

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

<b>Country</b>	: Azerbaijan
<b>Name of Project</b>	: “Construction of the Main Irrigation Canal from the Maiden Tower Reservoir Project”
<b>Name of the Beneficiary</b>	: Azerbaijan State Water Resources Agency, Administration of Facilities under Construction PLE
<b>Name of the Assignment</b>	: Procurement Support and Work Supervision Consulting Services
<b>Mode of Financing</b>	: Installment Sale and IsDB Grant
<b>Financing No</b>	: AZE 1024

The Government of Azerbaijan represented by the Ministry of Finance for the benefit of the Azerbaijan State Water Resources Agency, Administration of Facilities under Construction PLE has received financing from the Islamic Development Bank toward the cost of the “Construction of the Main Irrigation Canal from the Maiden Tower Reservoir Project” and intends to apply part of the proceeds for Consultant Services.

The services include the following tasks ensuring full consistency with the TOR attached in this REOI.

- Finalize a work plan in consultation with the Client for various tasks after commence of the assignments;
- Review the hydraulic, structural, electro-mechanical, geological, and geotechnical design; and site investigation reports (including basic information and infrastructure inventory), survey reports (including environmental, social impact, and land acquisition and resettlement assessments) and site investigation reports (including basic information and infrastructure inventory),
- Review the engineering geological conditions of the project area; compilation of geological maps and sites based on the available data, maps, and aerial surveys such as regional geological maps, regional geological cross sections and seismic-tectonic maps;
- Prepare bidding documents for contracts to be awarded during project implementation using IsDB’s Standards.
- Perform the role of engineer for construction supervision of contractors’ works for compliance with specifications, drawings, and bill of quantities.
- Review all contract documents including plans/drawings, and Technical Specifications, to identify potential conflicts in the provisions, details, as well as lack of or insufficient information for the contractor to perform its contractual obligations;
- Review each of the contractors’ work schedule and method statement; equipment and plant schedule; site organization and personnel deployment plan; plan for establishment of construction camp; and any other plan or schedule that may be required in the

execution of the work and ensure conformity with specifications, Contractual obligations as well as applicable norms and regulations;

- Review any subsequent modification or update to the contractors' work plans and schedules that may be required in the execution of the work to ensure conformity with specifications, contractual obligations and applicable norms and regulations;
- Review the contractor's method statement and work program to ensure conformity with the Environmental Management Plan (EMP), and other safeguard regulations (Including resettlement, gender, and other social safeguard issues);
- Monitor and supervise the execution of field tests and sampling, including soil compaction, concrete sampling, and others and maintain quality control records of all field tests and sampling;
- Supervise the work of the contractor and report to the client on progress of work and any deficiencies noted during construction and recommend remedial action;
- To ensure oversight of the implementation of smart monitoring and control systems, including SCADA.
- Inspect and evaluate the contractors' used materials installations, plant and equipment including type, origin and specifications, etc. for conformity with contractual obligations, specifications and applicable norms and regulations;
- Review site management and site safety plans for conformity with contractual obligations and applicable regulations and laws, including disposal of used materials;
- Assist the EA in the assessment of claims and disputes from the contractors;
- Review and recommend approval of the contractors' working drawings and as-built drawings and quality control records;
- Hold weekly and monthly field meetings with the contractors to review progress of work against plans and schedules; identify problems areas; review field test and sample schedules; and make projections of work for the following period; Review and endorse contractors' progress interim and final payment certificates, requests for contract variations, and other technical solutions as needed;
- Review and confirm final delivery-acceptance act referred to the construction process accomplishment;
- Review and approve contractors' quality assurance mechanism and safety procedures;
- Carry out measurement of works and agreement of quantities with contractors, and deal with any claims of the contractors as per procedures described in the conditions of contracts;
- Ensure that the project is constructed, operated and maintained in strict conformity with the technical specifications and rules governing technical operation and requirements of alienation lines, and all applicable laws and regulations, including Environmental and social development regulations;
- Prepare Final Payment Certificates, Taking Over Certificates, and Performance Certificates, to the timing of, and as required by, the contracts, and advising the

- Employer on the release of all contractors' securities and retentions; and monitor performance of the Contractor during the Defects Notification Period.
- Supervise the implementation of and monitoring compliance with IEEs and LARPs.
  - Assist the Client in preparing and/or updating project implementation schedule and advising critical activities and the critical path of activities in the schedule;
  - Assist the Client in conducting project performance monitoring and evaluation in terms of achievement of outcome and outputs target indicators;
  - Assist the Client to develop a contract management system to ensure that records and data are stored systematically and cross-referenced with the financial accounts of the project. The system must allow safekeeping of procurement documentation for easy retrieval and referencing, with adequate paper trails in accordance with generally accepted standards. The contract management system must also be designed to support loan disbursement, reporting, and accounting requirements of the project;
  - Prepare operational and maintenance (O&M) manual for the irrigation networks to be constructed under the project, including the methodology principles for calculation of the materials, technical and human resources required for operation and maintenance separately, taking into account the list of the measures to be implemented and their periodicity.
  - Assist the Client in selecting and supervising various consultants for establishing and implementing the demonstration and training of innovative, climate-smart agricultural and irrigation technologies. Oversee, monitor and report the implementation progress of demonstrations and training of farmers and stakeholders in innovative and climate-smart agricultural production technologies.

The Azerbaijan State Water Resources Agency, Administration of Facilities under Construction PLE now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants must provide specific information 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 are:**

- Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, turnover for the previous 3 (three) years (2022-2023-2024) with an average of USD 4.0 million, number of permanent staff and part-timers, fields of expertise;
- Consulting firm is expected to have extensive experience in design and construction of irrigation systems/water structures and appurtenant structures, hydraulic structures, irrigation systems, provided that;

- One specific experience in design/design review and construction supervision of irrigation & drainage canal with at least USD 4.0 million consultancy contract amount (in case of a JV formation, the Lead Member shall provide)
- Consulting firm should be aware of local legislation in the field of design and construction.
- Consulting firm should have experience in similar type and size of the projects financed by the ISDB or other IFIs, with proven knowledge of FIDIC basis contracts and / or MDB procurement process.
- Letters of Recommendation for all submitted previous experiences from previous Employers shall be attached.
- A list of ongoing assignments including the start and end dates and the personnel involved.
- The Consultant Company or its technical staffs must have right for performance of technical supervision according to Rules of technical supervision works in Republic of Azerbaijan (Agency for construction affairs) Law of Azerbaijan. This means that the Consultant company can employ or commit to employ engineers with license for construction supervision of category or obtain or commit to obtain license for own company.
- Form of association (sub-contractor/joint venture) for the execution of the contract(s), if the case may be, and identification of the leading company. Same information shall be submitted for the leading company and the associate companies.

