

UNIVERSITY OF DAR ES SALAAM



MKWAWA UNIVERSITY COLLEGE OF EDUCATION

TANZANIA HIGHER EDUCATION FOR ECONOMIC TRANSFORMATION (HEET) PROJECT (P166415)

TERMS OF REFERENCE (ToR)

FOR

CONSULTANCY SERVICES FOR DESIGN, PREPARATION OF
BIDDING DOCUMENTS, COST ESTIMATES AND SUPERVISION
FOR CONSTRUCTION OF:

1. SCIENCE BUILDING;
2. MULTIMEDIA AND SPECIAL NEEDS EDUCATION BUILDING;
3. STUDENTS' HOSTEL; AND
4. DESIGN REVIEW AND SUPERVISION OF THE CONSTRUCTION
OF PHYSICS LABORATORY BUILDING

NOVEMBER, 2022

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1.0 COLLEGE BACKGROUND

Mkwawa University College of Education (MUCE) is a semi-autonomous public institution located in Iringa Region. The College was established on 1st September 2005 as a Constituent College of the University of Dar es Salaam (UDSM) following the transformation of the former Mkwawa High School into a University College. Mkwawa High School was established by the British colonial government in 1959 (URT, 2009). Its establishment was in accordance with Section 55(1) of the UDSM Act No. 12 of 1970, published on 22nd July 2005 in Government Notice No. 203. The College operates in accordance with MUCE University Charter and Rules of 2009.

Initially, the College was established to offer academic and professional programmes in education. This was a response to the growing demand for teachers after successful implementation of the Primary Education Development Programme (PEDP) and Secondary Education Development Programme (SEDP). The College has grown in terms of its staffing from 123 in 2006/2007 to 304 in 2020/2021, and student enrolment from 853 in 2006/2007 to 5827 in 2020/2021. MUCE offers seven educational programmes, namely, Bachelor of Education in Arts (B.Ed. Arts); Bachelor of Education in Science (B.Ed. Science); Bachelor of Arts with Education (B.A. Education); Bachelor of Science with Education (B.Sc. Education); Postgraduate Diploma in Education (PGDE) offered by Faculty of Education; Master of Science with Education [M.Sc. (Ed.)] in Biology and Chemistry Streams offered by Faculty of Science; Master of Arts with Education [M.A. (Ed.)] in Geography Stream offered by Faculty of Humanities and Social Sciences; Master of Science in Applied Zoology; Master of Science in Applied Botany; Master of Science in Mathematical Modeling, and Master of Science in Natural Resources and Human Security Studies (M.Sc. NRHSS).

The College inherited infrastructures of the then Mkwawa High School which were constructed in 1950's and otherwise use couldn't support modern technologies due to their small space size and nature. The following three examples will justify the fact that the existing infrastructures cannot support modern technologies due to their small space and nature: The first example is the existing science teaching facilities. These facilities were designed to serve a secondary school. However, currently the facilities have been improvised to support undergraduate students' science studies. These science teaching facilities are not only inadequate in supporting undergraduate studies appropriately, but also are not adequate for advancing research for postgraduate studies and community related science teaching facilities challenges. Therefore, the College needs state-of-the-art science building, physics laboratory building, equipment and facilities to support advanced research in order to contribute to national development.

The second example is the teaching facilities for students with special needs. These facilities were designed to serve a secondary school, but currently have been improvised

to support undergraduate students' learning facilities. These facilities are not only inadequate in supporting undergraduate studies appropriately, but also not suitable for advancing research for postgraduate studies and community related special needs' challenges. Therefore, the College needs state-of-the-art Multimedia and special needs building, equipment and facilities to support advanced research in order to contribute to national development.

The third example is the existing students' hostels. These facilities were designed to serve a secondary school. These students' hostels are not only inadequate in supporting undergraduate studies appropriately, but also not appropriate for supporting students with special needs as well as advancing research for postgraduate studies and community related accommodation challenges. Therefore, the College needs students' hostel building, equipment and facilities to support advanced research to contribute to national development.

In the financial year 2022/2023, MUCE is intending to use part of Higher Education for Economic Transformation (HEET) project fund to cover eligible payment under the contract for provision of consultancy services for design and supervision of the proposed construction of four academic buildings within MUCE premises on Plot Number 391, Block E- Mtwivila at Iringa Municipality. Thus, MUCE wishes to engage a Bidder who is capable of designing and supervising the proposed construction of three academic buildings as well as design review and supervision of one academic building.

1.1 Objective of the Assignment

1.1.1 Main Objective

The main objective of the project is to undertake consultancy services for design and supervision of the proposed three academic buildings as well as design review and supervision of one academic building as follows:

i. Design and Supervision of the Proposed Science Building

The proposed four (4) storey Science Building will include Lecture rooms, computer laboratories, high-tech science rooms, science workshops, staff offices, seminar rooms and examination rooms.

ii. Design Review and Supervision of the Proposed Physics Laboratory Building

The objective of the project is to undertake design review and supervision of the proposed two (2) storey Physics Laboratory Building design into three (3) storey building design, which will include physics laboratories with the supporting functions at ground and first floors. The building will further include staff offices at the second floor. This will also include incorporation of Master Plan for orderly development of the College towards current design.

iii. Design and Supervision of the Proposed Multimedia and Special Needs Education Building

The proposed four storey Multimedia and Special Needs Education building will include Lecture rooms, resource rooms for students with special needs, staff offices, Seminar/Guidance and counseling rooms, language laboratories, media fabrication workshops, computer rooms, broadcasting center for multimedia and audiology rooms.

iv. Design and Supervision of the Proposed Students' Hostel

The proposed four (4) storey Students' Hostel Building will include accommodation rooms, entertainment rooms, Hostel custodian offices, storage and mini-supermarkets. The building shall also include seven (7) special rooms which will be fully furnished at international standards in order to accomplish implementation of students' internationalization programme.

1.1.2 Specific Objectives of the Assignment

1.1.2.1 Collecting available documents related to the project as provided by the Client

The Consultant shall collect the available documents such as MUCE Master Plan, prepared drawings and Environmental and Social Impact Assessment report in order to incorporate their recommendations to a newly proposed design of the building.

1.1.2.2 Design and Tendering

The Consultant shall conduct Physical, conditional (the reason for conditional survey is due to the existing building design that only has two storeys and another storey need to be added) and Topographical Survey, Geo-technical investigation and shall provide approved detailed drawings (Architectural, Structural and Services), Bills of quantities, Specifications and Tender documents.

1.1.2.3 Supervision of Construction

The Consultant shall be fully responsible for supervision of the construction works from inception stage, (site handover), to the practical completion of the project and thereafter the defect liability period as specified in the contract.

1.2 Scope of the Assignment

Table 1: List of Facilities

S/No	Facility	Tasks
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S/No	Facility	Tasks
1	Proposed Science Building	<p>To design a four (4) storey Science Building, which will accommodate reception, lecture rooms, lecture halls, science rooms, seminar rooms, computer laboratories, heads of department offices, pantries, science workshops, research laboratories, stores, ablution facilities, ramps, circulation spaces, landscaping and access roads.</p> <p>The proposed building will be constructed to a fully finished and furnished for fixed furniture.</p>
2	Proposed Physics Laboratory Building	<p>To design review a three (3) storey Physics Laboratory Building, which will accommodate entrance lounge, main laboratories, sound proof preparation rooms with fume chambers, pantries, workshops, research laboratories, stores, dark rooms, conference room, offices, common room, top roof with weather station, ablution facilities, ramps, circulation spaces, landscaping and access roads.</p> <p>The proposed building will be constructed to a fully finished and furnished for fixed furniture.</p>
3	Proposed Multimedia and Special Needs Education	<p>To design a four (4) storey Building which, will accommodate a reception, lounge, offices, pantries, lecture rooms, stores, resource rooms for students with special needs, audiology rooms, broadcasting centers for multimedia, teaching and learning, seminar rooms, language laboratories, guidance and counseling room, media fabrication workshop room, head of departments offices, staff offices, soil laboratory room, physiotherapy rooms, server rooms, computer laboratory, G.I.S laboratory, archeology, examination offices, ablution facilities, ramps, circulation spaces, landscaping and access roads.</p> <p>The proposed building will be constructed to a fully finished and furnished for fixed furniture.</p>
4	Proposed students' Hostel	<p>To design a four (4) storey Building which will accommodate a hostel custodian office/reception/waiting area, shop, common room, storage, accommodation rooms, laundry, accommodation rooms for international students' ablution facilities, ramps, circulation spaces, landscaping and access roads.</p> <p>The proposed building will be constructed to a fully finished and furnished for fixed furniture.</p>

2.0 TASKS/ACTIVITIES OF THE CONSULTING ASSIGNMENT

2.1 Phase I: Tasks for Pre-Contract Scope of Services

2.1.1 Pre-contract scope of services for three (3) buildings whose drawings and tender document have not been prepared

This scope shall include development of preliminary design (inception, feasibility, outline and scheme), detailed design and preparation of Tender documents. For three (3) buildings whose drawings and tender documents have not been prepared (Science Building, Multimedia and Special Need Education Building, and Students' Hostel Building), the pre-contract consultancy services will be carried out through the following tasks:

Task 1: Preliminary Design (inception, feasibility, outline and scheme) may include but not limited to the following:

- i. To consult key stakeholders related to this project;
- ii. To conduct preliminary site survey to confirm existing structures and services/utility such as power, water and accessibility;
- iii. Review all the environment, social, health and safety risks and impacts management documents for HEET project such as ESMF, ESIA, SEP and other documents for the purpose of identifying any omissions/additions, which compromise or supplement the completeness or consistency of the design and ensure that relevant mitigations stipulated in those documents are considered during designs;
- iv. To develop and plan scope of geotechnical and topographical survey studies adequate to collect all necessary information for the proposed design requirement (the scope should be clearly presented and approved by Client);
- v. To conduct geotechnical and topographical survey; and
- vi. Preparation and submission of a project brief, Develop and submit for approval two (2) alternatives conceptual design scale of 1:200 and parametric cost estimates. Thereafter prepare a preliminary design and their preliminary costs estimates (approximate bill of quantities) and submit for approval of a single design.

