# Section 7. Terms of Reference

**CONSULTANCY SERVICES**

**for**

**Project Management Consultant for GULISTON-FARKHOR-PANJ-DUSTI ROAD RECONSTRUCTION PROJECT,**

**PHASE I (GULISTON-FARKHOR SECTION)**

* + - * 1. **Background**

Tajikistan is landlocked and bordered by Afghanistan, the People’s Republic of China, the Kyrgyz Republic, and Uzbekistan. The country had a gross domestic product (GDP) per capita of $871 in 2019, and the poverty rate in the country is about 27% of the total population. Most of the population categorized as poor live in rural areas that are isolated from main economic mainstream because of underdeveloped transport networks. Because of underdeveloped railway and aviation subsectors, the country relies heavily on road transport for international and domestic movement of goods and people.

The road network under the MOT’s jurisdiction totals 14,339 kilometers (km), comprising 3,348 km of international roads (23%), 2,127 km of national roads (15%), and 8,864 km of local roads (62%). About 77% of roads are paved. To strengthen connectivity with surrounding countries, the government has prioritized improving international highway networks, which comprise Central Asia Regional Economic Cooperation (CAREC) corridors 2, 3, 5, and 6 and Asian Highway (AH) 7, AH65, and AH66.4 Most of these international roads are in good or fair condition. On the other hand, national roads have deteriorated and remain unsafe because of disaster-prone topography, dysfunctional maintenance systems, overloaded trucks, and the poor quality of the original construction works carried out in the 1970s.

Unbalanced road development is reflected in the poor state of roads in the southern oblast (province) of Khatlon. With 37.2% of the country’s population, it is the country’s most populous oblast. It is also the country’s largest agricultural producer. For these reasons, the oblast is critical to the overall economic growth of Tajikistan. Meanwhile, the poverty rate in the oblast is the highest in the country, while the human development and income indexes are the lowest. Poor transport infrastructure is a key factor behind these socioeconomic challenges.

**1.1 Project Overview**

The "Guliston-Farkhor-Pyanj-Dusti", Road Project starts 200m from the junction of the Dushanbe-Kulyab Road (AH66) and is an international road.

It should be noted that 17 international transport corridors pass through the territory of Tajikistan, and at present the routes connecting Tajikistan with Afghanistan are preferred due to the potential attractiveness of access to the seaports of Iran and Pakistan. The Republic of Tajikistan is a corridor connecting China, Russia, Kazakhstan and the Kyrgyz Republic with the southern seaports.

The demand for road transport will increase rapidly and therefore international traffic will increase. The Guliston-Farkhor-Pyanj-Dusti Road is the shortest route through Afghanistan and further south to Pakistan to the seaport of Karachi. The road also provides social, political and economic benefits for the entire country, providing greater mobility and accessibility for road users in villages, supporting agriculture, which in turn is an important foundation for sustainable economic development of the country.

The existing technical criteria do not meet international standards, since the width of the carriageway varies from 5m to 8m and mostly without asphalt pavements, the minimum horizontal alignment radii are from 20m to 30m, the maximum vertical slopes and inclines exceed 15%.

Most bridges have limited lifting capacities of less than 30 tones and are not wide enough to accommodate the proper movement of trucks. In addition, along the entire road, artificial structures need to be replaced, and most of the retaining and protective walls are in poor condition.

The MOT will be the Executing Agency and the Project Implementation Unit for Dushanbe-Chanak (PIU) under (MOT) will be the Implementing Agency which has already been established with the Executive Director “ED” (Employer’s representative) as the head. MOT/PIU requires the services of Project Management Consultant (PMC) to carry out procurement, construction supervision & contract administration, implementation & monitoring of Environmental Management Plans (EMPs) where required. The Consultant will perform the duties of the Engineer specified in the FIDIC conditions of contract and will be required to nominate Resident Engineers for the contract(s) that will be a full-time resident in the areas or located in the proximity of project areas. In addition to the primary role, the Consultant will assist the Employer in the efficient administration and implementation of the project, support and strengthen it in its tasks, monitor progress, financial management, social and environmental safeguards in the project. The Consultants will report to the ED. The Consultant will work under the overall guidance, coordination and directions of the ED.

The consultancy services would be required for a period of Thirty-Six (36) months and a defects notification period, which will be twelve (12) months. Total input of 105 person-months International and 300 person-months national consultants would be required for the assignment.

Section of the roads will be implemented through one (1) civil works contract, which includes construct 29.6 km, 4-lane road and 9 bridges as well as pave around 10 km connecting road. The activities to be coved under the component are the needed earthworks, drainage, structural works, roadbeds, pavement, rehabilitation of engineering structures, necessary infrastructure related to road safety upgrades, and other ancillary works related to these activities. MOT with assistance of PIU started the procurement process through the conclusion of preliminary contracts, under the open competitive bidding procedures Procurement of Goods, Works and Related Services under IsDB Project Financing (April 2019), with the intention it be ready to award by Quarter-4 of 2023. The civil works contracts will be based on the FIDIC 2017.

Consultancy services will include support for the procurement process (if needed) and supervision of civil work contracts under the project. The consultant will ensure all safety measures are taken for road users during construction as well as environmental and social management plan (prepared as part of the feasibility report) is duly followed by the contractor.

MOT with assistance of PIU will select the Project Management Consultant (PMC), in accordance with the procedures Procurement of Consultant Services under IsDB Project Financing (April 2019). Consulting services will be engaged using Full Technical Proposal (FTP) procedures based on quality and cost-based selection (QCBS) method following Procurement of Consultant Services under IsDB Project Financing (April 2019) with a quality : cost ratio of (80:20). The contract will be time-based. The provisions of IsDB Policy – Corrupt and Fraudulent Practices will be included in all invitation documents and contracts for consultants.

**2. Objective(s) of the Assignment**

The primary objectives of the consulting services are to:

Support for the procurement process (if needed) and supervision of civil work contracts under the project. The consultant will ensure all safety measures are taken for road users during construction as well as environmental and social management plan (prepared as part of the feasibility report) is duly followed by the contractor.

Function as the Engineer in administering the civil works contract in accordance with the Conditions of Contract and advise the Employer on all matters concerning implementation of the contract including quality control, work progress, and dispute resolution.

**3. Scope of Services, Tasks (Components) and Expected Deliverables**

* 1. **Construction Supervision of the Civil Works Contracts**

General Duties and Responsibilities: As the Engineer for the contract, the Consultant will undertake all the duties required of the Engineer to ensure that the civil works contract are executed in accordance with their provisions. The main tasks of the Consultant will include but are not limited to the following:

* + - * + Review (if required) Bid documents for the project and assist the PIU as required, in the evaluation of bids received and award of civil works contracts;
        + The civil works will be carried out based on the FIDIC 2017. The consultant will administer the civil work's contracts, make engineering decisions, be responsible for quality assurance, provide general guidance and furnish timely responses to the contractors in all matters relating to the civil works, and ensure that all clauses of the contract agreement between the civil works contractors and PIU are adhered to and respected.
        + The Consultant will advise PIU on all matters relating to the efficient and successful execution of the civil works contracts, and will act at all times to protect the interests of the project and will take all reasonable steps to keep the construction costs to a minimum, consistent with sound economic and engineering practices; and will prepare a “Contract Management Plan” and “Contract Administration and Construction Supervision Manual” outlining routines and standard operating procedures to be applied in contract administration and construction supervision, based on sound internationally recognized practice.
        + Based on the findings of the road safety audit, the Consultant will ensure that all safety measures are taken without any compromise in the design and recommend improvement / missing safety measures, if any, before execution of the works; and verify that the proposed work zone safety requirements are in accordance with best international practices;
        + Based on the finding of Initial Environmental Examination (IEE), the Consultant will review the environment study report and ensure that adequate measures are incorporated in the design to mitigate any adverse impacts including those likely to be encountered during construction, and recommend any needed improvements;
        + Review the Site-Specific Health and Safety Management Plan (SSHSMP) for the Project that is prepared and submitted by the Contractor. Then, make a recommendation to the Client in relation to the approval of the SSHSMP. Communicate the approved SSHSMP to all consultants and contractors throughout all project stages. Should any unforeseen events occur, review the updated SSHSMP and make recommendation to the Client in relation to the approval of the SSHSMP;
        + In addition to the obligation to maintain safety on site, the Consultant will be required to undertake formal monthly safety audits throughout all stages of the Project;
        + Prepare the Project Execution Plan, which, inter alia, includes how management of SSHSMP is to be addressed throughout all stages of the Project;
        + Assist PIU in establishing a LAR database, and operationalizing Grievance Redress Mechanism (GRM) with complaints recording, tracking, monitoring and community outreach systems;
        + In case of any unanticipated environmental and/or social risks and impacts arise during implementation of the Project that were not considered in the IEE, EMP, and LARPs, assist PIU in promptly informing IsDB of the occurrence of such risks or impacts, with detailed description of the event and proposed corrective action plan (CAP).

