

AFGHANISTAN RING ROAD PROJECT

Financed under

Grant 0081: Road Network Development - Project 1, and

Grant 0012: Qaisar-Bala Murghab Road Project

TERMS OF REFERENCE FOR PROJECT MANAGEMENT AND SUPERVISION CONSULTANT

A. Introduction

1. The project aims to upgrade 233 kilometer (km) of the ring road between Andkhoy and Heart. The civil works include (i) reconstructing 70 km and rehabilitating 20 km of road section from Gormach (km 323) to Bala Murghab (km 253), and (ii) reconstructing 143 km of road section from Bala Murgab to Leman. The work will be carried out under a single design-and-build civil works Contract by a Contractor selected through international competitive bidding procedure with post qualification. The projects will also include a community outreach program to be designed and implemented by the civil works Contractor. The Asian Development Bank (ADB) will finance the project.

2. The government through the Ministry of Interior will provide security in the project area. The contractor and the consultant(s) are responsible for their own security arrangements by meeting the Minimum Operations and Security Standard (MOSS) and other necessary security measures.

3. The Ministry of Public Works (MPW) is the project's executing agency. MPW has delegated recruiting the contractor and consultant(s) to ADB. The Project Management and Supervision Consultant (PMSC) will fulfill the functions of implementing agency for the project.

B. Objective

4. The primary objectives of PMSC are as follows:

- (i) Overall project management, monitoring, reporting to the client and ADB, certifying disbursements, and coordinate with the Ministry of Interior and international security forces on security issues, local communities and other stakeholders in the project area.
- (ii) Acting as the engineer for construction supervision to (a) oversee the civil works Contract; (b) review and approve detailed designs made by the civil works Contractor; (c) certify quality, timing, and budget of project execution; (d) oversee the safeguards compliance; and (e) oversee payments to the Contractor and security teams engaged under the project.
- (iii) Supervise the community outreach program to be implemented by the civil works Contractor, including design, approval, and implementation of the investments under this program.

C. Scope of Work

5. PMSC will comprise two teams: team1- overall project management, design review and construction supervision team; and team 2 - community outreach program team. PMSC

will appoint a team leader to be responsible for coordination with the government, and overall management and supervision of the project.

6. The scope of the services will be as follows:

- (i) monitor the day-to-day progress of project implementation;
- (ii) oversee security arrangements under the project including payment required;
- (iii) provide construction supervision services and prepare withdrawal applications;
- (iv) prepare project progress and completion reports;
- (v) maintain project accounts and complete loan financial records for auditing; and
- (vi) report to the client and ADB.

7. The team 1 will establish a project performance monitoring system in accordance with the project framework to carry out the following activities:

- (i) identify, on the basis of the project framework developed during project processing, performance indicators to be monitored during the implementation of the project;
- (ii) establish systems for collecting data and statistics for monitoring;
- (iii) carry out a baseline survey on performance indicators including on poverty, socioeconomic surveys, gender development, employment-generation among others to refugees and ex-combatants, and other social and economic development activities;
- (iv) collect required data and undertake other relevant surveys before construction and immediately after completion of the project; and
- (v) incorporate findings and supporting data in the project completion report in accordance with a schedule and terms of reference to be mutually agreed by the government and ADB.

8. The team 1 will review the draft detailed designs submitted by the Contractor. The tasks will include the following:

- (i) Establish the schedule, methods, and procedures for the review of detailed engineering design and construction drawings of civil works, submitted by the Contractor.
- (ii) Review the submitted documents in accordance with the design standards, criteria and conceptual design provided in the Contract. Complete the review within 10 days after submission of the documents to enable finalization and commencement of construction.
- (iii) Ensure that the technical specifications in the Contract have been duly accounted for in the design documents submitted by the Contractor.
- (iv) Provide periodic status reports to the client and ADB on the design and review activities as measured against the approved schedule, identify any problems and difficulties encountered and propose solutions.

9. The team 1 will carry out Contract Administration.

- (i) The civil works will be executed under the International Federation of Consulting Engineers (FIDIC) Conditions of Contract for Works of Civil Engineering Construction. Accordingly, MPW will be the Employer and PMSC will function as the Engineer. PMSC will oversee the civil works Contract and ensure that the works are undertaken in accordance with the provision of the civil works Contract. PMSC

will be required to nominate an engineer's representative who will be a full-time resident in the project area.

- (ii) PMSC will also conduct the following activities:
- a) Inspect the Contractor's construction equipment, results of material and soil tests, safety of the works, property and personnel;
 - b) Inspect and test all materials and works to ensure compliance with specifications and giving immediate notice to the Contractor in the event that such materials and works fail to comply with the specifications;
 - c) Verify Contractor performance and report progress and problems in a timely manner, including quality control reports, quantity survey records, requests for variation or change orders, requests for time extension, and Contractor's claims and invoices;
 - d) Undertake supervision works; prepare and issue the following reports, whose format and content should be acceptable to the employer and ADB: an inception report, a brief monthly progress report, a detailed quarterly report, and a detailed project completion report;
 - e) Review and verify any proposed change orders by the Contractor and make recommendations to the client and ADB;
 - f) Check that "as built" drawing is prepared by the Contractor for works as construction processes;
 - g) Certify work volume and process interim and final payments of the Contractor for works, security, and community outreach program;
 - h) Ensure that the construction methods proposed by the Contractor for carrying out the works are satisfactory, with particular references to the technical requirements of sound environmental standards on the basis of ADB's *Environmental Guidelines for Selected Infrastructure Development Project (Highway and Roads)*; inspection of Contractor's construction equipment; safety of the works, property, personnel, and general public; and the recommendations of the environmental management plan;
 - i) Supervise and monitor the implementation of environmental mitigation measures required and in the event of occurrence of any unexpected environmental impacts, coordinate with the team to provide mitigation measures;
 - j) In case resettlements impacts are found during implementation, prepare resettlement plans as per ADB's *Policy on Involuntary Resettlement*;
 - k) Ensure minimum disruption to local settlements by approving Contractors' work program, including monitoring the impacts of construction work on local settlements, and reporting impact monitoring to the employer;
 - l) Ensure that no child labor is used for execution of the civil works Contracts as required by the civil works Contract;
 - m) Monitor the implementation of the health and safety program at camp site including the information and education campaign on sexually-transmitted diseases and HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome) as required by the civil works Contract;
 - n) Ensure that road safety design requirements are incorporated in the design of the project road, and implemented during the execution of the civil works Contract in accordance with the requirement in the Contract; and
 - o) Prepare a project completion report after physical project completion.