Task 2: Scheme Design Stage will include but not limited to the following:

Upon approval of the preliminary design, the Consultant shall prepare working drawings. After review and approval of the drawings, the process of building permit

application will commence. The Consultant shall assist the Client in the process of building permit application timely.

During preparation of the working drawings, elemental cost plan will be drawn in order to ensure cost control and fairly balanced costing and its elements.

Task 3: Schematic Design Stage will include but not limited to the following:

The Consultant shall proceed with detailed design of the construction works which includes but is not limited to the following:

- i. Preparation of detailed architectural, structural and engineering designs (electrical, plumbing, firefighting infrastructure, ICT and security System) at scales of 1:100, 1:50, 1:20 and 1:10 as the need arises and submit for approval;
- ii. To prepare technical specifications for details of various structural components;
- iii. To check/ensure the Architectural /engineering soundness of detailed drawings and document;
- iv. To design and review constructability of the project, construction means, method and techniques employed;
- v. Designing and preparation of a schedule of furniture and fittings required in the building and associated cost estimates and seeking Client approval;
- vi. Designing alternative power source preferably solar power energy to the building including its cost estimates;
- vii. Designing of landscaping and other external works including parking and access roads; and
- viii. Assist the Client in the tendering process and selection of the Contractor.

Tasks 4: Detailed Cost estimates and Preparation of Tender Document

Confidential Cost Estimates for the works will be prepared by the Consultant based on the design and detailed Bills of Quantities (BoQ) using the current market rates. The costs will be computed for each item in the BoQ and the resulting cost estimates must be submitted in confidential cover to the Client.

The following is an outline of activities that will be performed:

On completion of the detailed tender drawings, Bills of Quantities will be prepared, an operation that shall observe time schedules;

- i. The bidding documents will be prepared in accordance to the World Bank Guidelines "Procurement of Goods, Works, Non consulting Services, and Consulting Services under World Bank regulations"; and
- ii. To assist the Client in tendering administration.

The cost estimates shall also include the costs for implementation of Environmental and Social Management Plan (ESMP), . The Team will be required to advise on cost effective and fit for purpose design in relation to Client's budget.

2.1.2 Pre-contract scope of services for one building whose drawings and tender document have been prepared

The Consultant will review and thereafter provide a revised/updated design and all associated documents. The reviewed and updated **Designs/Drawings** and **Bills of Quantities** produced shall be a **copyright property** of the Client/Employer. For one building whose drawings and tender documents have been prepared (Physics Laboratory Building), the consultancy services will be carried out in three (3) tasks as follows:

Task 1: Preliminary Design review Stage may include but not limited to the following:

- i. Review all the environment, social, health and safety risks and impacts management documents for HEET project such as ESMF, ESIA, SEP and other documents for the purpose of identifying any omissions/additions, which compromise or supplement the completeness or consistency of the design and ensure that relevant mitigations stipulated in those documents are taken into account during designs;
- ii. Reviewing the existing architectural design by adhering to acceptable modern professional standards;
- iii. Ensure reviewed work constitutes complete sets of all necessary engineering structural designs and detailing of the structures and services required. This will involve electrical installation, telephone services, Local Area Network systems (LAN), Closed Circuit Television systems (CCTV), Alarm systems, Fire Fighting systems, Internal access roads, Parking facilities, Sewerage systems, Solid waste disposal systems, Storm water drainage systems, Water supply systems, and other water reticulation systems. The Consultant also to ensure that construction drawings also provide necessary trunking and ducting that will accommodate the centralized Information Technology system on the buildings and across the roads and at all necessary external surroundings. The Consultant should also ensure that the reviewed specifications, Bills of Quantities and conditions of contract for all these services are appropriate;
- iv. Review the bidding documents inclusive of drawings, specifications, BOQ;
- v. To consult key stakeholders related to this project;
- vi. To conduct preliminary site survey to confirm existing structures and services/utility such as power and water;

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- vii. To conduct geotechnical and topographical survey in order to verify the existing design of substructure;
- viii. To prepare conceptual and preliminary design scale of 1:200, preliminary costs estimates (approximate bill of quantities), cost alternatives and submit for approval; and
- ix. Consultant will review a designed work to ensure the accessibility to buildings and additional internal facilities for physically challenged persons is appropriately allocated. This should go in line with a consideration of the best practice and positive legal regulations in Tanzania regarding the rights of the disabled persons.

Task 2: Detailed Design Stage will include but not limited to the following:

Upon approval of the preliminary design, prepare the detailed design of the construction works which includes but is not limited to the following:

- i. Review of detailed architectural, structural and engineering designs (electrical, plumbing, firefighting infrastructure, ICT and security System) and submit for approval;
- ii. To prepare full working/construction drawings at scales of 1:100, 1:50, 1:20 and 1:10 as the need arises;
- iii. To prepare technical specifications for details of various structural components;
- iv. To check the Architectural/engineering soundness of detailed drawings and document;
- v. To design and review constructability of the project, construction means, method and techniques employed.
- vi. Designing and preparation of a schedule of furniture and fittings required in the building and associated cost estimates and seeking College approval;
- vii. Designing alternative power source preferably Solar Power energy to the building including its cost estimates;
- viii. Designing of landscaping and other external works including parking and access roads; and
- ix. Assist the Client in the tendering process and selection of the Contractor.

Tasks 3: Detailed Cost Estimates and Preparation of Tender Document

Cost estimates for the works will be prepared by the Consultant based on the design and detailed Bills of Quantities (BoQ) using the current market rates. The costs will be computed for each item in the BoQ and submitted as confidential cost estimates to the Client.

The following is an outline of activities that will be performed:

- i. During preparation of the working drawings elemental cost plan will be drawn in order to ensure cost control and fairly balanced costing and its elements;
- ii. On completion of the detailed drawings, Bills of Quantities will be prepared, an operation that shall observe time schedules;
- iii. The Consultant shall prepare complete bid documents using the most recent Standard Procurement Documents in accordance with the World Bank "Procurement Regulations for IPF Borrowers", Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 and revised in December 2019, or whichever World standard procurement approach is applicable at the time the tender documents are prepared. The tender documents need to fully reflect the Environmental, Social, Health and Safety requirements, which includes but are not limited to Occupational Health and Safety, Labor Influx, HIV/AIDS, Gender-Based Violence (GBV) and Violence against Children; and
- iv. To assist the Client in tendering administration.

The cost estimates shall also include the costs for implementation of Environmental and Social Management Plan (ESMP), . The Team will be required to advise on cost effective and fit for purpose design in relation to Client's budget.

NOTE:

- i. To accomplish the requirements in Phase I, the Consultant shall ensure that, the Master Plan and Design works are well coordinated in order to allow detailed design of buildings to proceed after approval. The final design report shall have to consider the key findings related to Environmental and Social Impact Assessment (ESIA) which will be done parallel to this assignment with another Consultant;
- ii. The Consultant is required to clearly indicate the costs of the two phases separately in the financial proposal and the conditions of payment and timing for the two phases are different. The services described under Phase I will be executed using lump sum form of Contract whereby payments are linked with deliverables/outputs per design stage. The services under Phase II will be executed using Time Based Contract whereby payments are linked with time inputs of the Key Experts in the assignment; and

- iii. The design shall take into consideration green design, energy saving and environmental friendly architecture.

2.2 PHASE II: POST-CONTRACT SCOPE OF SERVICES FOR FOUR BUILDINGS DURING PROJECT IMPLEMENTATION

2.2.1 Post-contract services to be provided during construction

The Consultant shall be fully responsible for supervision of the construction works from beginning (site handover) to the successful completion of the works (practical completion) including the defect liability period as specified in the contract. The Consultant shall perform the following tasks:

- i. Contract administration of the approved design from construction commencement (site handover) to completion of works (practical completion) including defects liability period;
- ii. Liaise and coordinate with relevant authorities to remove all obstacles and encumbrances from the project site, including utility relocation and tree cutting as required;
- iii. Ensure that the Resident Engineer is full time on site to monitor all site activities.
- iv. Prepare cash flow forecast of the project;
- v. Conduct regular site progress meetings and produce minutes each month and reports thereafter. A summary of minutes in bullet form or description and action format must be presented in two (2) days' time after the meeting. Final minutes in approved format should be circulated within five (5) days;
- vi. Inspect at regular intervals the Contractor's plant and facilities, for both construction production work and workers accommodation, to ensure that they conform with to both the conditions of contract and all government regulations;
- vii. Control the Contractor's and Sub-contractors' site personnel at all grades for suitability for the construction of the works;
- viii. Check and approve the site installations, equipment plants that are to be used by the Contractor for execute the works and safety;
- ix. Check and approve the materials testing laboratories that will be used during the construction;
- x. Check the suitability of sub-contractors as they arrive on site;
- xi. Check materials and equipment for conformity with the tender specifications by physical inspection and by gathering the manufacturer's and suppliers' certificates of conformance;
- xii. Verify the Contractor's purchasing schedules so that materials and equipment necessary for the swift advancement of the works are available when needed, thus ensuring the work keeps to the establishment programme.

