good defects, final completion and final payment certificates;
- xxxii) Monitor the completed works from completion to the defects liability period;
- xxxiii) Prepare variation orders whenever required and submit them to the Client for approval before giving relevant instructions to the Contractor;
- xxxiv) Facilitate the project handing over upon successful completion of the project;
- xxxv) Prepare Project Final Accounts; one (1) month after practical completion of the project. A draft copy of final account must be distributed to authorized parties within fourteen (14) days after practical completion;
- xxxvi) Prepare and submit to the Client the final payment certificate for the completed works;
- xxxvii) Prepare a final report for the works. In addition to all aspects of the project, this report should include lesson learned as a reference for execution and management; of future projects;
- xxxviii) To approve return of bonds to the contractor after practical completion;
- xxxix) Perform Regular inspection of the works during defect Liability Period, and;
 - xl) Upon completion of construction, ensure the Client acquires certificate of occupancy from relevant authority;

Environmental and Social Health and Safety (ESHS) services by the Consultant

The consultant shall ensure that the Contractor's ESHS performance is in accordance with acceptable international industry practice and delivers the Contractor's ESHS obligations. The ESHS related services shall include but not limited to:

1. Review and approve the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions (not less than once every 6 months);
2. Review and approve ESHS provisions of method statements, implementation plans, Gender Based Violence (GBV) prevention and response action plan, drawings, proposals, schedules and all relevant Contractor's documents;
3. Review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;
4. Undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works so as to verify compliance with ESHS requirements including its GBV/SEA (Sexual Exploitation or Abuse) obligations. The activity shall be undertaken at least once per month with or without contractor and/or client relevant representatives, as necessary;
5. Undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements;

6. Approve remedial action(s) and their timeframe for implementation in the event of noncompliance with the Contractor's ESHS obligations;
7. Ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
8. Ensure that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
9. Review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
10. Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;
11. Establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g., of those reporting allegations of GBV/SEA. These should be included in a log issue accessible to a specified professional;
12. Ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism and subsequently sorted/resolved through proper procedures. Ensure all complainants receive the feedback timely;
13. Ensure that the Contractor's Environmental and Social Management Plan (C-ESMP) has been prepared by the Contractor and approved by the Client.

14. Ensure a adequate implementation of environmental and social issues of sexual abuse and exploitation, effects of labour influx on local communities and concerns relate with labor conditions;
15. Ensure resettlement, access restriction and livelihoods restoration and grievance redress mechanism are in place and functioning, and;
16. Ensure appropriate measure(s) are in place for labor that will be mobilized.

Testing, Commissioning and Completion

The Consultant shall:

- i) Witness any specified test done by the Contractor (Material tests and Systems and services tests) and approve all the testing of materials used throughout the construction;
- ii) Conduct any independent tests necessary to confirm the results and recommend and supervise any remedial works that may be necessary to bring the construction to the required standard;
- iii) Prepare and issue a short summary report confirming the tests and clearly specifying any instructions to be issued to the Contractor;
- iv) Prepare a short technical report describing the testing and commissioning. All carried out tests together with their reviewed results should be included in the consultant's monthly and quarterly reports;
- v) Issue the Taking over Certificate to the Client;

- vi) Certify that the construction materials brought to the site by the contractor(s) are in accordance with the specifications and have been tested as per standard practices;
- vii) Certify that works are executed as per approved design, drawings, standard specifications, technically sanctioned and within the provisions of contract agreement;
- viii) Submit the certified work record and drawings of works executed;
- ix) Issue a Certificate of Completion to the Contractor verifying the outstanding defects and the Contractor shall rectify before operational acceptance, and;
- x) Arrange the operational acceptance and handover the completed works to MoCU upon satisfactory rectification of all the defects notified to the Contractor.

Consulting Services during Defects Liability Period

The Consultant shall oversee the works during the Defects Liability Period through regular visits. The Consultant is expected to carry out site visits at regular intervals during which the Consultant shall draw attention of the Contractor to any defects (if any) and supervise such remedial works. Prior to expiry of the defects liability period, the Consultant shall inspect the works according to the Condition of Contract and issue instructions for rectifications of all defects, imperfections or faults; and supervise the remedial works. Following the Employer's acceptance, the Certificate for Making Good Defects shall be issued. The Consultant shall assist the Client in administrative matters related to the Works Contract. The tasks shall include but not limited to:

- i) Regular inspection of remedy of defects. Advise MoCU of any defects found during the defects liability period and recommend corrective action(s);

- ii) Inspect, suggest mitigation measures and supervise remedial works of all Environmental, Social, Health and Safety matters;
- iii) Prepare defects report at the end of each inspection and testing period with full details of the cost and nature of the defects and the corrections thereof;
- iv) Conduct a final inspection of the works after the correction of all defects. This inspection shall be carried out jointly with the representatives of MoCU;
- v) Finalize all the works and records thereof including drawings, As- built drawings, operation and maintenance manuals and records of defect corrections during the Defects Liability Period;
- vi) Finalize evaluation of all the outstanding claims from the Contractor and prepare the final payment certificate;
- vii) Prepare and issue the final payment certificate (final account) and final completion certificate, and;
- viii) Recommend the return of bonds and retention money.

3.0 QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANT

The Consultant firm shall have the following experiences and qualifications:

- i) A minimum of 10 years' experience in the design and supervision of projects of similar nature and size. Supporting documents of at least three (3) projects of similar nature executed by the firm within the previous 10 years (2011 – 2021) is vital;
- ii) A clear demonstration with supporting documents of the firm's project management abilities for new design and rehabilitation works in the past 10 years of projects with a total cumulative value

of not less than Tshs 10 billion is an added advantage. Registered by recognized professional boards and authorities and upon commencement of the project the consultant must be registered with appropriate professional boards in Tanzania to fit for this assignment;

- iii) HEET project comprises various projects in different parts of the country under various implementing Agencies. Each project will be designed (where applicable) and supervised independently, hence entailing concurrent activities. Consultant firm or teams are permitted to participate in tendering for any of HEET projects. However, it will be mandatory for each a consulting firm to present independent qualified manpower/ professionals with supporting evidence for each project tendered since the projects will run simultaneously. Failure to demonstrate capacity in terms of assigned staff for various projects will lead to disqualification. Implementing Agencies will be entitled to liaise each other to confirm on availability of independent manpower prior to award of contract;
- iv) The staff to be provided by the Consultant shall be sufficient to cover the services under this contract. The timing and inputs of each professional staff member shall be in accordance with the agreed program for the delivery of services and appropriate to the project. The Consultant shall employ only such key staff whose curriculum vitae or certificates or professional registration have been approved by authorizing bodies. Staff employed must be relevant to the project with intended actual participation in the project. There should be a clear breakdown of all staff members that intend to be involved in the projects in terms of man month realistically to the actual individual executing a particular task. There must be a clear breakdown of all staff that intends to be

involved in the projects in terms of man month realistically to the actual individual executing a particular task;

- v) The Consultant must describe in its technical proposal the system of quality assurance and how the firm will support experts on site with all required logistical support. Quality control of reports in terms of content, (standardized) layout and quality of language is a key aspect of quality assurance;
- vi) Provide evidence of sufficient independent qualified manpower/ professionals in case the firm executes more than one assignment simultaneously;
- vii) Present quality assurance system and how the firm will support experts on site with all required logistics. Quality control of reports in terms of contents, layout and language is key aspect of quality assurance;
- viii) Present a full range of specialists to cover all the technical fields included in the project and make these services available as required during the Contract's term, and;
- ix) The consultant team shall include among others the key personnel and qualifications as indicated in Table 2 and 3. The consultant shall provide adequate person-month to each of the key staff to cover the project time frame.