10. The team 2, community outreach program team will comprise 1 international and 3 national community development specialists. The team will be responsible for guiding the Contractor's preparation of the community outreach program, approving the program, and supervising the implementation of the program by the Contractor. The team will also oversee the community employment program and training by the Contractor. The component will support basic infrastructure improvement for communities in the project area. The program will be implemented in coordination with other similar activities in the project area being implemented by other agencies such as the World Bank, Provincial Reconstruction Team, and USAID.

11. PMSC will be required to obtain ADB's prior approval of following matters as specified in the civil works Contract:

- (i) approve subletting of any part of works;
- (ii) certify additional costs;
- (iii) determine extensions of time;
- (iv) endorse Contract change order; and
- (v) fix rates or prices for new items.

D. Schedule and Resources

12. The services will be carried out by international firms in association with national or regional consultants, to be selected by ADB on the EA's behalf in accordance with ADB's *Guidelines on the Use of Consultants* (2010, as amended from time to time).

14. The team leader will be assisted by a civil engineer, a financial management specialist, a monitoring and evaluation specialist, an accountant, an office administrator, and support staff to manage the project.

15. The team leader will be assisted by a Chief Resident Engineer for supervising the civil works. The team will set up 2 site offices in the field. Each site office will comprise a team of international and national experts. The international experts will comprise a resident engineer, a material engineer, a highway engineer, a structural engineer, and a contract specialist. The national experts will comprise an assistant resident engineer, a material engineer, a structural engineer, 3 inspectors, 2 quantity surveyors, an environmental specialist, and a resettlement specialist.

16. The Contract duration will be over 51 months. The sub-team A, under team 1 and team 2 will be working over 48 months. The sub-team B, under team 1 will be mobilized at later stage and is expected to work over 42 months. The team leader, Chief Resident Engineer, and accountant will be working over 51 months to finalize the project completion report. The estimated person-months of international and national/regional consultant inputs are shown below. PMSC is requested to propose assignment of experts in accordance with the scope and expected deliverables.

Proposed Staffing					
Position	No.	Person- Month	Position	No.	Person- Month
Project management, design review and construction supervision Team					
Team Leader	1	51	Monitoring and Evaluation Specialist	1	36
Civil Engineer	1	48	Accountant	1	51
Financial Management Specialist	1	48			
Chief Resident Engineer	1	51	Assistant Resident Engineer	2	90
Resident Engineer	2	90	Material/Pavement engineer	2	90
			Site Inspector	6	270
Material cum Pavement Engineer	2	78	Structural Engineer	2	90
Highway Engineer	2	78	Road Design Engineer	2	90
Structural Engineer	2	78	Quantity Surveyor	2	180
Contract Engineer (on-call)	1	24	Environmental Specialist	2	78
			Resettlement Specialist	2	78
Community Outreach Program Team					
Community Development Specialist	1	48	Community Development Specialist	2	96
International Consultants			National/Regional Consultants		
	14	606		26	1149

17. The team leader will be a senior civil engineer with sufficient experience in project management and road construction. The Chief Resident Engineer will be a senior highway engineer. The other experts should also have relevant qualifications and experience. All experts, international and national, must be proficient in both written and spoken English.

E. Reporting Requirements

18. PMSC will submit the following reports with two copies to the client (one to the Ministry of Finance and one to MPW) and two copies to ADB (one to ADB headquarters, and one to Afghanistan Resident Mission in Kabul):

- (i) Inception report including the report on the performance indicators to be monitored during and at the end of implementation of the project, to be submitted within 1 month of mobilization.
- (ii) Report on the data-collection system and the baseline survey for the project performance monitoring/benefit monitoring and evaluation, to be submitted within 3 months of mobilization.
- (iii) A weekly one-page report on the progress of works and any issues related to works;
- (iv) Monthly reports, to be submitted within 7 days of the end of each month, to include schedules of Contract payments and variation orders, graphical representations of progress against program based on the approved Contract

schedules, charts of physical progress on major items, relevant photographs, and details of impediments to the works and proposals for overcoming them.

- (v) Quarterly progress report covering all aspects such as progress monitoring, quality assurance/quality control, status of any delays, Contractual claims, and details of all financial projections, to be submitted within 14 days of the end of each quarter.
- (vi) Project completion report, within 3 months of substantial completion of the civil works Contract.

F. Facilities

19. The civil works Contractor under its contract will provide the following facilities in the field for PMSC: furnished residential accommodation, office space, computers and other office equipment, vehicles, survey equipments, and all resources for performing site/laboratory testing.