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- xiii. Inspect the entire Contractor's safety measures, including labor welfare; notify immediately both the Employer and the Contractor of any infringement or violation;
- xiv. Prepare project physical and financial progress reports including financial appraisal;
- xv. Quality control of materials, and workmanship on site;
- xvi. Allow for Inspection and approval of materials delivered to site. As appropriate to take samples and carry out tests of materials, components, techniques and workmanship and examine and submit to the Client results of such tests whether on or off site;
- xvii. Prepare valuations of work carried out and completed and issue Interim payment Certificates;
- xviii. Ensuring that there is a Consultant's site representative to supervise execution of works at site daily. Weekly reports to be submitted every Monday during the course of the project. Daily reports must be documented, compiled and submitted to the Client along with the weekly report for schedule and scope management. All reports shall also address the compliance of the Contractor and the works permits, ESMP, GRM/SEA/SH tracking reports as well as financial and scheduling commitments This will enhance quality control in line with documented quality assurance from methodologies provided;
- xix. Coordinate with relevant government authorities to ensure that construction works are inspected periodically (at each stage). The works should be documented and approved to enable proper project records and authentic issuance of certificate of occupancy after practical completion;
- xx. Liaise and coordinate with relevant authorities to remove all obstacles and encumbrances from the project site, including utility relocation and tree cutting as required;
- xxi. Prepare practical completion certificate, penultimate certificate, commissioning of the building and take-over by the Client;
- xxii. To ensure that, the Contractor carries out the construction works in accordance with the contract documents and with the developed Environmental and Social Management Plan;
- xxiii. To make necessary modifications in design documents or construction details which may not have been envisaged in the original design and seek Client's approval in case the modifications have financial implications to the project;
- xxiv. To keep updated all records including reports, work diaries, correspondence, instructions issued to the Contractor, test records, measurements and quantities calculations and all other relevant documents pertaining to the works and supervision contracts. Instructions issued should be communicated to the Client with attached design, cost and time implication for approval;
- xxv. To examine and approve various plans and programmes submitted by the Contractor;

- xxvi. To coordinate with relevant government authorities to ensure that construction works are inspected periodically (at each stage), documented and approved to enable proper project records and authentic issuance of certificate of occupancy after practical completion;
- xxvii. To assist the Client in resolving all contractual matters and disputes that may arise;
- xxviii. To facilitate the project handing over upon successful completion of the project; and
- xxix. To direct the Contractor to prepare as-built drawings at different stages in the course of construction of the building. Review and approve as-built drawings, operation & maintenance manuals where applicable and submit documents in four (4) hard and electronic copies to the Client.

2.2.2 Consulting Services to be provided during Defects Liability Period

The Consultant shall oversee the works during the Defects Liability Period through regular visits. The Consultant is expected to carry out site visits at regular intervals during which the Consultant shall draw attention of the Contractor to any defects if and when noticed and shall supervise such remedial works. A Consultant should sign in the site visitors' log, prepare and issues a site inspection report for such visits. Prior to expiry of the Defects Liability Period, the Consultant shall inspect the works according to the conditions of contract and issue instructions for rectifications of all defects, imperfections of faults, and supervise the remedial works. Following the Employer's acceptance, the Certificate of Making Good Defects shall be issued.

The Consultant shall assist the Client in administrative matters related to the works contract. The tasks shall include but not limited to:

- i. Regular inspection of the works Contractor's remedy of defects;
- ii. On completion of construction (practical completion), ensure that the Contractor acquires certificate of occupancy (habitation) from relevant government authority;
- iii. Prepare Project Final Accounts one (1) month after the end of Defect Liability Period;
- iv. Inspect, suggest mitigation measures and supervise remedial works of all Environmental, Social, Health and Safety matters;
- v. Witness any specified test done by the Contractor (Material tests and Systems and services tests) to ensure that the contractor will not use construction materials containing hazardous substances such as lead paints, etc;
- vi. Prepare a short technical report describing the testing and commissioning. All carried out tests together with their reviewed results should be included in the Consultant's monthly and quarterly reports;
- vii. Issue of Performance Certificate (Certificate of making good defects);

- viii. Prepare and issue the final completion and final payment certificate;
- ix. Approve return of bonds at practical completion (except for retention bond if applicable) and release retention money (1st moiety at practical completion and 2nd moiety at the end of defect liability period); and
- x. Prepare a detailed final report of the project. The report shall include lesson learnt as a reference to future project execution and management.

2.2.3 Environmental and Social Health and Safety (ESHS)

For ESHS, the scope of services of the Consultant shall base on the following:

- i. Ensure that the Contractor's ESHS performance is in accordance with good international industry practice and delivers the Contractor's ESHS obligations. The ESHS related services includes but are not limited to:
- ii. Review and approve the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions (not less than once every 6 months) and submit to Client for approval;
- iii. Review and approve ESHS provisions of method statements, implementation plans, GBV/Sexual Exploitation or Abuse (SEA) prevention and response action plan, Grievance redress mechanisms, labor management plans and related code of conduct documents, drawings, proposals, schedules and all relevant Contractor's documents and submit to the Client for approval;
- iv. 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;
- v. In collaboration with NEMC and OSHA to undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the works, to verify the Contractor's compliance with ESHS requirements including its GBV/SEA obligations, with and without Contractor and/or Client relevant representatives, as necessary, but not less than once per month;
- vi. In collaboration with OSHA to undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements;
- vii. Agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations;
- viii. Ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
- ix. Check that the Contractor's actual reporting (content and timeliness) is in accordance with the guidelines of World Bank financed projects (modalities during fatality, accidents and incidents);

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- x. Review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
- xi. Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;
- xii. 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. These should be included in a log issue accessible to a specified professional;
- xiii. Ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism and subsequently sorted/resolved through proper procedures. Ensure all complainants receive the feedback timely;
- xiv. Consultant shall ensure that the C-ESMP has been prepared by the Contractor and approved by the Client.
- xv. Ensure adherence to Environmental and Social Management Plan (C-ESMP) and adequate environmental and social institutional capacity is in place to support implementation, monitoring and reporting;
- xvi. Ensure adequate environmental and social institutional capacity is in place to support implementation, monitoring and reporting;
- xvii. Adequate implementation of environmental and social issues of sexual abuse and exploitation, effects of labor influx on local communities and concerns relate with labor conditions;
- xviii. Ensure resettlement, access restriction and livelihoods restoration and grievance redress mechanism are in place and functioning; and
- xix. Ensure there is appropriate measure in place for labor management that will be mobilized.

2.2.4 Testing, Commissioning and Completion

- i. Witness any specified test done by the Contractor. (Material tests and Systems and services tests); The Consultant shall approve all the testing of materials used throughout the construction;
- ii. Conduct any independent tests necessary to confirm the results; The Consultant will recommend and supervise any remedial works that may be necessary to bring the construction to the required standard;
- iii. Prepare and issue a short summary report confirming the tests and clearly specifying any instructions to be issued to the Contractor;
- iv. Prepare a short technical report describing the Testing and commissioning. All carried out tests together with their reviewed results should be included in the consultant's monthly and quarterly reports;

- v. Issue the Taking over Certificate to the Employer;
- vi. The Consultant shall certify that the construction materials brought at site by the Contractor(s) is in accordance with the specifications and it had been tested as per standard practices;
- vii. The Consultant shall certify that works are executed as per approved design, drawings, standard specifications, technically sanctioned and within the provisions of contract agreement;
- viii. The Consultant shall submit the certified work record and drawings of works executed;
- ix. The Consultant shall issue a Certificate of Completion to the Contractor verifying the outstanding defects the Contractor shall rectify before operational acceptance; and
- x. The Consultant shall arrange the operational acceptance and handover of the completed works from the Contractor to the Client upon satisfactory rectification of all the defects notified to the Contractor.

3.0 DESCRIPTION OF THE PROPOSED DESIGN WORKS

Building requirements shall include but not limited to the following in Table 2.

Table 2. Proposed Science Building requirements

1.1 GROUND FLOOR					
S/N	FUNCTIONAL FACILITY NAME	SIZE (SQM)	QTY	TOTAL SIZE (SQM)	CAPACITY
1.	Reception	20	1	20	5
2.	Lecture halls	480	1	480	600
3.	Lecture room	200	1	200	240
4.	Toilets (Male and Female)	4.2	10	42	60
5.	Disabled toilets	4	2	8	4
6.	Urinals	2	10	20	200
7.	Ramp	125	1	125	
8.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	180	1	180	
TOTAL				1075	
1.2 FIRST FLOOR					
9.	High tech science room	100	1	100	60
10.	Seminar room	100	1	100	60
11.	Computer laboratory	100	1	100	60
12.	Head of Department offices with secretaries	30	3	90	6
13.	Postgraduate seminar room	40	1	40	20
14.	Staff office type 1	80	1	80	10
15.	Toilets (Male and Female)	4.2	10	42	60

Section 7. Terms of Reference

16.	Disabled toilets	4	2	8	2
17.	Urinals	2	3	6	40
18.	Pantry/ Kitchenette	15	1	15	8
19.	Server room	15	1	15	3
20.	Ramp	120	1	120	
21.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc)	175	1	175	
TOTAL				891	
1.3 SECOND FLOOR					
22.	Science workshop	100	1	100	60
23.	Staff offices type 2	16	10	160	20
24.	Seminar rooms	80	2	160	100
25.	Toilets (Male and Female)	4.2	10	42	60
26.	Disabled toilets	4	2	8	2
27.	Urinals	2	5	10	75
28.	Pantry/Kitchenette	15	1	15	8
29.	Storage	10	1	10	
30.	Ramp	120	1	120	
31.	Circulation space (lift shaft, stair case, corridor, balcony, etc.)	175	1	175	
TOTAL				800	
1.4 THIRD FLOOR					
32.	Computer laboratory	100	1	100	60
33.	Seminar room	100	1	100	50
34.	Examination office	30	1	30	5
35.	Research laboratories	20	4	80	40
36.	Toilets (Male and Female)	4.2	10	42	90
37.	Disabled toilets	4	2	8	2
38.	Urinals	2	3	6	45
39.	Circulation space (lift shaft, stair case, corridor, balcony, etc.)	180	1	180	
TOTAL				546	
GRAND TOTAL				3312	