Contract Administration and Works Supervision. The Consultant while supervising construction works will make all necessary arrangements for quality control and implementation of the works. The task of the Consultant will include but not be limited to the following:

* 1. Contract Administration and Financial Management
     + - * Prepare the Pre-construction meeting agenda and conduct the Pre-construction meeting, record and distribute the minutes, appoint various members of the Engineer's construction supervision team such as the Engineer's Assistants (Resident Engineers, Material Engineers, Site Engineers / Road Inspectors, etc.) and notify the Contractor and the Employer, and approve the Contractor's Representative;
         * Verify whether the Performance Security complies with the form provided in the Contract, whether it is in the correct amount and currencies, and notify the Employer accordingly; advise the Employer whether to accept the Performance Security and if the Contractor does not submit the Performance Security on time, notify and advise the Employer of the appropriate contractual remedies;
         * Request the Contractor to increase the amount of the Performance Security if the Contract Price increases and monitor the validity of the Performance Security until the issuance of the Performance Certificate;
         * Verify whether the Bank Guarantee for advance payment is in the form specified under the Contract and in the amount and currencies stated in the Particular Conditions of the Contract;
         * Verify whether the Bank Guarantee for advance payment conforms to the Contract requirements and that the guarantee is valid until the entire advance payment is recovered from the Contractor's certificates;
         * Interpret the specific provisions of the Contract related to the Employer’s obligation to give possession of the Site, and the Contractor’s Work Program, assess the contractual consequences of any specific land acquisition issue and advise the Employer on the appropriate mitigation measures;
         * Obtain the Parties' confirmation that all conditions in Sub-Clause 8.1 of the Conditions of Contract are fulfilled;
         * Issue instruction to the Contractor to commence the works and record the Parties agreement according to Sub-Clause 8.1 of the Conditions of Contract;
         * Verify whether the form and substance of the evidence of the Contractor's insurances is satisfactory, whether insurance premiums have been paid and the required insurances are effective on the dates required by the Contract;
         * Verify that the terms of the Contractor's insurance policies fully comply with the requirements of the Contract (including: whether both the Employer and the Contractor are adequately covered as insured Principals; the amounts insured, and currencies of payment; validity of the insurance policies and special conditions; limits of insurance per event and in aggregate; deductibles, excess, and conditions related to locations; whether and which subcontractors are covered by the insurances, and whether additional insurances will be required if the Contractor engages new subcontractors).
         * Monitor whether the Contractor maintains adequate insurance in the course of performance of the Contract, particularly if the Contractor provides insurances for a fixed period which is shorter than the period required under the Contract;
         * Advise the Employer on the appropriate action and contractual remedies in case that the Contractor does not perform its insurance obligations in accordance with the Contract;
         * Establish and maintain an effective documents management system in the Engineer's office, which provides for separate filing of incoming and outgoing correspondence and documents, as well as the filing by subject matter;
         * Maintain an Events Log starting at the beginning of Contract;
         * Prepare standard Daily Diary forms and ensure that all supervision staff maintain daily diaries of Contractor's and its own activities;
         * Undertake project performance monitoring and evaluation Handbook including the baseline data survey and the following annual survey and reporting up to project completion;
         * Advise PIU on need for effective liaison with local authorities, police, landowners, utility owners, complainants, the public and other organizations affected by the works in order to minimize or avoid unnecessary delays or disputes;
         * Maintain consolidated project accounts and be responsible for settlement of Audit Para’s and objections raised, prepare replies related to the project, and provide the entire relevant documents / papers / letters etc. to support the replies-until 1 year after completion of works. the cost to be incurred may be built in the rates;
         * For any laps in quality, quantity, or financial irregularity related to the performance of the Services, the Consultant will indemnify the Client.
  2. Construction Supervision
     + - * Without relieving the Contractors of their obligations under the Contract, review and approve the traffic management and safety plan, and ensure compliance such that the Works are carried out at all times in a safe and secure manner and damage or injury to persons or property is avoided;
         * Assess minimum construction equipment, plant and machinery requirements, by type and specification, and monitor, keep and regularly update a list of the Contractors' equipment, plant and machinery in order to keep a check on the Contractors' mobilization. Inspect and evaluate the Contractor’s establishments including in particular the laboratory facilities to ensure compliance with the terms and conditions of the Contract Agreement;
         * Obtain the bench marks and other information from the PIU as required for commencement of construction activities;
         * Prior to commencement of works, approving the contractor's method statements and working drawings including site specific health and safety management plans, traffic management and traffic control arrangements, proposed public and private haul and access routes, together with the contractor's arrangements for maintenance and reinstatement of the same, borrow locations, working areas, materials stockpile areas, materials preparation, and processing areas, etc.;
         * Reviewing, commenting upon, and accepting the contractor's assurance quality plans and procedures; assisting the contractor with establishing on-site and laboratory-based quality control, testing, and reporting procedures for all construction, workmanship, and materials; supervising the contractor in the implementation of their approved quality assurance plans;
         * Prior to the commencement of construction, approving the contractor’s site specific health and safety management plans, and during construction ensure that the contractor complies with the requirements of the plan;
         * Commenting on and ultimately approving the contractor’s Site Specific Environmental Management Plans (SSEMPs), and, thereafter, monitoring and reporting compliance with these plans;
         * Ensure that the Contractors have all necessary data for setting out and check the Contractors setting out including staking the right-of-way limits, centreline, and grade and confirm permanent monuments in the construction area;
         * Without relieving the Contractors of their obligations under the Contract, check and approve the contractors' Working Drawings, Method Statements and Temporary Works proposals;
         * Review the Contractor's Work Program and notify the Contractor if the program does not comply with the Contract;
         * Monitor the progress against the Work Program and the cash flow estimate and request revisions, if required;
         * Report in the Consultant's Monthly Report the work progress against the Contractor's Work Program and the cash flow estimate;
         * Verify whether the progress charts in the Contractor's Monthly Progress Report reflect the actual progress and correspond to the latest revision of the Work Program and the cash flow estimate, and instruct the Contractor to correct the report, if required;
         * If required, determine the Contractor's entitlements to time extensions on the basis of the Contractor's Work Program;
         * Determine the Employer's entitlement to Delay Damages on the basis of the Work Program and advise the Employer of the relevant contractual remedies if the Contractor's progress is behind schedule;
         * Verify the Contractor's Monthly Progress Reports and notify the Contractor of any incorrect or inconsistent information;
         * Conduct regular weekly site meetings and monthly progress review meetings, record and distribute the minutes;
         * Perform quantity take-offs from drawings to verify Bill of Quantities (BOQs);
         * Regular notices, the Contracts, the extent of the scope of the intended amounts of payments to determine the duration and the specified periods in the Contract;
         * Carry out any subsequent design changes, and expeditiously issue supplementary drawings, site instructions, variation orders and day work orders to avoid delay to the works and to ensure that the works are executed in accordance with Contract;
         * Establish and maintain throughout the works contracts a structured system of measurement records, supporting documents and calculations for the payment of all BOQ items, that is transparent for auditing purposes;
         * Provide all necessary assistance to the Employer and external auditors for conducting regular quarterly audits of the measurement records, supporting documents and calculations for the payment of all BOQ items and be responsible for any lapse if found by the audit reports;
         * Verify the sources of indices or prices for price adjustment, determine a provisional value of an index / reference price until it is published, but, if the index is not published in certain period(s), apply the last available published value;
         * Establish with the Contractors a standard format for the Contractor's Statement and the Interim Payment Certificates;
         * Issue the interim certificates to PIU for payment to the Contractors in accordance with Conditions of Contract, having regard to any contractual provisions for advance payment, variation of price, and exchange rate fluctuation etc. Certify the completion of the Activities/Works or parts thereof and check and verify the final payments to the Contractors;
         * Prepare and maintain the Estimates of Cost of Works to Completion continuously, update the Estimates after each Variation instruction or a Variation Order issue and after each Interim Payment certificate (IPC), and present the latest Estimate in the Consultant’s Monthly Progress Reports;
         * Initiate and process variations promptly, when it is necessary for the construction of the works;
         * Request the Contractor's technical and cost proposal, as required, consult both parties in all matters in connection to variation work;
         * Value variations, obtain the Employer's approval of any variation, issue variations under the Contract, keep record of all variations issued under the Contract and report the summary of the variations in the Consultant's Monthly Progress Reports;
         * Discharge fully the Engineer's obligations with respect to approval of materials and workmanship, approval and auditing of the Contractor's Quality Assurance System and the Quality Assurance Personnel and the compliance testing by the Engineer;
         * Inspect quarries and borrow pits, and crushing plants, and order tests of materials and ensure adherence to specifications, and approve the sources of materials;
         * Without relieving the Contractors of their obligations under the Contract, monitor the Contractors' laboratory testing, evaluate the cement concrete and bituminous mixture designs prepared by the Contractors, and ensure improvements (if any) to deliver the desired performance, and accord approval thereof;
         * Carry out independent testing in the field and/or in the laboratory of the "Engineer / Project Manager" and approve or disapprove and certify the works that conform with the specifications and maintain permanent records of results of all the tests made;
         * Give notice to Contractors of any defects and deficiencies, and issue instructions for the removal and substitution of the improper works, where provided under the contract. If required, order suspension of the work(s) and/or recommend to PIU other recourse available under the Contract;
         * When the works are completed in accordance with the Contract, issue a Taking Over Certificate to the contractor(s);
         * Undertake an inspection of the works at the completion of the respective road sections, and certify the contractor(s)’ final accounts;
         * Obtain the Employer's specific approval before taking any action for determination of extension of time, additional costs and the Contractor's claims for additional time or costs, for all events for which the Employer's express approval is required under the Conditions of Contract;
         * Assess objectively the Contractor's claims and give professional and objective advise to the Employer, consult both parties before determining an extension of time;
         * Determine Contractor's claims on the basis of the Contractor's Work Program, the impact of the delay(s) event on the Critical Path and the particulars submitted by the Contractor;
         * Assist the parties establish a Dispute Board (DB), provide all necessary information to DB members and attempt to facilitate amicable settlement of the dispute(s) between the Employer and the Contractor(s);
         * Ensure that the Contractor(s) provide a safe workplace for their workforce, supervisory personnel and for members of the public requiring access through the sites in full conformity with Health and Safety regulations;
         * Ensure that the contractor(s) comply fully with contractual obligations relating to care of the environment (both specified and legislated) and provide all reports and obtain all permits and permissions required in relation to spoil areas, borrow areas quarries and the like;
         * Keep and maintain daily records of labor, equipment and weather conditions on the site along with records of activity, progress and other events happening on the site and having relevance to the works;
         * Ensure the receipt of and maintain as permanent records of all warranties required under the terms and conditions of the Contract Agreement for materials including their source and equipment accepted and incorporated in the project;
         * Carry out detailed inspections of the works during the Defects Notification Period and prepare detailed inspection and recommendation reports for the Employer after each inspection;
         * Inspect the completed works periodically during the Defect Notification Period within the term covering the Consultant's Agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue the Defects Liability Certificate(s) after the rectification of notified defects by the contractors;
         * Jointly inspect with PIU the completed civil works and assist in formal taking over and review and approve or prepare “as built” drawings and plans (as the case may be), and provide report(s) testing to the satisfactory completion of the contracts; and
         * Preparing a completion report for the IsDB-financed part of the project in accordance with IsDB’s format and content for such reports. This will require among others (a) conducting a baseline survey prior to construction commencing and final survey of the project road, to include an assessment of classified traffic volumes, average speeds, number and severity of accidents, International Roughness Index and pavement condition on the existing road, (b) conducting a baseline and final survey of freight transport and public transport costs on the completed project road (all parts), and (c) carrying out an economic analyzes of the completed project road (all parts).
  3. **For ESHS, the scope of services of the consultant for civil works supervision should be based on the following:**