3.1 Experts and their Qualifications

Table 2: Key expert's qualifications during design works and tendering (Phase One)

Category	Qualifications and Experience
Team Leader (1)	There shall be a Team Leader who must be an Architect or Engineer or Quantity Surveyor with a minimum qualification of

Category	Qualifications and Experience
	<p>Bachelor Degree or equivalent in Civil Engineering/Construction Management/Architecture/Building Economics/ Quantity Surveying/ Construction Technology.</p> <p>She/he must have at least 10 years cumulative experience in design and preparation of World Bank or similar Standard Bidding and Contract documents for projects.</p> <p>Must have served in a similar capacity in the design and implementation of three (3) projects of similar magnitude and complexity in the last ten (10) years.</p> <p>Must be fluent in English (writing and speaking), registered by a relevant professional Board and demonstrate good communication and interpretation skills.</p> <p>A clear demonstration – supporting documents of his/her project management abilities for new design and rehabilitation works in the past 10 years of 3 projects with a total cumulative value of not less than Tshs 10B and a working knowledge of ICT applications will be an added advantage.</p> <p>Must demonstrate good communication and interpersonal skills and working knowledge of ICT applications. Fluency in written and spoken English is mandatory. Registration as a professional by the relevant Board is necessary.</p>
Architect (1)	<p>There shall be an Architect with a degree in Architecture or equivalent. and registered by a relevant professional Board.</p> <p>She/he must have at least ten (10) years cumulative experience in architectural studies practice, planning and designs. She/he must have served in a similar position in at least Two—three (3) projects of similar magnitude and complexity within the last 10 years. Must be fluent in English (writing and speaking) and demonstrate good communication skills. A working knowledge of ICT will be an added advantage.</p> <p>Must be conversant with all aspects of architectural design,</p>

Category	Qualifications and Experience
	<p>landscaping, interior design, and Computer Aided Designs (CAD) plus Microsoft office.</p> <p>Supporting documents demonstrating her/his knowledge in design and construction planning to be attached. Evidence of his/her experience in executing 3 projects of total cumulative value not less than TZS 5 Billion is vital.</p> <p>The Architect should have proven ability to lead the design teams in the design (new and rehabilitation) and supervision of construction activities.</p>
Interior Designer (1)	<p>There shall be an Interior Designer possessing a minimum of Bachelor Degree in Architecture in Interior Designing. She/He must have at least five (5) years working experience and three (3) years of practical working experience in interior design in the construction industry as a whole.</p> <p>The Interior Designer should have proven ability to lead and effectively supervise a team to design internal layout.</p> <p>Understanding of forms and buildings functionality is mandatory. Also, must be conversant with all aspects of architectural design, landscaping, interior design, and Computer Aided Designs (CAD) 3D Max, turbo, Live Homes 3D pro etc.</p> <p>Supporting documents demonstrating her/his knowledge in new design, rehabilitation approaches and construction planning to be attached. Evidence of his experience in executing projects of similar magnitude and complexity is mandatory.</p> <p>She/he must have excellent communication skills, fluency in written and spoken English and registered by a relevant Professional Board.</p>

Category	Qualifications and Experience
Principal Engineer (1)	<p>There shall be a Principal Engineer, who is a Registered Civil/ Structural/Geotechnical Engineer with a bachelor degree in the relevant field(s). working knowledge of ICT application will be an added advantage. She /he must have at least ten (10) years cumulative experience in building and civil engineering designs.</p> <p>She/he must have at least ten (10) years cumulative experience in building and civil engineering designs. Must have served in a similar capacity on at least three (3) projects of similar magnitude and complexity within the last 10 years. The Civil/ Structural Engineer must be conversant with all aspects of reinforced concrete design, design of steel structures, design of timber and steel structures, strength of materials, and soil mechanics.</p> <p>Supporting documents illustrating his/her actual participation in both new design and rehabilitation projects of similar nature is vital.</p> <p>A clear demonstration – supporting documents of his/her value engineering solutions for project of similar magnitude (with value of not less than TZS 5 Billion in the previous 10 years is an added advantage.</p>
Quantity Surveyor (1)	<p>There shall be a Quantity Surveyor who must be a Registered Building Economics or Quantity Surveyor with a degree in Building Economics/Quantity Surveying. She/he must have at least ten (10) years cumulative experience in conducting measurement of quantities in infrastructure projects.</p> <p>She/he must have served as a Measurement/Quantity Surveyor in at least three (3) projects of similar magnitude and complexity within the last 10 years.</p> <p>Supporting documents for preparation of BOQs (rehabilitation and new projects), valuation of project with value not less than</p>

Category	Qualifications and Experience
	<p>TZS 10 billion are vital.</p> <p>Evidence of experience in dealing with contractual and legal matters and managing costs to make sure that the initial budget is not exceeded is mandatory.</p> <p>Experience in dealing with contractual and legal matters and managing costs to make sure that the initial budget is not exceeded is mandatory.</p> <p>She/he must have excellent communication skills and fluent in both written and spoken English.</p>
<p>Services Engineer (Mechanical/plumbing) (1)</p>	<p>There shall be a Service Engineer who is a Professional Mechanical/ Sanitation Engineer with a degree in Mechanical/ Sanitation Engineering. She/he must have at least seven (7) years (2012 - 2021) cumulative experience in design and mechanical installations.</p> <p>She/he must have served in similar capacity in design of mechanical installations in at least three (3) projects of similar magnitude and complexity.</p> <p>Experience in supervision of plumbing systems (cold and hot water installation, waste and soil water systems), drainage and sewage systems, mechanical ventilation, lift design, firefighting, security systems, and the construction industry as a whole.</p> <p>Supporting documents demonstrating her/his knowledge in design (both new and rehabilitation projects) and mechanical installations management should be submitted. Evidence of his/her experience in executing projects of value not less than TZS 5 Billion in vital.</p> <p>Illustration of his/her ability to provide cost effective mechanical engineering solutions as per design and site conditions is vital. She/he must have excellent communication skills and be fluent in both written and spoken English.</p>

