# TERMS OF REFERENCE

1. INTRODUCTION

The Government of the Turkmenistan has received financing from the Islamic Development Bank (IsDB) to cover the cost of Improving Quality of Oncology Services and Construction

of Cancer Treatment Centers Project – Turkmenistan.

The Ministry of Health and Medical Industry as Executing Agency of the Project intends to use part of the proceeds for hiring a consultancy firm for supervision and management of the project. The consultancy services will assist the Project Management Unit (PMU) and Executive Agency (EA) to proceed with tendering three Packages, separated geographically, finalize the contract selection, design review of the Contractors Detailed Design works, Supervision of the works and engage on the Defects Liability Period. The Project includes supplying and installing of the required medical equipment and furniture, training and institutional support.

1. **PROJECT OBJECTIVES**

The objective of the project is to contribute to improvement of access to high quality oncology services in Turkmenistan through construction and equipping of oncology centers with state-of-the-art medical equipment and training of health care providers and specialized staff. As part of the planned activities, the oncology centers of Turkmenistan will be provided with capacity building support to enhance institutional and human resource capacity in the oncology sub-sector, which will be carried out by others and the PMC Consultant have to coordinate with them to incorporate all requirements

The aim will be achieved through the following four objectives:

* 1. Cancer program coordination, monitoring and evaluation, digitalization.
  2. Early detection of cancer and precancerous conditions.
  3. Enhanced diagnostics of oncological diseases, including by immunohistochemical and molecular methods.
  4. Innovative therapy of cancer, including the development of palliative care

The civil works under the project will covers the Balkanabat, Turkmenabat and Mary cities. The project will include the following components: (i) Construction of Oncology centers in Balkanabat, Turkmenabat, and Mary; (ii) Improving quality of Oncology services through acquisition of state-of-the-art medical equipment and consumables; (iii) Capacity building activities with particular emphasis on training in oncology and related fields for medical and technical personnel, trainers and physicists; and (iv) Support to Project management. This PMC Consultancy Terms of Reference (ToR) details the requirements for the PMC Consultancy works

PROJECT SCOPE AND COMPONENTS

Within this scope, the project includes the following components: (A) Improving access to oncology services through construction and equipping of oncology facilities; (B) Improving quality of oncology services through institutional and human resource capacity building; (C) Support for Project Management; (D) Financial Audit and (E) Contingency Emergency Response Component with zero value:

**Component A:** Improving Access to Oncology Services. This component will finance the construction of 3 cancer treatment centers according to the design, specifications, standards, and models thereupon agreed by the Ministry of health and Medical Industry (MOH and MI). This component will also include the costs associated with medical equipment and mandatory international classification expertise services and certification of the equipment, which shall be provided by International Certification Firm. The technical trainings to medical personnel and technicians on the safe operations of the machinery and centers will be provided. Preparation of the Environmental and Social Management Plan will also be embedded in this component.

**Component B:** Improving Quality of Oncology Services. This component will include the necessary capacity building activities for Ministry of health and Medical Industry (MOH and MI) in:

i) developing of a new national cancer control plan (NCCP);

ii) strengthening primary prevention of cancer, notably the life-style risk factors,

iii) improving early detection and treatment services for cervical, breast cancer and gastrointestinal cancer;

iv) improving quality of childhood cancer care; v) strengthening diagnosis and pathology services; vi) strengthening chemotherapy; vii) tackling anti-microbial resistance - an important threat for cancer patients;

viii) building capacities for effective palliative care; and ix) support modernizing cancer registry system.

**Component C:** Project Management. It consists of all the activities related to project management, such as PMU and PIU administration, supervision and oversight of expenses, consultancy services, financial management and audits, workshops, and review visits.

C1: Project Management Unit (PMU). The component includes setting up a PMU in Ashgabat and PIU in selected project zones (Balkanabad, Mary and Turkmenabad) with all related expenses (staff salaries, IT equipment and furniture, vehicles, and operation cost) which to be covered by the MOH.

C2: Project Management Supervision Consultant. This component targets supporting the consultancy services aimed at:

i) Providing technical support to the EA to manage the project,

ii) Review and finalization of detailed engineering design and specifications

iii) Preparation of bidding documents and reports in selection of Contractors,

iv) Supervision activities during the construction phase,

v) Preparation of periodic progress reports and vi) monitoring and evaluation of the outputs, outcomes and impact indicators.

1. **PROJECT LOCATION AND STRUCTURE:**

Ministry of Health & Medical Industry and the Ministry of Construction & Architecture have confirmed that the three sites are already available for construction of Cancer Treatment Centers in Balkanabad, Turkmenabad, and Mary which are main cities in respective velayats (regions). The proposed locations are given in the Annex I. Generally the locations indicated through the google map are with good proximity to roads and access, and fairly reachable easily. There seems no logistical hurdles to reach the sites during the construction stage and later once it is commissioned. The coordinates of the three locations are as the Annex I, followed by their representation.

The three new hospitals will be powered by the national electricity grid which currently 12 power plants, which is operate 14 steam turbine and 30 gas turbine units with total 6,511.2 MWt power.

**BALKAN (150 Bed Hospital)**

Site Location

The Balkanabat Oncology Hospital will be located in Balkanabat city which is the capital city of Balkan Province. The city is about 450 km west of Ashgabat and 160 km east of the seaport city of Turkmenbashy. The city layout is a grid of apartment blocks called kvartal (quarters). The main streets are Magtymguly, Pervomayskiy and Gurbansoltan eje ave.

The site is located near to the Balkanabat sport center and around 4 km away from the M37 highway which connects to the capital of Turkmenistan, Ashgabat. Public Transport is limited the Balkanabat Railway Station which is located 7km away from the site. The Domestic Airport which is located east of the city which is around 11km away from the proposed site.

**LEBAP (150 Bed Hospital)**

Site Location

The Turkmenabat city oncology Hospital will be constructed in Turkmenabat city which is the second-largest city in Turkmenistan and the capital of Lebap Province.

The city is located at an altitude of 187 m (614 ft) on the banks of the Amu Darya River, near the border with Uzbekistan. Turkmenabat is at the center of Lebap province, which has borders with three provinces in Turkmenistan: Mary, Ahal and Dashoguz. Turkmenabat is located around 620km away from Ashgabat which is connected from the M37 Highway. The site is located around 25km from the Turkmenabat Railway Station and around 2km to the Turkmenabat International Airport. The main M37 highway which connects the city towards Ashgabat is located around 6km from the proposed site.

**MARY (200 Bed Hospital)**

Site Location

Mary city Oncological hospital is located in Mary city of Mary province. Mary is a city on an oasis in the Karakum Desert in Turkmenistan, located on the Murgab River. Mary is a large industrial center for the natural gas and cotton industries. It is a trade center for cotton, cereals, hides, and wool. The city is located around 370 km from Ashgabat which is connected though the main M37 highway. The connecting M37 highway is less than 1km from the proposed Mary Oncology Hospital site. Mary International Airport is located 12km from the proposed site and the Railway station is around 5km from the site.

1. **PROJECT IMPLEMENTATION ARRANGEMENTS**

The MoH will be the Executing Agency (EA) of the Project. The EA in general has a vast experience in managing/implementation of similar scale projects (around 20 projects completed in the last 20 years). The EA has recently implemented two projects of similar nature. The EA will be responsible for the overall operational, technical, and financial aspects of the project. The MoH will also be responsible for completion of civil works with necessary standards and requirements for accepting equipment to be purchased under the project. The EA will be assisted by the Project Management Unit (PMU) and a Project Management Supervision Consultant for day-to-day management of the project. To increase the capacity of EA, the project will have: (1) Project Management Supervision Consultant to provide all necessary technical support and assist the EA in preparation of project documents required by financiers, (2) PMU that shall be formed from individuals, and finally (3) there will be a project start-up workshop and on demand knowledge sharing sessions between the EA and PMU/PIU staff and the IsDB team in the area of procurement, disbursement and financial management.

The Government of Turkmenistan intends to hire a highly qualified consultancy firm in order to ensure that implementation/management of the project is-carried out professionally in an efficient and effective manner and to ensure the sustainability of investments with the highest quality. In this context, an engineering consulting company will be selected and recruited through shortlist of international firms for preparation and revision of the detailed design, procurement management and the supervision of the project components and activities in compliance with the accepted technical standards and methods for such works, and for satisfaction of the Government and the IsDB.