Table 3. Proposed Physics Laboratory building requirements

GROUND FLOOR					
S/N	FUNCTIONAL FACILITY NAME	SIZE (SQM)	QTY	TOTAL SIZE (SQM)	CAPACITY
1.	Entrance lounge (gowning, technician office, discussion room)	100	1	100	60
2.	Main laboratory	252	1	252	60

Section 7. Terms of Reference

3.	Sound proof preparation room with fume chambers	15	1	15	10
4.	Workshop	28	2	56	40
5.	Storage	20	1	20	
6.	Toilets (Male and Female)	4.2	10	42	90
7.	Disabled toilets	4	2	8	6
8.	Urinals	2	6	12	150
9.	Ramp	125	1	125	
10.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	180	1	180	
TOTAL				810	
FIRST FLOOR					
11.	Research laboratories	50	2	100	60
12.	Main laboratory	252	1	252	60
13.	Sound proof preparation room with fume chambers	15	1	15	10
14.	Dark room	40	1	40	40
15.	Storage	20	1	20	
16.	Toilets (Male and Female)	4.2	10	42	90
17.	Disabled toilets	4	2	8	6
18.	Urinals	2	6	12	150
19.	Ramp	125	1	125	
20.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	180	1	180	
TOTAL				794	
SECOND FLOOR					
21.	Meeting room	100	1	100	30
22.	Offices type 1	22	1	22	10
23.	Office type 2	25	2	50	6
24.	Office type 3	20	10	200	30
25.	Office type 4	13	2	26	2
26.	Common room	24	1	24	10
27.	Pantry/ Kitchenette	16	1	16	10
28.	Toilets (Male and Female)	4.2	6	25.2	40
29.	Disabled toilets	4	2	8	2
30.	Urinals	2	2	4	40
31.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	180	1	180	
TOTAL				655.2	
THIRD FLOOR					
32.	Roof top with weather station	18	1	18	
TOTAL				18	
GRAND TOTAL				2277	

Table 4. Proposed Multimedia and Special Needs Education building requirements

Section 7. Terms of Reference

GROUND FLOOR					
S/N	FUNCTIONAL FACILITY NAME	SIZE (SQM)	QTY	TOTAL SIZE (SQM)	CAPACITY
1.	Reception	20	1	20	5
2.	Lounge/Common room	40	1	40	20
3.	Office type 1	80	1	80	10
4.	Pantry/Kitchenette	15	1	15	8
5.	Lecture rooms	480	1	480	600
6.	Toilets (Male and Female)	4.2	10	42	90
7.	Storage room	20	1	20	
8.	Resource rooms for students with special needs	50	1	50	30
9.	Audiology room	20	1	20	10
10.	Broadcasting Centre for Multimedia, teaching and learning	30	1	30	10
11.	Disabled toilets	4	2	8	2
12.	Urinals	2	6	12	150
13.	Ramp	120	1	120	
14.	Circulation space (lift shaft, stair case, corridor, entrance, balcony, etc.)	175	1	175	
TOTAL				1112	
FIRST FLOOR					
15.	Seminar rooms	80	2	160	100
16.	Language Laboratory	100	1	100	50
17.	Toilets (Male and Female)	4.2	10	42	90
18.	Guidance and counseling unit	40	1	40	15
19.	Disabled toilets	4	2	8	2
20.	Urinals	2	6	12	150
21.	Storage/ICT	15	1	15	
22.	Ramp	125	1	125	
23.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	180	1	180	
TOTAL				682	
SECOND FLOOR					
24.	Media fabrication workshops	70	1	70	30
25.	Head of Department offices with secretaries	30	3	90	6
26.	Staff offices	16	10	160	20
27.	Soil Laboratory	70	1	70	30
28.	Physiotherapy room	30	1	30	3
29.	Toilets (Male and Female)	4.2	10	42	60
30.	Disabled toilets	4	2	8	4
31.	Urinals	2	10	20	200
32.	Pantry/ Kitchenette	15	1	15	8
33.	Server room	10	1	10	

Section 7. Terms of Reference

34.	Ramp	120	1	120	
35.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	175	1	175	
TOTAL				825	
THIRD FLOOR					
36.	Lecture room	200	1	200	200
37.	Computer Laboratory	120	1	120	60
38.	GIS Laboratory	80	1	80	50
39.	Seminar room	100	1	100	50
40.	Archeology room	60	1	60	45
41.	Examination office	30	1	30	5
42.	Toilets (Male and Female)	4.2	10	42	10
43.	Disabled toilets	4	2	8	2
44.	Urinals	2	5	10	5
45.	Pantry/ Kitchenette	15	1	15	8
46.	Circulation space (lift shaft, stair case, corridor, entrance, balcony, etc.)	170	1	170	
TOTAL				835	
GRAND TOTAL FLOOR AREA				3454	

Table 5: Proposed Students' Hostel Building requirements

3.1 GROUND FLOOR						
S/N	FUNCTIONAL FACILITY NAME	SIZE (SQM)	QTY	TOTAL SIZE (SQM)	SIZE	CAPACITY
1.	Hostel custodian's office/Reception/Waiting area	45	1	45		25
2.	Shop	20	1	20		10
3.	Common room	70	1	70		60
4.	Storage	40	1	40		
5.	Accommodation rooms	23	15	345		60
6.	Toilets (Male and Female)	4.2	10	42		160
7.	Bathrooms	4.2	10	42		40
8.	Laundry	23	2	46		90
9.	Disabled toilets	4	2	8		2
10.	Urinals	2	5	10		60
11.	Ramp	125	1	125		
12.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc)	150	1	150		
TOTAL				943		
3.2 FIRST FLOOR						
13.	Accommodation rooms	20	17	340		68
14.	Accommodation rooms for international students	23	3	69		3
15.	Toilets (Male and Female)	4.2	10	42		60

Section 7. Terms of Reference

16.	Bathrooms	4.2	10	42	60
17.	Laundry	23	2	46	90
18.	Disabled toilets	4	2	8	2
19.	Urinals	2	5	10	75
20.	Ramp	125	1	125	
21.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	150	1	150	
	TOTAL			832	
3.3 SECOND FLOOR					
25.	Accommodation rooms	23	16	368	64
26.	Accommodation rooms for international students	23	4	92	4
27.	Common room	70	1	70	60
28.	Toilets (Male and Female)	4.2	10	42	60
29.	Bathrooms	4.2	10	42	60
30.	Laundry	23	2	46	90
31.	Disabled toilets	4	2	8	2
32.	Urinals	2	5	10	75
33.	Ramp	125	1	125	
34.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	150	1	150	
	TOTAL			953	
3.4 HIRD FLOOR					
35.	Accommodation rooms	23	20	460	92
36.	Toilets (Male and Female)	4.2	10	42	60
37.	Bathrooms	4.2	10	42	60
38.	Laundry	23	1	23	45
39.	Disabled toilets	4	2	8	2
40.	Urinals	2	5	10	75
41.	Circulation space (lift shaft, stair case, corridor, entrance, balcony etc.)	150	1	150	
	TOTAL			735	
	GRAND TOTAL			3463	

4.0 QUALIFICATIONS AND EXPERIENCE OF THE CONSULTING FIRM

The firms will be shortlisted using the following criteria:

1. Core business and years in business - Have at least ten (10) years' experience in the building industry, and must have demonstrated capabilities of undertaking works of similar nature/value and volume.

2. Relevant similar experience, which should specifically include the below - at least three (3) assignments of the same complexity and magnitude with the cumulative in the past ten years (2012- 2022).
3. Technical and Managerial capability of the firm. (Provide only the structure of the organization, general qualifications and number of key staff. Do not provide CV of the staff. Experts will not be evaluated at the shortlisting stage).

The firm should:

- i. Supporting documents of is vital;
- ii. Local firms should be registered by recognized professional boards and authorities. International firms shall obtain the registrations from recognized professional boards in Tanzania after the contract award ;
- iii. The Consultant firm must describe in her technical proposal, her system of quality assurance and how they will support experts on site with all required logistical support. Quality control of reports in terms of content, (standardized) layout and quality of language is a key aspect of quality assurance;
- iv. The Consultant will be required to have a full range of specialists to cover all the technical fields included in the project and to make these services available as required during the term of the Contract;
- v. The staff to be provided by the Consultant shall be sufficient to cover the services under this contract. The timing and inputs of each professional staff member shall be in accordance with the agreed program for the delivery of services and appropriate to the project. The Consultant shall employ only such key staff whose curriculum vitae or certificates or professional registration have been reviewed and approved by authorizing bodies and thereafter MUCE. Staff employed must be relevant to the project with intended actual participation in the project. There should be a clear breakdown of all staff members that intend to be involved in the projects in terms of man month realistically to the actual individual executing a particular task;
- vi. HEET project comprise various projects in different parts of the country. Each project will be designed (where applicable) and supervised independently, hence entailing concurrent activities. Consultant firm or teams are permitted to participate in tendering for any of HEET projects. However, it will be mandatory for each a consulting firm to present sufficient independent qualified manpower/ professionals with supporting evidence for each project tendered since the

projects will run simultaneously. Failure to demonstrate capacity in terms of assigned staff for various projects will lead to disqualification; and

- vii. The Consultant must be capable of providing fully competent expertise in the following disciplines as needed. In preparing proposals, firms must provide Curriculum Vitae for all positions with the specialization and experience indicated below:

NOTE:

The above mentioned seven (7) criteria's are not deemed to be included as part of evaluation criteria's at the stage of Expression of Interest. They will be part of evaluation criteria during the stage of submitting proposals.