Category	Qualifications and Experience
<p>Services Engineer (Electrical) (1)</p>	<p>There shall be a Service Engineer who is a Registered Electrical Engineer with a degree in Electrical Engineering. She/he must have at least (7) years cumulative experience in design of electrical installations and the construction industry as a whole. She/he must have served in similar capacity in design of electrical installations in at least three (3) projects of similar magnitude and complexity.</p> <p>The Electrical Engineer must be conversant with all aspects of design and construction/installations of electrical systems in office/public buildings and supply main connections in at least three (3) projects of similar magnitude and complexity.</p> <p>Supporting documents demonstrating her/his knowledge in design and construction management to be submitted. Evidence of his experience in executing projects of not less than TZS 5 Billion is necessary.</p> <p>Illustration of his/her ability to provide cost effective electrical engineering solutions for new design and rehabilitation works as per site conditions is vital.</p> <p>Knowledge in CAD programs and costing/ valuation of electrical works is necessary.</p> <p>She/he must have excellent communication skills and fluent in both written and spoken English.</p>
<p>ICT Engineer (1)</p>	<p>There shall be a certified ICT Engineer holding a degree in ICT/ Computer science/ Information Technology or equivalent. She/he must have at least five (5) years cumulative experience in ICT projects.</p> <p>She/he must have served in similar capacity in at least two (2) projects of similar magnitude and complexity.</p> <p>Supporting documents of his/her actual involvement in such projects is necessary.</p> <p>ICT Consultant should possess enough work experience in</p>

Category	Qualifications and Experience
	<p>Technical solution designs, integration and expansion for large ICT projects, Wireless LAN design, Implementation and Management, Structured Cabling Design and Installation, Core network design, Server room layout design and equipment installation, TCP/IP protocol stack, Voice and Video over IP service delivery using proprietary and open source platforms, Network analysis tools, Configuration of network equipment, Access Control/Security System and Communication Systems Analysis. Fluency in written and spoken English is mandatory.</p>
<p>Land Surveyor (1)</p>	<p>There shall be a Land Surveyor who is a Registered Topographical Surveyor with a degree in land surveying. Working knowledge of ICT applications will be an added advantage.</p> <p>She/he must have at least five (5) years cumulative experience in land surveying and related infrastructure. She/he must have served as a Topographical Surveyor in at least three (3) projects of similar magnitude and complexity.</p> <p>Supporting documents of his/her actual involvement in such projects is necessary.</p> <p>Should be registered with a recognized Professional Board.</p> <p>Possessing valid practicing License is applicable.</p> <p>Fluency in written and spoken English is mandatory.</p>
<p>Environmental Specialist</p>	<p>There shall be an Environmental Specialist holding Bachelor Degree in Environmental Engineering or Sciences with broad range of experience in ESIA.</p> <p>Experience in environment management issues in tropical countries is mandatory during supervision of construction project in order to ensure that the construction works adhere to developed project reports e.g., ESIA/ESMP.</p> <p>She/he must have knowledge and understanding on World Bank's Environmental and Social Framework (ESF)</p>

Category	Qualifications and Experience
	<p>and associated Environmental and Social Standards (ESS) to address environmental and social issues within the project cycle.</p> <p>She/he must have served in similar capacity in design of environmental systems and installations in at least three (3) projects of similar magnitude and complexity.</p> <p>Supporting documents of his/her actual involvement in such projects is necessary.</p>
<p>Geo-technical/Material Engineer (1)</p>	<p>There shall be a Geo-technical/Material Engineer who must be a registered Civil Engineer possessing a Bachelor Degree or equivalent in Geo-technical Engineering/ Highway/ Material Engineering with a minimum of 10 years of geotechnical experience. Working knowledge of ICT applications will be an added advantage.</p> <p>Experience of at least three (3) projects with supporting documents of similar nature and size in terms of scope is also an added advantage.</p>

Category	Qualifications and Experience
Social Expert (1)	<p>There shall be a Sociologist who must have a Degree in Sociology, Social Anthropology, Industrial relations, Gender, Social Sciences, Development Studies, Community Development or related fields with a minimum of seven (5) years of relevant experience.</p> <p>He/she must have working experience related to social impact management in the supervision of construction projects including ensuring that the construction works adhere to developed project reports e.g., ESIA/ESMP.</p> <p>He/she should have sufficient qualifications and experience to provide Environment, Social (including sexual exploitation and abuse (SEA) and gender-based violence (GBV), Health and Safety [ESHS] oversight.</p> <p>Relevant experience in supervising construction project(s) which follow specific relevant standards of World Bank Group EHS Guidelines including adverseness to the Equal Employment Opportunity principles and the Ethnic Affairs will be an added advantage. He/she must be fluent in written and spoken English and ability to communicate ideas freely and easily are essential qualities.</p> <p>Where applicable should be registered with a recognized Professional Board with valid practicing license.</p>

Table 3: Key expert’s qualifications during supervision and DLP (Phase Two)

Category	Qualifications and Experience
Team Leader (1)	<p>There shall be a Team Leader who must be an Architect or Engineer or Quantity Surveyor with a minimum qualification of Bachelor Degree or equivalent in Civil Engineering/Construction Management/Architecture/Building Economics/ Quantity Surveying/ Construction Technology. She/he must have at least 10 years cumulative experience in design and preparation of World Bank or similar Standard Bidding and Contract documents for projects.</p> <p>Must have served in a similar capacity in the design and implementation of two (2) projects of similar magnitude and complexity in the last Ten (10) years.</p> <p>Supporting documents illustrating his/her actual participation in successful project construction and management of similar nature from site handover to completion of defect liability period is vital. A clear demonstration – supporting documents of his/her successful project and construction management abilities in the past 10 years of projects with a value of not less than TZS 10 Billion is an added advantage.</p> <p>Must be fluent in English (writing and speaking), registered by a relevant professional Board and demonstrate good communication and interpretation skills. A working knowledge of ICT applications will be an added advantage.</p>
Architect (1)	<p>There shall be an Architect with a degree in Architecture or equivalent and registered by a relevant professional Board. She/he must have at least ten (10) years cumulative experience in architectural studies, planning and designs.</p> <p>She/he must have served in a similar position in at least Two (2) projects of similar magnitude and complexity within the last 10</p>