The Consultant will provide technical support to the EA to manage the project. The Consultancy Services will include but not limited to Review and finalization of detailed engineering design and specifications, preparation of tender documents, supervision of bidding process for selection of contractors, bid evaluation reports, contract award, contract amendments or change orders, project progress monitoring and supervision, development of Contract Management Plans and preparation of periodic progress reports as well as monitoring and evaluation of the outputs, outcomes and impact indicators. PMSC will prepare the design concept based on which the bidding will be announced based on the Design-Build (Turnkey)approach.

The consultant will provide regular quarterly progress reports and keep the EA and IsDB abreast of the project implementation process. The consultant's scope of work will also include measuring,recording and reporting the progress in achieving the key indicators. The main objective of the

consulting assignment will include but not limited to:

* Assisting the Project Management Unit (PMU) and Executive Agency (EA) on the procurement for three Packages, separated geographically,
* Preparation/Revising of Detailed Design Review and approval of Contractors and other preparatory works;
* Supervision of the works;
* Review and revise technical specifications of the list of medical supplies, equipment and furniture;
* Monitor the supply, installation, commissioning, and training of medical equipment and furniture;
* Preparation of bidding documents, processing of procurement activities, preparation of bid evaluation reports and drafting and negotiation of contracts;
* Contract administration
* Supervision of the works and engage on the Defects Liability Period
* Monitoring and progress reporting of project components/activities (inception, quarterly progress reports, midterm review report, project closing report, etc.);
* Validation/ascertaining of the delivery of goods, services and works and preparation of payment documentations;
* Overall administrative support to the EA/PMU in project management, including training of the staff of Executing Agency/PMU on effective project management

The Terms of Reference (ToR) outlines in the objectives, scope and requirements for provision of consultancy services by the Consultant. However, it should be clearly understood that the description of services is only broad based and the consultant shall be required to perform any other services which may be required whether or not expressly mentioned hereinafter, to the entire requirement and satisfaction of the EA and the IsDB.

1. **DETAILED SCOPE OF THE SERVICES, TASKS AND EXPECTED DELIVERABLES**

The consultants shall acquaint themselves with the local requirements as well as project requirements and shall carry out comprehensive and necessary briefs & data collections required for the hospital’s implementation works. The consultant will assist the PMU & EA throughout from the tender stage, design review, site handover, supervision and DLP works including handover of the final project to PMU & EA team. He will also acquaint himself with any special conditions of the project and supervise the project on behalf of and in cooperation with the PMU & EA without limiting regulatory requirements, necessary licenses, approvals to ensure the performance of PMC Consultant isn’t hindered at any given occasion.

The Project will be implemented over three main phases. As detailed below, the phase one will cover assisting the Project Management Unit (PMU) and Executive Agency (EA) on the procurement for three Packages, in three separate project locations; phase-2 will mainly cover the Review & Approval of Detailed Design developed by the Contractor; and Phase-3 will be on Construction Supervision Works including Defects Liability:

**4.1. PHASE 1 – ASSISTANCE IN PROCUREMENT PROCEDURE & CONTRACT AWARD**

The PMC Consultant’s scope covers preparation of the Tender documents for the construction Contract as per FIDIC Yellow Book, 2017 Edition and necessary amendment of the tender documents to be compatible for an International Competitive Bidding (ICB), as separate three (3) Packages geographically separated. Engage with PMU & EA during the tender stages, assist on tender clarifications and preparing minutes of meetings, necessary addenda’s, and finally witness the tender openings. PMC Consultant shall prepare the Bid Evaluation Report and engage on the prospective Bidder for final negotiations and prepare contract documents for signature. During this process the Consultant should keep in consideration the Environmental & Social Management Plan, Legal & Institutional Arrangements. The Consultant shall seek and obtain planning permission from relevant local authorities on the preliminary designs, and ensure the IsDB Procurement Guidelines[[1]](#footnote-1) are adhered while carrying out this activity.

The PMC Consultant will have the following responsibilities, but not limited to:

* Review/revise of the Tender Documents and prepare necessary amendments for the construction Contracts by separating the documents for Three (3) Packages.
* Assisting the PMU/EA during Pre-Qualification Works Processing construction company
* Prepare of draft bidding documents for construction works based on the IsDB Standard Bidding Documents.
* Assist in conducting procurement process for the works contracts following IsDB procedures and using IsDB Standard Bidding Documents agreed by the EA and cleared by the IsDB, including but not limited to preparation and bidding documents, and preparation of any clarifications requested by the bidders during bidding period, bid submission/opening procedures, preparation of minutes of bid opening and their timely submission to the bidders, concerned authorities and IsDB, getting clarifications as required and overall handling of situations occurring in the bidding process;
* Assist the Evaluation Committee (to be established by the EA and/or Government) in evaluation of the submitted bids (technical and financial proposals) and preparation of Evaluation Reports and submission to the EA and/or concerned authorities in the country and IsDB.
* Assist the EA/PMU in negotiating and completing contract awarding procedures, including standstill period procedure, preparation of draft contract for submission to IsDB for prior review and approval and ensuring that contract is signed duly by the authorized representatives of each party.
* Provide Capacity Building Trainings to PMU & EA team related to the tendering and contract award procedures

**4.2. PHASE 2 – REVIEW & APPROVAL OF DETAILED DESIGN DEVELOPED BY THE CONTRACTOR**

PMC Consultant shall engage skilled and Professional Healthcare Professionals as well as Engineers & Architects to review the detailed design works carried out by the Contractor and ensure they satisfy local and international requirements for oncology centers, while maintaining state of art equipment’s and modern technology being aptly utilized. During this stage, PMC Consultants shall coordinate with all temporary works carried out by Contractor overseeing them which may include documentation works, preparatory works etc.

The scope will include the ensuring the Detailed Design covers the minimum following items:

* Carry out all required geotechnical, soil investigation and other technical and engineering surveys as per the required local standards and international practice. This will be a basis for the preparation of detailed engineering design and making adjustments, where necessary to the existing basic design.
* Carry out environmental and social assessment of the proposed project intervention, with respect to construction of health facilities and consider any major issues and risks, which should be addressed adequately at the design stage. Mitigation measures shall be identified and reflected in the Environmental Impact Assessment and Environment Management Plan to be referred and applied in the course of project implementation, including integration into the civil works contracts;
* Prepare/revise the separate detailed design for each facility, including all required general and technical specifications and standards, detailed drawings for each sections and types of works, bill of quantities and cost estimation taking into account the existing construction regulations and standards in Turkmenistan, as well as international best practices, such as FIDIC or similar standards.
* Prepare technical detailed design report which should include all the findings of the surveys and studies, proposed design and all related materials (specifications, drawings, BoQ, costing, etc.). This should include, but not limited to the followings:

a) general design documents with technical report (including geotechnical and other relevant technical and engineering survey/analysis) and time schedule for works and equipment delivery and installation;

b) detailed architectural, structural, engineering, dimensioning and drawings and other relevant sections;

c) equipment and instruments drawings and specifications;

d) bills of quantities and detailed cost estimates along with measurement methods/methodologies;

e) the process calculations: technical calculations and tests where applicable through applying relevant modelling software and other critical analysis;

f) civil and mechanical units sizing calculations where applicable;

g) environment impact and social assessment and environment management plan;

h) any other document necessary for the tender process and construction permits.