The selection criteria for the short-listing are:

• <b>General Experience</b>	<b>20 points</b>
• <b>Average Annual Turnover</b>	<b>10 points</b>
• <b>International Experience</b>	<b>10 points</b>
• <b>Specific Experience</b>	<b>60 points</b>
- <i>Supervision</i>	<i>45 points</i>
- <i>Design (irrigation systems)</i>	<i>15 points</i>
<b>Total points</b>	<b>100</b>

\* Minimum number of points necessary to be retained: 75 Points

\*\* Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Paragraphs, 1.23, and 1.24 of the Guidelines for Procurement of Consultant Services under Islamic Development Bank Project Financing (the “Procurement Guidelines”), setting forth IsDB’s policy on conflict of interest.

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.

A consultant will be selected in accordance with the Quality and Cost-Based Selection (QCBS) procedure among shortlisting from IsDB’s Member Countries (MCs) method set out in the Procurement Guidelines.

Interested consultants may obtain further information at the address above during office hours **09:00 to 17:00 (local time)**.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by 3 April 2025.

Azerbaijan State Water Resources Agency, Administration of Facilities under Construction PLE  
Attention: Mr. Fuad Abishev, Deputy Chairman of the Board 69 A Moscow Ave, Baku,  
Azerbaijan, AZ1012, 5<sup>th</sup> floor  
Tel: +994 50 2229397  
Fax: +994 12 4935165  
E-mail: [fuad.abishev@toom.gov.az](mailto:fuad.abishev@toom.gov.az)

**ANNEX 1**  
**TERMS OF REFERENCE**  
**(TOR)**

**REPUBLIC OF AZERBAIJAN**

**“CONSTRUCTION OF THE MAIN IRRIGATION CANAL FROM THE  
MAIDEN TOWER RESERVOIR PROJECT”**

**Loan No: AZE 1024**

**Consultancy Services**

**for**

**PROJECT REVIEW AND CONSTRUCTION SUPERVISION  
SERVICES for “CONSTRUCTION OF THE MAIN IRRIGATION  
CANAL FROM THE MAIDEN TOWER RESERVOIR PROJECT”**

**DATE: JANUARY 2025**

# CONTENTS

1. INTRODUCTION AND BACKGROUND .....	
2. PROJECT OBJECTIVES AND SCOPE.....	
3. ASSIGNMENT TASKS .....	
4. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES.....	
5. DURATION OF ASSIGNMENT .....	
6. COMPOSITION OF THE TEAM, STAFF INPUTS AND QUALIFICATION REQUIREMENTS FOR KEY EXPERTS .....	
7. CLIENT INPUT.....	
8. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONTRACTORS .....	
<b>ANNEX 1: THE ESHS RELATED SERVICES:</b>	



# Terms of Reference

## 1. BACKGROUND

Azerbaijan has received financing from the Islamic Development Bank (IsDB) to support “Construction of The Main Irrigation Canal from The Maiden Tower Reservoir Project”. The proposed Program aims to improve construction of an irrigation canal from the Maiden Tower water reservoir in Azerbaijan.

The project will include the following components.

**Component 1:** Climate Resilient and Smart Water Management Infrastructure Development and Agricultural Productivity Enhancement: This will develop a climate-resilient and smart water resource management system through the construction of a main canal with a length of 52 km and a sub-discharge capacity of 50 cubic meters per second from the Maiden Tower reservoir area on the Araz River and 252 km irrigation pipeline network on the liberated lands in Jabrail and Fuzuli regions located along the Araz River and providing reliable irrigation services in the Mil-Mugan zone. This component aims to develop climate-resilient and smart water management systems, improve efficiencies, and provide canal infrastructure protection measures and advanced irrigation techniques (such as Pivot Sprinklers, drip irrigation systems, etc.) to support sustainable agricultural growth of the project area. It will also support the development of smart monitoring and control systems, including SCADA, to provide real-time data management and maintenance for effective resilience against climate variability. The component also enables private sector investment opportunities, aligning with global sustainability trends and promising substantial returns through value addition and sustainable and efficient agricultural practices while establishing upstream facilities and enabling mid and downstream for Agro-Parks.

**Component 2—**Project Engineering Review and Construction Supervision Consultant Services: This component will provide support for reviewing the project’s detailed design, preparing the bidding documents for selecting the contractors, assisting the Executing Agency (EA) in the selection process, and supervising the project implementation.

**Component 3 –** Support to the Project Management Unit: This component will provide support for the Project Management (PMU) in terms of: (i) recruitment of additional technical staff (Procurement, Environmental Safeguard, Project Financial Management, and M&E Specialists) and payment of monthly allowances with related running costs.

**Component 4 –** Capacity Building: This component will consist of the institutional and livelihood capacity development.

**Component 5—Project’s Audit:** This component will support the annual audit of the project’s Special Account.

**Component 6 – Contingency Emergency Response Component:** This standalone zero-value component is embedded in the Project to allow for the use of the present Project resources to cover emergency response activities in case of highly unpredictable events such as disasters, pandemics, etc., as a support to the Government’s rapid emergency response efforts in the future. This can be done by reallocating Project funds, subject to a prior consultation with the IsDB.

## **2. PROJECT OBJECTIVES AND SCOPE**

### **A. Objective**

The main objective of consulting services is to help the Client to design review, manage, and implement the project to fulfil the overall requirements of the project as approved and agreed between IsDB and the Government of Azerbaijan. The Consultant will assist the Client overall project implementation, including design review, procurement documents preparation, construction supervision, safeguards (environmental and social) management, and monitoring and reporting. The Consultant will be selected and engaged in accordance with the Islamic Development Bank will be conducted through the procedures as specified in the Guidelines for Procurement of Goods, Works and related services under Islamic Development Bank Project Financing (April 2019 edition, revised in February 2023), and is open to all eligible bidders as defined in the guidelines. Consulting services will be selected in accordance with the Guidelines for the Procurement of Consultant Services under Islamic Development Bank Project Financing (April 2019 edition, revised in February 2023).

The Consultant engaging a local consultant as a partner will be a plus.

### **B. Scope**

The Consultant services will be required for a period of 9 months mobilization, Design review, Preparation of the Bidding Documents and Procurement Assistance and 46 months Construction Phase, and excluding 12 months Defects Notification Period for the contracts under the CSISDP.