Category	Qualifications and Experience
	<p>years. Must be conversant with aspects of architectural design, landscaping, interior design, and Computer Aided Designs (CAD) plus Microsoft office. Supporting documents demonstrating her/his knowledge in design and construction planning to be attached.</p> <p>Evidence of his experience in executing projects with a total value of not less than TZS 10 Billion is an added advantage. The Architect should have proven ability to lead the design teams in the design and supervision of construction activities. Must be able to make freehand sketches on site and provide construction resolutions on site. Must be fluent in English (writing and speaking) and demonstrate good communication skills. A working knowledge of ICT applications will be an added advantage.</p>
<p>Principal (Structural) Engineer (1)</p>	<p>There shall be a Principal Engineer, who is a Registered Civil/Structural/Geotechnical Engineer with a bachelor degree in the relevant field(s). Working knowledge of ICT applications will be an added advantage.</p> <p>She /he must have at least ten (10) years cumulative experience in building and civil engineering designs. Must have served in a similar capacity in at least three (3) projects of similar magnitude and complexity within the last 10 years.</p> <p>The Civil/Structural Engineer must be conversant with construction applicability of reinforced concrete design, design of steel structures, design of timber and steel structures, strength of materials, soil mechanics.</p> <p>Supporting documents illustrating his/her actual participation in projects of similar nature is vital.</p> <p>A clear demonstration – supporting documents of his/her value engineering solutions for project(s) of similar magnitude (with value of not less than TZS 5 Billion) in the previous 10 years is an added advantage.</p>

Category	Qualifications and Experience
	<p>Must be conversant with pavement design</p> <p>Fluency in written and spoken English is mandatory.</p>
<p>ICT Engineer (1)</p>	<p>There shall be a certified ICT Engineer holding a degree in ICT/ Computer science/ Information Technology or equivalent. She/he must have at least five (5) years cumulative experience in ICT projects. She/he must have served in similar capacity in at least two (2) projects of similar magnitude and complexity.</p> <p>Supporting documents of his/her actual involvement in such projects is necessary.</p> <p>ICT Consultant should possess enough work experience in Technical solution designs, integration and expansion for large ICT projects, Wireless LAN design, Implementation and Management, Structured Cabling Design and Installation, Core network design, Server room layout design and equipment installation, TCP/IP protocol stack, Voice and Video over IP service delivery using proprietary and open source platforms, Network analysis tools, Configuration of network equipment, Access Control/Security System and Communication Systems Analysis. Fluency in written and spoken English is mandatory.</p>
<p>Interior Designer (1)</p>	<p>There shall be an Interior Designer possessing a minimum of Bachelor Degree in Architecture in Interior Designing. She/He must have at least five (5) years working experience and three (3) years of practical working experience in interior design in the construction industry as a whole.</p> <p>The Interior Designer should have proven ability to lead the interior design teams in the design and supervision of internal layout. She/he must also be conversant with all aspects of architectural design, landscaping, interior design, and Computer Aided Designs (CAD). (CAD) 3D Max, turbo, Live Homes 3D pro</p>

Category	Qualifications and Experience
	<p>etc.</p> <p>Supporting documents demonstrating her/his knowledge in new design, rehabilitation approaches and construction planning to be attached. Evidence of his experience in executing projects of similar magnitude and complexity is mandatory.</p> <p>She/he must have excellent communication skills, fluency in written and spoken English and registered by a relevant Professional Board.</p>
Resident Engineer	<p>There shall be a Resident Engineer who shall be on site full time and responsible for keeping the site diary for day-to-day activities/events throughout the construction period.</p> <p>She/He shall be a registered engineer/architect/ Quantity Surveyor/Civil/Structural/Geo-technical Engineer with a degree in the above field. with relevant experience in at least five (5) years projects of similar nature and complexity. The Engineer shall be responsible for issuing directions/instructions to the contractor or to the foreman-in charge.</p> <p>Must have served in a similar capacity on at least three (3) building projects of similar magnitude and complexity within the last 10 years.</p> <p>He/she shall be responsible for giving directions/instructions to the contractor or to the foreman-in charge in respect of; the interpretation of the Tenderers' instructions, Drawings, specifications, or bill of quantities; and any other matter in respect of which the Architect is expressly empowered to issue instructions and on which the Tenderers have authorized in writing the resident engineer/ clerk of works so to act.</p> <p>He/she will be responsible for keeping the site diary for day-by-day activities/events.</p> <p>Supporting documents of his/her actual involvement in such projects is necessary. Fluency in written and spoken English and</p>

Category	Qualifications and Experience
	ability to express ideas freely is essential.
Quantity Surveyor (1)	<p>There shall be a Principal Quantity Surveyor who must be a Registered Building Economics or Quantity Surveyor with a degree in Civil Engineering/Building Economics/Quantity Surveying.</p> <p>She/he must have at least seven (7) years cumulative experience in conducting measurement of quantities in infrastructure projects. She/he must have served as a Measurement/Quantity Surveyor in at least three (3) projects of similar magnitude and complexity within the previous ten (10) years.</p> <p>Supporting evidence to demonstrate successful valuation of project(s) with value not less than TZS 10 Billion is necessary. Must be well conversant with current market prices</p> <p>Evidence of experience in dealing with contractual and legal matters is vital. Managing costs and providing cost projection prior to the contractor's application of payment to make sure that the initial budget is not exceeded is mandatory.</p> <p>She/he must have excellent communication skills and be fluent in both written and spoken English.</p>
Services Engineer (Mechanical /Plumbing) (1)	<p>There shall be a Service Engineer who is a Registered Mechanical/ Sanitation Engineer with a degree in Mechanical/ Sanitation Engineering.</p> <p>She/he must have at least five (5) years cumulative experience in design and mechanical installations such as plumbing systems (cold and hot water installation, waste and soil water systems), drainage and sewage systems, mechanical ventilation, lift design, firefighting, security systems, and the construction industry as a whole.</p>

Category	Qualifications and Experience
	<p>She/he must have served in similar capacity in design of mechanical installations in at least three (3) projects of similar magnitude and complexity. Evidence of his/her experience in managing construction of projects of value not less than TZS 5 Billion is vital.</p> <p>Illustration of his/her ability to provide cost effective mechanical engineering solutions during construction as per site conditions is vital.</p> <p>Knowledge in CAD programs and costing/ valuation of mechanical works is necessary.</p> <p>She/he must have excellent communication skills and be fluent in both written and spoken English.</p>
<p>Services Engineer (Electrical) (1)</p>	<p>There shall be a Service Engineer who is a Registered Electrical Engineer with a degree in Electrical Engineering. She/he must have at least seven (7) years cumulative experience in design of electrical installations.</p> <p>She/he must have served in similar capacity in design of electrical installations in at least three (3) projects of similar magnitude and complexity.</p> <p>The Electrical Engineer must be conversant with all aspects of design and construction/installations of electrical systems in laboratories, office/public buildings and supply main connection.</p> <p>Must be conversant with all aspects of design and construction/installations of electrical systems in office/public buildings and supply main connection.</p> <p>She/he must have served in similar capacity in design of electrical installations in at least three (3) projects of similar magnitude and complexity.</p> <p>Supporting documents demonstrating her/his knowledge in design and construction management to be submitted. Evidence of his experience in supervising the executing projects of not less</p>

