

Term of Reference

**PROJECT MANAGEMENT UNIT (PMU)
COMMUNICATION & WORKS DEPARTMENT PESHAWAR**
“Khyber Pakhtunkhwa Integrated Tourism Development Project (KITE)”



**TORs for Construction Supervision “Conservation and Development of
Archaeological Sites in Khyber Pakhtunkhwa”**
Under “Khyber Pakhtunkhwa Integrated Tourism Development Project (KITE)”

Country:	Pakistan
Name of the Project:	Khyber Pakhtunkhwa Integrated Tourism Development Project (KITE). SH: Civil Works at Archaeological Sites
Consultancy Services:	Design Review and Construction Supervision.
Duration	08 Months
Project ID:	P 163562

A. INTRODUCTION:

The Govt: of Khyber Pakhtunkhwa (KP) has received a loan from the International Development Association (IDA) for the development of tourism sector in KP, and part of the loan will be used for development of infrastructures that are enabling and contributing to the development of the tourism sector. For this purpose, the Department of Communication and Works of KP would like to engage a consultant to provide services related to the activities of the infrastructure component of the project namely Conservation and Development of Archaeological Sites Khyber Pakhtunkhwa, Social and environmental assessment, engineering design and construction supervision for the Civil Works at Archaeological sites under this component.

The KP Communication & Works Department through Project Management Unit (PMU) is one of the executing agencies for the project, headed by the Project Director (Client Representative) will be implementing agency for this assignment.

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B. BACKGROUND:

The project has been conceived under International Development Association (IDA) assistance to enable the development of an inclusive and sustainable tourism sector in KP. The infrastructure component of the project comprises that includes upgrading/rehabilitation of road, Archaeological sites and other tourist facilities. Accordingly, the following Archaeological sites are selected for rehabilitation or upgrading under the project.

Name of Archaeological sites:

S. No.	Name of Site
1	Conservation & Development of Archaeological Site Bhamala, Haripur.
2	Development of Dir Museum.
3	Development of Hund Museum Swabi
4	Development of Mardan Museum
5	Conservation and Development of Archaeological Site Shapula Stupa District Khyber.
6	Conservation and Development of Pishimal Masjid, Kalam, Udigram Masjid Swat.

C. OBJECTIVE

The objective of the assignment is to carry out the technical, social & environmental assessment of the above sites to be financed under the Integrated Tourism and Enterprise Development Project of KP in accordance with World Bank operational policies and applicable national and provincial legislation in a timely manner with adequate quality. The selected Archaeological sites. There is a likelihood to add other sites that may be proposed later. Therefore, the current engagement would be made on Framework concept where scope of engagement would be enhanced based on the pre-agreed terms and conditions of the contract signed with the winning consultant.

D. SCOPE OF WORK OF THE PROPOSED ASSIGNMENT

The consultant is required to perform the role of the Engineer in accordance with the contract. The responsibility of the consultant will include, but not limited to the following:

- Notice to commence works will be issued by the consultants with due consultation of the Client.
- Variation orders will be issued by the consultants with due consultation with the client.
- Approval of construction works schedule and its monitoring using an agreed construction management/monitoring IT tool (like MS Project, Primavera etc.).

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- Approval of construction materials to be used for the project.
- Issuance of construction drawings, checking of layout of structures and road network.
- To check as-built drawings prepared by the contractor.
- Joint measurements will be taken with the contractor and recorded in compute-based form.
- Maintain daily progress reports.
- Maintain record of correspondence between the client, consultants and contractors etc.
- Check requests will be submitted by the contractor before execution of any activity and will be approved / disapproved by the site supervisory staff on the basis of quality of work performed by the contractor.
- To guide the contractor for maintaining safety measures & care of works.
- To direct the contractor to carry out all such work as may be necessary in the opinion of the Engineer to avoid or to reduce the risk in case of an emergency affecting the safety of life or of the works or of adjoining property and advise the client thereof as soon thereafter as is reasonably practicable.
- Arrange progress review meetings with the client and contractors.
- Examine and attend the measurement of any work which is about to be covered or put out of view before permanent work is placed thereon and to examine and attend the measurement of the completed works in the prescribed form.
- Performance of all the duties of the Engineer as specified in the construction contract.
- Issuance of necessary notices to the contractor during construction period.
- Inspection of completed works at appropriate intervals during the defect liability period and issuing defects liability certificate.
- Processing of contractor's possible claims of the construction contracts.
- Informing the client about the status of works if the consultants feel that the works will not be completed as per the original works programme due inadequate manpower, equipment, materials or other resources which may indicate that the contractor may be delayed in the completion of any part of the project.
- To monitor environmental issues during the construction period ensured minimum disruption / damage to the environment and local settlements and providing information to the client in the Monthly Progress Reports.
- To issue a variation order which has financial implications except in emergency situation as reasonably determined by the Engineer subject prior approval in writing of the client.
- To approve subletting any part of the works subject to prior approval in writing of the client.
- Recommendation of extension of time subject to prior approval of the client.
- Advise the client in case of arbitration or litigation regarding construction contracts.