The Consultant will ensure achieving the project intended results within the approved implementation period and cost through supporting the Client in (i) conduct design review in compliance with (but not limited to) the guidelines for amelioration systems and structures, which should be technically viable, economically feasible, environmentally and operationally sustainable, and socially acceptable. The Consultant also should review detailed engineering studies investigations, designs, drawings, specifications, cost estimates, economic and financial analyses, social and environmental safeguards assessments, and should prepare bidding documents; and (ii) construction supervision and matters assigned to consultants related to implementation of the works to ensure construction quality. Key aspects of the Consultant's work will include (but not limited to) assisting the Client in the following:

- Finalize a work plan in consultation with the Client for various tasks after commence of the assignments;

- Review the hydraulic, structural, electro-mechanical, geological, and geotechnical design; and site investigation reports (including basic information and infrastructure inventory), survey reports (including environmental, social impact, and land acquisition and resettlement assessments ) and site investigation reports (including basic information and infrastructure inventory),
- Review the engineering geological conditions of the project area; compilation of geological maps and sites based on the available data, maps, and aerial surveys such as regional geological maps, regional geological cross sections and seismic-tectonic maps;
- Prepare bidding documents for contracts to be awarded during project implementation using IsDB's Standards.
- Perform the role of engineer for construction supervision of contractors' works for compliance with specifications, drawings, and bill of quantities.
- Review all contract documents including plans/drawings, and Technical Specifications, to identify potential conflicts in the provisions, details, as well as lack of or insufficient information for the contractors to perform its contractual obligations;
- Review each of the contractors' work schedule and method statement; equipment and plant schedule; site organization and personnel deployment plan; plan for establishment of construction camp; and any other plan or schedule that may be required in the execution of the work and ensure conformity with specifications, Contractual obligations as well as applicable norms and regulations;
- Review any subsequent modification or update to the contractors' work plans and schedules that may be required in the execution of the work to ensure conformity with specifications, contractual obligations and applicable norms and regulations;
- Review the contractors' method statement and work program to ensure conformity with the Environmental Management Plan (EMP), and other safeguard regulations (Including resettlement, gender, and other social safeguard issues);
- Monitor and supervise the execution of field tests and sampling, including soil compaction, concrete sampling, and others and maintain quality control records of all field tests and sampling;
- Supervise the works of the contractors and report to the client on progress of work and any deficiencies noted during construction and recommend remedial action;
- To ensure oversight of the implementation of smart monitoring and control systems, including SCADA.
- Inspect and evaluate the contractors' used materials installations, plant and equipment including type, origin and specifications, etc. for conformity with contractual obligations, specifications and applicable norms and regulations;
- Review site management and site safety plans for conformity with contractual obligations and applicable regulations and laws, including disposal of used materials;
- Assist the EA in the assessment of claims and disputes from the contractors;
- Review and recommend approval of the contractors' working drawings and as-built drawings and quality control records;
- Hold weekly and monthly field meetings with the contractors to review progress of work against plans and schedules; identify problems areas; review field test and sample schedules; and make projections of work for the following period; Review and endorse contractors' progress interim

and final payment certificates, requests for contract variations, and other technical solutions as needed;

- Review and confirm final delivery-acceptance act referred to the construction process accomplishment;
- Review and approve contractors' quality assurance mechanism and safety procedures;
- Carry out measurement of works and agreement of quantities with contractors, and deal with any claims of the contractors as per procedures described in the conditions of contracts;
- Ensure that the project is constructed, operated and maintained in strict conformity with the technical specifications and rules governing technical operation and requirements of alienation lines, and all applicable laws and regulations, including Environmental and social development regulations;
- Prepare Final Payment Certificates, Taking Over Certificates, and Performance Certificates, to the timing of, and as required by, the contracts, and advising the Employer on the release of all contractors' securities and retentions; and monitor performance of the Contractors during the Defects Notification Period.
- Supervise the implementation of and monitoring compliance with IEEs and LARPs.
- Assist the Client in preparing and/or updating project implementation schedule and advising critical activities and the critical path of activities in the schedule;
- Assist the Client in conducting project performance monitoring and evaluation in terms of achievement of outcome and outputs target indicators;
- Assist the Client to develop a contract management system to ensure that records and data are stored systematically and cross-referenced with the financial accounts of the project. The system must allow safekeeping of procurement documentation for easy retrieval and referencing, with adequate paper trails in accordance with generally accepted standards. The contract management system must also be designed to support loan disbursement, reporting, and accounting requirements of the project;
- Prepare operational and maintenance (O&M) manual for the irrigation networks to be constructed under the project, including the methodology principles for calculation of the materials, technical and human resources required for operation and maintenance separately, taking into account the list of the measures to be implemented and their periodicity;
- Assist the Client in selecting and supervising various consultants for establishing and implementing the demonstration and training of innovative, climate-smart agricultural and irrigation technologies. Oversee, monitor and report the implementation progress of demonstrations and training of farmers and stakeholders in innovative and climate-smart agricultural production technologies.

### **3. ASSIGNMENT TASKS**

The Project implementation can be divided into two:

- Design review, Preparation of the Bidding Documents and Procurement Assistance.
- Contract Management and Construction Supervision, Assistance during the Defect Liability Period.

The Consultant's services will cover the following main tasks:

### **3.1 Design Review, Preparation of the Bidding Documents and Procurement Assistance**

#### **A. Project design review**

The Consultant will review the project designs already prepared and will update the designs (if needed). He will finalize the bill of quantities and cost estimate with the bidding documents.

All design specifications must be reviewed in accordance with the requirements of the Law of the Republic of Azerbaijan and international standards, where appropriate. It is assumed that the Consultant will cooperate with local project organizations and ensure that the designs meets the requirements of local construction legislation.