Ensure that the Contractor’s ESHS performance is in accordance with good international industry practice and delivers the Contractor’s ESHS obligations.

The ESHS related services include but are not limited to:

* + - * + 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);
        + review and approve ESHS provisions of method statements, implementation plans, GBV/SEA prevention and response action plan, drawings, proposals, schedules and all relevant Contractor’s documents;
        + 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;
        + undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor’s compliance with ESHS requirements including its GBV/SEA obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month
        + 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;
        + agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor’s ESHS obligations;
        + ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
        + check that the Contractor’s actual reporting (content and timeliness) is in accordance with the Contractor’s contractual obligations;
        + 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;
        + undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;
        + 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.
        + ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism;
        + Ensure contractors have appointed qualified the environment, health and safety manager to implement site-specific health and safety management plans and monitor their implementation of the plan(s);
        + Coordinate environmental monitoring (water quality, air quality, and noise levels), by independent third party environmental monitoring contractors and if results are above acceptable standards, ensure to communicate with PIU and contractors for immediate measures to bring the parameters to compliance;
        + Immediately inform PIU and initiate conduct of investigation if there are work-related incidents and accidents in project sites;
        + Prepare a report on the project's environmental compliance performance; including lessons learned that may help MOT and the PIU in their environmental monitoring of future projects.
  1. **Communications, Road Safety, and Gender**

Project Communications Plan. The PMC will develop and implement a Project Communications Plan. The plan will include:

* + - * + Project Website: The PMC will design and develop a project website in English and Russian and help the PIU set it up and maintain it, either as part of MOT's website, or as a stand-alone website. The website is to include information about the project, disclosure requirements, links to key public documents, as well as information regarding the bidding process, bidders, contract awards, use of funds disbursed under the project, and physical progress;
        + Public relations. The PMC will prepare a project presentation leaflet in English and Russian, record positive and negative local media coverage about the Project, and draft press releases on project progress;
        + Stakeholder Relations. The PMC will assist the PIU with holding stakeholder outreach meetings in the project area to update local communities with project progress. Specific communications materials will be provided to community members in Tajik / Russian and other languages as appropriate, describing the project. A basic tracking system will be maintained to record consultation activities, the provision of project information, to register concerns and/or complaints received, and to track follow-up action;
        + Road user information. The PMC will ensure that clear and updated information is provided to road users about current and future disruptions caused by the works.

Road Safety Awareness Program. The PMC will design road safety awareness campaigns for communities living along the IsDB-financed part of the project road, and provide these to the PIU. The PMC will ensure that at least 50% of community road safety facilitators for these campaigns are women.

HIV/AIDs, COVID-19 and Human Trafficking Awareness Program. The civil works contractor will be required to design a gender-sensitive HIV/Aids, COVID-19 and Human Trafficking Awareness program, for the PMC’s review and approval. The PMC will facilitate and monitor the implementation of the programs.

Gender and Equal Opportunity. For the Project the PMC will design, manage and monitor activities related to strengthening / safeguarding equality of opportunity, and ensure that these are implemented and monitored using appropriate resources and indicators, including but not limited to the following:

• Set time frames for gender reporting and comprehensive formats in which the reports should be done;

• Have both qualitative and quantitative indicators for assessing change and effectiveness of gender integration into project performance;

• Involve all key stakeholders in improvement planning and evaluation processes, particularly women;

• Involve external partners in gender in improvement planning and evaluations processes and ensure that they understand the policies and the outcomes sought.

**4. Team Composition &Qualification Requirements for the Key Experts**

A total consultancy input of 105 persons-months International Key-Experts and 300 person-months National Key-Experts are required for the road rehabilitation components to assist in works supervision / contract administration, financial management, safeguard compliance and overall project management and implementation. The consultancy services would be required for a period of 36 months and a defects notification period, which will be 12 months. The staffs are expected to mobilize on the date of actual commencement of works by the contractors. Construction Supervision Team Leader of the Consultant is expected to be full time during construction and be mobilized to the Project Site at least two months in advance of the commencement of the works in order to assist PIU with activities leading up to mobilization of the Contractors.

Consulting Services will be engaged using FTP procedures based on QCBS method following Guidelines for Procurement of Consultant Services under Islamic Development Bank Project Financing, April 2019. The provisions of IsDB Policy - Corrupt and Fraudulent Practices will be included in all invitation documents and contracts for consultants. The tentative team composition for the construction supervision is given below:

| **No.** | **Expertise *[Construction Supervision Phase]*** | **Positions** | **Input (Person Months)** |
| --- | --- | --- | --- |
| **A** | **International Key Experts** | | |
| 1 | Team Leader / Road Engineer | 1 | 36 |
| 2 | Senior Bridge Engineer | 1 | 24 |
| 3 | Materials Engineer | 1 | 36 |
| 4 | Safety Specialist | 1 | 6 |
| 5 | Procurement Specialist | 1 | 3 |
| **Sub-Total** | | **5** | **105** |
| **B** | **National Key Experts** | | |
| 1 | Resident Engineer | 1 | 36 |
| 2 | Road Engineer | 1 | 36 |
| 3 | Bridge Engineer | 1 | 36 |
| 4 | Geotechnical Engineer | 1 | 36 |
| 5 | Materials Engineer | 1 | 36 |
| 6 | Quantity Surveyor | 1 | 36 |
| 7 | Surveyor Engineer | 1 | 36 |
| 8 | Environmental Specialist | 1 | 12 |
| 9 | CAD Specialist | 1 | 36 |
| **Sub-Total** | | **9** | **300** |
| **C** | **National Non-Key Experts** | | |
| I | Administrator | 1 | 36 |
| ii | Translator | 1 | 36 |
| **Sub-Total** | | **2** | **72** |