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- Checking of contractors' Interim Payment Certificates, escalation bills, claims and other statements with respect to arithmetical error and compliance with the contract and if required make corrections thereto.
- To advise the client on all matters relating to the execution of the contract including providing advice on processing of contractor's claims, if any.
- Recommendation of liquidate damages against the contractor or other actions which should be taken against the contractor under the construction contract.
- Inspection of works to check the workmanship and inspect that the work is carried out according to the specifications. Supervise tests performed by the contractor on materials. Approval and disapproval of contractor's work and, if appropriate, his plant and equipment.
- Approval of materials and the conformity of the works to the contract specifications.
- Verification & recommendation of contractors Interim Payment Certificates for payments.
- Certify completion part or all the works and preparation of punch list.
- Testing of materials and of completed works and giving instructions for removal of unspecified materials from the site.
- To order, if required, the uncovering of completed work and or the removal and substitution of proper materials and/or work.
- Inspection of works during maintenance period and issuance of maintenance certificate.
- Assistance in taking over / handing over of Project from contractor to the Client.

Development of Complete Standard Bidding Documents and Procurement Strategy for the procurement of the proposed leftover works, the bidding documents and procurement strategy will be in accordance with the World Bank Procurement Regulations

To supervise Environmental and Social Management Plan (ESMPs) and Resettlement Action Plans (RAPs) and other relevant documents (for example Physical and Cultural Resource Plan, PCR).

- **OVERALL PROJECT MONITORING**

- To support establishment and management of the Project Management Unit (PMU) of C&W.
- To support the Client to carry out the overall project monitoring.
- To prepare quarterly progress reports in accordance with the format to be provided by Client.
- To prepare monthly progress report.
- To provide the Client with complete records and approve the contractor's as built drawings for the works.
- To prepare completion report for the Project including information on a contract wise basis in a form acceptable to the client and in carrying out Project Benefit Monitoring and Evaluation before and after civil works construction in accordance with the format to be provided by Client.

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E. Reporting:

The contract would be time-based and payment will be made on monthly basis. Following reporting requirements are expected from the consultant:

1. Monthly Progress Reports
2. Quarterly Progress Report
3. Annual Progress Report

F. Focal Person/Institutional Setup

The consultant will report to the Project Director Khyber Pakhtunkhwa Integrated Tourism Development Project (KITE), PMU / C & W Department or any other staff that he designates. All work must be approved by him or his designated representative. The consultant should raise all the necessary support and facilities that needs to be provided by the Client during the presentation of their inception report.

G. Qualification of Consultants

- a) Demonstrated expertise and capacity of conducting feasibility studies, geotechnical investigations, topographic surveys, designing, estimating bill of quantities, procurement services & construction supervision/resident engineering services of infrastructure schemes, community development infrastructure at national, provincial or regional level, by furnishing the list of completed/ongoing projects. The firm should have completed at least two contracts of comparable scale and complexity
- b) **Corporate Capacity:** Complete historical profile of the organization/firm with the information i.e. incorporation certificate, experience, corporate profile indicating years of operations, core competencies, management structure & systems, policies procedures and practices to ensure quality services to clients,
- c) **Staffing:** The proposed or expected specialized personnel and expertise that are deemed necessary to perform the assignment are listed below. It is up to the consultant to propose the right size of specialization, unit rates and man-month inputs as part of their proposals and will be finalized during contract negotiation.

Construction Supervision		
S.No	Position	Quantity
1	Team Leader/CRE	01
2	Assistant Resident Engineers	02
3	Environmental and Safe Guard Specialist	01
4	Site Inspectors	06
5	Quantity Surveyors	02
6	Surveyors	01
7	Other Supporting Staff	As per requirement

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The Client expects that for all specialist positions, the consultant's personnel must have at least master's degree in their respective field and for all support staff/junior specialist the consultant's proposed personnel must have at least bachelor's degree from credible universities in Pakistan or overseas.

H. Procurement Method and Timeline

This consultancy will be procured based on Consultant- Qualification Based Selection (CQS) method of World Bank procurement Regulations. The request for expression of interest (REOI) including TORs will be shared with firms..

I. Collaboration and Coordination

The consultant is expected to coordinate with all relevant stakeholders in a professional manner. Also, the consultant is expected to work in collaboration with other consultant/contractors mobilized or will be mobilized under the project.