Category	Qualifications and Experience
	<p>than TZS 5 Billion is necessary.</p> <p>Illustration of his/her ability to provide cost effective electrical engineering solutions as per design and site conditions is vital.</p> <p>Knowledge in CAD programs and costing/valuation of electrical works is necessary</p> <p>She/he must have excellent communication skills and be fluent in both written and spoken English.</p>
<p>Social Expert (Sociologist) (1)</p>	<p>There shall be a Sociologist who must have a Degree in Sociology, Social Anthropology, Industrial relations, Gender or related fields with a minimum of five (5) years of relevant experience.</p> <p>He/she must have a working experience related to social impact management in the supervision of construction project(s) including ensuring that the construction works adhere to developed project reports e.g., ESIA/ESMP.</p> <p>Relevant experience in supervising construction project(s) which follow specific relevant standards of World Bank Group EHS Guidelines including adverseness to the Equal Employment Opportunity principles and the Ethnic Affairs will be an added advantage.</p> <p>He/she must be fluent in written and spoken English and ability to communicate ideas freely and easily are essential qualities.</p> <p>Where applicable should be registered with recognized professional bodies.</p>
<p>Environmental Specialist (1)</p>	<p>There shall be an Environmental Specialist holding a Bachelor Degree in Environmental Engineering/Sciences. working knowledge of ICT applications will be an added advantage.</p> <p>She/he must have a minimum of five (5) years of experience including experience in ESIA and host community assessments.</p> <p>Experience in environment management issues in tropical countries is mandatory during supervision of construction project</p>

Category	Qualifications and Experience
	<p>in order to ensure that the construction works adhere to developed project reports e.g., ESIA/ESMP.</p> <p>She/he must have served in similar capacity in design of environmental systems and installations in at least three (3) projects of similar magnitude and complexity.</p> <p>Supporting documents of his/her actual involvement in such projects is necessary.</p> <p>He/she must be fluent in written and spoken English and ability to communicate ideas freely and easily are essential qualities.</p>
Land Surveyor	<p>She/he must be a Registered Topographical Surveyor with a degree in land surveying, and registered with a recognized Professional Board. She/he must have at least five (5) years cumulative experience in land surveying and related infrastructure.</p> <p>She/he must have served as a Topographical Surveyor in at least three (3) projects of similar magnitude and complexity. Supporting documents of his/her actual involvement in such projects is necessary.</p> <p>Should be registered with a recognized Professional Board. Where applicable possession of a valid practicing license is necessary. She/he must have excellent communication skills and fluent in both written and spoken English.</p>

Non-Key Experts

In addition to the key personnel designated above, the Consultant may deploy Non-Key Expert to assist with the supervision of the works as deemed fit. In this case, it's discretion of the Consultant to propose Non-Key Experts for successful implementation of the assignment.

Note that CVs for Support Staff will not be evaluated. However, evidence of professional registration and academic certificates for key staff should be submitted and will be evaluated.

4.0 PROPOSED PERSON MONTH FOR THE ASSIGNMENT

The estimated number of professional staff-months required for the assignment is **60** Staff- Months as summarized in table 5 below.

Table 4: Person Month (Design and Tendering - Phase One)

S/N	Key Staff	(Phase I) Design & Tendering	(Phase II) Supervision	(Phase III) Defect Liability Period
1	Team Leader	1	2	0.5
2	Architect	2.5	3	0.75
3	Interior Designer	0.5	0.5	0
4	Structural Engineer	1.5	1.5	0.25
5	Electrical Engineer	0.8	1.25	0.25
6	Mechanical Engineer	0.8	1.25	0.25
7	ICT Engineer	0.5	0.8	0.15
8	Resident Engineer (KICoB)	0	15	0.75
	Resident Engineer (Moshi)	0	15	0.75
9	Quantity Surveyor	1.25	2	0.5
10	Land Surveyor	0.6	0.2	0

S/N	Key Staff	(Phase I) Design & Tendering	(Phase II) Supervision	(Phase III) Defect Liability Period
11	Geotechnical Surveyor	0.6	0	0
12	Environmental Specialist	0.4	0.8	0.25
13	Social specialist	0.8	0.16	0.5
	TOTAL PERSON MONTH	11.25	43.46	4.9

5.0 CONSULTANCY FEES AND PAYMENTS

The assignment is divided into three phases: Phase 1- Design and bidding document preparations (3 months), Phase 2 - Supervision phase Moshi and Shinyanga Lots (18 months) and Phase 3 - Defect Liability Period (12 months). The consultants should clearly indicate the costs of each activity when submitting their financial proposal. Payment to the consultant will be made in consideration of the achieved milestone based on project activities. Payment shall be effected after completion of specific tasks and submission of the associated reports. Milestone for payments shall be effected after submission and obtaining approval of the under mentioned activities with the associated reports/documents. The following are the terms and conditions of payment: -

The Consultant shall clearly submit separately each consultancy services (technical and financial) fee on design and supervision activities when submitting the financial proposals. Payment shall be paid monthly as per terms and conditions of the contract. The Consultant shall price separately for each stage described above (Design and Supervision Phase). The Consultant's remuneration shall be deemed to cover all liabilities, taxes, travel costs and support of his head office staff, Resident

Engineer (RE)/Clerk of Works (CoW) and all his obligations other than additional services not covered by these terms of reference.

Detailed fee for design and supervision shall be submitted separately as financial proposal. Reimbursable expenses, which cover all out-of-pocket expenses, shall be made against contractual acceptable documentary evidence, as agreed with the Client.

Table 5: Consultant Fee and Payment

Phases	Description of deliverables	Time
Phase 1: Design, preparation of bidding documents, drawings and BoQ	Submission of Acceptable design report: Topographical and geotechnical reports; Architectural drawings; Structural drawings; Mechanical drawings; Technical specifications Service drawings; Interior and exterior design and 3D views and; Bills of Quantities (BoQ); Bidding document(s).	3 months
Construction Supervision and Defect Liability Period	During this phase, all remunerations to the consultant shall be time based as per terms and conditions of contract. The professionals to be deployed on supervision works as mentioned in Table 5 of this TOR shall be allocated with their person months expected and compute their fees resulting thereof. Deliverables includes: <ul style="list-style-type: none"> - Monthly/ Quarterly Progress Reports - Testing and Commissioning Report - Operation and maintenance manual - Final Construction Report - Final account - Any other report as might be required by Client 	Monthly

5.1 Site visit by the consultant

- (a) The Consultant at their own costs is advised to visit and examine the Sites and obtain all information that may be necessary for preparing their proposals under this assignment;
- (b) The Consultant should ensure that the Client is advised of the site visit in adequate time to allow appropriate arrangements, and;
- (c) The costs of visiting the Site shall be borne by the Consultant.