* Formulation of appropriate modern design concept that takes into account functionality, aesthetics, economy, environmental impacts, building standards, safety and health.
* Most modern & state of art technological Medical & Non-Medical Equipment’s are procured and installed
* Assess the concepts and intended use of equipment and furniture. The assessment will include among others an assessment of current trends and the needs of health facilities and government standards and objectives for hospitals/clinics buildings.
* Finalize the list of equipment and furniture. This will include a careful assessment of the current list and, if needed, suggesting newer and more advanced and sustainable technologies and other significant considerations that may be feasible and necessary to improve the impact and quality of the Project.
* Recommendation of conducting training and retraining of the specialists of the targeted health facilities in the maintenance and use of equipment/furniture. The installation and training is expected to be carried out by the supplier/s under supervision of the consultant and the EA.
* Prepare the technical specifications of the equipment/furniture for approval by the EA.
* Detailed interior design with furnishings in line with the latest trends to give a comfortable and warm working environment.
* Develop, in consultation with the EA, training pre-requisites (beneficiaries and schedule) on the use and maintenance of the medical equipment.
* Review/revise the costing (budget breakdown) of the equipment/furniture on the basis of the market survey/analysis.
* Align the procurement plan of the medical equipment/furniture with the overall project implementation plan to ensure timely delivery, installation and commissioning of equipment/furniture and timely completion of the project in compliance with the foreseen time and cost schedule in the financing agreements;
* Design of electrical lighting and power installation, standby power, structured cabling, telephone and data systems, public address systems, access control and CCTV systems.
* Design of water supply and reticulation systems, drainage system, air conditioning and ventilation.
* Investigation of soil conditions and design of adequate structures, roads, paved areas, sewerage reticulation and surface water drainage.
* Produce the confidential cost estimates for construction of all relevant types of works on the basis of bid proposal list and unit rates derived from current rates of similar works in the market. As necessary existing local construction regulations and norms should be considered or otherwise agreed with the EA. The total cost estimate prepared by the Consultant shall be precise and clear, all taxes and duties (if applicable) shall be indicated separately..
* Assessment of landscaping requirements.
* Assess the environmental and social impact of the project following the required national guidelines. The assessment should include the resettlement impact if any, environmental issues that need to be addressed for the successful implementation of the project clearly identifying biophysical conservation values such as threatened species, human health and safety and endangered ecological communities that may be affected by the proposed project activities; measures to be implemented to minimize degradation of the environment including how to minimize damage to ecosystems, environmental quality, avoid increased fire risk, human health risks and ensure restoration.
* Availability of final design drawings and specifications for the works.
* Preparation of a projected project implementation programme, as agreed with the client, giving financial requirement projections spreading over the period as will be advised.
* Capacity Building and trainings to PMU & EA staff.
* Review/finalize the implementation plan and details of the activities under the Component B: Improving Quality of Oncology Services of the Project. WHO will be the implementing entity for this component.

1. Review and finalize, in consultation with the relevant departments/institutions of the Ministry of Health and implementing partner (WHO) and other relevant stakeholders, implementation plan for activities in the following areas: i) developing of a new national cancer control plan (NCCP); ii) strengthening primary prevention of cancer, notably the life-style risk factors, iii) improving early detection and treatment services for cervical, breast cancer and gastrointestinal cancer; iv) improving quality of childhood cancer care; v) strengthening diagnosis and pathology services; vi) strengthening chemotherapy; vii) tackling anti-microbial resistance - an important threat for cancer patients; viii) building capacities for effective palliative care; and ix) support modernizing cancer registry system.
2. Monitor and evaluate the achievement of result/development indicators under these components;
3. Support the EA/PMU in addressing of the potential problems and technical issues during the implementation of the soft components.
4. Assist the EA/PMU in resolving any difference of opinion/disputes with the implementing partner (WHO).

The Consultant shall prepare and submit a Final Design Report (FDR) for the approval of the Client before allowing EPC Contractor commence physical permanent works.

**6.3. PHASE 3 – CONSTRUCTION SUPERVISION WORKS INCLUDING DEFECTS LIABILITY**

The Consultant will assist the EA/PMU in supervision activities during the construction period, up to commissioning, hand over to the client and post-construction period. The consultant will be fully managing the construction period through close supervision of construction works, which will start immediately after contracts are signed between the EA and Contractors. Consultant at all times should maintain sufficient site-based staff, with clear allocation of duties, to supervise day-to-day construction of the works. The consultant shall be responsible to co-ordinate with various agencies for smooth execution of the project. Responsibilities of the consultant will include, but not limited to:

* Assist in organizing and supervising the pre-construction meetings with the selected contractors. Prior to the start of the works, the Consultant will be assisting the EA/PMU in checking and verification of bank guarantees, reviewing and recommendations for approval, when satisfactory, the insurance policies as required by the Special Conditions of Contract.
* Ensure that the Contractors have valid permission to access construction sites before work commences, and that their site occupation program complies with conditions applicable to that permission.
* Review and approve the contractors’ designs, working drawings, specifications and contractor’s work plan/implementation schedule. During the construction period to advise the EA on changes to plans or specifications that may prove necessary to be revised, or for any changes that the EA and the IsDB may approve;
* Monitor the setting out of the works by the contractors, installation of facilities, warehouses, mobilization of machinery and equipment and others. Checking and approving the Contractors’ proposals for temporary works and construction methods.
* Check and ensure that the Contractors’ proposals accord with statutory or otherwise approved requirements for maintaining workers and public health, safety and welfare and for compliance with approved measures to mitigate adverse environmental impacts in the vicinity of the works. Reviewing the constructors’ safety and environmental protection plans and supervision of the implementation of all safety and environmental protection measures.
* Supervise day-to-day construction of the works through field presence and designation of permanent site engineers. Consultant to check regularly that the Contractors maintain adequate numbers of professionally and technically qualified staff, as may be specified in their contracts, to execute the works in proper manner.
* Inspect and test all materials and works to ensure that they comply with the specifications, and give immediate notice to the contractors in the event that such materials and works do not comply with the contractual specifications. Preparing recommendations to the EA/PMU on acceptance or rejection of any part or parts of the completed works.
* Measure the quantities of approved and accepted works and materials, check and certify contractor’s interim certificates for periodic payments, as well as completion of parts or the totality of works;
* Check and verify Contractors’ periodic measurements of completed work and maintain and update such records. Conduct survey to determine actual quantities of work where necessary and to be accomplished by the Construction Contractors. To keep daily records of the progress of works at construction sites (including camera/photography records) as well as record of all issues generated on sites.
* Assist Contractors in developing solutions and alternative methods to overcome unforeseen obstacles to the performance or progress;
* Review and certify the justification for any variation orders and for any extension of implementation schedule for contract execution with processing of specific steps for approval;
* Revise contract specifications when necessary for the proper guidance and coordination of selected materials and equipment conforming to the contract documents;
* Negotiate with the contractors and recommend to the EA the rates for any unscheduled items of works that may arise;
* Periodically check the remaining quantities and undertake constant monitoring of the project costs and that measures are in place for ensuring cost controls;
* Examine and make recommendations to the EA and the IsDB on claims arising from the contractors for extensions of time, payments for extra work, and other matters as may arise from time to time;
* Monitor actual implementation progress of contracts against both contract and overall planned project activities, and accordingly prepare/monitor/update computerized project schedules. Inform the EA/PMU timely on problems or potential problems that may arise in connection with the construction contracts and make recommendations for possible solutions and actions to be taken;
* Propose and present for the approval of the EA and IsDB any changes to the contract documents the EA may deem necessary, providing information on any effects the changes may have on contract costs and time, and prepare all necessary change/variation orders including alteration of plans, specifications and other details for the approval of the EA and IsDB;
* Check, supervise and co-ordinate in the connection and combination between different kind of works (electricity, sanitary and water, etc.) under every civil work component/contracts to ensure that the system is integrated and functional after the completion of works under each contract.
* Coordinate installation and start-up of all equipment and facilities required within the works, in collaboration with relevant contractors, if needed;
* Assist the EA in taking-over and commissioning of infrastructure works, including supervision of final tests and of all equipment start-up and commissioning, as well as reviewing and verifying ‘as built’ drawings prepared by the contractors and other documents which are necessary for the correct operation and maintenance;
* Review and update contractor’s operation and maintenance manual to be provided to the EA/PMU and (if applicable) together with the Contractor and organize brief training on the exploitation of the new buildings/facilities;
* Convene and attend all meetings required to manage and carry out the services necessary for project activities, including periodic meetings with EA/PMU and Contractors to review progress, and prepare and distribute copies of the agenda and the meeting records. Regular site meetings have to be agreed jointly between EA/PMU, Consultant and the Contractors.
* Participate in the meetings with various stakeholders (local municipality, utilities services providers and others) on discussion of the project progress and assist the EA/PMU in addressing any issues arising from project intervention particularly on construction activities. Assisting the EA/PMU in providing necessary clarifications and explanation to the local stakeholders and other government officials;
* Support in settling all disputes or differences, which may arise between the EA and the Contractor/s in a timely manner. In the case of litigation or arbitration, the Consultant shall assist in the preparation of the supporting documents needed by the EA.
* Establish an office at the Project site, along with project management system and procedures.
* Mobilize multi-disciplinary construction management team when needed and have detailed interactions with the Contractor(s) to initiate all preliminary actions and mobilization
* Establish a Project time schedule for each of the Project components, based on the general Project Programme agreed with Client, and produce a cash flow programme based on the Project time schedules and the construction contracts. Revise and update time and cash flow programmes on a monthly basis and discuss with Client all actions necessary to adhere to such programmes.
* Develop management information systems (MIS) and submission of daily, weekly, monthly & quarterly reports
* To ensure that the good-for-construction drawings are prepared in synergy to detailed designs and are finalized after co-ordination with other disciplines and all agencies have clear demarcated responsibilities.
* Check / update and synchronize with contractor’s detailed programme of activities commensurate with the Tender provisions.
* Manage the issues related to Cost Management in
  + - Project budgeting,
    - Periodic review and update of project cost,
    - Cost Control,
    - Change order management,
    - Monitoring of the financial control mechanism of the projects,
    - Preparation of comments and suggestion of modifications with cost implications,
    - Monitoring of the financial progress of the project,
    - Capacity Building & Trainings to PMU & EA Staff.
* Time Management, planning & scheduling control and monitoring
  + - Prepare overall project schedules, identify critical path, prioritize activities and suggest target dates for completion
    - Review and update project schedules regularly and follow up with relevant consultants / stakeholders
    - Prepare detailed component / discipline wise schedules for setting out targets
    - Produce master overall schedule consisting of all the packages, and report overall progress every month
    - Capacity Building & Trainings to PMU & EA Staff
* Quality Monitoring
  + - Evaluate standards for procurements and services
    - Proof check designs
    - Conduct pre-commissioning audits
    - Establish and apply a quality control and quality assurance systems for all materials, supplies and works carried out on the Project.
    - Capacity Building & Trainings to PMU & EA Staff
* Procurement
  + - Define procurement plan
    - Conduct procurement / tendering to construction companies /vendors and appoint contractors when needed
    - Capacity Building & Trainings to PMU & EA Staff
* Contract Management
  + - Draft contract packages for activities
    - Monitor timely implementation of the contract packages
    - Review all designs, estimates, specifications, tender documents and information provided by consultants / contractors when needed
    - Capacity Building & Trainings to PMU & EA Staff
* Check and approve all contractors / sub-contractors and agencies for carrying out the works
* Supervise all works carried out on the project site at all times in a manner that insures attaining the requirements of the design, specifications, budget and time schedule.
* Review all topographical, geotechnical, material or other surveys, and any other field or laboratory investigations or tests that will be required for the proper execution and functioning of the Project.
* Review and approve working and shop drawings and method statements submitted by the contractors, and verify all measurements during and after the completion of the works.
* Ensure that all environmental and pollution control measures have been implemented in accordance with the contract and are maintained for the duration of the contract as outlined in the Environmental and Social Management Plan (ESMP). Any additional and unexpected environmental incidences should be recorded and necessary adjustments recommended and amended accordingly.
* Arrange for the provision of specialized supervision staff as and when appropriate to ensure the smooth progress of works without interruptions.
* Advise NCCP on coordination with the relevant authorities for all matters related to the smooth operation of the Project in conjunction with planning, land acquisition (if needed), smoothness of operation of other departments of the Main Hospital, services and utilities, and safety and noise control in the Project area.
* Arrange, administer and document site meetings as may be necessary for the proper execution of the works with a minimum of one formal site meeting per month to be attended by Client representative and the Contractor/s, in addition to representatives of other persons or authorities involved in the Project.
* Verify and approve contractor’s As-Built drawings and operation and maintenance manuals, which should be available prior to preliminary hand-over of the Project.
* Arrange preliminary hand-over procedures and the preparation of final certificates in accordance with the terms and conditions of a contract between Client and the contractor/s.
* Prepare contracts for civil works, supply and installation of medical equipment, plant and furniture
* Prepare an implementation plan in line with the contractors work program
* Carry out construction (rehabilitation and expansion) supervision of the works under taken by the contractor
* Check the qualities of the materials brought to site and ensure that the quality of construction is in compliance with the signed contract and specification.
* Assist the contractor to establish testing laboratories, procedures for testing etc. including the Quality Management System stipulated in the General specifications for civil works.
* Conduct scheduled site meetings and inspections and produce the requisite minutes and reports as well as maintain site records, correspondences and diaries.
* Certify works undertaken by the contractor and prepare the requisite progress certificates and submit reports accordingly.
* Ensure that a proper arrangement is drawn up between the Health Facility Management and the Contractor to ensure that the Health facility operations continue during the construction period with minimum interruptions / disruptions.
* Prepare the final account and advise the Client on any other matter of relevance to the successful completion of the project.
* Ensure that the Contractor adheres to the Environmental Impact Assessment report recommendations during implementation of the works.
* Assess claims submitted by the Contractor as well as potential claims. Advise the Client on the appropriate actions that need to be taken.
* Coordinate the inspection of the works during the defects liability period and record as well as report outstanding defects.
* Supervise the installation of Medical equipment, plant & furniture and ICT networks
* Capacity Building and Trainings for PMU & EA Staff

Monitoring/evaluation of the progress under the soft components:

WHO will be involved through Single Source Selection (SSS), in handling of the soft components of the Project. The consultant will:

* Coordinate with the EA/PMU and Country Office of the WHO in Turkmenistan to monitor and evaluate the progress in implementation of the activities envisaged under the MOUs with these institutions and the PAD.
* Recommend possible solutions to the EA/PMU for improving the quality of the performance and results of soft components with a view to ensure realization of the expected outcomes and development results.
* Monitor and evaluate the progress in implementation of the soft components and ensure that the progress report by WHO is included in the overall project progress reports, mid-term review and final project completion reports.
* Monitor, control and ensure that expected results and development objectives of the soft components are achieved with the time, quality and budget stipulated in the PAD and the MOUs/Agreements with the WHO.
* Assist the EA in ensuring that the deliverables under the soft components comply with the PAD and MOUs/Agreements with WHO and give immediate notice to these institutions in the event that the outcomes do not comply with the contractual specifications;
* Measure the quantities of approved and accepted services/equipment/products, check and certify interim certificates of the WHO for periodic payments, as well as completion of parts or the totality of services/goods;
* Check and verify periodic measurements of completed services and goods delivered and maintain and update such records. To keep records of the progress (including camera/photography records) as well as record of all issues generated on site;
* Assist the EA as well as WHO in developing solutions and alternative methods to overcome unforeseen obstacles to the performance or progress;
* Review and certify the justification for any variation orders and for any extension of implementation schedule for contract execution with processing of specific steps for approval;
* To negotiate with WHO and recommend to the EA the rates for any unscheduled items of works that may arise;
* Periodically check the remaining quantities and undertake constant monitoring of the project costs and that measures are in place for ensuring cost controls;
* Monitor actual implementation progress of the contract against both MoUs/Agreements and overall planned project activities, and accordingly prepare/monitor/update computerized project schedules. Inform the EA/PMU timely on problems or potential problems that may arise in connection with the contract and make recommendations for possible solutions and actions to be taken;
* Propose and present for the approval of the EA and IsDB any changes to the MOUs/Agreements with the WHO, the EA may deem necessary, providing information on any effects the changes may have on cost and time, and prepare all necessary change/variation orders including alteration of plans, specifications and other details for the approval of the EA and IsDB;
* Convene and attend all meetings required to manage and carry out the services necessary for project activities, including periodic meetings with EA/PMU and implementing partners to review progress, and prepare and distribute copies of the agenda and the meeting records.
* Participate in the meetings with various stakeholders on discussion of the project progress and assist the EA/PMU in addressing any issues arising from project intervention.
* Consultant shall support in settling all disputes or differences, which may arise between the EA and WHO in a timely manner. The Consultant shall assist in the preparation of the supporting documents needed by the EA.

Support In Project Coordination and Training

The Consultant will be assisting the EA through its Project Management Unit in overall coordination of project execution for the smooth implementation of the project as well as capacity building for the EA through training on project planning, implementation, monitoring and evaluation. The Consultant is expected to undertake, but not limited to the following activities:

* Provide EA/PMU staff with training on implementation of the IsDB guidelines and procedures, efficient project management and scheduling techniques, including on procurement and financial procedures. Theoretical training proposed to be organized at the beginning stage of the assignment, followed by on-the-job training during the performance of the assignment;
* Develop procurement management and contracting capacity of the EA/PMU, paying particular attention to on-the-job transfer of knowledge on procurement of works, goods and services. In this regards, the Consultant is expected to support and assist the EA/PMU in procurement of works, goods (furniture and equipment) and services within the scope of the project;
* 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 safe keeping of procurement/contract documentation for easy retrieval and referencing in accordance with generally accepted standards.
* Assist the EA/PMU to ensure that all periodic reports are prepared systematically, submitted on time, reflect the real picture of project implementation that major issues relating to project implementation are brought to the attention of the concerned parties and that necessary remedial measures are implemented.
* Develop a project monitoring and evaluation system as a part of reporting system, including quantifiable indicators to monitor and measure the project physical and financial performance, as well as environmental and social impact monitoring programs.
* Participate, when requested, in project supervision and assessments missions/meetings conducted periodically by IsDB and concerned local authorities.
* Assist the EA in any dispute issues arising with contractors, suppliers, consultants, local stakeholders and assisting the EA in handling of dispute resolutions.

1. **DURATION OF THE ASSIGNMENT**

The following time schedule shall be observed in carrying out the PMC Consultants scope of works.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Work phase** | **Completion period of each phase** | **Cumulative Time, in Months** |
| 1 | Phase 1 – Tender Assistance & Contract Award | 6 months | 6 |
| 2. | Phase 2 – Detailed Design Review | 6 months | 12 |
| 3. | Phase 3 – Supervision works including Defects Liability Period | 36 months | 48 |

***Table 1. Work Schedule Summary***

The estimated time frame for the Phase 1 – Tender Assistance & Contract Award is six (6) months. The Phase-2: Detailed design review, finalization and approval will be completed in 12 months (cumulative). The first 2 phases will be based on the lump-sum payment against the deliverables and as per the contract terms and conditions.

The time frame for the supervision of construction works (phase-3) is forty-eight (48) months in cumulative, including twelve (12) months of defects liability period. Supervision of works will be based on the payment of actual man-month utilized as per the rates indicated in the contract. Similarly, reimbursable expenses will be compensated upon actual expenditures made. The soft components will be completed within the timeframe suggested in the PAD. The consultant will review and finalize the proposed timelines for these components prior to commencement of the implementation process.

1. **MINIMUM KEY PROFESSIONAL STAFF TO BE ASSIGNED**

**General requirement:**

Consultancy firm is expected to have Certificate to manage health sector projects and wide work experience in the field of construction of hospital infrastructure projects and management of health sector operations, and Consultancy firm supposed to be previous experience in Turkmenistan. Specific experience in civil works, purchasing of medical equipment and institutional development of health system is required. Moreover, the consultancy firm should be aware of local legislation in the sphere of design and construction of health infrastructure. Consultancy firm should have experience in IsDB or other similar MDB funded projects of a similar nature and size, with proven knowledge of FIDIC based and/or IsDB conditions of contract and procurement.

The Consultant shall provide sufficient internationally qualified and experienced staff and supported by adequate number of local professional staffs to ensure proper project management, procurement services, purchasing and installation of equipment, development of health system and supervision of construction works. The Consultant personnel shall consist of key, non-key and supporting staff.

To establish a basis for the financial proposal evaluation, proposed minimum number of professional staff and estimated man-months input is summarized below, which provides an outline of the key personnel/skills needed.

| **Sl. No.** | **Staff Designation (International Staff)** | **No of Staff** | **Months Home** | **Months Field** |
| --- | --- | --- | --- | --- |
| 1 | Project Manager | 1 | 12 | 36 |
| 2 | Medical Equipment Specialist |  |  |  |
| 3 | Procurement and Contract Specialist |  |  |  |
| 4 | Design Engineer |  |  |  |
| 5 | Healthcare Planner | 1 | 6 | 12 |
| 6 | Senior Hospital Architect | 1 | 6 | 12 |
| 7 | Structural Engineer | 1 | 6 | 12 |
| 8 | Mechanical Engineer | 1 | 6 | 12 |
| 9 | Electrical & ICT Engineer | 1 | 6 | 12 |
| 10 | Bio Medical Engineer | 1 | 6 | 12 |
| 11 | Oncology Specialist | 1 | 6 | 12 |
| 12 | Quantity Surveyor | 1 | 6 | 12 |
| TOTAL STAFFING (Home/Field) | |  | 60 | 180 |
| **GRANT TOTAL MINIMUM MANMONTHS FOR INTERNATIONAL STAFF** | |  | **240** | |

***Table 2. Consultants Minimum Staffing Requirement (International)***

| **Sl. No.** | **Staff Designation (Local Staff)** | **No of Staff** | **Months Home** | **Months Field** |
| --- | --- | --- | --- | --- |
| 1 | Deputy Project Manager | 1 | 0 | 48 |
| 2 | Resident Civil Engineer | 3 | 0 | 30 |
| 3 | Architect | 1 | 0 | 30 |
| 4 | Structural Engineer | 1 | 0 | 30 |
| 5 | Mechanical Engineer | 1 | 0 | 30 |
| 6 | Electrical & ICT Engineer | 1 | 0 | 30 |
| 7 | Bio Medical Engineer | 1 | 0 | 30 |
| 8 | HVAC Engineer |  |  |  |
| 9 | Quantity Surveyor | 1 | 0 | 30 |
| 10 | Supervisor\_Civil | 3 | 0 | 30 |
| 11 | Supervisor\_Electrical | 3 | 0 | 30 |
| 12 | Supervisor\_Mechanical | 3 | 0 | 30 |
| 13 | HSE Officers | 3 | 0 | 30 |
| 14 | Technician / Clerical Staff | 3 | 0 | 30 |
| TOTAL STAFFING (Home/Field) | |  | 0 | 828 |
| **GRANT TOTAL MINIMUM MANMONTHS FOR LOCAL STAFF** | |  | **828** | |

***Table 3. Consultants Minimum Staffing Requirement (Local)***

Consultant is free to propose additional professional experts as deemed necessary for successful completion of the assignment.

- Consultant is expected to ensure having adequate number of support staffs throughout the assignment (AutoCAD specialist, translator/interpreter, secretary, office manager, driver, etc.).

- Deployment of professional experts during the project implementation should be done with prior consultation and agreement of the EA/PMU in order to ensure balanced inputs throughout the assignment and depending on the progress of the works, equipment supply, consultancy contracts.

**Qualifications of Personnel**

Based on the requirements of this assignment in terms of expertise and the tasks mentioned above, the Consultant is expected to set up the consulting team consisting of qualified experts. Below is a professional requirement of the proposed experts:

Team Leader/Project Manager

- At least postgraduate degree in Project Management, MBA, civil engineering and/or related areas with experience related to health infrastructure and professionally qualified, having affiliation with international accreditation agencies is preferred.

- At least 15 years of total working experience with including minimum of 7 years in the engineering planning, design, construction, operation and management of health sector works.

- The expert is expected to have worked for more than 5 years in developing countries, including working experience found in Central Asian region, preferably in Turkmenistan.

- Experience in IsDB or similar Multilateral Development Bank (MDB) funded projects of a similar nature and size with proven knowledge of FIDIC based and/or IsDB conditions of contract. Expert is required to have successfully completed at least two (2) similar projects in the capacity of the Team Leader.

- Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable. Expert must have good oral and written communication skills in English to document completed work tasks, give project status reports, and prepare final engineering analysis reports for EA/PMU.

- Expert is expected to be well familiar with AutoCAD and other modeling software’s related to the assignment.

Chief Design Engineer

- At least postgraduate degree in civil engineering. Expert is expected to be well acquainted with works design in health sector.

- At least 15 years of total working experience with including 7 years in engineering planning, design, construction, operation and management of civil works preferably in the health sector.

- Expert is required to have been completed at least two (2) assignments in design of works of or a similar nature and complexity. Experience in working in similar projects funded by IsDB (or similar MDB) funded projects would be preferred.

- The expert is expected to have worked for more than 5 years in developing countries, including working experience found in Central Asian region, preferably in Turkmenistan.

- Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable. Expert is expected to know well AutoCAD, Water CAD and other modeling software’s related to the assignment.

Hospital Architect

- At least postgraduate degree in architecture or equivalent. Expert is expected to be well experienced in architectural design of health facilities.

- At least 15 years of professional experience with at least two projects for design of hospitals of a capacity of more than 100 beds. Having portfolio of projects with innovative hospital design and knowledge of building medical facility will be an asset.

- Experience of working in similar projects funded by IsDB (or similar MDB) funded projects would be preferred.

- The expert is expected to have worked for more than 5 years in developing countries, including working experience found in Central Asian region, preferably in Turkmenistan.

- Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable. Expert is expected to know well AutoCAD and other modeling software’s related to the assignment.

Oncology Specialist:

- At least master’s degree in Oncology and/or similar areas.

- At least 15 years of total working experience with including 10 years in planning, design, and implementation of health projects/programs with an emphasis oncology.

- Expert is required to have participated in at least two (2) assignments in design and implementation of health/oncology related projects of a similar nature and complexity.

- The expert is expected to be familiar about the Health policies, regulations and standards in Turkmenistan.

- Experience in IsDB (or similar MDB) funded projects of a similar nature is an advantage.

- Excellent reporting and computer skills. Knowledge of English will be an advantage.

Medical Equipment Specialist (International expert)

- At least university degree in procurement, MBA, medical engineering or similar areas.

- At least 10 years of professional experience including 7 years in in hospital equipment planning and management.

- Expert is required to have been completed at least two (2) assignments involving preparation of equipment lists (medical and nonmedical), development of technical specifications for hospitals providing in- and outpatient services and supervision of installation works and commissioning of medical and non-medical equipment.

- Participated in at least two (2) similar projects where he/she held similar functions.

- Experience found in Central Asian region would be an advantage.

- Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable.

Procurement and Contract Specialist

- At least bachelor’s degree in Engineering/Contract/Procurement Management or similar areas.

- At least 10 years of total working experience with including 7 years in procurement of civil works, goods and services as well as contract management.

- Experience in IsDB (or similar MDB) funded projects of a similar nature and size with proven knowledge of FIDIC based and/or IsDB procurement rules and procedures.

- Participated in at least two (2) similar projects where he/she held similar functions.

- Experience found in Central Asian region would be an advantage.

- Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable.

Deputy Project Manager/Chief Supervision Engineer

- At least bachelor’s degree in civil engineering or similar area.

- At least 15 years of total working experience including 10 years in planning, design, construction, operation and management of infrastructures and civil works. Experience in construction of health facilities is an advantage.

- The expert is expected to know well the construction norms and standards in Turkmenistan.

- Expert is required to have participated in at least two (2) assignments in design and supervision of civil works projects.

- Experience in IsDB (or similar MDB) funded projects of a similar nature is preferred.

- Expert is expected to be familiar with AutoCAD and other modeling software’s related to the assignment.

- Excellent reporting and computer skills. Knowledge of English will be an advantage.

Architect

- At least bachelor’s degree in architecture or equivalent. Experience in design of health facilities will be an asset.

- At least 15 years of professional experience in architectural design of civil works projects. Excellent knowledge of local architectural standard and norms for health facilities.

- Expert is required to have participated in at least two (2) similar assignments.

- Experience of working with national ministries and local authorities would be an advantage.

- Proficient in written and spoken English will be an asset.

Structural Engineer

- At least bachelor’s degree in structural engineering or equivalent. Experience in design of health facilities will be an asset.

- At least 15 years of professional experience in engineering design and structural analysis to ensure safety of health care buildings and other medical facilities and equipment.

- Expert is required to have participated in at least two (2) similar assignments.

- Proficient in written and spoken English will be an asset.

HVAC Engineer

- At least bachelor’s degree in HVAC Engineering or related areas.

- At least 10 years of professional experience; experience in design of HVAC and medical gas distribution systems for at least 2 hospitals or equivalent buildings, design of HVAC for clean rooms; air handling, air filtration, and heating systems taking into account the building energy management; supervision and commissioning of HVAC systems in hospitals. Knowledge of energy-conservative design practices for the healthcare environment will be an asset.

- Proficient in written and spoken English will be an asset.

Water and Sanitation Engineer

- At least bachelor’s degree in water and sanitation or equivalent.

- At least 10 years of professional experience; experience in design of water and sanitation systems for at least 2 hospitals or equivalent buildings; supervision of water and sanitation systems in hospitals and review of contractor drawings and designs for equipment fittings.

- Proficient in written and spoken English will be an asset.

Electrical Engineer

- At least bachelor’s degree in electrical engineering or equivalent.

- At least 10 years of professional experience; design of the electrical systems for at least 2 hospitals with imaging equipment or equivalent buildings. Knowledge of the Building Energy Management will be an asset. Supervision and commissioning of Electrical systems in buildings.

- Proficient in written and spoken English will be an asset.

Quantity Surveyor

- At least bachelor’s degree in costing and quantity surveying or equivalent.

- At least 10 years of professional experience involving price/forecast the cost of the different materials needed for the project, tracking changes to the design and/or construction work and adjust budget projections accordingly, measure and value the work done on site, select and/or source construction materials.

- Proficient in written and spoken English will be an asset.

Site Engineer

- At least bachelor’s degree in civil engineering. Expert is expected to be well acquainted with supervision, costing and quality control.

- At least 10 years of total working experience with including 5 years in construction supervision, operation and management preferably in the health sector.

- Expert is required to have been completed at least two (2) assignments in design of works of or a similar nature and complexity. Experience in working in similar projects funded by IsDB (or similar MDB) funded projects would be preferred.

- Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable. Expert is expected to know well AutoCAD, Water CAD and other modeling software’s related to the assignment.

Environmental/Safeguard Specialist

- At least bachelor’s degree in environmental sciences or equivalent.

- At least 10 years of professional experience in Environmental Impact Assessments (EIA) and Environment Management Planning (EMP), particularly for healthcare projects. Experience in planning of internal and external logistics for the collection, transport, storage and treatment of healthcare waste will be an asset.

- Proficient in written and spoken English will be an asset.

1. **CLIENT’S PERSONNEL AND TRAINING**

5.1 The Consultant shall provide complete cost, to cover the cost of training at all stages of the Consultancy engagement, which is detailed in the ToR above;

5.2 Failure of the Client to provide timely PMU & EA staff shall not relieve the Consultant of his responsibility to fulfill the whole or part of this Assignment.

6.3 The project has provided resources to train Client’s key people in project handling and management. The consultant is obliged to select an institution, which will be acceptable to the Client and make all necessary coordination for the training.

1. **FACILITIES TO BE PROVIDED BY THE CLIENT**

6.1 Documents

The client shall furnish the Consultant with all documents relevant to the proposed consultancy. Such documents shall comprise, but not be limited to, reports on studies of the health sector in the Republic of Turkmenistan, drawings and designs of existing infrastructure and buildings, and any other available data and records. Such documents shall be provided to the Consultant timely and free of charge. Where documents are incomplete or lacking, the client shall assist the Consultant in collecting necessary data.

6.2 Coordination, Liaison and Assistance

The Executing Agency shall be responsible for liaison between the Consultant and the IsDB; monitoring of the consultancy service; forwarding all reports to the IsDB; and maintaining communications with the IsDB. The Consultant shall be directly accountable to the EA throughout the implementation of the consultancy assignment.

6.3 Adequate representation in consultative meetings

The client will ensure adequate representation in all scheduled meetings

6.4 The Client will arrange the entry visa and legal permission for all international staff to work in the country during the project engagement.

