

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTANT SERVICES– SELECTION OF FIRMS)**

INDONESIA

PROJECT MANAGEMENT CONSULTANT OF THE DEVELOPMENT OF TRANS SOUTH-SOUTH
JAVA ROAD PROJECT - PHASE II

TRANSPORTATION

CONSULTING SERVICES

Mode of Financing: Project Management Consultancy (PMC)
Financing No. *IDN-1053*

1. The Government of Indonesia has received financing from the Islamic Development Bank toward the cost of the Project Management Consultant (PMC) of the Development of Trans South-South Java Road Project, and intends to apply part of the proceeds for consultant services.
2. The services include assisting the Project Management Unit (PMU) in a range of areas, such as: day-to-day project management support, financial management and monitoring, progress monitoring and reporting, quality assurance and performance review for Project Supervision Consultant (PSC), implementation of Anti-Corruption measures, information management and dissemination, environmental and social impact monitoring and management, project monitoring and evaluation, and dissemination of Project Standard Operational Procedure.
3. The consulting services shall be carried out for a period of 27 months, and expected to commence in November 2024. The Key personnel staff shall include experts with estimated 213 professional staff man-months.
4. The detailed Terms of Reference (TOR) for the assignment is available on the electronic procurement system (SPSE) International Competitive Bidding (ICB) of National Public Procurement Agency (Government Goods/Services Procurement Policy Agency), hereinafter referred to as (LKPP) <https://spseicb.lkpp.go.id/spseicb/>
5. The Directorate General of Highways of the Ministry of Public Works and Housing (MoPWH) now invites eligible consultants to indicate their interest in providing the services. Interested consultant firms must provide specific information (form attached) which demonstrates that they are fully qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). The shortlisting criteria area:
 - a. Relevance experience is of at least 5 (five) similar assignments in the last 10 (ten) years in the field, including but not limited to experience in project management consultancy, project supervision, and design consultancy, in road/bridge.
 - b. Past experience with Multilateral Development Bank (MDB) in road/bridge projects *is preferable*, completed and/or ongoing.
 - c. The technical and managerial capability of the firm (Provide only the structure of the organisation, general qualifications, and management competence by describing the proposed quality control and procedures adopted during the execution of the assignment (including ISO certification, if any) and a number of key staff. Do not provide CVs of staff since key experts will not be evaluated at the shortlisting stage).
6. The attention of interested Consultants is drawn to Paragraphs, 1.23, and 1.24 Chapter 1, Part 1 of the Guidelines for Procurement of Consultant Services under Islamic Development Bank Project

Financing, April 2019 edition, revised in February 2023 (the “Procurement Guidelines”), setting forth IsDB’s policy on conflict of interest for consulting firms (“Consultants”).

7. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
8. A consultant will be selected in accordance with the Quality and Cost Based Selection method through international shortlisting, which may include Consultant Firms from any country, including IsDB’s member countries set out in the Procurement Guidelines.
9. Interested consultants may obtain further information about the bidding process, electronically from the Procurement Team (POKJA) – TPBJK at the email address stated below.
10. Expressions of Interest must be submitted through the SPSE Government e-Procurement platform at the website: <https://spseicb.lkpp.go.id/spseicb/> from *May 08, 2024 to June 06, 2024*. Interested Consultants shall register first as a vendor at the mentioned website prior o submitting their Expression of Interest (REOI).

Procurement Committee Kelompok Kerja (Pokja) Pemilihan 96.P.2024

Address : Balai Pelaksana Pemilihan Jasa Konstruksi Wilayah DKI Jakarta
Jl. Pejompongan Raya No.1, Tanah Abang, Jakarta Pusat 10210

Telephone : 021 – 2522495

E-mail : pokja96.p.2024@pu.go.id

Website : <https://spseicb.lkpp.go.id/>

FORM01 Company Information

02a, 02b Firms Experience

03 Personnel

LETTER TO ACCOMPANY FORMS

Dear Sir/Madam,

We would like to thank you for expressing interest in providing services to the Project Management Consultancy (PMC) Phase II.

Interested consultants may submit an Expression of Interest individually or enter into a Joint Venture to enhance their qualifications.

For a Joint Venture to be considered eligible, the Expression of Interest must include a Letter of Intent from the lead firm and each partner, indicating their intent to form a Joint Venture, nominating the lead firm, and confirming that all partners agree to be held jointly and severally liable if awarded the contract.

For the preparation of the shortlist an important criteria to be considered will be that under a Joint Venture each partner has to be reasonably qualified to take over the responsibilities and role of any of the partners in case one of them fails to perform or withdraws.

For Joint Ventures the Expression of Interest must include properly completed forms and profiles for each participating member.

The Expression of Interest including all of the attached Forms are to be submitted at <http://spseicb.pu.go.id/eproc-icb/>. Interested Consultants shall register as a vendor in the mentioned website to submit their Expression of Interest.