During the course of this assignment, the Consultant is free to seek any additional information/clarification on any issue relating to the earmarked Project from MoCU.

6.0 ARRANGEMENTS FOR SITE VISIT BY THE CONSULTANT

Prior to the execution of the assignment, the Consultant is advised to conduct a site visit to familiarize themselves with the project areas (Moshi and Kizumbi-Shinyanga). The Consultant shall ensure that the University is informed in advance to make proper and appropriate arrangements accordingly. The Consultant is free to seek additional information/clarification on any issue relating to the earmarked Project. The same (information) shall be timely provided to the Consultant to allow preparation of their proposals for the project. Notwithstanding the aforesaid, the consultant shall bear their own cost of visiting the site.

7.0 DELIVERABLES

The Consultant shall prepare and submit to the University the following reports and documents as stipulated hereunder. Reports and documents shall be in English in a format and copies as directed by the Client and the World Bank.

7.1. Design and Tendering (Phase I)

Review documents/reports, detailed design, preparation of bidding documents, BOQ and Cost estimates.

7.1.1 Documents

The Consultant shall prepare and submit four (4) sets of proposed tender documents comprising of drawings for building and services, specifications, geotechnical investigation report, feasibility study, topographical survey, ESIA integration in the design and Bills of Quantities. Five (5) sets of Drawings Handbook of site layout shall also be submitted in both soft copy formats and hard copies. For compatibility reasons with Client's equipment, the consultant shall submit soft copy drawings in ArchiCAD, AutoCAD and DXF format in a hard drive. In addition, the Team shall submit to the client some perspective view drawings, in soft copy format and in three each of A₀ and A₃ hard copies.

7.1.2 Reports

The Team shall prepare and submit three sets of reports; i.e., inception report, Draft final report and final report etc.

a) Inception report

Inception report is designed to give the Client confidence that the assignment can be carried out as planned and as agreed upon in the contract. The report shall include but not limited to professional staff deployed and detailed involvement of staff in execution of duties. The report will also indicate the key Client's requirements including site information and its appraisal and further provide Consultant's work-plan, stating Consultant's services and general understanding of scope of those services, and frequency of reporting for approval by client. The report should also bring to its attention major problems that might affect the direction and progress of the work if any. The inception report for the design phase shall be submitted to Client in three (3) copies within 14 days after commencement of the assignment. The Client shall review and approve the report within a period of seven (7) calendar-days. The final document will be submitted within seven (7) days after the consultant has

received comments to enable the Consultant to proceed with the next stage in the assignment.

b) Outline design proposal

This should cover all aspects of different studies carried out by the Consultant which includes but not limited to Geotechnical investigation and Topographical survey, Feasibility study and other relevant reviews including all necessary advice on statutory requirements. The Consultant shall submit a design proposal analyzing the Client's requirement including approximated or preliminary cost estimates for the initial Client approval.

c) Schematic Design Report

Considering Client approvals and comments, this document shall comprise a developed scheme design from the outline proposals that accommodate amendments directed by the Client. The Scheme design report shall illustrate the size and character of the project in sufficient detail to enable the Client to agree on special arrangements, material and appearance.

d) Draft final report

Draft final reports shall include an outline review of existing designs if any including site layouts, specifications and preliminary cost. The report will be discussed with the University Management while in draft form for more input (if any). The Teams will use such inputs to improve the draft final report discussed.

e) Final Report-Phase I (Design and Tendering)

Detailed Design Report covering all aspects of designs including architectural, structural, services (mechanical, electrical, plumbing and ICT) drawings, Bill of quantities, specifications (an approved type of construction, quality of material and standard of workmanship) and a

complete set of tender documents that shall incorporate development of all necessary comments and suggestions provided by the University.

The final report shall be due on the completion of Phase I assignment. A physical presentation in *power point* format will be part of Final Report. The report must be submitted in 5 hard copies duly signed by the Team Leader, final detailed design report and Tender documents for tendering purposes. These reports shall be submitted one week after receiving Client's and/or comments should there be any. Electronic version (in PDF format) shall be submitted to the client via agreed electronic device(s).

7.2 Project Supervision (Phase II)

7.2.1 Contract Management and Supervision

The consultant shall undertake supervision of construction works as stipulated in the Contract. It is also expected that the Supervision phase will be done in stages based upon deliverables set by the Client.

7.2.2 Inception Report

The Consultant shall submit a mobilization report within four (4) weeks after the notification of the commencement of the Construction stage. The Consultant shall present to the University consolidated work plan outlining methodologies, staff schedule, and quality assurance. The mobilization report will address the following among others:

- (a) Methodology and Scoping;
- (b) Detailed program of work, showing time, duration and personnel as well as the inter-relationship between activities, and;
- (c) Proposed methodology for tracking compliance with applicable technical specifications and Tanzania environmental laws and regulations, and site-specific Environmental and Social Management Plan (ESMP).
- (d) Report format and frequency should be presented for review and approval at this stage of the project.

7.2.3 Monthly and Quarterly progress reports

The Consultant shall prepare and submit monthly progress reports which shall address the status of work measured as “percent completion” against the schedule approved at the onset of work. The monthly progress reports shall contain an accurate, up to date, account of all work accomplishments, work schedule and outstanding issues of the Contractor.

The reports shall also address the compliance of the Contractor and the works permits, ESMP, GRM/SEA/SH tracking reports ESMP, GRM/SEA/SH tracking reports as well as financial and scheduling commitments. At the end of each report the Consultant shall append colored progress pictures for physical progress at site for the particular reporting period. These reports shall be submitted to the Client not later than 7 days of the month following the end of the monthly period covered by each report.

The quarterly reports shall be submitted to the Employer no later than 7th day of each yearly quarter (3 months) of project execution. A report format shall be submitted in the mobilization report for approval.