4.1 Project Manager/Team Leader

- i. The Team Leader shall have a minimum of a Bachelor's Degree in Civil Engineering/Architecture/Quantity Surveying/Construction Technology or equivalent with at least fifteen (15) years of practical working experience;
- ii. Must have fifteen (15) years' cumulative experience in design, construction, project management, supervision of construction projects, and contract management;
- iii. He/she must have experience and track record of successfully managing and coordinating a diverse group of professionals in accomplishing design and construction supervision of at least one (1) World Bank/Development partners funded project and two (2) other projects of similar magnitude and complexity in the past ten (10) and five (5) years respectively. Supporting documents illustrating his/her actual participation in projects of similar nature is vital;
- iv. A clear demonstration - supporting documents of his/her project management abilities in the past 10 years of projects with a cumulative value of not less than Tshs. 10 billion is an added advantage;
- v. The Team Leader must have excellent communication skills, fluency in written and spoken English including use of Microsoft package Software including Microsoft project;
- vi. Registration with recognized Professional Boards is mandatory; and
- vii. Possessing Valid practicing License where applicable is mandatory.

4.2 Project Architect

- i. The Architect must possess a minimum of a Bachelor's Degree in Architecture with at least ten (10) years working experience in architectural practice, planning and designs of buildings, construction supervision, and the construction industry as a whole after registration as an architect.
- ii. The Architect should have proven ability to lead the design teams in the design and supervision of construction activities. Also, must be conversant with all aspects of architectural design, landscaping, interior design, and Computer Aided Designs (CAD);
- iii. Evidence of the architect serving in a similar position in at least two (2) projects of similar magnitude and complexity within the last five (5) years;
- iv. Supporting documents demonstrating her/his knowledge in design and construction planning to be attached;
- v. Evidence of his experience in executing projects of a cumulative value not less than Tshs. 5 billion is vital;
- vi. The Architect must have excellent communication skills, fluency in written and spoken English and should be registered with a recognized Professional Board; and
- vii. Possessing Valid practicing License is mandatory.

4.3 Project Civil/ Structural Engineer (i)

- i. The Civil or Structural Engineer must possess a minimum of a Bachelor's Degree in Civil Engineering with at least ten (10) years practical working experience buildings and civil engineering design, construction supervision and the construction industry as a whole;
- ii. The Civil/ Structural Engineer must be conversant with all aspects of reinforced concrete design, design of steel structures, design of timber and steel structures, strength of materials, soil mechanics;
- iii. Proficiency in professional engineering software and CAD is an added advantage;
- iv. Must have evidence of serving in a similar capacity on at least three (3) projects of similar magnitude and complexity within the last 10 years;
- v. Supporting documents illustrating his/her actual participation in projects of similar nature is vital;
- vi. A clear demonstration - supporting documents of his/her value engineering solutions for project of similar magnitude (with a cumulative value of not less than Tshs. 5 Billion) in the previous 10 years is an added advantage;
- vii. The Civil/ Structural Engineer must have excellent communication skills, fluency in written and spoken English;
- viii. Should be registered with a recognized Professional Board; and
- ix. Possessing Valid practicing License is mandatory.

4.4 Project Electrical Engineer

- i. The Electrical Engineer must possess a minimum of a Bachelor's Degree in Electrical Engineering;
- ii. Must have at least ten (10) years of practical working experience in design of buildings, installations of electrical systems, and the construction industry as a whole;
- iii. The Electrical Engineer must be conversant with all aspects of design and construction/installations of electrical systems in office/public buildings and supply main connection;
- iv. She/he must have served in similar capacity in all aspects of design systems and construction/installations of electrical systems in office/public buildings and supply main connections in at least three (3) projects of similar magnitude and complexity;
- v. Supporting documents demonstrating her/his knowledge in design and construction management to be submitted;
- vi. Evidence of his experience in executing three (3) projects of a cumulative value of not less than Tshs. 5 billion is necessary;
- vii. Illustration of his/her ability to provide cost effective electrical engineering solutions as per design and site conditions is vital;
- viii. Knowledge in CAD programs and Illustration of his/her ability to provide cost effective electrical engineering solutions for new design of electrical works is necessary;
- ix. The Electrical Engineer must have excellent communication skills, fluency in written and spoken English;
- x. Must be registered with a recognized Professional Board; and
- xi. Possessing valid practicing license is mandatory.

4.6 Project Services/Mechanical Engineer

- i. The Services/Mechanical Engineer must possess a minimum of a Bachelor's Degree in Mechanical Engineering;
- ii. Must have at least ten (10) years practical working experience in design and supervision of; plumbing systems (cold and hot water installation, waste and soil water systems), drainage and sewage systems, mechanical ventilation, lift design, firefighting, security systems, and the construction industry as a whole;
- iii. Supporting documents demonstrating her/his knowledge in design (both new and rehabilitation projects) and mechanical installations management to be submitted.
- iv. She/he must have served in similar capacity in design of mechanical systems and installations in at least three (3) of similar magnitude and complexity in ten years respectively with supporting documents;
- v. Evidence of his/her experience in executing three (3) projects of value a cumulative value not less than Tshs. 5 billion is vital;

- vi. Illustration of his/her ability to provide cost effective mechanical engineering solutions as per design and site conditions is vital;
- vii. Knowledge in CAD programs and costing/ valuation of mechanical works is necessary;
- viii. The Services Engineer must have excellent communication skills, fluency in written and spoken English; and
- ix. Must be registered with recognized Professional Board. Possessing valid practicing license is mandatory.

4.7 Project Geotechnical/Material Engineer

- i. Must be a registered Civil Engineer and should possess a minimum of a Bachelor's Degree or equivalent in Geotechnical Engineering/Highway/Material Engineering with a minimum of 10 years of geotechnical experience.
- ii. Experience on at least three (3) projects with supporting documents of similar nature and size in terms of scope is also an added advantage.
- iii. Possessing valid practicing license is mandatory.

4.8 Project Quantity Surveyor

- i. The Quantity Surveyor must possess a minimum of a Bachelor's Degree in Building Economics.
- ii. Must have at least ten (10) years of practical working experience in preparation of cost estimates for buildings works, project management, construction management and contract management and the construction industry as a whole.
- iii. The Quantity Surveyor must be conversant with preparation of Tender Documents and Bills of Quantities (BOQ), claims required financial reports, and construction management.
- iv. She/he must provide evidence to have served as a Measurement/Quantity Surveyor in at least three (3) projects similar magnitude and complexity within the past ten (10) years.
- v. Demonstrated valuation of project with a cumulative value not less than Tshs. 10 billion is necessary.
- vi. Experience in dealing with contractual and legal matters and managing costs to make sure that the initial budget is not exceeded is mandatory.
- vii. The Quantity Surveyor must have excellent communication skills, fluency in written and spoken English.
- viii. Must be registered with recognized Professional Board.

4.9 Land Surveyor

- i. The Land Surveyor must possess a minimum of a Bachelor's Degree in Land Surveying.

- ii. She/he must have at least five (5) years cumulative experience in land surveying and related infrastructure and must have served as a Topographical Surveyor in at least three (3) projects similar magnitude and complexity.
- iii. Supporting documents of his/her actual involvement in such projects is necessary.
- iv. The Land Surveyor must have excellent communication skills, fluency in written and spoken English.
- v. Should be registered with a recognized Professional Board.
- vi. Possessing valid practicing license is mandatory.

4.10 ICT Specialist

- i. The ICT Consultant shall be professional personnel with a minimum qualification of a Bachelor's Degree in Information Technology or related field.
- ii. Must possess a minimum work experience of five (5) years in information technology and network design and implementation.
- iii. She/he must have served in similar capacity in design of ICT systems and installations in at least two (2) projects of similar magnitude and complexity within the last ten years.
- iv. Supporting documents of his/her actual involvement in such projects is necessary.
- v. ICT Consultant should possess enough work experience in Technical solution designs, integration and expansion for large ICT projects, Wireless LAN design, Implementation and Management, Structured Cabling Design and Installation, Core network design, Server room layout design and equipment installation, TCP/IP protocol stack, Voice and Video over IP service delivery using proprietary and open source platforms, Network analysis tools, Configuration of network equipment, Access Control/Security System and Communication Systems Analysis.
- vi. Good interpersonal and communication skills.
- vii. Possessing Valid practicing License is mandatory.

4.11 Environmentalist

- i. The Environmentalist Consultant shall possess a Bachelor's degree in Environmental Engineering, Sciences or Management or related discipline. Must have abroad range of experience in ESIA and host community assessments and a minimum of five (5) years relevant experience in project design and construction of similar nature and complexity;
- ii. He/she shall have at least ten (10) years of cumulative working experience related to the supervision of environmental management in infrastructure development projects;

- iii. Experience in environment management issues in tropical countries is mandatory during supervision of construction project in order to ensure that the construction works adhere to developed project reports e.g. ESIA/ESMP;
- iv. She/he must have knowledge and understanding on World Bank's Environmental and Social Framework (ESF) and associated Environmental and Social Standards (ESS) to address environmental and social issues within the project Cycle;
- v. She/he must have served in similar capacity in design of environmental systems and installations in at least two (2) projects of similar magnitude and complexity;
- vi. Supporting documents of his/her actual involvement in such projects is necessary;
- vii. He/she must be fluent in written and spoken English and ability to communicate ideas freely and easily are essential qualities; and
- viii. Must be registered with a recognized Professional Board with valid practicing license.