Yours sincerely,

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Head of the Consultant Selection Committee

COMPANY INFORMATION*

1	Name of Company	
2	Head Office Address Telephone E-mail	
3	Indonesian Office Address <i>(if different from above)</i> Telephone Fax E-mail	
4	Name of Responsible Director	

MANAGEMENT and ORGANIZATION INFORMATION

1	Describe your brief company profile (year of establishment, place of establishment, company background, etc) no more than 1000 words
2	Describe your company expertise in which field
3	Describe your company experience showcase at least 5 major projects during the last 10 years
4	Describe how your Company Board of Director Structure
5	Describe how your Company provides for Quality Assurance of its activities (e.g. ISO 9001 Registered)
6	Describe in which other countries in Indonesia and Asia/SE Asia does the Company operate?

Note: (*) All information provided will be subject to Audit in the event that the Consultant/Joint Venture is determined to be the winning bidder for the Services. Contract award will be subject to a satisfactory audit result.

SUMMARY OF FIRM'S EXPERIENCE

(COMPANY EXPERIENCE IN THE LAST TEN YEARS)

No.	Assignment Name	Country/Location	Name of Employer/ Client	Type of Services Provided	Period of contract		Contract Value (Equiv US\$)	Company Share of Contract Value (Equiv US\$)
					Start date (mm/yy)	Completion date (mm/yy)		
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

NOTES :

- 1. Relevance experience is of at least 5 (five) similar assignments in the last 10 (ten) years in the field, including but not limited to experience in project management consultancy, project supervision, and design consultancy, in road/bridge – provide more detail using the format on Form 2b following.**
- 2. All columns are required to be completed - otherwise the corresponding row will not be evaluated.**
- 3. Column 5: Type of Services.**
 - Design, Construction Supervision, Project Management (road/bridge)
 - Planning, feasibility study, environmental studies (road/bridge)
 - Technical Assistance, Training, etc. (road/bridge)
 - Procurement
 - Other
- 4. Column 8: Convert the contract value to US\$ at the time of the contract.**
- 5. Column 9: the Company's share of the contract value, if working in association; the full Contract Value if carried out entirely by the Company.**
- 6. In the event of an award of contract all Company Experience nominated must be substantiated with documentary evidence. Such evidence need not be submitted at this stage.**

Firm's Experience

[Using the format below, provide information on Consulting Services assignments undertaken by your Company within the last 10 years either individually as a corporate entity or as a Joint Venture partner. Note that a maximum of 15 such assignments is to be submitted.]

Firm's Name:

Assignment name:	Value of the contract (equivalent US\$)
Country: Location within country:	Duration of assignment (months): Start date/completion date (mm/yy):
Name and Address of Client:	Professional staff-months of the assignment: Total Number provided by your company
Contract No.	Company share of contract value (equivalent US\$):
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant such as Project Director/Coordinator, Team Leader):

Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

PERSONNEL

Key Technical/Professional Staff Resources (*)

1	<p>How many professional staffs are currently employed on consulting assignments for the Company? Distinguish between full time employees of the company and contract staff engaged for the duration of current contracts</p> <p><i>Total professional staff currently employed:</i></p> <p><i>Total full-time employees of Company:</i></p> <p><i>Total contract staff for duration of current assignment:</i></p>
2	<p>For professional staff currently employed in disciplines related to the proposed Services, list the total number in each category of occupation.</p> <p><u>Example:</u></p> <p>Team Leader -Engineer - 6</p> <p>Deputy Team Leader/Highway Engineer - 4</p> <p>Bridge Engineer - 4</p> <p>Quality Assurance Specialist - 4</p> <p>Procurement/Contract Document Specialist - 4</p> <p>Financial Management Specialist- 4</p> <p>Road Safety Auditor - 4</p> <p>Environmental and Social Impact Specialist - 4</p> <p>Traffic Engineer - 4</p> <p>(etc.)</p>

Note: (*) All information provided will be subject to Audit in the event that the Consultant/Joint Venture is determined to be the winning bidder for the Services. Contract award will be subject to a satisfactory audit result.

ATTACHMENT TO APPLICATION FORMS – PROJECT MANAGEMENT CONSULTANT (PMC)
FOR TRANS SOUTH-SOUTH JAVA ROAD PROJECT (TRSS) PHASE II

AREAS OF EXPERTISE

REQUIRED FOR THE CONTRACT PACKAGES

**PROJECT MANAGEMENT CONSULTANT FOR THE DEVELOPMENT OF
TRANS SOUTH-SOUTH JAVA ROAD PROJECT (TRSS) PHASE II**

- **Team Leader -Engineer**
- **Deputy Team Leader/ Highway Engineer**
- **Bridge Engineer**
- **Quality Assurance Specialist**
- **Procurement/Contract Document Specialist**
- **Financial Management Specialist**
- **Road Safety Auditor**
- **Environmental and Social Impact Specialist**
- **Traffic Engineer**

ELIGIBILITY DECLARATION

We, the undersigned, certified to the best of our knowledge and belief:

1. We have read the advertisement for this assignment.
2. We confirm that the project reference submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
3. All consulting entities and expert proposed in this EOI are eligible to participate in this project.
4. The lead entity and JV member or sub-consultant are NOT currently sanctioned or boycotted by Organization of the Islamic Cooperation, the League of Arab States and African Union.
5. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion, coercion, and obstruction.
6. None of the proposed consortium are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
7. We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IDB's Anticorruption Policy.