The monthly and quarterly report shall contain physical and financial progress and implementation and monitoring of the ESMP, HSMP and other plans such as stakeholder engagement plan. The format of the monthly progress report shall broadly consist of:

- Cover to indicate Country, Regional, District, Beneficiary, Project name and Chronological number of reports;
- Page 1 - Index;
- Page 2 - Location map of project site/s
- Page 3 - Project details – All relevant dates of the Contract, such as the Contract signature date, site insurance expiry date, construction

permit expiry date, mobilization date, contract expiry date and other relevant dates;

- Page 4 - Block diagram of Supervising Engineer's personnel with names;
- Page 5 - Block diagram of Contractor's personnel with names;
- Page 6 - Responsibility Assignment Matrix (who is in charge of what, names of certified laboratories or approving agencies where official tests will be performed);
- Page 7 - Project Schedule to be updated monthly;
- Page 8 - Percentage completion of BOQ showing drawdown;
- Page 9 - Brief description (text) of construction activities carried out over the last month;
- Page 10 - Description (text) of laboratory and in-situ tests carried out over the last month and a review of the results obtained. Test readings and laboratory reports should be in a separate annex.
- Page 11 - CMP – 1-page description of approved Construction Management Plan in 1st progress report. (In the 2nd and successive reports, only report changes in CMP and any deviations by the contractor);
- Page 12 - ESMP – Draw up matrix table for project with help from a separate ESIA report finding; include reporting requirements for environmental and social issues as per the approved environmental and social management plans, like resettlement, livelihoods, stakeholder consultation, grievances registered and resolved, labor influx issues;
- Page 13 - Health and Safety plan report sheet drawn up by contractor;
- Page 14 - Status of personnel and human power on site (previous month and current month);
- Page 15 - Status of Plant and equipment on site (previous month and current month);
- Page 16 - Status of stockpiles and materials on site in table format;

- Page 17 - Daily weather diary for the month of reporting;
- Page 18 - Chronological list of all official correspondence with contractor and client;
- Page 19 - List of Revisions, drawings or variations (date initiated, and date approved, and date issued);
- Page 20 - Status of Project grievance redress mechanism including issues to be resolved - Client-Stakeholder or Client-Contractor-Sub contractors;
- Page 21- Financial draw down. Funds still available for disbursement, Interim Payment Certificate (IPC) and cumulative drawdown;
- Page 22 - Supervising Engineer's comments on the progress of the works;
- Page 22 - Supervising Engineer's suggestions/feedback for head office/client;
- Annex 1- Progress photos from site – Low resolution pictures, 3 to each page, total 5 or 6 pages, and;
- Annex 2- Attach copies of official lab results (concrete, aggregate and batching water quality, environmental readings where appropriate, etc.).

Weekly Reports

Weekly reports to be submitted every Monday during the project. Daily reports must be documented, compiled and submitted to the client along the weekly report for schedule and scope management. This will enhance quality control in line with documented quality assurance from methodologies provided;

7.2.4 Completion report and Practical Completion Certificate

The report should be due on completion of the construction work. The report will be discussed while it is still in draft form for input (if any). A physical presentation in *power point* format shall be part of Final Report.

Upon completion of the project, the consultant shall prepare a practical completion certificate and hand it over to the Project Implementation Unit on behalf of the University Management.

The Report will mark the start of the Defects Liability Period and shall also include a summary of activities and components completed as well as a list of outstanding works and snag list. The report shall cover at least the following items:

- a) Background, objectives, and scope of the construction package;
- b) The quality, conformity, consistency of construction practices;
- c) The utility and quality of constructed buildings;
- d) The outstanding defects that the Contractor must rectify before operational acceptance and handover of completed works;
- e) Schedule for rectifying defects;
- f) A schedule of defects and maintenance criteria to guide assignment of liability for defects including environmental liabilities, and;
- g) A schedule of inspections and testing which the Consultant has carried out and other defects that might arise during the defect liability period.

7.2.5 Final Completion and Handing Over Report

The Consultant shall prepare a final report of the project, as defined, including recommendation to the Client for final acceptance of all the works as stipulated in the contract documents and amendments. This shall also include built drawings and quality certification documents. A final completion and handover report shall be prepared upon completion of the defects' liability period.

8.0 IMPLEMENTATION TIME FRAME AND SCHEDULE

8.1 Time frame

The overall time frame for implementation of consultancy works for design and supervision is estimated at a total of 16.08 total man months

(8.14-Man Month Design and Tendering, 7.06Man Months Construction and Supervision and 0.88Man Months Defects liability Period) starting from the date of commencement of Consultant’s assignment. The defect liability period shall be extended to a period of Twelve (12) calendar-months after completion of works.

8.2 Implementation Schedule

The breakdown of the estimated time frame and implementation schedule for the proposed construction of Academic Complex, Students’ Hostel, and Administration Building is set out in the Table 7:

Table 6: Implementation time frame for design and supervision stage

SN	Activity description	Duration (months)
1.	<i>Design and Tendering (Phase 1)</i>	
	<i>Commencement of services</i>	<i>M</i>
A	Inception report	M+0.5
B	Outline design proposals	M+1.5
C	Schematic Design	M+1.5
D	Submission of Preliminary/Draft Detailed Design Report and bidding documents	M+2
E	Submission of acceptable Final Design Report and bidding documents	M+3
2.	<i>Project Supervision (Phase II)</i>	
A	Mobilization of the Contractor	1
B	Construction and Supervision	17
C	Defects Liability Period	12
	Total Duration	33

9.0 DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

9.1 Information to be provided by the Client

The Client will provide basic data needed to facilitate the assignment including assistance on matters related to administration as required for carrying out the work and liaison. Likewise, the Consultant will have access to all available information as may be determined from time to time. A pre-briefing meeting will be held at Moshi Co-operative University (Main Campus-Sokoine Road) with prospective consultants on a date to be determined.

9.2 Obligations of Consultant and Client

9.2.1. Consultant

The Consultant among other things shall:

- (i) Comply with national policies, laws, regulations as well as the World Bank Environmental and Social Framework, standards and guideline notes; the HEET Environmental and Social Management Framework (ESMF); and the HEET Stakeholders Engagement Plan;
- (ii) Take into account Environmental and Social Impact Assessment (ESIA) report;
- (iii) Execute the assignment as described in the ToR and shall provide such facilities, staff and equipment that will enable execution of the assignment in a timely and efficient manner;
- (iv) Organize the Office provided and shall be responsible for his accommodation, transport, equipment, supplies, secretarial services and such other services that are necessary for smooth and efficient execution of the assignment;
- (v) Work with counterpart staff from the University for the duration of the consultancy service. The counterpart staff will be fully integrated within the consultant's operations for capacity building;

- (vi) Ensure designs are aligned with the Master plan which shall be provided by the Client;
- (vii) Prepare and review specifications and bills of quantities for the entire assignment including submission of confidential cost estimates of the various components. The cost should include estimates for fixed and moveable equipment, computers, projectors and furniture as appropriate;
- (viii) Prepare and review bidding documents for the entire assignment. Assist the client in obtaining qualified contractors for the execution of the works. In doing so the consultant shall be available to assist the Client in the bidding proceedings and undertake the following activities:
 - a) Provide detailed clarification as requested from the bidders.
 - b) Assist the Client and the Tender Board in the preparation of the Bid Evaluation Report, negotiation, and recommendations for award.
- (ix) Be responsible for the quality, safety, and security of the submitted designed works and specifications;
- (x) Adhere to different statutory obligations such as; insurance, taxes, and duties related to the design works shall be the responsibility of the consultant. The Consultant must contact the Tanzania Revenue Authority for specific details;
- (xi) Arrange for own office space expenses and transportation activities related to this project (including travel costs, documents and drawings preparations/ submissions and per diems);
- (xii) Prepare and submit reports as per the Terms of Reference. The Consultant shall prepare a management, control and supervision of projects and it is expected that the counterpart staff will be fully integrated within the consultant's operations for capacity building;
- (xiii) Submit a project supervision plan and project performance management plan;