| **S/No** | **Title** | **Experience, Qualification & Responsibilities** | | |
| --- | --- | --- | --- | --- |
| **A** | **International Experts** | | | |
| **1** | **Team Leader / Road Engineer (TL/RE)** | **Experience:** | 15 years of experience as Chief Resident Engineer in project management / coordination or general management and 10 years’ experience as a project manager / team leader on major road construction projects based on FIDIC Conditions of Contract. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience on IsDB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. | |
| **Qualification:** | Bachelor’s degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Transportation Engineering / Construction Management / Project Management or equivalent | |
| **Responsibilities:** | The Team Leader will be responsible to MOT as the Employer, for the successful implementation of the project, and for managing the PMC team. The team leader will also assist the PIU as required with matters related to the project, including, providing responses to IsDB’s requests, and preparing for IsDB missions. Overall responsibility for the organization, conduct and delivery of consultancy services and reporting to MOT/PIU. The TL/RE will head the Consultants’ team and will work directly to manage the project and will maintain liaison with MOT/PIU.  Responsibilities of the TL/RE will include, but is not limited to the following:   * Assist the PIU in Project implementation; * Assume full responsibility for the consulting team and performance of services under the consultancy contract; * Ensure that the consulting team undertakes comprehensive review of the designs and specifications which were prepared by the design consultant; * Ensure that the consulting team undertakes comprehensive construction supervision and contract administration of the inescapable civil works; * Oversee the consultants activities ensuring compliance to details provided in the construction drawings and strict adherence to construction specifications; * Oversee and supervise construction of works in accordance with details provided in the construction drawings ensuring strict adherence to construction specifications; * Ensure preparation of detailed and quantitative progress reports to support the contractor’s requests for progress payments; * Keep the Employer informed of technical issues and progress of all works both by informal and formal meetings and correspondence and assist in any project issue which the Employer may require; * Ensure preparation of detailed and quantitative progress reports to support the contractor’s requests for progress payments; * Keep the Employer informed of technical issues and progress of all works both by informal and formal meetings and correspondence and assist in any project issue which the Employer may require; * Participate in the Dispute Board meetings to explain and discuss issues raised by the Contractor/Employer or Dispute Board; * Ensure implementation of environment and social safeguards requirements; * Assist the Employer in preparing responses to audit objections and queries of the financiers or other Government Authorities; * Coordinate with all concerned Employer’s organizations on project issues; * At the end of the construction activities, guide and ensure that the team prepares a comprehensive Construction Completion Report inclusive of “as-built drawings” as appropriate; and * Perform any other duties that may assign. | |
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| **2** | **Senior Bridge Engineer** | **Experience:** | 15 years’ experience reviewer and/or supervision of structures with proven credentials in bridge designing. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience on IsDB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. | |
| **Qualification:** | Master in Civil Engineering / Structural Engineering / Highway Engineering or equivalent, preferably PhD in Structural Engineering or equivalent | |
| **Responsibilities:** | He/she will be responsible for construction supervision of bridges and structural components of the road and ensuring that the subject project is implemented in accordance with the required specification and approved drawings.  He/she will be responsible for design and design review of the already designed structural elements of road components and bridges design and specifications on cost effective multi hazard resistant design.  The scope of duties of the Senior Bridge Engineer, working with the international and national team of experts will include, but will not be limited to the following:   * Review, evaluate and recommend approval or rejection of contractors' detailed designs and shop drawings of bridges, culverts and all ancillary structures, and propose improvements; * Review and evaluate hydrological and geotechnical reports and data and make appropriate technical recommendations; * Provide support to the site engineer / inspector to supervise all structural works on a day-to-day basis; * Check and sign off all requests for inspection for structural works, including survey records; * Review and approve all relevant technical documents; * Organize and supervise any additional investigations deemed necessary for structural aspects of road works to be included in the Project; * Analyze structural design options for sustainability of road works and propose changes where required; * Guide and draft relevant portions of the specifications of road works. * Inspect the site and collect the condition data for the design review and necessary changes if any; * Provide details about existing structures, damages and assessment; * Assist and recommend approval of the contractor's work program, method statements, material sources, etc; * Review and recommend approval and/or issuing working drawings, approval of the setting out of the works, and instruction to the contractor; * Taking measurements and keeping measurement records; * Maintaining records, correspondence, and diaries; * Provide feedback on the certification of completion of part or all of the works; * Ensuring minimum disruption/damage to the environment by approval of contractors’ work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to MOT/PIU and the IsDB on the monthly progress reports; * Providing the employer with complete records and reports, and recommend the contractors’ as -built drawings for the works; * Manage the day-to-day supervision of bridge construction on the sites of all contracts and the construction of culverts and retaining structures; * Assist in the compilation of a Project Completion Report data, providing details of Project implementation, problems encountered, and solutions adopted, and detailing and explaining any variation in Project costs and implementation schedules from the original estimate; and * Assist the Team Leader and Deputy Team Leader, as required, in all matters related to project implementation, monitoring and reporting. | |
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| **3** | **Materials Engineer** | **Experience:** | 15 years’ experience as Material Engineer on major road projects. Preferably eight (08) years’ experience of Asphalt Concrete Mix Design in countries having similar climate conditions and/or over loading problems like Tajikistan. Experience on IsDB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. | |
| **Qualification:** | Bachelor’s degree in Civil engineering preferably Masters in Geo-Technical Engineering / Highway Engineering / Geology / Material Engineering / Pavement Engineering or equivalent | |
| **Responsibilities:** | Material Engineer will assist the TL/RE and will be responsible for the quality of material used in construction by performing field and laboratory tests and certifying their acceptance based on his/her recommended specifications for the materials.  He /She will be responsible to stipulate material testing procedures and specifications, make suitable recommendations regarding the borrows and query areas for construction materials, prepare JMF and responsible for preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during material investigation to confirm specifications applicable in Tajikistan.  Material Engineer will assist the team during the construction supervision of the roads, bridges and structures and assist in ensuring that the subject project is implemented in accordance with the required specification and approved drawings. The Material Engineer will set up quality control systems, testing procedures, train the national staff and ensure that the system is in place.  Responsibilities of the Material Engineer will include, but is not limited to the following:   * Stipulate material testing procedures and specifications; * Identify sources of materials, quarry sites and borrow areas; * Confirm the suitability and availability of material in the borrow pits and quarries for pavement; * If required, identify and evaluate additional sources of materials; * Undertake field and laboratory testing of the materials to determine their suitability for various components of the work; * Prepare ulti- tudes hauls and their respective quantities. * Make recommendations suitable regarding making good the borrow and quarry areas after the exploitation of materials for construction of works; * Be responsible for material testing and specification and certification of material quality; * Preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during Material Investigation to conform to specification applicable in Tajikistan; and * Preparation of JMF; and * Take samples and test the works and materials to ensure that the works are constructed to the specified standards; * Conduct at least 10% of all compliance testing with the Engineer's own staff, notwithstanding the contractors' quality assurance systems; * Inspect all works before they are covered by subsequent work; * Ensure that the contractors establish and maintain quality assurance systems according to the specified contract requirements; * Recommend approval/rejection of contractors' quality assurance personnel and ensure that only approved personnel are engaged in the contractor’s quality assurance teams; * Audit the contractors' quality assurance systems bi-monthly; * Assist the PMC team, as required, in all matters related to project implementation, monitoring and reporting. | |
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| **4** | **Road Safety Specialist** | **Experience:** | 15 years relevant experience with proven credential as road safety specialist on major road projects. Experience on IsDB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. | |
| **Qualification:** | Bachelor degree preferably Masters in Civil Engineering / Transportation Engineering / Highway Engineering / Traffic Engineering and certification as safety auditor or equivalent. | |
| **Responsibilities:** | The Road Safety Specialist is part of the services team and will be providing all necessary assistance to the construction supervision team with respect to work zone safety, and implementation of safety audit recommendations.  He/she will assist to the TL/RE in review and approve the safety plans of the contractor and he will monitor the safety of the works and the safety of the traffic diversions and ensure compliance with the regulations.  He/she will assist in road safety audits, assessments, and providing advice to governments and other with ensuring internationally-accepted road safety facilities is incorporated into road sector projects.  The specialist will be responsible to the TL/RE for all road safety aspects of the project and also, when available, for working with the PIU to improve its capacity for road safety activities across the national road network.  He/she will review hazardous location(s) and conditions and safety and operational deficiencies, identify potential safety and operational improvement and recommend appropriate improvements.  Responsibilities of the Road Safety Specialist will include, but is not limited to the following:   * Prepare guidelines and training material on safe arterial roads design to be piloted where practicable on the project roads; * Conduct road safety reviews and audits at pre-construction, in-construction and post-construction stages to ensure the completed project road meets appropriate internationally-accepted road safety standards, and provide appropriate reports for each of these audits; * Review the detailed design documents to ensure that the results of the road safety audit have been duly incorporated; * Ensure that the contractor complies with contract requirements for traffic management, including road signing; * Assist MOT/PIU in unifying and standardizing traffic add road signs for its road networks; * Prepare training workshops and public campaigns for the people in the project area (including schools and communities) on traffic regulations and rad safety issues; * The Road Safety Specialist will train the national staff on the team and perform any other tasks that may assign. | |
| **5** | **Procurement Specialist** | **Experience:** | 15 years relevant experience with proven credential as Procurement specialist on major road projects. Experience on IsDB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. | |
| **Qualification:** | Bachelor degree preferably Masters in engineering, finance, public administration or equivalent. | |