Services and Facilities to be Provided by the Executing Agency

The EA will provide the following inputs:

- Provide the Consultant with access to all relevant reports, studies and other documents, required to carry out project implementation. This will be provided free of charge, unless the EA makes additional expenses, which will be reimbursed by the Consultant;

- Facilitate to the extent possible, in entering to the country, and issuance of visas;

- Facilitate in organizing meetings and discussions with concerned stakeholders, beneficiaries and local authorities upon request of the Consultant;

- Supporting the Consultant with the necessary Project related approvals and clearances from the relevant authorities in Turkmenistan and IsDB;

The EA is not required to provide facilities such as office space, equipment, communication, interpretation services, etc. during the assignment course. Consultant is expected to purchase necessary equipment.

The supervision staff shall operate from site offices to be set up by the Consultant close to the sites for the construction contracts. Transportation vehicles shall be provided to the site supervision staff by arrangements through the Contractors. The EA will support the Consultant with at least one local engineer in the districts that works are on-going.

1. **OBLIGATION OF THE CONSULTANT**

7.1 The Consultant will be responsible for the payment of local taxes and duties for all goods and services including levies during execution of the project. The Consultant is therefore expected to liaise with relevant authorities.

7.2 It is the duty of the Consultant to source relevant documents and any information required from various authorities. The Client shall make available all reports in its custody.

7.3 The Consultant shall arrange for his offices during Consultancy works including all international travels, local transport, computers & software’s and complete facilities including accommodation, out of pocket allowance etc. for his team members in completing the PMC Consultants obligations

1. **REPORTING**

8.1 The PMC Consultant will be responsible to the Ministry of Health & Medical Industries for the successful implementation of the project. However, for carrying out day-to-day operational activities he shall interact with the PMU team assigned for the same and designated so.

8.2 The Consultant will be required to prepare reports during the implementation of the project. All reports and documents will be in English and all quantities expressed in metric units

**Table 4: Reporting Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | An Inception Report which will include Consultants’ work plan, staffing and organization | The Consultant is required to submit 2 hard copies and one soft copy. | One month after commencement of the assignment. |
| 2 | Final Tender documents for construction Contract | The Consultant is required to submit 5 hard copies and one soft copy | 2 months after commencement |
| 3 | Tender Evaluation Report | The Consultant is required to submit 5 hard copies of each and one soft copy | 5 months after commencement |
| 4 | Final Contract Documents | The Consultant is required to submit 5 hard copies and one soft copy | 6 months after commencement |
| 5 | Detailed Design Review Report | The Consultant is expected to submit 5 hard copies and one soft copy | 12 months after commencement |
| 6 | Project QA/QC and HSE Report | The Consultant is expected to submit 5 hard copies and a soft copy | Immediately with the Construction Commencement |
| 7 | Monthly Report | The Consultant is expected to submit 5 hard copies and a soft copy | Every 5th day of the following month during construction |
| 8 | Quarterly Progress Reports |  | 2 weeks after the end of each quarter after commencement of the assignment |
| 9 | Mid-term Review Report |  | 2nd month of the 3rd Year of project implementation |
| 10 | Completion Report | The Consultant is expected to submit 5 hard copies and a soft copy | One month after completion of construction works |
| 11 | Interim DLP Report | The Consultant is expected to submit 5 hard copies and a soft copy | 2 weeks after the end of each quarter (during the Defect Liability period) |

***Table 4. Reporting Requirements***

All reports/outputs shall be provided in Turkmen, Russian and English languages:

(i) Hard copies to the EA/PMU in each language required, plus soft copy in Acrobat and/or MS Word format;

(ii) Soft copy in Acrobat or MS Word format to the IsDB each time when submitted to the EA/PMU and hard copies of the reports (inception, progress, midterm review and completion reports) in Turkmen, Russian and English languages before submitting invoices;

(iii) Final Bidding Documents shall be provided to EA/PMU in additional hard copies in English language for distribution to the bidders at the bidding stage.

(iv) Drawings and other outputs produced in different software shall be provided in soft copy to the EA/PMU in original format in 2 sets (CD/DVD).

Reporting Requirements:

Below is recommended outline of the reports to be delivered under the assignment. Other outputs: detailed design and cost estimation, procurement plan, bidding documents, bid evaluation reports, Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP) and any other reports/documents will be produced in the format acceptable to the EA/PMU and applying IsDB standard forms and templates, where applicable. All reports and deliverables shall be structured, as brief and to the point as possible and shall be submitted in Turkmen, Russian and English.

Inception Report:

The inception report is designed to give the EA, PMU and IsDB confidence that the assignment will be carried out as planned and as agreed on in the contracts. The report should bring to the EA’s attention major problems that might affect the direction and progress of the work. Inception report shall establish the strategy and the work plan for implementation of the civil works, consultant services and purchasing of medical equipment/furniture/supplies as well as the project management. It should include the assessment of the existing reports upon which the project was conceived. Assessment of the conclusion of the existing reports and studies will be outlined in order to be discussed further with the EA/PMU and IsDB as appropriate. Possible changes will be outlined and briefly justified on technical and engineering, economic, managerial and environmental basis using readily available and updated data. The Inception Report will also include the work expected to be carried out as per implementation and procurement plan on the basis of the PAD and financing agreements of the project. With respect to Phase I, the report should be describing the procedure and basis of the design work. It will describe the expected duties and work of the surveying team together with the equipment and facilities they need. The design data will be outlined and the approach to design work will be prepared. The contents of the bidding documents will be described. In the light of the above a revised Work Plan will be proposed (if appropriate) together with the input of all the international and national specialists and the supporting staff. The Inception Report will also include the final procurement plan. It shall describe in full the work required for carrying out the project components with particular emphasis on the control of time, cost and quality of the project deliverables and development results.

Inception Report (containing an executive summary) will also summarize the consultant’s initial opinions, detailed schedule for project components and related activities planned, showing their chronological interrelations, set of indicators (evaluation and monitoring framework) for measuring project progress and results assessment, as well as collection of baseline data and conclusion on readiness or recommendations (comments) on preparation of project sites for civil works and installation of equipment and furniture. Reviewed list of medical equipment and furniture will also be included in the inception report.

Monthly Progress Reports:

The Monthly Progress Report will detail the progress achieved under each contract, highlight any deficiencies, delays or any other problems that may occur and indicate what measures are being taken to overcome problems. The report should reflect progress made and compliance with implementation schedules, highlight issues encountered and how these have been or are proposed to be addressed/resolved, reflect expenditures incurred and payments made, address justifications for variation orders and changes in implementation schedules, record tests carried out and conclusions reached, and verify agreements made on design changes and approvals of design/construction drawings. The reports should include progress charts and photographs (in color and with dates) giving all information regarding the progress of the Works, extent and nature of the Works completed as well as details of any delay in the works substantiating documentation, if required. The report shall also include the percentages of the work items completed and planned, and also the actual and planned cash-flows for each item as of the reporting period. Copies of the minutes of the monthly meeting with concerned parties shall be attached.

Quarterly Progress Reports:

The quarterly progress reports should detail the overall project progress covering progress of civil work, supply of medical equipment/furniture and consultancy service contracts, operation of the PMU and other activities related to the project, including the project budget and expenses. As such, report should be prepared in close collaboration with the PMU in order to get necessary inputs to reflect the full picture of the project status. The report should highlight any deficiencies, delays or any other problems that may occur and indicate what measures are being taken to overcome problems. For the part of project activities, the consultant should provide his independent view and assessment and highlight any critical issues that should be brought into the attention of the Government of Turkmenistan and IsDB. The report should also include separate section on the environment and safeguard aspects highlighting the impact of the activities, implementation of EMP, underlining any critical issues, recommended action and as necessarily updating the EMP. The Report will also assess the achievement of development results of the project. The Quarterly reports containing verified information on the status of agreed implementation requirements, activities of the reporting period in comparison with the work plan, utilization of funds, progress of project implementation, update of indicators, problems encountered, next steps and recommendations.