.....(Sign here).....

Name and position

Section 7. Terms of Reference

1. BACKGROUND

The Government of the Republic of Indonesia (GoI) has initially received a Financing from the Islamic Development Bank (IsDB), under Financing Agreement No. IDN- 1012, toward the cost of Development of Trans South-South Java Road Project (TRSS), located in Central Java, D.I. Yogyakarta and East Java Province in the island of Java.

The TRSS Project aims to develop the South-South Java Road Corridor to promote sustainable economic growth and reduce poverty in the southern part of Java Island. The project involves development of approximately 159 kms of paved roads and bridges along the Southern Coast of Java Island in three (3) provinces (Central Java, D.I. Yogyakarta and East Java), which is currently being implemented by the Government of Indonesia through the Directorate General of Highways (DGH) of the Ministry of Public Works and Housing (MPWH).

The GOI had applied for additional financing (IDN-1053) for the TRSS Phase II Project from the IsDB for the development of road sections in Trans South-South Java corridor, to support recent development in connectivity located in D.I. Yogyakarta and East Java Province. The GOI intends to apply the additional financing, to construct road sections of approximately 68 km to continue the Trans South-South Java corridor development.

The TRSS Phase II Project was subdivided into seven (7) civil works packages (Lots) and 2 (two) consulting services (Project Management Consultant, PMC and Project Supervision Consultant, PSC) and to be financed from the loan obtained from the Islamic Development Bank (IsDB) under financing agreement No: IDN 1053 in the amount of US\$ 150 million with four (4) years (48 months) Gestation Period and the expected output of availability of approximately 68 kms length of roads with 443 m of bridges into the road network system to improve accessibility and connectivity.