| **Responsibilities:** | He/she is expected to report and analyze all problems experienced with procurement so that remedial and capacity building actions can be promptly taken.  Responsibilities of Procurement Specialist will include but not limited to the following:   * Ensuring that procurement procedures are carried out in accordance with the Procurement Plan and IsDB Guidelines; * Preparing the Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required; * Preparing and amending the bidding documents as needed; * Contribute to the preparation of Terms of References (TOR); * In case of procurement actions requiring IsDB’s “No Objection”, coordinating the dispatch of procurement document to IsDB, monitoring IsDB’s response time on issuing “No Objections” at different levels of the procurement process and following up accordingly; * Monitoring and ensuring timely responses to procurement questions raised by the IsDB. for services, following up with the short listed consultants RFP dispatch, to ensure their participation in the selection exercise; * Preparing and updating the Projects’ Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and nonconsulting services, the procurement/selection methods and processing times until completion of each procurement activity; * Monitoring procurement implementation of and updating the Procurement Plan whenever it becomes necessary to do so; * Carrying out procurement of Civil Works and Consultancy Services; * Ensuring timely receipt of the goods and consultant's status reports; * Contributing to preparing the progress reports; * Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the project; * Participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts; * Participating in procurement audits and reviews of the Project and; * Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement. | |
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| **B** | **National Experts** | | | |
| **1** | **Resident Engineer (RE)** | **Experience:** | | 15 years’ experience as Resident Engineer on Highway or major road projects. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | | Bachelor’s degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management / Project Management or equivalent. |
| **Responsibilities:** | | Responsible for construction supervision and ensuring that the project is implemented in accordance with the applicable specifications, approved drawings, and timeframe. Responsible for reviewing and approving contractors’ bills / Interim Payment Certificate (IPC). Supervise the work of Site Engineers and rest of construction supervision teams and will manage the construction milestones and quality control of works. Provide assistance to the Team Leader in overall management, monitoring and reporting and will be responsible for day-to-day management of works. The construction works will be executed in accordance with the FIDIC Conditions of Contract.  Responsibilities of Resident Engineer (RE) will include but not limited to the following:   * The Resident Engineer will be responsible for quality, cost, scope, time, safety, and environmental control of the subprojects; * Review and assist in the approval of the contractor’s work program, method statements, material sources, preparing and issuing reports as subsequently defined, approving and/or issuing working drawings, approving the setting out of the works, and instructing the contractor; * Certifying work volume and recommending interim certificates for progress payments, maintaining consolidated project accounts, and preparation of financial statements, ensuring minimum disruption / damage to the environment by approval of contractors’ work statement / methodology; * Monitoring the impact of construction works on the environment and local settlements and providing information to the Supervisory Consultants, PIU and the IsDB on the monthly progress reports; * Preparing and issuing reports as defined subsequently; * Approving and/or issuing working drawings, approving the setting out of the works, and instructing the contractor; * Taking measurements and keeping measurement records; * Maintaining records, correspondence, and diaries; * Certifying work volume and recommending interim certificates for progress payments; * Maintaining consolidated project accounts, and preparing of financial statements and withdrawal applications for submission to the IsDB; * Certifying completion of part or all of the works; * Inspecting the works at appropriate intervals during the defects notification period and issuing the defects notification certificate; * Processing the contractor's possible claims; * Ensuring minimum disruption/damage to the environment by approval of contractors’ work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to PIU and the IsDB on the monthly progress reports; * Providing the employer with complete records and reports, and approving the contractors’ as-built drawings for the works; * Inspecting the works at appropriate intervals during the defects notification period and issuing the defects notification certificate; * Compile a Project completion report providing details of Project implementation, problems encountered, and solutions adopted, and detailing and explaining any variation in Project costs and implementation schedules from the original estimates; and * Perform any other tasks that may assign. |
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| **2** | **Highway Engineer** | **Experience** | | 12 years’ experience as Highway Engineer major road projects. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications** | | Bachelor's degree in Civil Engineering - preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management. |
| **Responsibilities:** | | Responsible for construction supervision and ensuring that the project is implemented in accordance with the applicable specifications, approved drawings, and timeframe. Supervise the work of Site Engineers. Provide assistance to the Team Leader in overall management, monitoring and reporting and will be responsible for day-to-day management of works.  Responsibilities of Highway Engineer (HE) will include but not limited to the following:   * Processing of technical documentation for construction activities; * Monitoring compliance with regulations and standards in the performance of work; * Coordination of construction projects with contractors; * Participation in the acceptance of constructed facilities; * Preparation of technical specifications according to your profile for third-party performers; * Carrying out technical calculations; * Tracking the availability of necessary permits and documents; * Tracking the compliance of work performed with drawings and diagrams; * Implementation of measures to improve construction work; * Collaboration with colleagues to resolve production issues; * Monitoring the quality of construction and repair work performed by the company; * Compliance with the rules of technical and fire safety, as well as standards of labor discipline; * Validation of the design parameters applied by the Contractor; * Advising MOT on the suitability of the Contractor's designs and duly considering the Client's comments before approving the designs; * Review and approval of Contractor's design reports; * Perform any other tasks that may assign. |
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| **3** | **Bridge Engineer** | **Experience** | | 12 years’ experience as a Bridge Engineer on major road projects. Experience on IsDB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications** | | Bachelor or Master in Civil Engineering / Structural Engineering / Highway Engineering or equivalent. |
| **Responsibilities:** | | He/she will construction supervision of bridges and components of the road and ensuring that the subject project is implemented in accordance with the required specification and approved drawings.  The scope of duties of the Bridge Engineer, working with the international and national team of experts will include, but will not be limited to the following:   * Assist the Senior Bridge Engineer in matters review, evaluate and recommend approval or rejection of contractors' detailed designs and shop drawings of bridges, culverts and all ancillary structures, and propose improvements; * Assist the review and evaluate hydrological and geotechnical reports and data and make appropriate technical recommendations; * Supervise all structural works on a day-to-day basis; * Assist the review and approve all relevant technical documents; * Assist the organize and supervise any additional investigations deemed necessary for structural aspects of road works to be included in the Project; * Assist the analyze structural design options for sustainability of road works and propose changes where required; * Inspect the site and collect the condition data for the design review and necessary changes if any; * Provide details about existing structures, damages and assessment; * Assist and recommend approval of the contractor's work program, method statements, material sources, etc; * Review and recommend approval and/or issuing working drawings, approval of the setting out of the works, and instruction to the contractor; * Taking measurements and keeping measurement records; * Maintaining records, correspondence, and diaries; * Provide feedback on the certification of completion of part or all of the works; * Assist the ensuring minimum disruption/damage to the environment by approval of contractors’ work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to MOT/PIU and the IsDB on the monthly progress reports; * Assist the providing with complete records and reports, and recommend the contractors' as -built drawings for the works; * Conduct daily the day-to-day supervision of bridge construction on the sites of all contracts and the construction of culverts and retaining structures; * Assist in the compilation of a Project Completion Report data, providing details of Project implementation, problems encountered, and solutions adopted, and detailing and explaining any variation in Project costs and implementation schedules from the original estimate; and * Assist the Team Leader and Senior Bridge Engineer, as required, in all matters related to project implementation, monitoring and reporting; * Perform any other tasks that may assign. |
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| **4** | **Geotechnical Engineer** | **Experience** | | 12 years’ experience as Geotechnical Engineer on major road projects; knowledge of soil bioengineering / biotechnical applications for slope stabilization. He/she should have experience in designing and implementing cost effective slope stabilization and erosion control measures. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications** | | Bachelor’s degree in Civil Engineering – preferably Master degree or Ph.D in Geotechnical Engineering. |
| **Responsibilities:** | | Responsibilities of Geotechnical Engineer will include but not limited to the following:   * Provide clear recommendation on all issues related to subsoil and foundation engineering for bridges, culverts and earth retaining structures, stability of slopes and settlement, and pavement; * Review contractors' geotechnical reports and materials test reports and recommend approval/rejection; * Review geotechnical aspects of contractors' designs and recommend approval/rejection; * Investigate sites and determine the stability of slopes; ensure that all part of the works that involve critical geotechnical conditions, such as embankments, excavations, are analyzed carefully, and that designs for these are appropriate; * Assist the Team Leader, as required, in all matters related to project implementation, monitoring and reporting. * Supervise all field investigations and testing; * Inspect structural foundations; * Contribute to the analysis of ail issues related to subsoil and foundation engineering for bridges, culverts and earth retaining structures, stability of slopes and settlement, and structures included in the civil works contracts; * Review geotechnical reports and soil test results for all contracts and recommend approval/rejection of such reports; * To perform geotechnical investigation including field and laboratory testing, for canal, road and river bridges; * To carry out sub-surface investigations consisting of boreholes / drill holes / test pits of required depth, supplemented by field and laboratory testing to accurately assess the engineering properties of the underlying soil strata for detailed design of foundations, substructures and roads shall be followed under strict quality control and adherence to relevant ASTM procedures / standards; * Identify risks of natural disasters such as mud slides, earthquakes, and provide advice on ways in which potential damage can be mitigated; * Measure characteristics of the earth such as gravity and magnetic fields using equipment such as seismographs gravimeters, torsion balances, and magnetometers; * Develop applied software for the analysis and interpretation of geological data; * Identify deposits of construction materials and assess the materials’ characteristics and suitability for use as concrete aggregates, road fill, or in other applications; * Prepare geological maps cross-sectional diagrams, charts and reports, land use, and resource managements using result of field work and laboratory testing results; * To evaluate the causes of movement and tagging mechanism along the physical route and propose remedial measures required to stabilize the slope; * Identification of problematic area as regards deposition of sand dunes and to address shifting of sand dunes along with remedial measures; * Soil and material investigation shall be done to ascertain the index and engineer properties of soil and rock encountered and evaluate result for final design. * Responsible for supervision of slope stabilization works; * Proposing measures to control erosion and siltation at construction sites; * Providing advice on proper disposal of construction debris to avoid side-casting of excavated materials; ensuring compliance with environmental standards; * Carrying out any other duty required. |
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| **5** | **Materials Engineer** | **Experience:** | | 12 years as Material Engineer on highways and major roads projects preferably with experience of Asphalt Concrete Mix Design in countries having similar climate condition and/or over loading problems like Tajikistan. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | | Bachelor’s degree in Civil engineering preferably Masters in Geo-Technical Engineering / Highway Engineering / Geology / Material Engineering / Pavement Engineering or equivalent |