Contract Completion Reports:

The Consultant will prepare contract completion reports for the civil work, supply of medical equipment/furniture and MOUs/agreements/contracts for consultancy services. The report should, summarize the content of monthly/quarterly reports, conclude on deviations occurred in contract execution, objectives/targets and activities carried out, conclude on tests carried out and on taking over, and verify and attach “as built drawings”. The reports should give all information about the "as-built conditions" including, but not limited to, calculations, drawings, specifications, test reports and final cost analysis. The Consultants shall prepare and supply to the EA the complete set of records, equipment/furniture, structure of services, and drawings of the works “as-built” as soon as possible after the Taking Over Certificate is issued and in any case within 28 days of the date of this Certificate.

Mid-term Review Report:

The Mid-Term Review (MTR) is defined as a comprehensive exercise generally held at project midpoint, during which the PSC and representatives of IsDB and the Government of Turkmenistan reassess the project’s original development objectives, their relevance in light of new circumstances, and the likelihood of achieving them. A seminar will be organized to discuss the MTR Report and consider the latest status of the project operations in the context of the project cycle and supervision plan. The seminar will provide practical advice including the need for attention to legal, financial, procurement and safeguard issues. The consultant will prepare the Mid-term Review Report including information and analysis of the project implementation by the end of second year, identifies emerging challenges and lessons learned, and summarizes proposed mid-course corrections. During the MTR seminar, the consultant and the EA together with the IsDB team, will consider the project status and finalize it in order to ensure its successful completion. Together with implementing partners (WHO), they will also consider both the Project’s status, and define subsequent steps for successful completion of the Project. The consultant shall present the Project and the results achieved in its implementation as well as its future perspective including what have been achieved in the Project and what still lies ahead.

Final Project Completion Report:

The Consultant will prepare a Final Project Completion Report presenting an overall review of the implementation performance and of the lessons learnt. Final Report should be submitted within 3 months after the completion of the project. The final report shall cover all aspects of the project implementation and compare the planned measures, the intended time and cost schedule and the outcomes in comparison with the actual measures, results and time and cost schedule. The report will cover the issues specified in the progress reports during the entire period of the project implementation. The final report must contain a detailed analysis of the development results, conclusions, achievements of the project and its overall impact. If any of the activities included in the design have not been fulfilled with the expected quality or within the expected deadline, the report will define the causes, and will indicate the measures taken to eliminate these causes. Overall lessons learned should be highlighted with providing recommendations for improvement of similar projects in future. To the extent possible, project outcomes should be measured in order to assess the project impact on socio-economic situation in the project area, as well as environmental aspects. Consultant shall make separate emphasis on the implementation of National Health and Development Strategies in order for the EA to make decision to expand/upscale the project scope at the national level. Assessment should be made on effectiveness of the project, sustainability, lessons learned, recommendations and next steps to be taken.

Institutional Arrangements

The Executing Agency of the Project is the Ministry of Health of the Government of Turkmenistan. A Project Management Unit (PMU) is established to deal with day-to-day project activities and will act on behalf of Executing Agency. The PMU is based in Ashgabat and may have field office/s to be established in project sites. The IsDB and assigned local authorities by the Government will monitor the works through independent monitoring team or with reviewing consultant’s reports.

The Team Leader shall be based at the Consultant’s headquarters in Ashgabat, with having field visits to project site as required. The Resident Supervision Engineer will have to travel frequently to the site offices and stay in the field during the construction and defects liability period, as required. Deputy Team Leader is expected to be involved throughout assignment acting as deputy for Team Leader and Resident Engineer in respective phases of assignment. During active construction phase, national experts are expected to be based mainly in the field to ensure proper supervision and monitoring of construction works and other activities.

The Consultant will assist the Executing Agency/PMU in getting necessary approvals for the Detail design documents, cost estimate, request for proposals, Bidding Documents and other assessment reports from relevant authorities (as required by the Government of Turkmenistan and/or IsDB). The Consultant will assist the Executing Agency/PMU by providing information, documents and explanation on status of their services as and when required by the EA and IsDB.

ANNEX I:

Geolocation of Balkanabat, Turkmenabat and Mary cities Oncology centers.

**BALKANABAT**

**TURKMENABAT**



**MARY**



**Balkanabat, Turkmenabat and Mary cities Oncology centers structural information**

Balkanabat city Oncology Center:

Department description

Ground Floor contains the following departments, within a built-up area of 7,266.92 m2

* Outpatient department (OPD) & tech rooms
* Laboratory and Pathomorphology & tech rooms
* Endoscopy department & tech rooms
* Radiology inpatient department & tech rooms
* Department of Chemotherapy 20 beds & tech rooms
* Palliative department 10 beds & tech rooms
* Reception, stairs & other tech rooms

Second floor contains the following departments, within a built-up area of 5,890.24 m2

* Department of general oncology 30 beds & tech rooms
* Department of Onco-gynecology 30 beds & tech rooms
* Radiology inpatient department 30 beds & tech rooms
* Department of reanimation & tech rooms
* Operation block & tech rooms
* Department of sterilization & tech rooms
* Administration, stairs & other tech rooms

Third floor contains the following departments, within a built-up area of 2,799.64 m2

* Department of Onco-hematology 30 beds & tech rooms
* Department of administration
* Administration, stairs & other tech rooms

**TOTAL BUILT UP AREA FOR BALKAN**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **FLOOR** | **AREA (M2)** |
| 1 | Ground Floor | 7,266.92 |
| 2 | Second Floor | 5,890.24 |
| 3 | Third Floor | 2,799.64 |
| **TOTAL BUILT UP AREA (M2)** | | **15,956.80** |

Turkmenabat city Oncology center:

Department description

Ground Floor contains the following departments, within a built-up area of 7,266.92m2

* Outpatient department (OPD) & tech rooms
* Laboratory and Pathomorphology & tech rooms
* Endoscopy department & tech rooms
* Radiology inpatient department & tech rooms
* Department of Chemotherapy 20 beds & tech rooms
* Palliative department 10 beds & tech rooms
* Reception, stairs & other tech rooms

Second Floor contains the following departments, within a built-up area of 6,119.97m2

* Department of general oncology 30 beds & tech rooms
* Department of Onco-gynecology 30 beds & tech rooms
* Radiology inpatient department 30 beds & tech rooms
* Department of reanimation & tech rooms
* Operation block & tech rooms
* Department of sterilization & tech rooms
* Administration, stairs & other tech rooms

Third Floor contains the following departments, within a built-up area of 2,829.06 m2

* Department of Onco-hematology 30 beds & tech rooms
* Department of administration
* Administration, stairs & other tech rooms

**TOTAL BUILT UP AREA FOR LEBAP**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **FLOOR** | **AREA (M2)** |
| 1 | Ground Floor | 7,266.92 |
| 2 | Second Floor | 6,119.97 |
| 3 | Third Floor | 2,829.06 |
| **TOTAL BUILT UP AREA (M2)** | | **16,215.95** |

Mary City Oncology center

Department description

Ground Floor contains the following departments, within a built up area of 7,266.92m2

* Outpatient department (OPD) & tech rooms
* Laboratory and Pathomorphology & tech rooms
* Endoscopy department & tech rooms
* Radiology inpatient department & tech rooms
* Department of Chemotherapy 20 beds & tech rooms
* Palliative department 10 beds & tech rooms
* Reception, stairs & other tech rooms

Second Floor contains the following departments, within a built-up area of 6,022.01m2

* Department of general oncology 30 beds & tech rooms
* Department of Thoracoabdominal 30 beds & tech rooms
* Radiology inpatient department 30 beds & tech rooms
* Department of Onco gynecology 30 beds & tech rooms
* Radiology inpatient department 30 beds & tech rooms
* Operation block & tech rooms
* Department of sterilization & tech rooms
* Administration, stairs & other tech rooms

Third Floor contains the following departments, within a built-up area of 4,643.79m2

* Department of Mammalogy 30 beds & tech rooms
* Department of Hematology 20 beds & tech rooms
* Department of Onco gynecology 30 beds & tech rooms
* Department of administration
* Administration, stairs & other tech rooms

**TOTAL BUILT UP AREA FOR MARY**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **FLOOR** | **AREA (M2)** |
| 1 | Ground Floor | 7,266.92 |
| 2 | Second Floor | 6,022.01 |
| 3 | Third Floor | 4,643.79 |
| **TOTAL BUILT UP AREA (M2)** | | **17,832.72** |

1. https://www.isdb.org/project-procurement/ [↑](#footnote-ref-1)