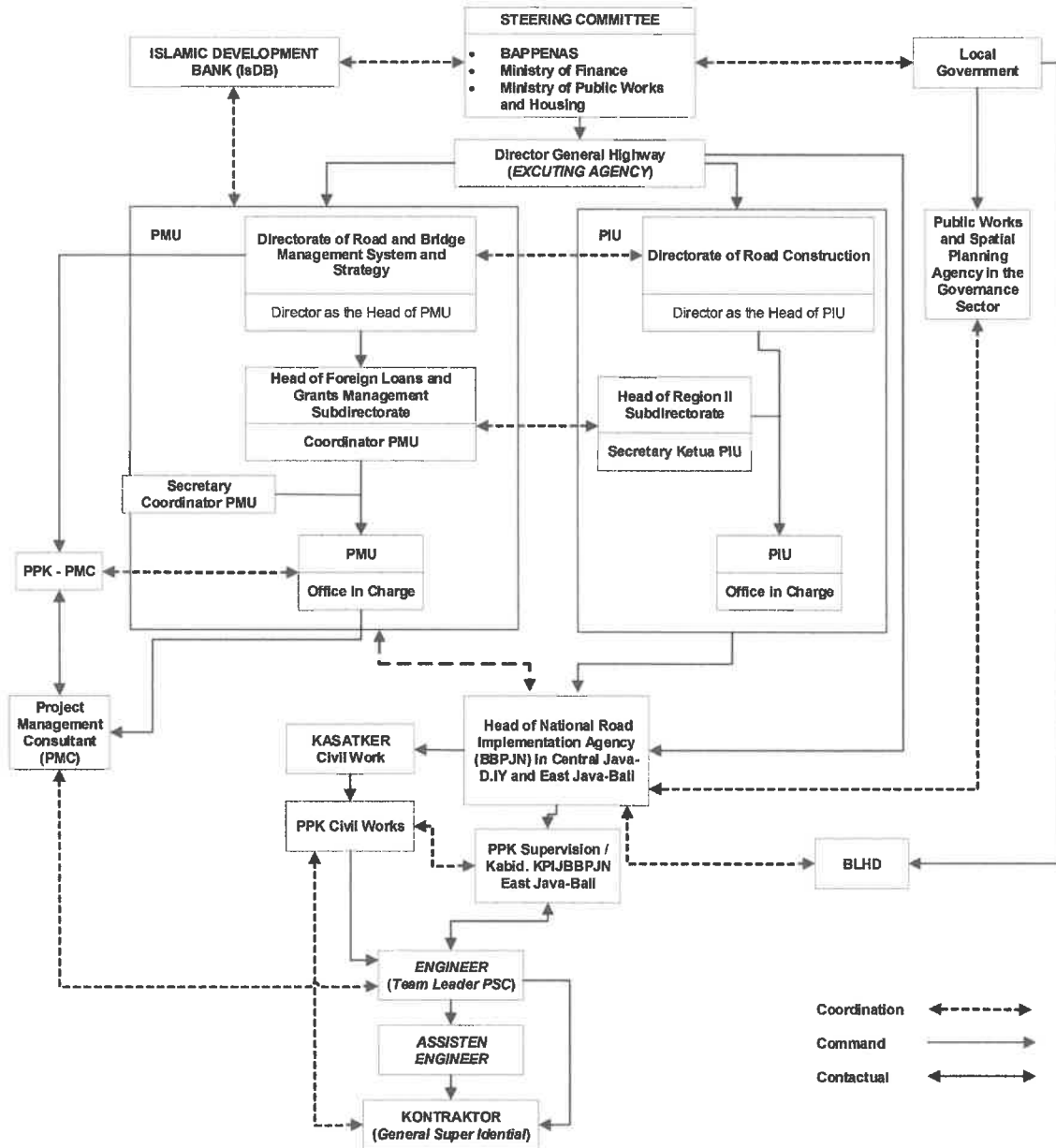
2. OBJECTIVES OF THE ASSIGNMENT

The primary objectives to be achieved by the PMC as a result of this technical assistance are as follows:

- a. Day-to-Day Support to the PMU in Project Management.
- b. Monitoring the Project Supervision Consultant (PSC) for their Supervision Activities.
- c. Support PMU for Loan Administration and Management.
- d. Support PMU for Progress Monitoring and Reporting.
- e. Support PMU for Economic and Financial Management.
- f. Assist the PMU in the Procurement and Review Contracts.
- g. Monitoring of Environmental and Social Impact Management.
- h. Monitoring the Implementation of LARAPs.
- i. Support for Implementation of Anti-Corruption Action Plan.

Coordination between stakeholders including the PMU and PMC is shown on Figure 1 below.

Figure 1. Proposed Project Organization for Phase II Trans South–South Java Road Project (TRSS Phase II)



3. DETAILED SCOPE OF WORKS

There are distinct areas to be addressed by these services, in addition to the general responsibilities of supporting the PMU and the Directorate General of Highways (DGH) in the management of the Project.

The following task’s descriptions are intended only as a guide and as the minimum requirements. The PMC is encouraged to use the initiative in expanding on the tasks

in order to successfully achieve the objectives in a manner satisfactory to the Employer.

a. Day-to-Day Support to the PMU in Project Management

The PMU will be responsible for the day-to-day management of the project and ensuring the overall technical quality of the project implementation with the assistance of the PMC.

Specific responsibilities of PMC are listed, but not limited to:

- i. Support PMU for loan administration and management.
- ii. Progress monitoring for each lot as stipulated within the Financing Agreement.
- iii. Support the PMU with updated data and information especially during the coordination between stakeholders.
- iv. Assist the PMU in the Preparing, disseminate, update and manage implementation of the Project Implementation Plan (PIP) and Project Management Manual (PMM) as well as conducting monitoring and evaluation of activities stated in PIP and PMM.
- v. Review/checking the contract amendment, technical design, bill of quantities, environmental and social impact and road safety aspect of the civil work projects.
- vi. Prepare project implementation reports such as financial reports, procurement progress and civil works progress.
- vii. Assist PMU to Environmental and Social Impacts Monitoring and Management Project Monitoring and Evaluation.
- viii. Assist PMU to Road Safety Audit for Project Implementation and Preopening.
- ix. Assist PMU to successfully undertake loan administration and monitoring.
- x. Assist PMU to successfully undertake financial management, procurement and contract management (disbursement and work progress).
- xi. Facilitate correspondence with IsDB through the PMU as and when required by the PMU.
- xii. Provide project data and information storage.
- xiii. Assist PMU to measure performance indicators of the project for PIASR (IsDB Standard) and Progress Variant (PV) MoF.

- xiv. Assist in the completion of all required reporting for PMU.
- xv. Assists another Technical Assistance (TA) related with the project.
- xvi. Assist PMU to dissemination of project procedures for Implementing Agencies and their staff and other related stakeholders.
- xvii. Assist PMU to prepare a comprehensive Project Completion Report (PCR).

b. Monitoring the Project Supervision Consultant (PSC) for their Supervision Activities

The PMU will be responsible for progress monitoring the PSC. The PMC will give support towards the effective and efficient fulfillment of this function by assisting the PMU in this activity. Specific tasks to be undertaken as part of this assistance include, but not limited to:

- i. Coordinate with Project Supervision Consultant (PSC) for their supervision activities and report for the monitoring and liaise to PMU.
- ii. Checking the Construction Management Manual implementation of the PSC appointed under the project to carry out field supervision of contractor performance in carrying out the works.
- iii. Hold regular review meetings with the PMU and the PSC to review field engineering.
- iv. Establish efficient procedures for PSC with regard to their reporting progress and problems in a timely manner to DGH, progress reports, quality control reports, quantity survey records, requests for variation or change orders, contractor's claims and invoices.
- v. Review and provide professional advice regarding proposals by the PSC for any changes in the scope or schedule of works that may be deemed necessary, assessing the effects the changes may have on contracts, overall progress and disbursements, and review any necessary variation orders.
- vi. Ensure the PSC have fulfilled commitments on the measures needed to maintain a safe working environment, protect the safety of road users and pedestrians, and ensure all other negative social, health and environmental impacts on local communities are controlled and minimized.
- vii. Ensure the PSC that they monitor the contractors to allow their workers to attend HIV/AIDS Awareness Campaign to reducing the risk of infection of the local community;

- viii. In consultation with SDEA or any successor, prepare a generic EMMP (Environmental Management and Monitoring Plan) for use by the PSC and the contractors. This EMMP will form the basis of the monitoring activities to be undertaken for Monitoring of Environmental Impacts stated below.
- ix. Ensure contractor's performance based on the report produced by PSC.

c. Support PMU for Loan Administration and Management

PMU will be responsible for the administration of the loan and monitoring of the performance of the loan. The PMC will give support towards the effective and efficient fulfilment of this function by assisting the PMU in this activity. Specific responsibilities of PMC are listed, but not limited to:

- i. Establishing, maintaining and monitoring a uniform project accounting system for preparation & consolidation of financial project reports.
- ii. Monitor project disbursements and review and initiate action for loan adjustments as a result of revised costs for project financing requirements and disbursement schedules.
- iii. Prepare Project Management for implementation including procurement procedures, budgeting, accounting, disbursement, document auditing and financial management, project management information, reporting systems and procedures and an anti-corruption plan.
- iv. Advising on alternative courses of action when physical or financial progress towards project outputs deviates from agreed targets and limits.

d. Support PMU for Progress Monitoring and Reporting

To ensure that all project lots within the TRSS Phase II project are monitored regularly, PMC shall be required to document progress of each lots periodically and reported it to the PMU in timely fashion and of adequate quality satisfactory to the Implementing Agency and the Bank. It is expected that progress monitoring shall includes procurement progress, physical work progress, financial disbursement progress, conformity to the underlying work schedule and identifying problems and matters that may arise during work that may hinder project completion schedule. The PMC shall therefore provide suggestions and recommendations to resolve any problems that occur during implementation.

e. Support PMU for Economic and Financial Management

Financial management is important to ensure proper administration of any transaction conducted between the implementing agency, contracting agency and lending agency. PMC shall be responsible for, but not limited to:

- i. Monitoring the physical and financial progress of the projects as well as keeping records of each transaction conducted.
- ii. Preparing expenditure forecasts, Annual Work Plan (AWP) and Withdrawal Applications (WA) for all components of disbursements under the project.
- iii. Keep abreast of GoI regulations to cope with auditing requirements of the GoI.
- iv. Keep abreast of IsDB financial requirements to satisfy loan conditions and its auditing requirements.
- v. Monitor the implementation of the financial management procedures and prepare detailed guidelines on the procedures recommended. Propose modification to procedures as necessary.
- vi. Prepare the financial monitoring reports on schedule for the PMU to submit to the IsDB and concerned agencies.
- vii. Prepare Unaudited Annual Financial Report.

f. Assist the PMU in the Procurement and Review Contracts

The PMU shall support the procurement team in *Balai* during the procurement of civil work and consultancy packages when necessary. PMC shall support the PMU in disseminating procurement procedure to ensure procurement process conform to the guidelines regulated by the GoI and Bank.

Proposal to amend contract may arise during implementation stage. PMU shall evaluate all amendment proposal thoroughly before submitting it to the IsDB. PMC shall therefore be required to conduct detailed technical and financial evaluation/review assessment for any amendment proposal that has been approved by the PSC to ensure all amendment comply with GoI and Bank regulations and guidelines and provide the PMU with professional advice regarding the amendment.

Specific responsibilities of PMC are listed, but not limited to:

- i. Assist in review of detailed design documents includes:
 - check the completeness of the detailed design drawings; and

- check the completeness of the owner cost estimate.
- ii. Assist PPK in preparing TRSS Phase II activity documents in accordance with IsDB templates such as Procurement Plan, SBD for Lots, REoI and RfP for Consultants document templates, contract document templates and addendums, and other documents needed during the TRSS Phase II activity period. As well as updating the template that has been prepared if there is a template renewal by IsDB, if needed.
- iii. Support and assist Procurement Committee during preparation of Prequalification, Technical and Bidding Evaluation Report, if needed.
- iv. Assist PMU to ensure that all the tendering process comply with respective IsDB and GoI regulations.
- v. Provide assistance in preparing contract documents for the awardee, if needed.
- vi. Assist PMU to assess technical and financial review for contract amendment.
- vii. Provide professional advice to PMU.

g. Monitoring of Environmental and Social Impact Management

The PMU in coordination with the SDEA or any successor will be responsible for ensuring that proper environmental and social management, mitigation and monitoring measures are implemented as part of this project. The implementation measures will be undertaken by the contractors in accordance with the EMMP and will be supervised by the PSC. The PMC will give support towards the effective and efficient fulfillment of these functions by assisting the PMU and the SDEA or any successor in this activity. Specific tasks to be undertaken as part of this assistance include, but not limited to:

- i. Prepare a checklist of compliance for each contract package during construction. The details of the checklist will be agreed beforehand with the SDEA or any successor.
- ii. Ensuring the PSC monitors environmental and social impacts using the checklist of compliance.
- iii. Compile the results of the environmental and social monitoring in monthly reports.

h. Monitoring the Implementation of LARAPs

Land Acquisition and Resettlement Action Plan (LARAP) will be required to mitigate social and economic impact due to the relocation of people affected by the road projects. While responsibilities to establish LARAP itself will be under *Balai*, the Project Management Consultant shall assist the PMU in monitoring and ensuring that the planning and implementation of the LARAP and updating LARAP, if any.

i. Support for Implementation of Anti-Corruption Action Plan

It will be the task of the PMU, supported by PMC, to provide assistance with all aspects of the implementation of the IsDB anti-corruption guidelines.

4. REPORTING

A large number of reports will be prepared throughout the duration of this project. The PMU will be responsible that these reports are submitted in timely fashion and are of excellent quality. The PMC will provide support towards the effective and efficient fulfillment of this function by assisting the PMU in this activity. Specific tasks to be undertaken as part of this assistance include:

- i. Reporting to the steering committee as required on any problems that may arise during the implementation of the Project.
- ii. Reporting to the Lending Agency as required by the Financing Agreement or RfP.

Table 4. The PMC will provide the following reports during their services, including:

No	Type of Report	Time of Submission	Content of Report
1	Inception Report	60 days after service commencement	Detailed work plan, assignment of individuals and proposed methodology
2	Monthly Progress Report	10 days after the end of each month	Overall summary and cover activities and reports produced during the month and highlight any recommendations for actions to be taken by the various parties. Including biweekly summary of project progress report
3	Quarterly Progress & Financial Management Report	10 days after each quarterly period	Recap of the quarterly financial management reports as required by IsDB and include physical and financial progress quarterly of Monthly Progress Report
4	Final Report	at the end of the services (Draft Final Report must be prepared 2 months before the end of the services)	Summary of all activities recorded during the assignment and the perfection of the Draft Final Report based on inputs from various stakeholders including the PMU.

Section 7 – Terms of Reference

5	Executive Report	Summary	at the end of the services (Draft Executive Summary Report must be prepared 2 months before the end of the services)	Summary of Final Report.
6	Project Completion Report	Project Completion Report	1 month after the completion of Civil Works & Project Supervision Consultant (Draft Project Completion Report must be prepared 3 months before the completion of Civil Works)	A comprehensive report summarizing all information and activities related to the Trans South – South Java Road project and the perfection of the Draft Project Completion Report based on inputs from various stakeholders including the PMU.
7	Technical Report	Technical Report	Every miscellaneous activity that requires PMC inputs to the PMU	During the project, miscellaneous activities and issues may occur that require quick PMC professional analysis and inputs to the PMU to resolve the issues.

All reports shall be submitted in softcopy and hardcopy in English and Bahasa Indonesia (5 copies each report). All reports, data, programs and other material relating to the project will be the property of GoI. They are to be provided on time and handed over to the PMU

5. STAFFING

5.1. Time Schedule

The consulting services covered by these Terms of Reference are for 27 months.

5.2. Location of Services

The services and main office will be located in Jakarta.

5.3. Suggested Staffing

Key personnel on the staff include national experts. The skills considered to be required to undertake the services are listed below. The Consultant is free to suggest modifications to this staffing and should define their inputs following their reading of these TOR and discussion with DGH.

All experts must be proficient in both written and spoken English. A basic knowledge of English by the experts is desirable.

During the course of the assignment should the need arise for different skills, or for shorter or longer inputs of the identified skills, the Consultant will be expected to make changes to the staffing at the request of the Project Manager. The Consultant is advised to take into account the physical demands of the task when proposing staff.

Table 5. Skills Required for Project Management Consultant

Expert	Person	Total *Minimum Requirement
1. Team Leader	1	27
2. Deputy Team Leader/ Highway Engineer	1	27
3. Bridge Engineer	1	21
4. Quality Assurance Specialist	1	27
5. Procurement Specialist/Contract Specialist	1	27
6. Financial Management Specialist	1	27
7. Road Safety Auditor	1	23
8. Environmental and Social Impact Specialist	1	27
9. Traffic Engineer	1	7
Total	9	213

** The numbers of staff month inputs are indicative and the firm (bidder) is free to propose their team composition based on their proposed assignment schedule, methodology and work plan. The number of inputs will be adjusted during negotiations to align with the Loan completion date.*

All the team members shall be generally stationed in Jakarta to assist the PMU on the implementation and administration of the Project. They will visit the project sites to give advice to the Project Supervision Consultant (PSC), as necessary, and in order to fulfill the requirements of this TOR.

5.4. Staff Requirements

a. Team Leader

The Team Leader will be senior engineer with bachelor's degree (S1) in civil engineering with at least 10 years (as Team Leader/Deputy TL) of relevant experience covering highway planning, project management of large highway projects, monitoring, design and supervision of road construction Multilateral Development Bank (MDB) funded projects.

The Team Leader shall be responsible for:

- i. Actively liaise with the PMU and other agencies related to the project.
- ii. Timely completion of reports with satisfactory results.
- iii. Managing and directing all member of the team to provide each expected output based on what has been minimally required from the TOR including daily activities of all key expert.
- iv. Quality control for any outputs produced by the team.
- v. Ensuring that all loan administration and document contracts run according to the provisions.
- vi. Check and verify the highway design drawings for the project in line with rural spatial and existing condition and accommodate input from road stakeholder.
- vii. Conduct reviews and report the results to the PMU for proposing amendment changes for each civil works and consultancy service.
- viii. Preparing E-Note detailing Amendment changes for each civil work and consultancy service as an attachment. This document will be submitted to the IsDB to obtain their NOL.

b. Deputy Team Leader/Highway Engineer

Deputy Team Leader will be senior engineer with bachelor's degree (S1) in civil engineering with at least 8 years (as Team Leader/Deputy TL/Highway Engineer) of relevant experience in road planning, road project management, monitoring, design and supervision of road construction projects.

The Deputy Team Leader shall be responsible for:

- i. Supporting the Team Leader in project administration and management.
- ii. Providing assistance related to road engineering issues.
- iii. Bridging communication between the international experts and domestic experts.
- iv. Timely completion of reports with satisfactory results.
- v. Responsible for review of all designs to ensure that the designs meet the latest agreed national standards.
- vi. Check and verify the highway design drawings for the project in

line with rural spatial and existing condition and accommodate input from road stakeholder.

- vii. Responsible for assisting DGH throughout the implementation of the project, and with evaluation of all design review, major change order proposals and Addenda, which are referred to DGH for approval.
- viii. Responsible for collecting all performance indicator data and production of these reports and timely completion of reports with satisfactory results.
- ix. Support with highway engineering issues.
- x. Collecting all performance indicator data and production of these reports.

c. Bridge Engineer

The Bridge Engineer will be a senior engineer with bachelor's degree (S1) in civil engineering and preferably having 8 years (as Bridge Engineer) of relevant experience in design and supervision of construction of bridges in Indonesia.

The Bridge Engineer shall be responsible for:

- i. Reviewing bridge designs especially for long span bridges.
- ii. Identify crucial points with bridge designs that may cause safety hazard during construction or operation.
- iii. Conduct field inspection to ensure the conformity between design proposed and actual site condition.
- iv. Provide professional recommendation regarding bridges (design/construction/supervision etc.).

d. Quality Assurance Specialist

Quality Assurance Specialist will be a senior engineer with bachelor's degree (S1) in civil engineering and preferably having 8 years (as Quality Assurance Specialist/Highway Engineer) of relevant experience in road project management, monitoring, quality assurance of road projects.

The Quality Assurance Specialist shall be responsible for:

- i. Liaising with PSC field team to ensure that all roadworks and construction comply with the requirements stated within the contract and with Indonesia's manual, procedures, codes and

standards.

- ii. Actively involved in quality audits for all aspects of the contract and ensuring that the quality of works that has been done is satisfactory to DGH and IsDB's requirements.
- iii. Updating progress report and identify problems that may affect project conformity to agreed project schedule.
- iv. Provide recommendations to ensure the quality of the projects are delivered satisfactorily to stakeholders in a timely manner.
- v. Ensuring that all data and information provided to PMU is updated and accurately reflects the recent project.

e. Procurement/Contract Document Specialist

The Procurement/Contract Specialist will be a senior engineer with relevant bachelor's degree (S1) and preferably having 8 years (as Procurement & Contract Document Spec/Procurement Spec/Contract Document Spec) of relevant experience in procurement and contract documentation for road maintenance on National or Provincial highways in Indonesia and Multilateral Development Bank (MDB) funded projects.

The Procurement Specialist/Contract Specialist shall be responsible for:

- i. Preparing TRSS activity documents in accordance with IsDB's templates such as preparation of SBD document templates, procurement plan, contract document templates and addendums, and other documents needed during the TRSS Phase II activity period. As well as updating the template that has been prepared if there is a template renewal by IsDB.
- ii. Assisting draft bidding documents for civil work projects as required.
- iii. Ensuring that procurement requirements of the loan are met, and all tendering and evaluations are fully in accordance with IsDB.
- iv. Reviewing any proposed contract amendment.
- v. Providing recommendation to the PMU for any legal matters that arise during project implementation.
- vi. Carry out e-filing for all project implementation documents from the beginning of procurement until the completion of the work.

f. Financial Management Specialist

The Financial Management Specialist will be a specialist with a bachelor's degree in economic/finance/accounting and preferably having 8 years (as Financial/Financial Management Specialist) of relevant experience in financial management systems of Multilateral Development Bank (MDB) funded projects.

The Financial Management Specialist shall be responsible for:

- i. Management for all financial aspects made during implementation.
- ii. Developing a robust and reliable Financial Management System.
- iii. Proper administration for any financial transaction.
- iv. Monitoring and quick updating of loan disbursement.
- v. Liaise with the PMU, Lending Agency and MoF to comply with loan requirements.

g. Road Safety Auditor

The Road Safety Auditor will be an engineer with a bachelor's degree in civil engineering and preferably having 8 years (as Road Safety Auditor/Specialist) of relevant experience in road safety aspects.

The Road Safety Auditor shall be responsible for:

- i. Road safety audits during project implementation and pre-opening.
- ii. Identifying potential road safety risk and provide professional recommendations for safety improvements.
- iii. Ensure the road improvements in the project area provide a long-term safe environment for road users and local inhabitants and to contribute strongly to the overall reduction of risk of road accidents elsewhere in Indonesia.

h. Environmental and Social Impact Specialist

The Environmental Social Impact Specialist will be a senior specialist with bachelor's degree (S1) in environmental engineering, civil engineering or other relevant and preferably having 8 years (as Environmental and Social Spec./Environmental Spec.) of relevant experience in environmental studies and monitoring of road works in Multilateral Development Bank (MDB) funded projects, preferable with experience in Social Impact and/or

poverty issues associated with construction projects.

The Environmental and Social Impact Specialist shall be responsible for:

- i. Monitoring the environmental impacts of the project.
- ii. Assist in developing checklists and other tools for measurement of environmental impact of the project.
- iii. Assist in undertaking the social impact and gender aspects of the project performance monitoring.

i. Traffic Engineer

The Engineer should have a bachelor’s degree in civil engineering and 8 years (as Traffic Engineer/Specialist) experience in traffic surveys and traffic modelling.

The Traffic Engineer shall be responsible for:

- i. Traffic surveys during the project implementation and after project completion.
- ii. Traffic modelling using data that have been acquired through traffic surveys.

6. FACILITIES TO BE PROVIDED BY THE CONSULTANT

The following facilities should be provided in the Consultant’s cost estimate:

- a. Office Rental.
- b. Office Supplies, Equipment, Furniture and Running Costs, Vehicles and Vehicle Operating Costs.
- c. Communication, Coordination Meeting and Reporting Costs.
- d. Workshop/Training (Socialization Project Management Manual, Road Safety Training, Taking Over Certificate, etc.).

The consultant will require sub-professional staff and supporting staff that are not listed in this TOR. The sub-professional staff and supporting staff are explained below:

Table 6. Non-Key Personnel

Sub-Professional Staff	Person	Total
1. Financial Management Assistant	1	27
2. Highway Engineer Assistant	1	27

3. Procurement/Contract Document Assistant	1	27
4. Environmental and Social Impact Specialist	1	27
Total	4	108

Supporting Staff	Person	Total
1. Office Manager / Account Manager	1	27
2. Bilingual Secretary	2	54
3. Secretary Consultant Office	1	27
4. Document Control/ Computer Operator	1	27
5. CAD Operator	1	27
6. Driver	4	108
7. Office Boy	1	27
8. Security	1	27
Total	12	324

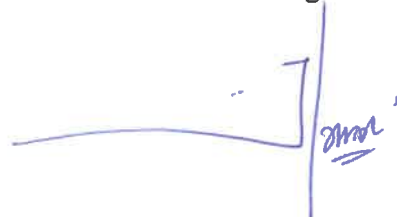
Sub-Professional Staff – Domestic

Responsible for assisting the professional staff in order to achieve all objectives and tasks specified in this TOR. The sub-professional staff with a relevant bachelor's degree (S1) in each position and preferably have 3 years of relevant experience in road or bridge construction.

7. FACILITIES TO BE PROVIDED BY THE EMPLOYER

The Employer will provide all data, reports and relevant information needed to support the services as promptly as possible upon request.

Jakarta, 30 April 2024
Pejabat Pembuat Komitmen
Pembinaan Administrasi dan
Pelaksanaan Pengendalian PHLN



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