4.12 Sociologist with experience in Sexual Exploitation and Abuse (SEA)

- i. The Sociologist shall be a holder of a Bachelor's degree in Social Sciences, Development Studies, Community Development or related discipline.
- ii. He/she must have at least 10 years of cumulative working experience related to social impact management in the supervision of construction project including ensuring that the construction works adhere to developed project reports e.g. ESIA/ESMP.;
- iii. He/she must have at least 10 years of cumulative working experience in gender equality and women empowerment agenda, stakeholder consultation, labour and working conditions, resettlement and health and safety;
- iv. She/he must have served in at least two (2) construction projects of similar complexity in the last 5 years;
- v. Relevant experience in supervising construction project which follow specific relevant standards of World Bank Group EHS Guidelines including adverseness to the Equal Employment Opportunity principles and the Ethnic Affairs will be added advantage.;
- vi. He/she must be fluent in written and spoken English and ability to communicate ideas freely and easily are essential qualities; and

- vii. Where applicable should be registered with recognized Professional Board with valid practicing license.

4.13 Resident Engineer

- i. The Resident Engineer of works shall be on site full time during the construction period and part time during the DLP.
- ii. He/she shall be responsible for giving directions/instructions to the contractor or to the foreman-in charge in respect of; the interpretation of the Consultant's instructions, Drawings, specifications, or bill of quantities; and any other matter in respect of which the Architect is expressly empowered to issue instructions and on which the Consultants have authorized in writing the Resident Engineer so to act;
- iii. He/she will be responsible for keeping the site diary for day-by-day activities/events;
- iv. The Resident Engineer shall be a Registered Engineer or Architect with experience as Resident Engineer of at least five (5) years in projects of similar magnitude and complexity in building and civil engineering designs and construction works;
- v. Supporting documents of his/her actual involvement in such projects is necessary; and
- vi. Fluency in written and spoken English and ability to express ideas freely is essential.

The Resident Engineer is a Consultant's eye to daily site activities.

Non-Key Experts

In addition to the key personnel designated above, the Consultant may deploy Non-Key Expert to assist with the supervision of the works as deemed fit. In this case, it's discretion of the Consultant to propose Non-Key Experts for successful implementation of the assignment.

Note:

CVs for Support Staff will not be evaluated. However, evidence of professional registration and academic certificates for key staff should be submitted and will be evaluated.

5.0. ESTIMATED TIME ON TASK FOR KEY PERSONNEL

The estimated number of professional staff-weeks: The estimated number of professional staff-weeks required for the assignment is **85.75** Staff- Months as follows:

Table 6. Breakdown of Staff-Months for Key Personnel for Each Phase

S/N	KEY STAFF	STAFF MONTHS			
		Design Stage	Supervision Stage	Defect Liability	Total
1.	Team leader	2.5	4.0	1	7.5
2.	Architect	6.0	6.0	1	13
3.	Quantity Surveyor	3.0	6.0	1	10
4.	Project Structural/Civil	3.5	4.0	0.5	8
5.	Mechanical Engineer	1.5	3.5	0.5	5.5
6.	Electrical Engineer	1.5	3.5	0.5	5.5
7.	ICT Specialist	1.25	3.0	0.5	4.75
8.	Geotechnical Engineer	1.5	0	0	1.5
9.	Environmentalist	0.5	2.5	0.5	3.5
10.	Sociologist	0.5	5.0	0.5	6.0
11.	Land Surveyor	1	0.5	0	1.5
12.	Resident Engineer	0	18	1	19
Total		22.75	56	7	85.75

6.0. IMPLEMENTATION PROGRAM

The Tenderer assignments are expected to take thirty six (36) calendar months where by six months will be for design works, , eighteen (18) months for construction and twelve months for defect liability period. Construction works shall commence fourteen (14) days from the date of signing the contract (effective date). The implementation program shall not limited to the following in Table 7.

Table 7. Implementation program

S/N	STAGE DESCRIPTION	DURATION/MONTH
1.	Signing effective date of contract with Consultant	M
2.	Design stage (New designs, Design review, Preparation of Bidding Documents)	M + 6
3.	Approval by the World Bank	M+ 7.5
4.	Approval by Tender Board	M+ 7.5
5.	Invitation of tenders	M + 8
6.	Receive tenders	M + 9

7.	Evaluations (evaluation, negotiations and all tender actions)	M + 11
8.	Approval by the World Bank	M+ 11.5
9.	Approval by Tender Board	M+ 11.5
10.	Award contract process	M + 11.5
11.	Commencement of construction	M + 12
12.	Completion of Construction	M + 24
13.	Commencement of Defect Liability	M + 36
14.	End of Defect Liability	M + 36

7.0 DUTIES AND RESPONSIBILITIES OF THE CLIENT

Mkwawa University College of Education (MUCE) shall be responsible for the following:

- i. To provide access to the site;
- ii. To provide relevant data or information required by the consultant during implementation of the assignment;
- iii. To monitor timely delivery and the quality of services offered by the consultant. Ensure the consultant's performance complies with the Terms of Reference of this project and is reported to the employer on monthly basis or any time in case of emergency;
- iv. To undertake procurement procedures in regard to the appointment of Consultant;
- v. The Client will not be responsible for any payments of taxes and levies but may assist the consultant in obtaining relevant information from Tanzania Revenue Authority;
- vi. MUCE shall provide liaison with other Ministries and Firms in order to introduce the Tenderer to them. The Tenderer shall be fully responsible for collecting and paying any associated fees/charges for the data and information available;
- vii. Ensure all payments are made according to the contract upon receiving the certificate of actual measurements taken by the employer team, consultant, and Contractor;
- viii. Ensure the availability of counterpart staff;
- ix. Receive and evaluate regular reports from consultant attached with the original reports from Contractors; and
- x. Ask/demand clarification from the Consultant from time to time.

8.0 DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The duties and responsibilities of the Consultant shall include, but are not limited to, the following:

- i. Perform all work as detailed in this ToR and the contract with the judiciary, after necessary approvals of the World Bank are obtained;

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- ii. Supervise the works to ensure compliance with the approved design, drawings, specifications, and conditions of the contract, as well as sound engineering and safety practices;
- iii. Pay taxes and duties payable in accordance to the Laws of the United Republic of Tanzania. The consultant shall adhere to different statutory obligations such as; insurance, taxes, and duties related to the design works shall be the responsibility of the consultant. The Consultant must contact the Tanzania Revenue Authority for specific details;
- iv. Provide office accommodation and facilities, local transportation to its staff including the resident engineer and communication while undertaking the assignment;
- v. The consultant shall be responsible for the payment of any allowances for his personnel. Arrange for own office space expenses and transportation activities related to this project (including travel costs, documents and drawings preparations/ submissions and per diems);
- vi. The consultant shall submit a project supervision plan and project performance management plan;
- vii. Consultant shall be responsible for obtaining all necessary work permits (if applicable) and cover all necessary costs for his/her expatriates and any other necessary consent from relevant statutory bodies;
- viii. Provide designers risk assessment in accordance with Environmental, Health and Safety policies;
- ix. Monitor and report security and safety of construction works to the Client and advise on the compliance of national standards;
- x. Ensure the compliance of the contractor's working drawings with the specifications of the contract, and subsequently approve such drawings; and
- xi. Participate in all site meetings during construction.

Other Consultant's obligations:

- i. Shall review specifications and bills of quantities for the entire assignment including submission of confidential cost estimates of the various components.
- ii. Shall review bidding documents for the entire assignment. Assist the Client in obtaining qualified Contractors for the execution of the works. In doing so the Consultant shall be available to assist the Client in the bidding proceedings and in particular undertake the following activities:
 - Provide detailed clarification as requested from the bidders.
 - Assist the Client and the Tender Board in the preparation of the Bid Evaluation Report, negotiation and recommendations for award.
- iii. The Consultant shall be responsible for the quality, safety, and security of the submitted designed works and specifications.
- iv. Preparations and submission of reports as per these terms of reference. The Consultant shall allow working with counterpart staff from MUCE for the

duration of the consultancy service. The Consultant shall prepare a management, control and supervision of projects and it is expected that the counterpart staffs will be fully integrated within the consultants operations for capacity building.

- v. To enhance HEET education development plan the consultant should practice professional development and responsibility. The Consultants are encouraged to train and engage graduates architects/quantity surveyors and engineers in order to boost their experience in design and management. This will ensure professional continuity and sustainability for future projects. More specifically for MUCE, (located in the city with various technical institutions), there should be allowance for students to visit the site regularly and gain practical knowledge on applicability of theoretical studies.

9.0 PROJECT LIBRARY

The Consultant shall create a library of all the documents, reports, maps, working papers, progress pictures, and other reference material used and/or created during the period of the work. A list of documents proposed to be kept in the library shall be included in the report for acceptance by the Employer.

During the course of the work the Consultant shall maintain it in good order and in a reference format in office space so as to be used by the Clients' staff. On completion of the period of work, the entire contents of the project library will be transferred to the Employer in good order and properly indexed and marked.

10.0 MANDATORY STANDARDS

- a) All measurements in metric units.
- b) All drawings to have legend explaining symbols.
- c) All drawings to be dated and signed by Design Consultant.
- d) All Electrical drawings to be dated and signed by Electrical Engineer.
- e) All designs must conform to all applicable standards.
- f) Summary sheet with legend to all drawings.
- g) A legend to indicate changes to the drawings with date of these changes.
- h) Design to be based on full topographic survey or spot levels as the site requires, determining exact quantities.
- i) Design based on soil report that assesses pre requisite foundation type required.
- j) A percolation test done according to Ministry of health standards for all sanitation and drainage requirement.
- k) Bills of Quantity shall follow the prescribed standard and not include Prime Cost Sums and can only include provisional sums where absolutely necessary (i.e. only for works or for costs which cannot be entirely foreseen, quantified or detailed at

the time tendering documents are prepared). The justification for ALL Provisional Sums must be outlined in a separate document, accompanying the Bills of Quantities.