| **Responsibilities:** | | Materials Engineer will assist the PMC team and will be responsible for the quality of material used in construction by performing field and laboratory tests and certifying their acceptance based on his/her recommended specifications for the materials.  He/she will be responsible to assist PMC team stipulate material testing procedures and specifications, make suitable recommendations regarding the borrows and query areas for construction materials, prepare JMF and responsible for preparation and testing of concrete mixes of different design mix grades using suitable materials ( binders, aggregates, sand filler etc.) as identified during material investigation to confirm specifications applicable in Tajikistan.  Material Engineer will assist the team during the construction supervision of the roads, bridges and structures and assist in ensuring that the subject project is implemented in accordance with the required specification and approved drawings. Material Engineer will assist PMC to set up quality control systems, testing procedures, train the national staff and ensure that the system is in place.  He/she will be responsible for testing of road pavements and construction materials, concrete materials, and others as required.  Responsibilities of the Materials Engineer will include, but is not limited to the following:   * Assistance in material testing procedures and specifications; * Assist in identification of sources of materials, quarry sites and borrow areas; * Assist to confirm the suitability and availability of material in the borrow pits and quarries for pavement; * If required, identify and evaluate additional sources of materials; * Undertake field and laboratory testing of the materials to determine their suitability for various components of the work; * Assistance in preparations for harulululul accompaniment to facilitating the location of the facilites of their quarries and the facilitators selected of their quarries and the assistance; * Make recommendations suitable regarding making good the borrow and quarry areas after the exploitation of materials for construction of works; * Be responsible for material testing and specification and certification of material quality; * Preparation and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during Material Investigation to conform to specification applicable in Tajikistan; and * Preparation of JMF; and * Assist the PMC team, as required, in all matters related to project implementation, monitoring and reporting. |
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| **6** | **Quantity Surveyor** | **Experience** | | 12 years relevant experience on highways and major road projects. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications** | | Bachelor’s degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management / Project Management or equivalent |
| **Responsibilities:** | | He/she will be responsible for measurement of all type of quantities and preparation of measurement sheet in accordance with approved drawings for the purpose of preparing interim and final payment certificates.  He/she will be responsible for preparing the Bills of Quantities and the Engineer’s Estimates for the individual subprojects.  He/she will review detailed estimates for quantities (considering designs and mass haul diagram) and project cost for the entire project (civil work contract package-wise), including the cost of environmental and social safeguards proposed and market rate for the inputs or the local schedule of rates.  The quantity surveyor will ensure correctness of documentation, interim payment certificates (IPCs) and quantities during the construction and confirming the computation and processing of IPCs, producing details of the final bill and total quantities consumed during the project.  The quantity surveyors prepare quantitative estimates for any suggested variation with its cost impact on the project.  Responsibilities of the Quantity Surveyor will include, but is not limited to the following:  The Quantity Surveyor (QS) will be provide all necessary assistance to the road construction team with respect to all financial aspects and contractual matters in the project. He/she will participate in the review and approval of interim payments, the variations and other financial matters. He will analyze and evaluate all claims made by the contractor.   * Responsible for all matters relating to the financial and contractual aspects of the project; * Provide support on all financial and contractual matters throughout the course of the work in the project; * Participate in all projects related meetings; * Finalize the Contractors monthly payment certificates; * Streamline all cost and quantity records; * Advise the PMC team on measurement procedures and calculation of interim and final quantities; * Evaluate the unit rates for new work items; * Preparation of variation orders; * Advise on contractual matters related to financial issues; * Ensure completeness and validity of all contractual requirements; * Monitor the contractors resource allocation; * Preparation of financial statements for monthly report; * Assist in the auditing of payments to Contractors; * Check and record measurements of completed work; * Monitor contracts final cost estimates; * Review, negotiate and prepare claim settlements with the Contractors and the Engineer; * Participate in the preparation of Final Account with all supporting documentation; * Visiting the site on a regular basis to take measurements of work in progress; * Preparing monthly valuation certificates of work done on site; * Using Bills of Quantities for cost control; * Preparing cash-flow and cost reports; * Ensuring and enforcing contractor compliance with contract clauses. Handling disputes between contractor and client; and * Assist the PMC team, as required, in all matters related to project implementation, monitoring and reporting. |
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| **7** | **Surveyor Engineer** | **Experience:** | | 12 years’ experience as Surveyor Engineer on major road projects. He / she should have experience in compiling maps of the area, making calculations necessary to describe the terrain. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | | Bachelor’s degree in Civil Engineering / Surveyor Engineer / – preferably Master degree or Ph.D in Geotechnical Engineering. |
| **Responsibilities:** | | Responsibilities of Surveyor Engineer will include but not limited to the following:   * Organization of work on geodetic support of construction; * Performing necessary for the production of geodetic works calculations of measurement accuracy; * Participation in checking the correctness of the preparation of the foundations of load-bearing structures and equipment; * Carrying out geodetic measures in solving construction and engineering problems; * Filling in the relevant documents based on the results of the work and measurements; * Ensuring current geodetic control during construction activities; * Participation in conducting expert examinations on topographic and geodetic topics; * Carrying out the necessary measurements on the ground and processing field materials; * Drawing up maps and other graphic materials; * Informing the management of the problem points found in the work; * Compliance with labor protection, fire and technical safety standards; * Compliance with the current norms of legislation in the field of nature management and ecology; * Compliance with industry standards for geodetic work; * Removal in nature of the base marks of the route; * Fixing axes; * Search for discrepancies between real landscape elements and design ones; * Breakdown of the road construction area into sections (pickets); * Assist the team PMC as required, in all matters related to project implementation, monitoring and reporting. |
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| **8** | **Environmental Specialist** | **Experience:** | | 12 years’ experience as Environment Specialist supervising and monitoring environmental management plans on donor financed road projects and familiarity with the IsDB’s safeguard policies. Specific experience in a similar position on road projects in accordance with Government of Tajikistan and IsDB’s Environmental Guidelines will be preferred. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | | Bachelor's degree in Environmental Engineering - preferably Masters in Environmental Sciences or equivalent. |
| **Responsibilities:** | | Responsible for preparing Environmental screening check list and classifying sub projects that have not been yet classified, preparing and obtaining IEEs and Environmental management plans (EMP), ensuring prior clearance, monitoring, course correction, consultations, due diligence and disclosures  Responsible for preparing Environmental monitoring check list, reviewing and endorsement of Site Specific Environmental Management Plan (ESHS), review of Bi-Environmental monitoring reports, prepare corrective action place in case of noncompliance. The Senior Environmentalist will set up environmental management and monitoring system, train the national staff and ensure that the EMS is in place.  Experience in environmental management and monitoring of projects, environmental assessment and/or design and implementation of environmental mitigation measures.  He/she will be responsible for due diligence on environmental safeguards. The Environmental Specialist will be responsible for monitoring the implementation of environmental management plan, undertaking remedial action in close consultation with the respective Government of Tajikistan environmental agency and IsDB to handle unexpected environmental impacts and submitting the monitoring report on EMP to the relevant agencies and ISDB.  Responsibilities of the Environmental Specialist will include but not limited to the following:   * Reviewing the site specific environmental management plan (ESHS) for the subproject and ensure its effective implementation; * Preparing and executing required appropriate actions to mitigate any negative environmental impacts associated with construction activities in collaboration with PIU and all concerned stakeholders; * Review all relevant documents, particularly the Environmental Impact Assessment study; * Cost effective environmental management and monitoring plan for rehabilitation of the road works, which is in line with IEE/EMP recommendations so as to ensure minimal environmental effects both during and following the construction period; * Review the Site Specific Environmental Management Plan (ESHS) for each sub-project and ensure its effective implementation; * Prepare and execute required appropriate actions to mitigate any negative environmental impacts associated with construction activities in collaboration with MOT/PIU and all concerned stakeholders; * Prepare a detailed reforestation plan for the Project and supervise its implementation during construction process as required in the IEE/ EMP; * Develop training materials for MOT/PIU staff to support environmental protection measures and to monitor and mitigate potential environmental impacts; * Ensure that any Environmental Impact Assessments, if required, fully comply with IsDB Guidelines and ensure that all required mitigation measures are identified and acceptable. Ensure that the environmental management and monitoring plans reflecting full details regarding the estimated mitigation costs are in place through the ESHS; * He/she will also assist the PIU in finalization of quarterly progress report, annual progress report and any specific report asked by the PIU; and * Perform any other tasks that may assign. |
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| **9** | **CAD Specialist** | **Experience:** | | 12 years’ experience as CAD Specialist an road projects. Experience on IsDB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | | Bachelor's degree in Civil Engineering - preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering. |
| **Responsibilities:** | | The scope of duties of the CAD Specialist, working with the international and national team of experts will include, but will not be limited to the following:   * Checking the section "Project for the organization of work of construction objects"; * Checking the section "Project of the organization of traffic"; * Checking the working documentation for the construction of roads, engineering structures and communications; * Checking the calculations of structures in, both manually and in programs (SCAD, etc.); * Checking the initial data for the design of objects; * Consideration and analysis of the design task (for additional work); * Checking the scope and types of design work; * Verification of technical solutions with a resident engineer; * Approval of technical solutions; * Participation in making technical decisions on the facility as a whole, together with representatives of other organizations; * Conducting business correspondence on working documentation. |
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Curriculum vitae must be provided with consultants’ proposals for all key positions. Proposal evaluation will be based on all international positions and for national personnel nominated for key national positions identified above as key staff. The remaining national staff will be discussed and agreed with the selected consultant during contract negotiations or during implementation, and replacements may be requested at that time. Home office support as required will be provided by the Consultant from their head office support. Administrative and clerical support personnel are to be provided as required, and the cost of these is to be clearly included in the consultants’ cost proposals.

The civil works contract will include provision for provision and operation of the PMC’s site offices, residential accommodation including meals, office equipment, laboratories with technicians, equipment, vehicles with drivers, survey technical support with survey equipment, and other support as required.

**5. Reporting Requirements and Time Schedule for Deliverables**

Reporting. The international consultants shall prepare the reports listed in the Table. Reports to MOT shall be given in English language (3 copies) and Russian language translation (3 copies). Electronic copies (on a USB flash drive) at contract completion shall also be submitted one each for the IsDB, PIU and MoT.

**Monitoring and Progress Report:**

| **Reports** | **Content** | **Submission date** |
| --- | --- | --- |
| **Inception Report** | Report will contain full detail of the consultant's supervision, & contract administration methodology, detailed work program, a brief description of the updated work methods proposed for carrying out the services in accordance with the Terms of Reference. The report will also identify any major issues and problems likely to be encountered as well as staff plan with supporting CVs of professional staff and projected monthly billing.  **Summary:**   * + Detailed work program;   + Updated methodology (where appropriate) in line with the TOR;   + Baseline data on project expected outcomes and outputs;   + Identification of major likely issues and problems, and proposition of recommendations;   + Format is to be agreed with IsDB and the PIU. | 4 weeks after commencement of services |
| **Monthly Reports** | Monthly Report to summarize the progress of the project, the work accomplished, any problems encountered during the month, environmental and resettlement status, a work plan for the next month, and minutes of site meetings. The report will present progress information in graphical form, relative to the contractors’ approved contract schedules.  The Consultant will prepare a narrative progress report summarizing:   * + Construction progress during the month and cumulative to date for each individual contract drawing specific attention to any major causes of delay (administrative, technical or financial) with details of remedial action taken or recommended to the Employer.   + A comparison of actual and forecast expenditure both during the month and cumulative to date for each individual contract, and a record of the status of payment of the Contractors' monthly invoices, of all claims for cost or time extensions, and of actions required of PIU to permit unconstrained works implementation. The Consultant will also advise on the final estimated cost for each individual contract and draw attention to any major changes in the project budget including details of remedial action taken or recommended to the Employer.   + Brief on all correspondence exchanged with the contractors particularly relating to contractual clauses, with financial and time implications.   + Technical appreciation of any design or quality control problems for each individual contract including details of remedial action taken or recommended to the Employer.   + Status of compliance with the Environmental & Resettlement Plans   **Summary:**   * + Summary in graphical form to the extent possible of project progress (physical, financial, safeguards...), work accomplished and any problems encountered during the month;   + Proposition of work plan for next month with recommendations to achieve the objectives;   + Format is to be agreed with IsDB and the PIU | At the end of each month till 10th of each month. |
| **Quarterly Reports** | * + Summary of project progress (physical, financial, safeguards...), work accomplished and any problems encountered during the quarter;   + Summary of financial management action plan;   + Proposition of work plan for next quarter with recommendations to achieve the objectives;   + Format is to be agreed with IsDB and the PIU | At the end of each quarter till 10th of each quarter |
| **Annual Management Information Report at the end of each Financial Year** | The Consultant will prepare a comprehensive report summarizing all activities under the services at the end of each Financial Year, and also at other times when considered warranted by either the Consultant or PIU because of delay of the construction works or because of the occurrence of technical or contractual difficulties. Such reports shall summarize not only activities of the Project Engineer / Manager but also the progress of the Contracts including all contract variations and change orders, the status of the Contractor claims, and brief descriptions of the technical and contractual problems being encountered and other relevant information for each of the ongoing contracts. This will present the overall status of all aspects of the project to include: progress achieved by project outputs measured against the targets of the design and monitoring framework, updated procurement plan, compliance with grant covenants, etc.  **Summary:**   * + Summary of project progress (physical, financial, safeguards...); work accomplished and any problems encountered during the year;   + progress achieved by project output measured against the targets of the design and monitoring framework;   + Key implementation issues and solutions;   + Updated procurement plan;   + Updated implementation plan for the next 12 months   + Format is to be agreed with IsDB and with the PIU | Within 21 days after the end of the contract year to which the report refers |
| **Mid-term Review Report** | * + Comprehensive review of project progress, achievements and problems at mid-term review stage;   + Description of any revisions made or estimated to be made to the project design;   + Format is to be agreed with IsDB and with the PIU | At least 21 days prior to the IsDB mid-term review Mission |
| **Draft Completion Report** / **Interim Contract Completion Reports** | The report will be based on the standard IsDB format for project completion reports and will provide additional information relevant to the overall project implementation. The Consultant will prepare completion report for each contract after issuance of Taking-over-Certificate / Certification of Completion. This report shall summarize the implementation and financial history of the project. The defects list provided to the contractor and all outstanding claims pending resolution. | Not later than 3 months prior to completion of the civil works contract. |
| **Final Project Completion Report** | The Consultant will prepare a comprehensive final Completion Report within 90 days after Issuance of the Taking-over-Certificate of the last civil works contract. The Consultant will prepare a comprehensive final Completion Report for the project including each of the contracts and shall summarize the method of construction, as built record showing the location and details of all works carried out, all defects and certification of the satisfactory correction of such defects for each of the construction contracts, the construction supervision performed, and recommendations for future projects of similar nature to be undertaken by PIU. A safeguards implementation completion (final) report will also be included as appendix to the final project completion report. This report will update the draft report with contract completion information, and will reflect comments provided on the draft completion report. | Not later than 3 months after completion of the civil works contract. |