- (xiv) Be responsible for obtaining all necessary work permits (if applicable) and cover all necessary costs for his/her expatriates and any other necessary consent from relevant statutory bodies;
- (xv) Provide designers risk assessment in accordance with Environmental, Health and Safety policies;
- (xvi) Ensure the compliance of the contractor's construction drawings with the specifications of the contract, and subsequently approve such drawings;
- (xvii) Ensure efficient supervision of construction works by experienced personnel in contract management;
- (xviii) Participate in all site meetings during construction;
- (xix) Act independently, evaluate planned construction activities, and advise the University accordingly;
- (xx) Report and advise the University on the financial and technical aspects of the Project, and;
- (xxi) Ensure high standards of quality and timely completion of project activities; and Assist the Management and Project Implementation Unit (PIU) in arriving at an amicable settlement of dispute(s).

9.2.2. Client

The Client among other things shall:

- (i) Provide of the necessary documents for the task as requested by the Consultant. All such documents, data and information shall be treated as confidential and not be used for any purpose not related to the project;
- (ii) Assist the Consultant to meet Government Departments and other Agencies as needs arise. The consultant shall be fully responsible for subsequent follow up;

- (iii) Appoint a Project Coordinator for the assignment who will guide the implementation of the project including providing guidance to the Consultant during the project duration;
- (iv) Ensure consultant's performance complies with the Terms of Reference of this project and is reported to the employer on monthly basis or any time in case of emergency;
- (v) Ensure all payments are made according to the contract upon receiving the certificate of actual measurements taken by the employer team, consultant, and contractor;
- (vi) Receive and evaluate regular reports from the consultant attached with the original reports from Contractors, and;
- (vii) Ask/demand clarification from the Consultant from time to time.

10.0 PROJECT LIBRARY

The Consultant shall create a library of all the documents, reports, maps, working papers, progress pictures, and other reference material used and/or created during the period of the work. A list of documents proposed to be kept in the library shall be included in the inception report for acceptance by the Employer. During the course of the work the Consultant shall maintain it in good order and in a reference format in office space so as to be used by the University (Employer) Staff. On completion of the period of work, the entire contents of the project library shall be transferred to the Employer in good order and properly indexed and marked.

11. MANDATORY STANDARDS

- a) All measurements in metric units;
- b) All drawings to have legend explaining symbols;
- c) All drawings to be dated and signed by Design Consultant;
- d) All Electrical drawings to be dated and signed by Electrical Engineer;

- e) All designs must conform to all applicable standards;
- f) Summary sheet with legend to all drawings;
- g) A legend to indicate changes to the drawings with date of these changes;
- h) Design to be based on full topographic survey or spot levels as the site requires, to determine exact quantities;
- i) Design based on soil report that assesses pre-requisite foundation type required;
- j) A percolation test done according to Ministry of health standards for all sanitation and drainage requirement;
- k) Bills of Quantity shall follow the prescribed standard and not include Prime Cost Sums and can only include provisional sums where absolutely necessary (i.e., only for works or for costs which cannot be entirely foreseen, quantified or detailed at the time tendering documents are prepared). The justification for ALL Provisional Sums must be outlined in a separate document, accompanying the Bills of Quantities;
- l) The appendices shall carry a 'List of Drawings' from which the Bill of Quantities was prepared. Each page of the BOQ shall carry a footer indicating the total prices on that particular page and read 'carried to collection'. The BOQ shall carry a general summary;
- m) All quantities are to be measured in metric units and rounded off to two decimal places;
- n) Engineering Services and external works shall be priced and not billed as a lump sum;
- o) Preliminaries should be properly priced;
- p) A printed copy of the priced Bills of Quantities should also be submitted in electronic format;
- q) Maintenance Plan comprising an inventory of the number and types of fixtures, surface areas and other amenities with a schedule of frequency and cycle of maintenance of the inventory listing, and;

- r) The design consultant to provide Engineering specification covering all aspects of the proposed works.

12.0 ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT

The consultant shall follow the Guidelines as provided by HEET Project Environmental and Social Management Framework and associated instruments including the Environmental and Social Management Plan (ESMP) for proposed construction works.

For the Supervision Phase, the Consultant shall attach or refer to the Consultant's environmental, social, health and safety policies that will apply to the project. As a minimum, the policy is set out to the commitments to:

- (i) Apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;
- (ii) Provide and maintain a healthy and safe work environment and safe systems of work;
- (iii) Protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;
- (iv) Ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labor conventions to which the host country is a signatory;
- (v) Be intolerant of, and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children, and sexual harassment;
- (vi) Incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works;
- (vii) Work cooperatively, including with end users of the Works, relevant

- authorities, contractors and local communities;
- (viii) Engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;
 - (ix) Provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistleblowers;
 - (x) Minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works, and;
 - (xi) Ensure that there are ample measures to minimize the risk of COVID-19 transmission during the entire period of assignment.

The policy should be signed by the senior manager of the Consultant. This is to signal the intent that it will be applied rigorously.

13.0 ADDITIONAL SERVICES

The consultant shall provide any other additional services in the execution of works if so required by the client, at the rates under conditions applicable in the Contract.

Assist the Client in Tender Administration

Bidding process will be administered by the Client – Moshi Co-operative University (MoCU), the Consultant shall play advisory role by providing assistance. In particular, the Consultant shall assist Client in administration of tender for accounting activities assisted/performed during bidding administration.

14.0 CODE OF CONDUCT

The Consultant is required to attach or prepare a Code of Conduct for Supervision Civil Works. A satisfactory code of conduct will contain obligations on all Consultant's Experts that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project

sector or to specific project requirements. The code of conduct shall contain a statement that the term "child"/ "children" means any person(s) under the age of 18 years. The issues to be addressed include:

- (i) Compliance with applicable laws, rules, and regulations;
- (ii) Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment);
- (iii) The use of illegal substances;
- (iv) Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status);
- (v) Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions);
- (vi) Sexual harassment (for example to prohibit use of language or behaviour, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate);
- (vii) Violence, including sexual and/or gender-based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty);
- (viii) Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or

services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power);

- (ix) Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas);
- (x) Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas);
- (xi) Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection);
- (xii) Respecting reasonable work instructions (including regarding environmental and social norms);
- (xiii) Protection and proper use of property (for example, to prohibit theft, carelessness or waste);
- (xiv) Duty to report violations of this Code, and;
- (xv) Non-retaliation against personnel who report violations of the Code, if that report is made in good faith.