- l) The appendices shall carry a 'List of Drawings' from which the Bill of Quantities was prepared. Each page of the BOQ shall carry a footer indicating the total prices on that particular page and read 'carried to collection'. The BOQ shall carry a general summary.
- m) All quantities are to be measured in metric units and rounded off to two decimal places.
- n) Engineering Services and external works shall be priced and not billed as a lump sum.
- o) Preliminaries should be properly priced.
- p) All provisional sums must be justified on a separate document.
- q) The Appendices shall carry a "List of Drawings" from which the Bills of Quantities was prepared.
- r) Each page shall carry a footer indicating the total of prices on that particular page. This footer shall read "Carried to Collection".
- s) The Bills of Quantities shall carry a General Summary.
- t) A printed copy of the priced Bills of Quantities should be submitted in electronic format.
- u) Maintenance Plan comprising an inventory of the number and types of fixtures, surface areas and other amenities with a schedule of frequency and cycle of maintenance of the inventory listing; and
- v) The design Consultant to provide engineering specification covering all aspects of the proposed works.

11.0 CONSULTANT'S REPORTING OBLIGATION AND TYPE OF REPORTS TO BE PRODUCED FOR THE CLIENT

11.1 Reporting Requirements during Pre-Construction Stage

The Consultant shall prepare and submit, during intermediate presentations, 2 (two) hard copies of the document and one (1) softcopy well in advance for Client's review prior to intermediate presentation.

(i) Inception Report

A brief report indicating the key Client's requirements including site information and its appraisal and further provide Consultant's work-plan, stating Consultant's services and

scope of those services, and frequency of reporting for approval by Client. This report shall be submitted within two (2) weeks of the commencement of works.

(ii) Feasibility Study Report

This report should cover all aspects of different studies carried out by the Consultant which includes but not limited to soil investigation, topographical survey and other relevant reviews including all necessary advice on statutory requirements.

(iii) Review report for the building whose drawings and tender documents have been prepared (Physics Laboratory Building)

Draft review reports may include an outline review of existing designs including Drawings, Specifications and detailed Bills of Quantities. The report is designed to give the Client confidence that the assignment will be carried out as planned and as agreed upon in the contract. The report will indicate the reviewed key Client's requirements including site information and further provide Consultant's work-plan. The report should state Consultant's services and general understanding of scope of those services, and frequency of reporting for approval by client.

(iv) Outline design proposals

Alternative design proposal analyzing the Client's requirement including alternative cost analysis and approximate or preliminary cost estimates for preliminary Client approval.

(v) Schematic Design Report

Considering Client approvals and comments, this document shall comprise a developed scheme design (all disciplines) from the outline proposals taking into account amendments requested by the Client. The Scheme design report shall illustrate the size and character of the project in sufficient detail to enable the Client to agree on special arrangements, material and appearance.

(vi) Detailed Design Report

Detailed Design Report covering all aspects of design load estimation and all necessary assumptions on the same, design including architectural, structural, services (mechanical, electrical and data) drawings, Bill of Quantities, specifications (an approved type of construction, quality of material and standard of workmanship) and a complete set of tender documents that shall incorporate development of all necessary comments and suggestions provided by the Client at schematic design stage.

Upon the Client's approval of the above mentioned reports, the Consultant shall prepare and submit five (5) copies plus an electronic copy of final detailed design report

and tender documents for tendering purposes. These reports shall be submitted one (1) week after receiving Client's and/ or comments should there be any.

11.2 Reports Required During Construction Stage

11.2.1 Mobilization Report

The Consultant shall submit a mobilization report within four (4) weeks after the notification of the commencement of the Construction stage, the Consultant shall present to Employer consolidated work plan outlining methodologies, staff schedule, and a plan to ensure the quality of services. The Mobilization report will address the following:

- i. Methodology and Scoping, for execution of the assignment, including the various tests that will be conducted and outlining quality procedures;
- ii. Review of Contractor's detailed program of work, showing time, duration and personnel as well as the inter-relationship between activities;
- iii. Proposed methodology for tracking compliance with applicable Tanzania environmental laws and regulations, and site-specific Environmental and social management plan (ESMP);
- iv. Reporting formats including schedule of reporting and verification of compliance to observations;
- v. Reporting and escalation protocols including methodology for integrating the audit results in payment certification system; and
- vi. Evaluation of the project execution and suggesting updating requirements for capturing the audit reports, compliance and linking with payment certification system with assistance of PIU deployed by MUCE.

11.2.2 Monthly Progress Reports

The Consultant shall prepare and submit monthly progress reports which shall address the status of work measured as "percent completion" against the schedule approved at the onset of work. The monthly progress reports shall contain an accurate, up to date, account of all work accomplishments, work scheduled and outstanding issues of the works by Contractor. The reports shall also address the compliance of the Contractor and the works permits, ESMP as well as financial and scheduling commitments. At the end of each report the Consultant shall append colored progress pictures for physical progress at site for the particular reporting period. These reports shall be submitted to the Client no later than 7th day of the month following the end of the monthly period covered by each report.

The monthly and quarterly report shall containing physical and financial progress and implementation and monitoring of the ESMP, including health and safety and other

plans such as stakeholder engagement plan. The format of the monthly progress report shall broadly consist of:

- i. Cover to indicate Country, Regional, District, Beneficiary, Project name and Chronological number of reports;
- ii. Page 1 - Index;
- iii. Page 2 - Location map of project site/s
- iv. Page 3 -Project details - All relevant dates of the contract, such as the contract signature date, site insurance expiry date, construction permit expiry date, mobilisation date, contract expiry date and other relevant dates;
- v. Page 4 - Block diagram of Supervising Engineer's personnel with names;
- vi. Page 5 - Block diagram of Contractor's personnel with names;
- vii. Page 6 - Responsibility Assignment Matrix (who is in charge of what, names of certified laboratories or approving agencies where official tests will be performed);
- viii. Page 7 - Project Schedule to be updated monthly;
- ix. Page 8 - Percentage completion of BOQ showing drawdown;
- x. Page 9 - Brief description (text) of construction activities carried out over the last month;
- xi. Page 10 - Description (text) of laboratory and in-situ tests carried out over the last month and a review of the results obtained. Test readings and laboratory reports should be in a separate annex.
- xii. Page 11 - CMP - 1-page description of approved Construction Management Plan in 1st progress report. (In the 2nd and successive reports, only report changes in CMP and any deviations by the contractor)
- xiii. Page 12 - ESMP - Draw up matrix table for project with help from a separate ESIA report finding; include reporting requirements for environmental and social issues as per the approved environmental and social management plans, like resettlement, livelihoods, stakeholder consultation, grievances registered and resolved, labor influx issues.
- xiv. Page 13 - Health and Safety plan report sheet drawn up by the Contractor;
- xv. Page 14 - Status of personnel and human power on site (previous month and current month);
- xvi. Page 15 - Status of Plant and equipment on site (previous month and current month);
- xvii. Page 16 - Status of stockpiles and materials on site in table format;
- xviii. Page 17 - Daily weather diary for the month of reporting;

- xix. Page 18 - Chronological list of all official correspondence with contractor and client;
- xx. Page 19 - List of Revisions, drawings or variations (date initiated, and date approved, and date issued);
- xxi. Page 20 - Status of Project grievance redress mechanism including issues to be resolved Client-Stakeholder or Client-Contractor-Sub contractors;
- xxii. Page 21 - Financial draw down. Funds still available for disbursement, Interim Payment Certificate (IPC) and cumulative drawdown;
- xxiii. Page 22 - Supervising Engineer's comments on the progress of the works;
- xxiv. Page 22 - Supervising Engineer's suggestions/feedback for head office/Client; and
- xxv. Annex 1-Progress photos from site - Low resolution pictures, 3 to each page, total 5 or 6 pages.
- xxvi. Annex 2-Attach copies of official lab results (concrete, aggregate and batching water quality, environmental readings where appropriate, etc.).

11.2.3 Quarterly Progress Reports

The Consultant shall prepare and submit quarterly progress reports which shall address the status of work measured as "percent completion" against the schedule approved at the onset of work. The quarterly progress reports shall contain an accurate, up to date, account of all work accomplishments, work scheduled and outstanding issues of the works by the Contractor. The reports shall also address the compliance of the Contractor and the works permits, scope creep or variations if any as well as financial and scheduling commitments. Supporting documents of any variation pertaining design or construction must be documented. At the end of each report the Consultant shall append colored progress pictures for physical progress at site for the particular reporting period. These reports shall be submitted to the Client no later than 7th day of each yearly quarter (3 months) of project execution.

11.2.4 Daily reports/ Weekly Reports

Weekly reports by the Resident Engineer/Architect to be submitted every Monday during the course of the project. Daily reports must be documented, compiled and submitted to the Client along the weekly report for schedule and scope management. This will enhance quality control in line with documented quality assurance from methodologies provided.

11.2.5 Environmental and Social Health and Safety (ESHS) Reports

- a) The Consultant shall provide immediate notification (within 24 Hours) to the Client as per the WB procedures 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.
 - i. Confirmed or likely violation of any ESHS WB and Tanzania laws and regulations;
 - ii. Any fatality or serious (lost time) injury;
 - iii. Significant adverse effects or damage to private property (e.g. vehicle accident); or
 - iv. Any allegation of Gender-Based Violence (GBV), Sexual Exploitation or Abuse (SEA), sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children.
- b) Ensure that procedures related to fatality, accidents or incidents are carried out as per ESHS WB and Tanzania laws and regulations.
- c) Share with the Client in a timely manner the Contractor's ESHS metrics, as required of the Contractor as part of the Progress Reports.
- d) Ensure that all complaints are resolved and both Contractor and Complainant are immediately informed on the resolutions.