**Specific Reports and Deliverables:**

| **Reports** | **Content** | **Submission date** |
| --- | --- | --- |
| **Consultant’s Quality Assurance Manual** | * + Procedures and Systems for construction supervision and contract administration;   + Format is to be agreed with IsDB and with the PIU. | 90 days after commencement of services |
| **Road Safety Audit Reports** | * + Detailed findings of the road safety audit;   + Recommendations for making good any defects or omissions identified in the road safety audits;   + Format is to be agreed with IsDB and with the PIU. | Within 120 days after commencement of services (pre-construction audit)  At least 15 days before taking over the works (post-construction audit) |
| **Guidelines on Safe Arterial Roads Design** | * + Guidelines on safe arterial roads design;   + Material for training of MOT and other relevant staffs;   + Material for public awareness-raising;   + Format is to be agreed with IsDB and with the PIU. | To be agreed with IsDB and the PIU |
| **Financial Management Systems and Procedures** | * + Detailed assessment of the current financial management and reporting systems;   + Manuals and procedures for the new systems;   + Materials for training programs;   + Format is to be agreed with IsDB and with the PIU. | To be agreed with IsDB and the PIU |
| **Environmental**  **Safeguards**  **Monitoring Reports** | * + Environmental monitoring report to include status of compliance with the project ESHS, records of related activities, status of grievance redress mechanism, issues and solutions, and results of environmental baselines and monitoring.   + Bi-annual review of implementation of the Contractor’s ESHSs;   + Format is to be agreed with IsDB and with the PIU. | Within 15 days after the end of each 6-month reporting period, i.e. Each six month after commencement of contract implementation until contract completion. |
| **Defects Notification Period Inspection Report** | * + Detailed inspection findings;   + Detailed technical and contractual recommendations;   + Format is to be agreed with IsDB and with the PIU. | Within 5 months after issuing the Taking-over-Certificate |
| **Technical Reports** | The Consultant will produce as necessary technical/ due diligence reports and position papers dealing with project matters during implementation | As and when necessary |
| **Project Documentary Report** | The Consultant has to make documentary of all major activities during constructions as well as that of completed project sections to be submitted towards the end of the project. These should also pertain:   * + Laying and compaction of various pavement layers   + Operation of Asphalt and concrete Plants   + Quarry sites and laboratory activities   + Road after completion showing road furniture   + Various important stages in construction of structures   + Any other major activity involved requiring specific mention |  |
| **Documents & Manuals Required** | The consultants will prepare following documents to be approved by the Employer for efficient contract administration & construction supervision:   * + Contract Administration Manual   + Quality Control & Assurance Manual   + Laboratory Manual   + Environmental Monitoring Checklist   + Safeguard Monitoring Check list | Within 3 month after commencement of services |

Taking any action under a civil works contract designating the Consultant as “Engineer”, for which action, pursuant to such civil works contract, the written approval of the Client as “Employer” is required.

If the Services consist of or include the supervision of civil works, include the following on ESHS reporting:

1. The Consultant shall provide immediate notification to the Client should any incident in the following categories occur while carrying out the Services. Full details of such incidents shall be provided to the Client within the timeframe agreed with the Client.
   * + 1. confirmed or likely violation of any law or international agreement;
       2. any fatality or serious (lost time) injury;
       3. significant adverse effects or damage to private property (e.g. vehicle accident); or
       4. any allegation of gender based violence (GBV), sexual exploitation or abuse (SEA), sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children,
2. Ensure that contractor immediate notifications on ESHS aspects are shared with the Client immediately;
3. Immediately inform and share with the Client any immediate notification related to ESHS incidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting;
4. Share with the Client in a timely manner the Contractor’s ESHS metrics, as required of the Contractor as part of the Progress Reports.

**6. Client’s Input and Counterpart Personnel**

1. Services, facilities and property to be made available to the Consultant by the Client (provided by the Contractor in the framework of civil works contract):

* Field offices for the PMC field team. The offices will be fully furnished, maintained and serviced, including all office equipment, computers, software and printers, all consumables, and security;
* materials testing laboratories, fully equipped, serviced and maintained, including equipment for field and laboratory testing, computers, software and printers and all consumables, and with appropriate technical personnel;
* Fully maintained vehicles, with drivers;
* Fully furnished and maintained main site office, located within or close to Dushanbe;
* Three hot meals per day (breakfast / lunch / dinner), 7 days per week, to the Engineer's and Employer's staff on site (to all personnel, including drivers, employed by the Contractor on behalf of the Engineer through the Contract);
* A fully furnished and serviced rented two-bed room apartment for the International Key Experts in Dushanbe;
* A fully equipped Engineer’s and Contractor’s laboratory on site;
* Survey equipment;
* Up to 100 person-months of labor assistants for survey and laboratory testing;
* Supervision vehicles, including drivers and vehicle maintenance.

After completion of the services the consultant will hand over to the Employer all equipment and furniture provided under the civil works contract.

The PMC will provide any other required support services and facilities through its contract.

The Employer will provide the following assistance to the Consultant:

* Provide assistance to obtain the necessary visas, work permits and to comply with any other requirements for the purpose of undertaking the consultancy services;
* Provide liaison with other Government offices and departments as required for facilitating the consultant’s work;
* Furnish all necessary data, documentation and information relevant to the Project.

The Government will exempt the consultant's personnel from (or the Government of Tajikistan shall bear the cost of) any taxes, duties, fees, levies and other impositions imposed under the laws and regulations in effect or which may be enforced in the future on the consultant and its personnel in respect of:

* Any payments made to the consultant or its personnel other than Tajikistan nationals in connection with carrying out the services;
* Any equipment, materials and supplies brought into the Republic of Tajikistan for the purpose of carrying out the services and which will subsequently be withdrawn therefrom or transferred to the Employer; and
* Personnel and household effects brought into the Republic of Tajikistan by the consultant’s international team members and their dependents for their personal use and which will subsequently be withdrawn therefrom upon departure of such personnel.

1. Professional and support counterpart personnel to be assigned by the Client to the Consultant’s team:

* The PIU will provide counterpart staff to work with the PMC. The counterpart staffs are to be trained by the PMC to gain hands-on experience in all aspects of project management and contract supervision. The counterpart staff will not work as members of the PMC team for delivering the services and they will be paid salaries by the Government. The cost of these counterpart staff will not be included in the Consultant's proposal and subsequent agreement contract.

**7. Environmental and Social Policy**

**Suggested content for an Environmental and Social Policy (Statement)**

*The Works’ policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence (GBV), sexual exploitation and abuse (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The Client is advised to consult with the Islamic Development Bank (IsDB) to agree the issues to be included which may also address: climate adaptation, land acquisition and resettlement, indigenous people, etc. The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.*

*The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term “child” / “children” means any person(s) under the age of 18 years.*

*The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy and reporting requirement.*

*As a minimum, the policy is set out to the commitments to:*

1. *apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;*
2. *provide and maintain a healthy and safe work environment and safe systems of work;*
3. *protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;*
4. *ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labour conventions to which the host country is a signatory;*
5. *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;*
6. *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;*
7. *work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;*
8. *engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;*
9. *provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistleblowers;*
10. *minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works;*

*The policy should be signed by the senior manager of the Client.*

*This is to signal the intent that it will be applied rigorously.*

**Code of Conduct**

*A minimum requirement for the Code of Conduct should be set out by the Client, taking into consideration the issues, impacts, and mitigation measures identified, for example, in:*

* *project reports e.g. ESIA/ESMP*
* *any particular GBV/SEA requirements*
* *consent/permit conditions (regulatory authority conditions attached to any permits or approvals for the project)*
* *required standards*
* *relevant international conventions, standards or treaties, etc., national, legal and/or regulatory requirements and standards*
* *relevant sector standards e.g. workers’ accommodation*
* *grievance redress mechanisms.*

The issues to be addressed include:

1. Compliance with applicable laws, rules, and regulations
2. 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)
3. The use of illegal substances
4. 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)
5. 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)
6. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. 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
8. 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)
9. 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)
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. 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)
12. Respecting reasonable work instructions (including regarding environmental and social norms)
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
14. Duty to report violations of this Code
15. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith

*The Code of Conduct should be written in plain language and signed by each Expert to indicate that they have:*

1. *received a copy of the code;*
2. *had the code explained to them;*
3. *acknowledged that adherence to this Code of Conduct is a condition of employment; and*
4. *understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.*

*A copy of the code shall be displayed in the Engineer’s office. It shall be provided in appropriate languages.*