- Design review will cover: To review the design of the water structures (main canal, network) and auxiliary facilities and equipment
- To review the overall safety standard and criteria, considering the potential risks for the all water structures and consequences, as well as the national regulations and international standards and practices
- To review site investigation data for the foundation and for material sources, including results of drilling or boring, laboratory testing, in situ tests, and regional and local geological characteristics. The original designers are responsible for the accuracy and correctness of surveys and investigations carried out while preparing the detailed designs.
- To review the designs of the foundation treatment, including abutments of the main canal axis, proposed excavation, selected foundation strength parameters, and seepage control and slope stabilization measures.
- To review the identified aggregate source, quarry location, cement type, and material characteristic for concrete structures, including results of durability, gradation, and reactivity tests, trial mix designs, strength design parameters, and construction requirements
- To review the inlet works for water supply, including its hydraulic designs, regulation range, and other factors
- To review the design for H&M (valve, gate etc.) instrumentation system and the program for collecting, analysing, and maintaining data to be obtained
- To review the design for smart monitoring and control systems, including SCADA
- To review the final plans and specifications for design adequacy, construction, scheduling, and the owner's quality control procedures and construction supervision plan.
- To review of ESIA, ESMP and other reports/plans according to the legislation of the Republic of Azerbaijan and requirements of IsDB. To prepare the Safeguard Plan, which will include safeguards and operational procedures.
- To review the Detailed Engineering Design for all items along with the, technical specifications,

bill of quantities (BOQ), cost estimate, provisional construction schedule to a level sufficient for incorporation in the Tender Documents for the construction of the water structures.

## **B. Preparation of bidding documents**

The objective of this consultancy assignment is to develop comprehensive and high-quality bidding documents for the construction of irrigation canal, network system, water structures, and auxiliary facilities. These documents will ensure compliance with relevant standards and guidelines and enable transparent and competitive bidding for the selection of qualified contractors.

The bidding documents should be detailed enough to allow the procurement of works, and an accurate estimate of costs. The bidding documents must provide details such as location, size, quantity, capacity, strength, equipment and work specifications. Design assumptions and the criteria should be clearly documented.

- Make a review and give recommendations on the Project Procurement Plan, including the updating of the original estimates and the definition of priorities between the components of the Project.
- Make an overview of existing detailed projects to carry out work in accordance with Azerbaijan's relevant legislation and procurement requirements for Works.
- Develop detailed technical specifications for each component, including site preparation, excavation, construction, and safety requirements. Ensure specifications cover materials, equipment, construction methodologies, and standards for water/irrigation structures, such as hydraulic structures, canals, pipelines and intake structures.
- Develop a detailed Bill of Quantities for each structure, specifying quantities, units, and descriptions of work to provide bidders with accurate pricing structures.
- Outline a preliminary construction schedule, including key milestones, phases, and timelines. Define requirements for adherence to the schedule, including penalties for delays and incentives for early completion.
- Draft the general and specific conditions of contract, incorporating terms related to quality assurance, risk management, construction timelines, payment terms, warranties, and penalties.
- Develop clear and objective bid evaluation criteria, including technical, financial, and experience-based requirements. Specify minimum qualifications for contractors, such as previous experience, financial capacity, and relevant certifications.
- Assistance in the procurement of contractors for construction work on the basis of tender documentation (*Special notice, tender documents, preparation of any clarifications requested by bidders during the tender to help the Client*);
- Assistance to the Client in the procedures for closing / opening a tender, preparing a meeting minutes and submitting them to the IsDB in time, to receive clarifications as required in the bidding process;
- Providing support during the bidding process and organize and participate in pre-bid meetings to clarify technical specifications and respond to questions from prospective bidders. Provide support in responding to queries during the bidding period, including preparing any necessary clarifications or amendments to the bidding documents.

- Assistance to the Evaluation Committee (created by the company) in evaluating the proposals submitted (Technical and Financial Proposals) and preparing an evaluation report of tender proposals and submitting it to the Administration of Facilities under Construction PLE Azerbaijan State Water Resources Agency and IsDB. The Consultant will support the Client in the preparation of the evaluation report of the tender proposals and will participate as a non-voting vote in the assessments and must "sign" the reports, providing independent comments on the assessment process, if any, for consideration by the IsDB;
- Assist in completing the procedures for contract award, including preparing a draft contract for submission to IsDB for preliminary review and approval and ensuring that the contract is signed by duly authorized representatives of each party.

#### **a. Contract Management and Construction Supervision**

### **General**

The terms and conditions for construction works shall be as stipulated in the latest harmonized version of the FIDIC conditions of contract. The contract management shall consist of o Pre-construction Phase, Construction Supervision Phase and Defect Liability Phase.

#### **A. Pre-construction Phase**

During the pre-construction phase the consultant's tasks shall include, but not be limited to the following:

- Facilitate Sites Handover for the Works to the Contractors.
- Supervise and direct the contractors in undertaking additional geological, geophysical and geotechnical investigations.
- Review Contractors' Environmental and Social Management Plans (ESMP), taking into consideration the provisions made in the initial project ESIA, ESIA Certificate Conditions of Approval by issued by local authorities, and any associated Environmental and Social Assessments undertaken during project planning, implementation and operation
- Supervise the contractors in undertaking engineering tests on construction materials (gravel, sand, clay, stone aggregates, etc.)
- Ensure that insurance, performance securities and advance payments guarantees are furnished by the Contractors in time. In liaison with the EA, shall validate these documents and ensure authenticity in order to issue the commencement notice for the construction.
- Review and make recommendations to the Contractors' procurement schedule.
- Ensure that the Contractors conform to the legal, health and safety standards and all safeguards requirements.
- Review Construction Supervision and Quality Assurance Plan (CSQAP), understand the requirements of CSQAP and reflect the requirements in the proposed supervision methodology.
- Review the Environmental and Social Monitoring Plan (ESMP), outline and disseminate the mitigating/enhancing, monitoring, consultative and institutional measures required to prevent,

minimize, mitigate or compensate for adverse environmental and social impacts or enhance the beneficial impacts.

- Prepare minimum safety standards for workers. Ensure tools and guidelines for safeguard procedures specifying minimum safety procedures are available and accessible to all sites staff for consultants, contractors and workers.
- Develop and establish a Quality Control and Quality Assurance System and review and approve the contractors' Quality Assurance Plan.
- Review and approve the contractors' method statements before construction as required in the technical specifications for all important elements of the project and check for any non-compliant methods, equipment, or materials to be corrected before work commencement. Handle contractors' claims in a timely manner and advise the EA accordingly.

## **B. Construction Supervision Phase**

The Consultant shall perform the duties and powers of the FIDIC Engineer in accordance with the instructions in the Contract or necessarily implied by the Contract, and also assist in administering the contract, dealing with situations in accordance with the contract. Construction must be carried out in accordance with laws, technical standards, construction norms and rules of the Republic of Azerbaijan.

The Consultant shall deploy a full-time supervision team on site. The team shall be responsible for supervising the entire construction process of the water structures / facilities. During the entire construction process, the Consultant shall work in close cooperation with the EA's project team.

During the construction period, the Consultant's tasks shall include, but not be limited to the following:

- Review the Contractors' work programs (in acceptable and compatible software) and method statements while highlighting areas that may pose a risk to works scope, quality and timely completion. Identify the key milestones and the critical path activities. Analyse relevance of activities and consistency with project works Program and provide advice to eliminate unnecessary/redundant activities
- Review Contractors' proposed resources (labour/staff, equipment and materials), utilization, deployment, productivity and efficiency. Undertake a detailed works analysis and ensure the detailed works project schedule presents realistic resource utilization and deployment and productivity rates (labour & equipment) for each activity to attain the target outputs and is synchronized with the work program and updated on a monthly basis.
- Review and approve the contractors' method statements before construction as required in the technical specifications for all important elements of the project and check for any non-compliant methods, equipment, or materials to be corrected before work commencement. Handle contractors' claims in a timely manner and advise the Client accordingly.
- Carry out Environmental, Social, Health and Safety due diligence during acquisition and operation of all the supporting facilities by the Contractors, including technical supervision of conduct of applicable statutory assessments. The Consultant shall review TORs for all assessments to ensure technical adequacy of the prepared ESIA/ ESMPs reports before submission to Client and/or to the Bank for clearance;



- Ensure that the Contractors conduct the necessary environmental and social assessments, and obtains the requisite statutory approvals (such as licenses, certificates, permits, etc) for any proposed auxiliary facilities including campsites, equipment yards, borrow pits, quarry sites, dumpsites, before establishments and/or installation of equipment, etc.
- Ensure that the Contractors work within the environmental and social frameworks as detailed in the project's Environmental and Social Impact assessment (ESIA)/Environmental and Social Management Plan (ESMP) and the Resettlement Action Plan (RAP), and compliance with the relevant National policies and legal Framework, and with the environment and social safeguard policies of the Bank.
- Review and make recommendations to the Contractors' procurement schedule, and supervise the Contractors' procurements, ensuring that all materials are from the right source, quality and of sufficient quantities.
- Inspect and assess all proposed works sites, quarry and borrow areas and materials for the project;
- Ensure adequacy of implementation of the mitigation measures and strengthening of compliance to environmental and social safeguards procedures (ESAP).
- Ensure range and nature of safety measures at works sites and their supervision are in place and implemented.
- Supervise the Contractors' actual work progress versus the planned work program and ensure that delays are kept to a minimum and, that the Contractors at their cost take measures to make up for time lost and pull the project back to planned schedule. In addition, the Consultant is required to keep a monthly updated work program in liaison with Contractors.
- Timely issue to the Contractors all the necessary correspondences related to information, instructions, clarifications and suggestions to ensure consistency in quality, positive progress and planned costs.
- Inspect, determine and approve the part of works before, during and after construction of part and, or whole of the works to ensure all time compliance with the specifications and standards.
- Supervise the Contractors' construction activities, ensuring that all construction is undertaken as designed, or in accordance with client-approved variations to the original design, and that all quality standards are met.
- Advise the Client on variation orders.
- Undertake and prepare revised designs, improvements or modifications as necessary during construction.
- Review and approve any amendments to designs from the Contractors.
- Ensure that the Contractors have issued insurance of all personnel for accidents liabilities during construction.
- Inspect and certify all completed works. Certify payment certificates for payments of completed works or parts thereof. Ad measure and certify all quantities invoiced by the Contractors. Prepare the contractors' payment statement including final certificate in accordance with General Conditions of Contract and Conditions of Particular application.
- Ensure that the Contractors perform tests and provide reports from approved laboratories according to the approved and agreed upon quality standards to the client, and approve the materials procured by the contractors for the works to ensure that they comply with design assumptions and specifications.

- Undertake independent tests or inspections as considered necessary to confirm that the construction is completed in accordance with the design intent.
- Periodically review the status of the Contractors' real versus required staffing, equipment, insurance, status of performance securities, advance payment guarantees and recommend appropriate actions to the client. In addition, the Consultant will check the status of expiry of the performance bond and advance payment guarantee and recommend appropriate actions (if applicable) to the Employer.
- State all methods and procedures that are intended to ensure robust quality control, execute all procedures accordingly, and report on all quality control undertakings and their results to the client.
- Undertake regular delay surveys to facilitate acquisition of specific site production and productivity of the works (labour and equipment) or materials availability for the Contractors. Monitor and document Contractors' inefficiencies, disruptions and delays and determine problems and advise on solutions to improve works progress rates.
- Periodically prepare a risk management plan for the construction project. Carry out risk identification for potential delays, disruptions, disputes arising from compensation events, reliability of materials sources and delivery and unforeseen ground conditions and environmental hazards and their potential impacts on construction methods. Undertake analysis/assessment of potential risk identified and evaluate effects (qualitatively and quantitatively) and ranking of occurrence and classify as major, moderate or minor. Draw-up risk response to circumstances to include possibilities for risk avoidance, transfer or controllable/minimization.
- Advise the EA on contractual obligations and establish early warning systems to minimize occurrence from potential compensation events and subsequent claims for time extension and/or costs
- Develop and maintain a project progress reporting format that is both, concise and in accordance with the EA requirements.
- Monthly progress reporting to the EA, and immediate reporting shall any issues be identified that could affect the project completion schedule. This shall include arrangement for site meetings as and when they may be required.
- Monitor the value of works executed against payments made to the Contractors and report to the EA monthly consistency against program of expenditure and works giving reasons and recommendations.
- In consultation with the EA, and if necessary, prepare variation orders.
- Schedule and organize witness-testing events, including contractual tests for the completed works.
- Maintain daily site records on prevailing weather conditions, labour productivity, availability and operational condition of key plant, plant productivity, daily activity outputs, and disputes between employers and staff as well as between contractors and local residents, and all other observations that may be of importance in case of any arbitration or legal disputes.
- Ensure that the contractors meet Environment, Social, Health and Safety requirements (ESHS). Please, the details below.
- Ensure that the contractors work within the environmental and social frameworks as detailed in the project's environmental social impact assessment (ESIA) and environmental and social management plan (ESMP) and the Resettlement Action Plan (RAP). Document and verify any complaints and grievances from project affected persons/workers.

- Ensure that there is timely and coordinated response to environmental and social issues – a functional system of reporting safeguard issues in place and issues of concern by different stakeholders regularly discussed and responded to.
- Develop and maintain an Accident Log during project implementation and undertake to report serious and severe accidents to the Employer within 24 hours of occurrence.
- Document the responses to environmental and social issues of concern raised by different stakeholders. Ensure preparation of quality and timely environmental and social reports on regular monthly basis.
- The Consultant shall guide the Contractors on compiling Operation and Maintenance Manual.
- Commission and approve completed systems and facilitate hand over to Employer.
- Prepare snag lists after substantial completion of works.
- Prepare environmental and social audits and certification with regulatory authority.
- Prepare the ‘substantial completion report’ prior to technical handover.
- Facilitate technical commissioning
- Ensure that the Contractors’ ESHS performance is in accordance with good international industry practice and delivers the Contractors’ ESHS obligations. The ESHS related services given in the **Annex 1**.

The Consultant must obtain prior approval from the Client before:

- Issuing any variation of the order with financial and temporary consequences, except in an emergency situation, when the Client approval must be received as soon as possible;
- Authorization of additional items, amounts or expenses;
- Subcontract approvals for any part of the works; and
- Approval of any extension of the completion time.

### **Quality Control**

The Consultant shall:

- Receive a full detailed version of Quality Assurance Manual from the Contractors; check it and make comments as soon as possible and, if necessary, ask the Contractors to make amendments in it.
- Notify the Company of any failure of the test or verification and that such failure can lead to a delay in observing the deadlines or other significant adverse consequences; give recommendations on further necessary tests and organize the process of troubleshooting by Contractors.
- Supervise the works performed by the Contractors to ensure the quality and standards of materials and production quality, and to comply with the specifications and drawings included in the contracts, the Harmonized Project, the detailed drawings, the Quality Assurance Manual and all agreed amendments.

- Control facility inspections, all installation, **commissioning works** on sites and commissioning / testing of project components, if necessary.

### **Management on the Site**

- Attend local meetings at the request of the Client, and seek to resolve the serious problems at any time in order to avoid any delays or extra costs (taking into account the conditions of contracts and the restrictions imposed by the authorities on the powers of the Consultant in connection with this task).
- Maintain complete and accurate records of all meetings and the discussions held with the participation of or headed by the Consultant, and do the same for verification by the Client upon request.
- At the request of the Client, attend meetings to resolve disagreements on general and technical matters.
- Provide advice to the Client on the overall organization of Contractors' resources on site, including management and programming systems, labour, equipment and machinery.

### **Payments and Accounts**

- Receive monthly or other interim financial statements from Contractors in accordance with contracts.
- After receiving applications from the Contractors, properly take into account all the Client's comments.
- Check the Contractors' reporting in accordance with the relevant provisions of the contracts and resolve with contractors, as far as possible, all the mistakes and questions that may arise in connection therewith; advise the Client on any adjustments that may be necessary.
- Specify the amount that will be indicated in the statements of the Contractors in accordance with the contracts. In the terms stipulated in the provisions of the FIDIC contract, issue a certificate in the names of the Contractors and the Client, indicating the total amount paid by the Client to the Contractors.

### **C. Defect Liability Phase**

The Consultant must ensure and maintain supervision and monitoring during the Defects Liability Period. During the entire period, the consultant shall work in close cooperation with relevant operational staff, as nominated by the Client, local authorities, and communities. During the Defects Liability Period, the Consultant's tasks shall include, but not be limited to the following:

- Supervise and update the Contractors' snag list, as agreed and contained in the substantial completion report.

- Monitor the performance of all hydraulic works and equipment, notify both the contractors and the client on defects identified, and recommend remedial actions.
- Supervise and certify the remedying of any defects that become apparent during the Defects Liability Phase.
- Review and supervise the agreed upon 'on the job' training program of operational staff by the Contractors.
- Ensure that the Contractors supply complete sets of all works manuals, drawings, models, warranties, and other relevant documentation to the EA. The supervision Consultant shall point out all items missing and recommend actions to be taken to the Client.
- Review, approve, and certify 'As-Built' drawings.
- Compile and document the schemes Asset Register in GIS.
- Review and certify the Final Statement of Accounts.
- Develop and maintain a Defects Liability reporting format that is both, concise and in accordance with the Employer's requirements.
- Hold regular scheduled meetings with the Contractors and Employer where all defects identified are recorded and a time schedule for remedying these shall be agreed.
- Prepare monthly progress reporting to the Employer on the operational status of scheme.
- Prepare Final Completion Report, including the design modifications (detailed analysis).
- Assist the Employer in the final handover and acceptance process, including all associated administrative work, such as the discharge certificate (Defects Liability Certificate) for the Contractors.
- Update Asset Register

#### 4. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

**4.1 List of reports and documents that needs to be prepared by the Consultant and submitted in hard and digital format to the Client and IsDB:**

No	Conclusion/Report	Deadlines
<b>A</b>	<b>Review of Detailed Design, Preparation of bidding Documentation for Tender Processes</b>	
<b>A1</b>	Initial Report	Within 30 days after the beginning of the assignment

<b>A2</b>	Design review: Technical Report, Detailed Engineering Design, Technical Specifications, Drawings, BoQ and Cost Estimates	Within 30 days after the beginning of the assignment
<b>A3</b>	Design review of corrections report: Technical Report, Detailed Plans, Specifications, Drawings, Cost Estimates (if corrections in the designs are required)	Within 30 days after submission of corrections/revised documents from the original Designers
<b>A4</b>	Draft Tender Documents: Announcement-Notification, Prequalification Documents	Within 15 days after completion of design review
<b>A5</b>	Final Tender Documents: Announcement-Notification, Prequalification Documents	Within 15 days after receiving comments on the tender documents project
<b>A6</b>	Evaluation Report of Tender Proposals	Within 15 days after the tender proposal's submission deadline
<b>A7</b>	Draft contract with the contractors	after the approval of the Evaluation report of the tender proposals
<b>B</b>	<b>Pre-construction and Construction Supervision</b>	
<b>B1</b>	Monthly Reports	<p><b>. <i>Monthly construction progress reports:</i></b>  The monthly progress reports shall state the status of project implementation (i.e., actual vs. planned physical progress; actual vs. planned expenditures), financial information, all agreed and all new variation and compensation events, all issues requiring client attention, environmental and social safeguards, health and safety information, and other information that may have an impact on project progress. The report shall include the Engineer's opinion of the current physical progress, quality of works and future prospects on timely completion and costs. The report shall include a Gantt chart, a detailed works schedule with resources inputs, productivity rates and outputs for each works activity. It shall also include photographic evidence of progress. In addition, the report shall</p>

		project cash flows and work progress over the next three months.
<b>B2</b>	Contract Completion Report	The completion report shall state the project scope, principal activities by the consultant and the contractors (including deployment of resources during project implementation), the contractors' performance, all project relevant observations of the consultant, major issues that were encountered during project implementation and how these were solved, the project schedule citing all delays if any, and financial information. Most important, the substantial completion report shall include a list with all snags to be addressed during the Defects Liability Period, if any, and propose a time schedule for addressing the issues that have been identified
<b>B3</b>	Operational Manual	The consultant shall ensure that suppliers / manufacturers / the contractors submit all operational manuals to the client in the formats and numbers of copies specified agreed at substantial completion. In addition, all equipment supplied including those from abroad shall be accompanied by warranties and guarantees for at least five (5) years
<b>B4</b>	As-Built Drawings	The supervision consultant shall submit all 'as built drawings' to the client in the format and numbers of copies specified at substantial completion
<b>B5</b>	Asset register update	The supervision consultant shall collect data on all rehabilitated and new assets for updating the client's asset register for each of the schemes. The software used for this purpose shall be agreed with the EA. Data on the location of all civil structures shall be handed to the client as in ArcView GIS, or a format agreeable to the EA

<b>B6</b>	<i>Safeguards Reports:</i>	Shall state the periodic compliance to all legal, health, safety and all safeguards' requirements. The evaluation of the ESMP shall be presented indicating the potential impacts and measures undertaken to mitigate or minimise their effects on a monthly basis and for the entire construction period
<b>B7</b>	<i>Incident Reports</i>	<p>The consultant shall be required to be part of the reporting of incidents to the EA. 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.</p> <ul style="list-style-type: none"> <li>(i) <i>confirmed or likely violation of any law or international agreement;</i></li> <li>(ii) <i>any fatality or serious (lost time) injury;</i></li> <li>(iii) <i>significant adverse effects or damage to private property (e.g. vehicle accident); or</i></li> <li>(iv) <i>any allegation of gender-based violence (GBV), sexual exploitation or abuse (SEA), sexual harassment or sexual misbehaviour, rape, sexual assault, child abuse or defilement, or other violations involving children,</i></li> </ul> <ul style="list-style-type: none"> <li>(a) <i>Ensure that contractors immediate notifications on ESHS aspects are shared with the Client immediately;</i></li> <li>(b) <i>Immediately inform and share with the Client any immediate notification related to ESHS incidents provided to the Consultant by the Contractors, and as required of the</i></li> </ul>



		<p><i>Contractors as part of the Progress Reporting;</i></p> <p><i>(c) Share with the Client in a timely manner the Contractors' ESHS metrics, as required of the Contractors as part of the Progress Reports."</i></p>
<b>C</b>	<b>Defect Liability Phase Reports</b>	
<b>C1</b>	Quarterly progress reports	The interim progress report shall state progress of the contractors on addressing items on the snag list, all observations on the performance of the project installations, system weaknesses and defects, and warranty issues. In addition, the report shall report the consultant's and / or the contractors' progress on the undertaking of staff training. The reports shall also include progress on safeguard management including on provisions in abstraction and discharge permits and grievance management.
<b>C2</b>	Completion Training Report	The completion of training report shall state the training obligations of the Consultant and the contractors, as agreed with the client, the type and duration of training activities undertaken, the number of participants in each training and their professional background, training outputs and achievements, as well as recommendations for further / continued training if any.
<b>C3</b>	Final Completion Report, including the design modifications (detailed analysis)	The final completion report shall include the same type of information as outlined for the 'substantial completion report'. In addition, it shall show the status of all outstanding actions that were to be completed during the Defects Liability Period

Note: All reports / outputs must be provided in English and Azerbaijan Languages.

## 5. DURATION OF ASSIGNMENT

The estimated time for design review and completion of the procurement phase is 9 months.

The estimated time for construction phase is 46 months, excluding 12 months of defects liability period.

The total contract period will be 55 months.

## 6. COMPOSITION OF THE TEAM, STAFF INPUTS AND QUALIFICATION REQUIREMENTS FOR KEY EXPERTS.

Consulting firm is expected to have extensive experience in design and construction of irrigation systems/ water structures and appurtenant structures, hydraulic structures, irrigation systems. In addition, the consulting firm should be aware of local legislation in the field of design and construction. Consulting firm should have experience in similar type and size of the projects financed by the ISDB or other IFIs, with proven knowledge of FIDIC basis contracts and / or MDB procurement process;

The Consultant should be provided with sufficiently qualified and experienced staff and support of a sufficient number of local professional staff to ensure proper project management, procurement services and construction supervision works. The Consultant's staff should consist of a key, non-key and support staff;

To create a basis for evaluating the financial proposal, a minimum number of professional staff is proposed, and the total number of man/months is listed below, which provides a summary of key personnel / skills.

The Consultant Company or its technical staffs must have right for performance of technical supervision according to Rules of technical supervision works in Republic of Azerbaijan (Agency for construction affairs) Law of Azerbaijan. This means that the Consultant company can employ engineers with license for construction supervision of category 1 or obtain license for own company.

No	Experts required	Position	Total Input (person-month)
<b>Key International Experts</b>			
1	KE-1	Project Manager/Civil Engineer	12
2	KE-2	Chief Resident Engineer	55

3	KE-3	Geotechnical Engineer	10
4	KE-4	Quality and Control Specialist	36
5	KE-5	Survey Specialist	8
6	KE-6	Electrical and Automation Engineer	6
7	KE-7	Mechanical Engineer	6
8	KE-8	Contract Specialist	10
<b>Non-Key Local Experts</b>			
1	NKE-1	Environmental Assessment and community engagement Specialist	36
2	NKE-2	Civil Works Engineer No.1	46
3	NKE-3	Civil Works Engineer No.2	30
4	NKE-4	Laboratory Engineer	36
5	NKE-5	Electrical and Automation Works Technician	12
6	NKE-6	Mechanical Works Technician	12
7	NKE-7	Surveyor	36
8	NKE-8	Office Manager / Secretary	55
9	NKE-9	Translator	55
10	NKE-10	Accountant	55
11	NKE-11	Driver No.1	55
12	NKE-12	Driver No.2	55
13	NKE-13	Executive assistant (Secretary)	55
14	NKE-14	Housekeeper	55

## **Staff requirements**

### **Key Experts (International)**

#### **Project Manager:**

The specialist will have at least a bachelor's degree in civil engineering, water resources engineering, hydraulic structures, having at least 15 years of total work experience, including 10 years in experience in design and supervision of civil works for modernization of water systems/structures, irrigation system, and have international experience, working abroad. The expert is required to have significant team leadership experience in similar assignments. Proposed expert shall have worked as a team leader on at least one similar project and should have more than 5 years of experience in developing countries. The applicant should have experience in the IsDB or projects funded by international financial institutions of a similar nature, based on FIDIC and / or conditions of the ISDB / MLI contract. The expert must have good verbal and written communication skills in English to document completed work assignments, report on the status of the project and prepare final reports for Clients. The specialist's main tasks include but are not limited to: (i) coordinate, plan and manage team activities to ensure full compliance with the terms of reference (TOR) and delivery of quality outputs in a timely manner; (ii) liaise with IsDB and implementing agencies, and other authorities as required; (iii) provide overall direction to the consulting team and assume full responsibility for the team's performance and deliverables according to the consultancy contract. The expert should be familiar with AutoCAD and other modelling software related to the task. Project Manager responsible for overall team coordination, and delivery of quality and timely outputs as stated in the consulting service scope of work. Technically, the expert will support the Client in the delivery of the project outputs.

#### **Chief Resident Engineer**

The chief supervision/resident engineer will have a bachelor's degree, in civil engineering, with at least 15 years of experience in preparing and implementing irrigation projects. The engineer will have experience with donor-funded development projects. Regional and in-country experience will be an advantage. The specialist will lead the supervision of the construction activities at the construction works. He/she will liaise closely with the international project management. Coordinate with all site staff and the contractors' representatives and report on all issues pertaining to contract management; Convene periodic site meetings and adopt a proactive approach in contract administration; Ensure that permanent and temporary works are constructed in accordance with the provisions of the contracts, and ensure that notices to commence have been issued; Review, with the assistance of site staff, all surveys, field investigations, designs, drawings

and specifications, recommend any change(s) needed to provide more cost-effective solutions, and approve the design, drawings and changes in specifications; Measure the works with the assistance of site engineers, and agree and certify interim and final payment certificates for submission to the Client.

### **Geotechnical Engineer**

The specialist will have at least a master's degree in civil or geological engineering, having at least 15 years of total work experience, including 10 years in organization, programming, supervision and analyses of geotechnical investigations and analysis. The specialist should have a comprehensive experience in geotechnical engineering related to headworks foundations, abutment, canal pipeline routes, slope stabilization, geological and geotechnical assessment of the structures. Regional experience and excellent knowledge of English is required.

### **Quality and Control Specialist**

The specialist will have at least a bachelor degree in civil or geological engineering, having at least 15 years of total work experience, including 10 years in water structures. The responsibilities of the expert will be as ensuring that the materials, components, and systems used in the irrigation facilities, comply with industry standards and best practices. Verifying that all phases of the project, from procurement to installation, meet the required quality standards. Keeping up with the latest regulations, codes, and environmental standards related to irrigation systems. Conducting regular inspections of irrigation equipment, systems, and installations to detect any issues or deviations from the specifications. Performing tests to check the performance and efficiency of the system (e.g., pressure tests, water flow tests). Identifying and addressing potential failures or deficiencies before the system is handed over to the Client.

### **Survey Specialist**

The specialist will have at least a bachelor degree in civil or survey engineering, having at least 10 years of total work experience, including 5 years in water structures. The specialist will be responsible to conduct surveys to gather topographical data of the project site. Identifying the natural features of the land, such as slope, elevation, and water sources, which are essential for designing an effective irrigation system. Collecting information on soil types, land use, and environmental factors, which influence irrigation needs.

### **Electrical and Automation Engineer**

The specialist will have at least a bachelor degree in Electrical Engineering. The specialist should has 7 years' experience in the field of Electro-mechanical Engineering, experience as Electrical Engineer on not less than 2 previous projects involving similar infrastructure. The specialist will have at least 5years of

practical experience with irrigation SCADA systems of various types for similar projects including with their operation in developed countries. Regional and in-country experience will be an advantage. The specialist will be responsible for scoping with the client agencies and, if agreed, preparing the requirements for a water management and SCADA system for main and possibly distributary canals as well as monitoring water use for pressurized pipeline systems and climate and crop water demand information.

### **Mechanical Engineer**

The specialist will have at least a bachelor degree in Mechanical Engineering. The specialist should has 7 years' experience in the field of Electro-Mechanical Engineering, experience as Mechanical Engineer on not less than 2 previous projects involving similar infrastructure. The specialist will have at least 5 years of practical experience with irrigation systems of various types for similar projects including with their operation in developed countries. Regional and in-country experience will be an advantage.

### **Contract Specialist**

The specialist will have at least a bachelor degree in Civil Engineering. The specialist should has 10 years' experience in the field of Contract Management, The specialist will have at least 5 years of practical experience with preparation of bidding documents. The expert must have previous experience working in projects financed by IFI's. Regional experience will be an advantage.

### **Non-Key Experts (National)**

Non-Key Experts presented by the Consultant shall have at least 10 years of general experience with 5 years of specific experience relevant to their field. It is not mandatory to present the CVs of the Non-Key Experts at the proposal stage. Those will be requested from the successful consultant and evaluated by the Client during the Contract negotiations.

## **7. CLIENT INPUT**

The Client will provide free of charge the following existing information, data, reports and maps in the custody of the Client and will assist the Consultant in obtaining some of the relevant information and materials from governmental institutions and state authorities as far as possible. The data shall include;

- Engineering studies, feasibility study and detailed design reports, projects
- ESIA & RAP /LARP
- Environmental and Social Management Framework
- The information, data, reports, etc., will be available for the consultant's unlimited use during execution of the proposed services.

## **8. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONTRACTORS**

Upon commencement of the works contract, the Contractors will provide the following services to the supervision consultant:

- A fully furnished & maintained site office.
- Survey equipment.
- In-situ soil testing laboratory equipment
- Transportation vehicles as specified for official work of the Consultant.
- Accommodation (including food) for Consultant Staff.

**ANNEX 1: *THE ESHS RELATED SERVICES:***

- review and approve the Contractors' 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 Contractors' 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 Contractors are undertaking activities related to the Works, to verify the Contractors' compliance with ESHS requirements including its GBV/SEA obligations, with and without contractors and/or client relevant representatives, as necessary, but not less than once per month
- undertake audits and inspections of Contractors' accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractors' compliance with ESHS requirements;
- agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractors' 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 Contractors' actual reporting (content and timeliness) is in accordance with the Contractors' contractual obligations;
- review and critique, in a timely manner, the Contractors' 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 [add any other tasks as appropriate]