11.3 Testing and Commissioning Report

The Consultant shall submit all testing (e.g. soil and material testing) and commissioning reports as per established national standards at all stages.

11.4 Practical Completion Report/Outstanding Defects Report

This shall be prepared upon issue of the Taking over Certificate (Practical Completion Certificate) of the works and will mark the start of the Defects Notification (Liability) Period. It shall include a summary of activities and components completed and list of outstanding works and snag list. The report shall cover at least the following items:

- i. Background, objectives, and scope of the construction package;
- ii. The quality, conformity, consistency of construction practices;
- iii. The fitness for purpose, utility and quality of constructed assets;
- iv. The outstanding defects that the Contractor must rectify before operational acceptance and handover of completed works;
- v. Schedule for rectifying defects;
- vi. A schedule of defects and maintenance criteria to guide assignment of liability for defects arising during the Defects Notification Period, including environmental liabilities;

- vii. A schedule of inspections and testing which a Consultant has carried out during the Defects Notification (liability) Period to identify other defects that might arise during the period; and
- viii. A draft of final account as annexure.

11.5 Final Completion and Handing Over Report

The Consultant shall prepare a final report of the project, as defined, including recommendation to the Client for final acceptance of all the works included in the contract documents and amendments, with a quality certification, stating that evaluation parameters have been accomplished. A final completion and handover report shall be prepared upon completion of the Defects Notification (Liability) Period and issuance of the final completion and payment certificate.

Note: All reports shall also address the compliance of the Contractor and the works permits, ESMP, GRM/SEA/SH tracking reports as well as financial and scheduling commitments.

12.0 PROJECT DOCUMENTATION REQUIREMENTS

The Consultant shall create a library of all the documents, reports, maps, working papers, progress pictures, and other reference material used and/or created during the period of the work. A list of documents proposed to be kept in the library shall be included in the inception report for acceptance by the Employer.

During the course of the work the Consultant shall maintain it in good order and in a reference format in office space so as to be used by the Employer staff. On completion of the period of work, the entire contents of the project library including project development photographs and video clips will be transferred to the Employer in good order and properly indexed and marked.

14.0 FORMAT OF THE CONSULTANT REPORT

The format of the report shall include but should not be limited to the following deliverables:

Table 8. Format of the Consultancy Report

S/N	Phase I: DESIGN STAGE	Suggested: REPORT FORMAT AND TYPE OF REPORT SUBMISSION	NUMBER OF COPIES		APPROVAL PROCESS
			HARD COPIES	SOFT COPIES	
1(a)	Inception Report	Elaboration of design brief in an A4 book (MS Word)	3	1	
		Power point presentations	1	1	
		Concept design in A3 (Arch CAD, Auto CAD, PDF)	3	1	
		Preliminary cost estimate (MS Excel)	1	1	
1(b)	Drawings design	Detailed design brief and Geological report	1	1	
		Outline business case (MS Word)	1	1	
		Facility area schedules (MS Excel)	3	1	
		Schematic design A3 (Arch CAD, Auto CAD, PDF)	1	1	
		Advanced specifications (MS Word)	1	1	
		Cost estimates (MS Excel format)	1	1	
1(c)	Detailed design	Detailed design report	1	1	
		Facility area schedules (MS Excel)	1	1	
		Detailed design - A3 (Arch CAD, Auto CAD, PDF)	3	1	
		Project specifications (MS Word)	3	1	
		Bills of Quantities - blank (MS Excel)	1	1	
		Project execution plan (MS Word and others)	1	1	
		Project performance management plan (MS Word and others)	1	1	
		Cash flow (MS Excel)	1	1	
1(d)	Tender documents as per Bank standards	Submission of drawings in A3 (Arch CAD, Auto CAD, PDF)	1	1	
		Specifications and procurement documents (MS Word)	1	1	
		Blank BOQs in (excel)	1	1	
		<i>* All documents including procurement bid documents to be dully stamped and signed on each page as needed</i>			
2(a)	Phase II: Supervision Construction	Site meeting reports (MS Word)	1	1	
		Inspection reports and test results (MS Word, PDF, Excel)	1	1	
		Valuations and certificates (MS Excel, Word)	1	1	

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S/N	Phase I: DESIGN STAGE	Suggested: REPORT FORMAT AND TYPE OF REPORT SUBMISSION	NUMBER OF COPIES		APPROVAL PROCESS
			HARD COPIES	SOFT COPIES	
	General and fortnightly and monthly progress reports	Works' status reports, challenges, and recommendations	1	1	
		Pre-final inspection report (MS Excel, Word)	1	1	
		<i>*Format for the reports shall be drafted between Project Manager and the Consultants and approved by the Client and the World Bank</i>			
2(b)	Testing and commissioning	Copies of warranties, guarantees in their original format	1	0	
		Collection, reviews and submission of as built drawings	1	1	
		Collection, reviews and submission of operation and maintenance manual	1	1	
2(c)	Close out report	Consultants' reports about the project (overall) and lessons learned	3	1	
		Final account dully signed and stamped	3	1	
		Defects liability certificates	1	1	
		Practical completion and handing over certificates	3	0	

Note: The Consultant may suggest an improved format for discussion and approval MUCE/MOEST and the World Ban

15.0 PAYMENT TO THE CONSULTANT

The assignment is divided into two phases: Phase 1 - Design and Phase 2 - Construction Supervision and Defect Liability Period. The Consultants shall clearly indicate the costs of each activity when submitting their financial proposal. Payment to the Consultant will be made in consideration of the achieved milestone based on project activities. Payment shall be effected after completion of specific tasks and submission of the associated reports. Milestone for payments shall be effected after submission and obtaining approval of the under mentioned activities with the associated reports/documents. The terms and conditions of payment shall be as follows:-

- i. The Consultant shall clearly submit separately each consultancy services (technical and financial) fee on design review and construction supervision when submitting the financial proposals. Payment shall be paid monthly as per terms and conditions of time based contracts. The Consultant shall price separately for each stage described above (Design and Supervision Phase).
- ii. The Consultant's remuneration shall be deemed to cover his liabilities, taxes, travel costs and support of his head office and site staffs personnel.
- iii. Detailed fee for design and construction supervision shall be submitted separately as financial proposal. Reimbursable expenses, which cover all out-of-pocket expenses and shall be made against contractual acceptable documentary evidence, as agreed with the Client.

16.0 CONSULTANT'S DELIVERABLES AND TIMINGS

The Consultant will be required to submit inception report within 14 days from the date of signing contract. The Client and other stakeholders will review the same and submit the comments for improvement within seven (7) days from the date the draft inception report was submitted. The final document will be submitted within seven (7) days after consultant has received the comment.

The Consultant shall be available at any time to present interim progress report when required to do so by Client. The Consultant should include the comments and resubmitted the same for proper documentation, submission of draft report will be submitted within (nine) 9 weeks after commencement of assignment to allow three (3) weeks review by Client and inclusion of Client comment before end of contract period. Table 9 summarizes the deliverables.

Table 9. Deliverables and Timing – design and supervision stage

S/N	DELIVERABLE	TIMING
1.	Commencement of Services	M
2.	Submission of Draft Inception Report	M+0.5
3.	Submission of Final Inception Report	M+1.5
4.	Submission of Preliminary Design Report	M+2.0
5.	Submission of Preliminary/Draft Detailed Design Report and bidding documents	M+5.0
6.	Submission of Final Design Report and bidding documents	M+6.0
7.	Supervision phase: - Monthly/ Quartely Progress Reports - Testing and Commissioning Report - Final Construction Report - Final account - Operation and maintenance manual - Any other report as might be required by Client	Monthly

17.0 ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT

The Consultant should follow the guidelines as provided by Higher Education for Economic Transformation (HEET), Environmental and Social Management Framework and associated instruments including the Environmental and Social Management Plan (ESMP) for proposed construction works (available at <http://www.moe.go.tz/sw/article/higher-education-for-economic-transformation-project-documents>)

For the Supervision Phase the Consultant should attach or refer to the Consultant’s environmental, social, health and safety policies that will apply to the project. As a minimum, the policy is set out to the commitments to:

- i. Apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;
- ii. Provide and maintain a healthy and safe work environment and safe systems of work;
- iii. Protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;
- iv. Ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labor conventions to which the host country is a signatory;
- v. Be intolerant of, and enforce disciplinary measures for illegal activities.
- vi. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children, and sexual harassment;

- vii. Incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works;
- viii. Work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;
- ix. Engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;
- x. Provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistle-blowers;
- xi. Minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works;
- xii. Minimize the risk of COVID-19 transmission by adhering to provided guideline in the country and construction sites; and
- xiii. The policy should be signed by the senior manager of the Consultant. This is to signal the intent that it will be applied rigorously.

18.0 CODE OF CONDUCT

The Consultant is required to attach or prepare a Code of Conduct for Supervision Civil Works. A satisfactory code of conduct will contain obligations on all Consultants' Experts that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term "child"/"children" means any person(s) under the age of 18 years. The issues to be addressed include:

- i. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment);
- ii. The use of illegal substances;
- iii. Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status);

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- iv. Interactions with the local community(ies), members of the local community(ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions);
- v. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate);
- vi. Violence, including sexual and/or gender based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty);
- vii. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power);
- viii. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas);
- ix. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas);
- x. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection);
- xi. Respecting reasonable work instructions (including regarding environmental and social norms);
- xii. Protection and proper use of property (for example, to prohibit theft, carelessness or waste);
- xiii. Duty to report violations of this Code; and
- xiv. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith.