



Democratic Socialist Republic of Sri Lanka
Ministry of Public Administration Home Affairs Provincial Councils & Local Government

World Bank and EU funded
Local Development Support Project (LDSP) - P163305

REQUEST FOR EXPRESSION OF INTEREST

**Hiring of a Consultancy Firm for Project Implementation Support Consultancy including
Construction Supervision, Contract Management, and Other Implementation Activities
(PISC)**

Procurement Plan No:LDSP/PCU/CF/CQS/23/1

The Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government (MPAHAPCLG) is implementing the Local Development Support Project (LDSP) with financial support from the World Bank and the European Union (EU). The project is implemented through Northern, Eastern, North Central and Uva Provincial Councils.

Democratic Socialist Republic of Sri Lanka has received a Credit from the World Bank and European Union in US\$ 100.84Mn. million towards the cost of the LDSP) The LDSP aims to strengthen Local Government Authorities in Northern, Eastern, Uva and North-Central Provinces for effective and responsive local service delivery and accountable governance. The LDSP provides Basic Transfers (BT) and Performance Transfers (PT) to all 134 Local Government Authorities (LGAs) in these provinces to improve service delivery and institutionalize their accountability to citizens. The total Cost of this Consultancy is LKR 65 million.

1. Purpose and Objective of the Consultancy:

The objective of this assignment is to engage a **consulting firm** to carry out and support identification, implementation, supervision, monitoring and evaluation of the subprojects under LDSP in Northern, Eastern, North-Central and Uva Provinces. These sub-projects typically include: Rehabilitation of market, Libraries, public buildings, such as multipurpose community centres, markets, preschools, bus stands, dispensaries, etc.; and construction or reconstruction of flood water drainage lines, decentralized water supply facilities, construction of solid waste management schemes, etc. Accordingly, the Consultant shall carry out the following activities related to civil works and goods, but not be limited to:

1. Assist Client to provide necessary assistance to identify feasible sub projects which are eligible to implement under the LDSP.
2. Assist Client to provide guidance to carry out preparatory activities such as design, detailed estimation, bidding document preparation up to readiness to award the contract.
3. Assist Client in carrying out construction supervision, contract management and monitoring services during construction stage.
4. Assist Client to carry out sub project monitoring and evaluation in terms of technical quality control, physical and financial progress monitoring, social & environmental safeguards compliance, GRM and SAC

5. Assist Client to Handing over all facility along with all the approved documents as per the conditions set out in the contract documents to the respective Local Government Authorities (LGAs).

Refer to documents & Terms of Reference (TOR) available on: mpclg.gov.lk-> Downloads -> Notices & Circulars->Notices

2. Qualification & Experience of the Consultant

The consultant should be a national experienced Consultancy Firm, well established with at least 10 years of relevant and applicable technical, operational and managerial experience in the relevant sector including experience in at least one assignment over LKR 50.00 million and assignment period is more than One (1) year.

The Consultant assist in the supervision and administration of all Contracts and act as the "**Authorized representative of the Engineer**" to those contracts under the Project during the period of this assignment. Please indicate the similar experience in implementing PISC and the nature of the partnership (Joint Venture etc.) and qualification and experience of the partner. The consultancy firms selected should not have any commercial interest towards the LDSP.

3. Short listing Criteria

- i) Experience, Qualifications, Scope of the Services in relevant Sector: Technical, Operational and Managerial experience – No. of Years.
- ii) Skills and competencies including Academic and Professional Qualifications to undertake the PISC: Availability of academically and professionally qualified experts – Nos.
- iii) Similar experience in implementing PISC – No. of Projects.
- iv) Experience of Partner firm in relevant sector – No. of Projects

(Consultancy firm and team of experts shall submit proof documents for their academic and professional qualifications, relevant experiences, client references etc. fulfilling the requirement given in the ToR and each and every CV shall be certified with the particular Key and Non Key Experts himself and authorized by the person of the submission)

4. Conflict of Interest

Prospective Consultants shall refer and adhere to the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers of July 2016, revised November 2017

5. Invitation to Submit Expression of Interest

The Chairman, Ministry Consultants Procurement Committee (CPCM) now invites qualified eligible Consultancy Firms to indicate their interest in providing the service.

Interested Consultants must provide their EOI indicating that they are qualified to perform the services specified in the TOR and may obtain further information from the contact details below between 9.00am -3.30pm on working days.

6. Method of Selection

A consultant will be selected in accordance with the procedures set out in the Guidelines on Selection of Consultants in accordance with the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers of July 2016, revised November 2017.

Method: Selection Based on the Consultants' Qualifications (CQS)

7. Submission details

Duly completed Expression of Interest, one original (1) and two (2) copies must be delivered under sealed covers by registered post or courier service to the address below by 2.00 pm, 03rd October 2023. Please indicate “EOIs for **Hiring of a Consultancy Firm for Project Implementation Support Consultancy including Construction Supervision, Contract Management, and Other Implementation Activities (PISC)**” on the top left hand corner of the envelope.

8. Further Clarifications

Further details may be obtained by calling the Project Director, LDSP via 011 231 449797 or Procurement Specialist - 011 245 2432. E-mail: ldspmpclg2018@gmail.com from 19th September 2023 to 02nd October 2023.

Chairman

Ministry Consultants Procurement Committee

Local Development Support Project (LDSP)

Ministry of Public Administration Home Affairs Provincial Councils & Local Government

No. 330, Union Place, Colombo 02.

[19.09.2023](#)

TERMS OF REFERENCES (TOR)

World Bank and EU funded Local Development Support Project (LDSP) - P163305

Ministry of Public Administration Home Affairs Provincial Councils & Local Government

Hiring of a Consultancy Firm for Project Implementation Support Consultancy including Construction Supervision, Contract Management, and Other Implementation Activities (PISC)

PROJECT BACKGROUND

1. The Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government (MPAHAPCLG) is implementing the Local Development Support Project (LDSP) with financial support from the World Bank and the European Union (EU). The project is implemented through Northern, Eastern, North Central and Uva Provincial Councils.

2. The LDSP aims to strengthen Local Government Authorities (i.e. Municipal Councils, Urban Councils, and PradeshiyaSabhas) in Northern, Eastern, Uva and North-Central Provinces for effective and responsive local service delivery and accountable governance. The LDSP provides Basic Transfers (BT) and Performance Transfers (PT) to all 134 Local Government Authorities (LGAs) in these provinces to improve service delivery and institutionalize their accountability to citizens. To achieve the aims and objectives, the project addresses to support the selected local authorities through five main components. Viz.,

- Component 1 - Strengthening Local Government Planning System;
- Component 2 - Improving Local Services and Economic Infrastructure;
- Component 3 - Institutional Development;
- Component 4 -Project Management
- Component 5 - Contingent Emergency Response

3. The overall responsibility for implementing the LDSP rests with the Project Coordination Unit (PCU) within the MPAHAPCLG, while Project Implementation Units (PIUs) at the Provincial level are responsible for ensuring implementation of activities via the respective LGAs. During the recently concluded project implementation support & review Mission, it was highlighted that Communication, Supervision and Project Management between PCU, PIUs and LGAs are to be strengthen and it was proposed to hire a Consultancy Firm for the Project Implementation Support Services in order to assist such activities in PCU, PIUs and LAs of the North, East, North Central and Uva Provinces.

SOURCE OF FUNDING

4. Democratic Socialist Republic of Sri Lanka has received a Credit from the World Bank and European Union in US\$ 100.84Mn. million towards the cost of the Local Development Support Project (LDSP) of the Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government and intends to apply portion of the proceeds of this credit to eligible payments under this Contract.

5. The project is managed by a Project Coordination Unit (PCU) at the Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government and supported by four Project Implementation Units (PIUs) at each of the four Provinces of Northern, Eastern, Uva and North-Central Provinces. All project related details are available at the PCU of the LDSP.

IMPLEMENTATION ARRANGEMENT

6. Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government as the Executing Agency will continue to maintain the Project Coordination Unit (PCU) for the original project and for the Project (MPAHAPCLG). MPAHAPCLG together with the four Project Implementation Units (PIUs) under the respective Provincial Councils of Northern, Eastern, Uva and North-Central will implement the project. The PIUs established at provincial level will continue to be supervised by the Provincial Steering Committee (PSC) in each of the four provinces. The PSCs will be headed by the Chief Secretaries of the respective Provinces.
7. The PCU staff will supervise and manage the infrastructure development works and will be supported by the four PIU staff, who will be responsible for implementation of the project at provincial level. The Consulting Services for Project Implementation Support including Construction Supervision, Contract Management, and Other Implementation Activities (PIC) will be financed under the World Bank loan of the Local Development Support Project (LDSP).
8. The Contract of the Consulting Services for Project Implementation including Construction Supervision, Contract Management, and Other Implementation Activities (PISC) will be signed with the Project Director (PD) of the PCU. The authorized representative of the Secretary to the line Ministry who is the Project Director and at each of the respective provinces shall be the respective Deputy Project Director (DPD)/ Commissioner of Local Government (CLG). The Project Director or his representative will act as the "Client" and shall be responsible for the construction administration of the infrastructure development works including the following:
9. Supervision Stage - Monitoring the progress and performance of the firm, attending and resolving any contractual/management issues, Recommending the time sheets, variations and other payments
10. The DPDs shall forward transmit the copies of the approved documents upon completion of deliverables; recommend the time sheets, variations and any other payments of the firm to the Project Director for final payment. The PIUs will monitor the implementation progress towards achieving the deliverables of LDSP.

The PISC are expected to be mobilized by the third quarter of 2023 and recruited by the LDSP-PCU using the Selection Based on the Consultants' Qualifications (CQS) method in accordance with the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers of July 2016, revised November 2017

OBJECTIVE(S) OF THE ASSIGNMENT

11. The objective of this assignment is to engage a **consulting firm** to carry out and support identification, implementation, supervision, monitoring and evaluation of the subprojects under LDSP in Northern, Eastern, North-Central and Uva Provinces. These sub-projects typically include: Rehabilitation of market, Libraries, public buildings, such as multipurpose community centres, markets, preschools, bus stands, dispensaries, etc.; and construction or reconstruction of flood water drainage lines, decentralized water supply facilities, construction of solid waste management schemes, etc. Accordingly, the Consultant shall carry out the following activities related to civil works and goods, but not be limited to:
 1. Assist Client to provide necessary assistance to identify feasible sub projects which are eligible to implement under the LDSP.
 2. Assist Client to provide guidance to carry out preparatory activities such as design, detailed estimation, bidding document preparation up to readiness to award the contract.
 3. Assist Client in carrying out construction supervision, contract management and monitoring services during construction stage.

4. Assist Client to carry out sub project monitoring and evaluation in terms of technical quality control, physical and financial progress monitoring, social & environmental safeguards compliance, GRM and SAC
5. Assist Client to Handing over all facility along with all the approved documents as per the conditions set out in the contract documents to the respective Local Government Authorities (LGAs).

SCOPE OF SERVICES

12. Listed below are the tasks to be carried out by the Consultant under this assignment. The Consultant shall further improve these activities and elaborate more in detail as necessary in the consultant firm's proposal. The Consultant is required to obtain the clearance for each deliverable from the respective DPDs.

THE DETAILED SCOPE OF WORK

13. Providing support identification, implementation, supervision, monitoring and evaluation during construction stage.

14. The Consultant assist in the supervision and administration of all Contracts and act as the **"Authorized representative of the Engineer"** to those contracts under the Project during the period of this assignment. This work shall be comprehensive and shall include but not be limited to the following:

a. Selection of Sub Projects

15. The Consultant shall assist the Client in:
 - i. Selection of Sub Projects based on the selection criteria and the identification of prioritized activities based on the results from the Local Authority Participatory Development Plans (LAPDP) process in 2022 were implemented by LAs based-on transfer received.

b. Procurement

16. The Consultant shall assist the Client to:
 - i. conduct procurement of goods and works under loan, grant, subprojects and in portfolio management. This will include procurement at PCU, 04 PIUs and 134 LA levels.
 - ii. collect and make use of available and necessary data in carrying out the assignment; work in close consultation with the executing agencies/WB/EU, and discuss issues that would affect efficient procurement management and contract management with executing agencies and WB and or EU; provide advice on the ways to resolve them; and, prepare reports as required.
 - iii. Review of various procurement documents, for example, bid documents, bid evaluation reports, contract awards-related documents/reports, prepare necessary internal procurement approval forms and fax letters to executing agencies, assists in drafting various documents (for example, procurement papers for award of contracts), and correspondences as required.
 - iv. Assist Client's (PCU / PIUs) staff in issuing contract variations for goods/civil works contracts.
 - v. Provide necessary recommendations and solutions on complex procurement and contract administration to the Client and help implement appropriate measures to resolve them quickly to ensure effective implementation of project activities.
 - vi. Assist in information and record keeping on procurement, portfolio performance and maintain accurate data on current status of implementation progress of ongoing projects.
 - vii. Update information and performance of assigned loan, grant and subprojects quarterly or as necessary, including project description and scope, status of implementation, developments, major problems, and actions taken/proposed.

- viii. Maintain records needed to monitor compliance with loan/grant covenants such as the submission of monthly and/or quarterly progress reports, procurement compliance reports, and benefit monitoring and evaluation reports.
- ix. Participate in procurement audits and project review missions; and assist WB mission leaders to assess executing agencies procurement and contract award achievements and recommend measures for improving project implementation performance including preparing the related pre- and post-mission documentation.
- x. Assist in reviewing requests for changes and/or reallocation of loan, grant and subprojects proceeds, and in drafting requisite memos for approval.
- xi. Update project data and prepare various reports on projects' procurement status as required by the Client.
- xii. Provide capacity development support if and when needed to executing agencies and PCU efficiently and effectively handle procurement of goods and works including preparation and issuing bid documents in accordance with the approved standard bidding documents of the project; attend bid openings, attend TEC & Procurement Committee Meetings if found necessary and assist the PCU, PIUs and LAs in preparation of Bid Evaluation Reports and advice on evaluation of bids required.
- xiii. Handing over the site to the Contractor within the stipulated time period as per the Contract, project administration and portfolio management covering all subprojects implemented under LDSP.
- xiv. submissions on procurement and project administration related matters such as contract variations, change in scope, implementation arrangements, procurement methods and thresholds, as per WB procurement procedures , Project Appraisal Document, Project Operational Manual and Loan/Project Agreements.
- xv. Other project administration tasks that may be required.

c. Supervision of Goods and Works Contracts

17. The Consultant shall assist the Client in:

- i. Supervise the Contractors work and certify the works in accordance with contract conditions. Ensure that the construction methods proposed by the Contractor for carrying out the works satisfactory
- ii. Supervising and inspecting construction of all infrastructure subprojects under the Project and ensure adherence on the part of the Contractor's execution of work as per detailed drawings, specifications and conditions of the contract;
- iii. Checking the line, level and layout of construction to ensure conformity with the contracts, proposing any changes in the plans required as a result of findings during construction such as unforeseen obstructions;
- iv. Assess and enforce, on behalf of the Client, the adequacy of Contractor's inputs in terms of material, equipment, construction machinery, workers, and construction approach and methodologies as per the best accepted construction Management practices.
- v. Monitoring the contractor's progress physically, financially as well as level of compliance with the respective Environmental Management Plans and reporting to the Client and relevant parties;
- vi. Assist the Client in preparing an effective construction schedule and advise all Contractors to follow work activities as stipulated in the schedules;
- vii. Regularly monitor physical and financial progress against the milestones as per the contract so as to ensure completion of contract in time;
- viii. Monitoring and enforcing, as detailed in the Contractor's Safety Manual, the measures established to ensure safety of the workers, other project personnel, the general public and works;
- ix. Review Contractor's requests for time extensions, variations, additional compensation and claims and recommend appropriate timely decisions; and
- x. Monitor Contract variations and time extensions, and build the capacity of PIUs to keep up-to-date records of contract prices and completion dates and assist timely payment of bills to the Contractors;

- xi. Assist client in the resolution of contractual issues including review, evaluation and confirmation of contract variation orders and issue recommendations on the assessment of the final bill.
- xii. After physical completion of the contracts, prepare planned maintenance procedures, check installation and commissioning, monitor preparation of the "as- built" drawings, the O&M manuals and Business management plan which shall include at least reference to all relevant design and other reports, specifications etc.

d. Contract Administration

18. The Consultant shall assist the Client to:

- i. Administer the construction contracts of all civil works on behalf of the Client;
- ii. Administer the contractors' work in accordance with the Contract Agreement in line with the CIDA Conditions of Contract.
- iii. Preparing and maintaining a detailed work programme indicating the anticipated timing of each stage of construction. The work programme shall be prepared using MS Project or similar Project Management software along with detailed resource allocation for each task.
- iv. Preparing and maintaining a detailed mobilization programme with all principal mobilization events including the anticipated timing of procurement, delivery to site, construction, erection and commissioning, provision of Contractor's and Engineer's facilities, mobilization of key personnel, etc.
- v. Examine the work program regularly and advice both the Client and the Contractor to fulfil their obligations to complete the work within the Contract Period;
- vi. Identification and review of construction issues arising during the construction and provide necessary solutions/recommendations timely to avoid any effect to the construction programme
- vii. Provide all necessary instructions/variation orders to the Contractors in timely manner;
- viii. Obtaining measurements for works completed and in progress and verifying bills for payment to the Contractors/suppliers;
- ix. Evaluating and processing Contractors' interim payment certificates and the Final payment certificate;

e. Quality Management

19. The Consultant shall assist the Client to:

- i. Perform Quality Control of works and carry out comprehensive technical supervision of the works to ensure conformity with approved designs, specifications for materials and workmanship, applicable relevant standards and codes and sound engineering practices such as the civil engineering standards and Building codes and CIDA standards or relevant.
- ii. Supervise all construction works to ensure quality of works as per technical specification, drawings, and condition of contract using modern and computerized systems of project monitoring;
- iii. Monitor construction and quality control methods, certify that quality of works conform to the specifications and drawings, assess the adequacy of the Contractors' inputs in material, labour and construction method, and furnish all revisions and detailed drawings as necessary during the continuance of the contract;
- iv. Establish a quality control plan in accordance with the contracts with the construction contractors and manage its implementation including quality assurance procedures, schedule of quality conducting periodic "quality meetings" to maintain approved quality standards;
- v. Perform inspection of the Contractors for compliance with the contract;
- vi. Generate, verify and record a non-compliance report in case of any non- compliance;
- vii. Ensure suitable & sufficient quality tests are performed of materials and equipment in Provincial Engineering Services Laboratory or any other accredited laboratory. The

- results of the tests shall be documented in accordance with the specific requirements of the contract documents;
- viii. Carry out independent tests as necessary, as and when desired by the Client for quality assurance of the works;
 - ix. Maintain completed records of all test results including suppliers material tests;
 - x. Review and approve the test results/certificates and wherever tests indicate lack of compliance, it shall initiate action to establish quality of the work desired;
 - xi. Ensure the contractors submit all the test reports in timely manner and obtain the necessary prior/post approvals before initiating any construction activity
 - xii. Note deficiencies in the Contractors, cause corrections to be made, and check the remedial work and facilitate to rectify the deficiencies as per CIDA and other relevant standards;
 - xiii. Ensure that various products' guarantees used in the works are available for sufficient period; and
 - xiv. Conduct monthly technical quality audit in co-ordination with the Client.

f. Health Safety, Social and Environment Safeguard Compliance Monitoring

20. The Consultant shall assist the Client:

- i. To ensure compliance with the environmental and social framework of the Project
- ii. To ensure environmental screening is carried out for project activities as soon as conceptual technical design and scope have been defined; Closely co-ordinate with the PIU for review and endorsement of the screening decision and recommendation.
- iii. To ensure timely preparation of Environmental Assessments/Management Plans for project activities, as necessary (depending on screening outcome); co-ordinate with PCU for hiring technical assistance, where necessary, and for review and endorsement of these safeguard documents.
- iv. To ensure adequate public consultation during environmental screening and EA/EMP preparation; encourage community participation in sub-project planning, management and monitoring.
- v. To ensure consistency of safeguard documents with national environmental regulations; work with the PCU to obtain necessary clearances from local environmental/archaeological regulatory authorities for project activities, where applicable and from the World Bank.
- vi. To ensure relevant EMP provisions are included in the design; and EMPs are included in the bid documents; and condition on compliance with EMP is included in the contractor's agreement.
- vii. To ensure that while carrying out the works under the assignment the Contractors shall place due diligence and regard to the overall aesthetics, ambience, topography and eco-system of the site.
- viii. Take due precautions ensuring all necessary compliances for Environmental and Health & Safety requirements at site as well as at preliminary safety norms are followed;
- ix. To ensure that the contractors follow and comply with all the Environmental, Health and Safety procedures as set out in the contract documents and take necessary actions against non-compliance;
- x. Co-ordinate with PCU for planning and delivering short training programs and workshops for the contractors and field supervision staff on the project's safeguards requirements and procedures
- xi. To ensure the highest standards of safety, security and health for all workers of all Contractors and other agencies and all other persons entering the site in conformance with legal provisions, codes, standards and good practices;
- xii. To ensure the implementation of site specific Environment Management Plan (EMP) as per World Bank guidelines conduct training / orientation and briefing of all workers and visitors in this regard; and
- xiii. To ensure public complaints relating to nuisance and inconvenience caused by sub-project implementation are addressed with corrective action and adequately documented.

- xiv. Prepare and submit regular environmental monitoring and implementation progress reports to the PCU and World Bank
- xv. Implementation of Grievance Redress Mechanism (GRM) as specified by the World Bank.

g. Time Management

21. The Consultant shall assist the Client to:
- i. Prepare an overall construction programme and obtain the Client's approval agreement;
 - ii. To ensure timely completion of all Contracts as specified in the contract documents;
 - iii. Obtain Contractor's monthly construction programme and review and incorporate necessary modifications in line with the master program and make necessary recommendations to overcome any deviations;
 - iv. To ensure that the contractors achieve the milestones of the construction work as per the approved construction programme;
 - v. Establish and implement effective monitoring and control systems;
 - vi. Develop and maintain detailed record of work activities accomplished by the Contractors; and
 - vii. Arrange for daily/weekly/monthly progress review meetings and analyse the program and progress in line with the agreed programme and submit reports.

h. Cost Management

22. The Consultant shall assist the Client to:
- i. Advise on management of cash flow;
 - ii. Receive, scrutinize, certify and make recommendations to the Client on the Contractor's interim payment certificates, final payment certificates and other variations and claims in a timely manner within the stipulated time period
 - iii. Assess and issue authorized change orders; and
 - iv. Submit monthly cost reports including variation in cost, reasons for variation and the projected total cost of the contract.
 - v. Prepare and submit all other necessary cost reports for civil work contracts as and when required by the Client.

i. Dispute Resolution

23. The Consultant shall assist the Client to:
- i. Ensure minimizing disputes during contract implementation;
 - ii. Assist the adjudicator/DAB for disputes referred for adjudication in order to resolve the dispute in timely manner; and
 - iii. Assist the arbitration proceedings for disputes referred for arbitration in order to resolve the dispute in timely manner.

h. Completion

24. The Consultant shall assist the Client to:
- i. Verify and approve the physical construction and installation of the various facilities and systems;
 - ii. Identification of defects prior to taking over the site and during the defect liability period;
 - iii. Remedying such defects at the contractor's cost prior to issue of completion certificate;
 - iv. Recommend and draft the certificate to the Client of the contracts to issue completion certificates in accordance with the signed contract;
 - v. Obtain supply trade files, documents, test certificates, performance warranties/guarantees, spare parts list, maintenance procedures/ manuals, no claim certificate and other relevant documents/information from the contractors and transmit the same to the Client in both hard copy and electronic formats;

- vi. Obtain the AS BUILT drawings immediately on completion of each area after reviewing, verifying and approving the "as-built" corrections to all plans, drawings and other documents;
- vii. Ensure that the constructed works and sites are cleaned and prepared for occupancy and use; and
- viii. Verify and approve final payment certificate under the terms of contracts; and for final payment to the Contractors after adjusting any liquidated damages and security deposits, if any.

DURATION OF THE ASSIGNMENT

25. Consultant will need to be engaged for about **12 months** with a total estimated input of **432 person-months** for the Supervision of construction work (October 2023 to September 2024/ actual duration of service shall be in line with works schedules). All experts must be proficient in both written and spoken English. The key positions are given in the table below.

TEAM COMPOSITION & CONSULTANCY SERVICE REQUIREMENTS

26. The consulting services will be carried out by a firm which has local experience/s to be selected by the Client in accordance with World Bank's Procurement Regulations. The Consultant shall have a Team Leader who has knowledge and experience in depth Contract Administration. The team would be supported by the required support staff. A total of 84 person-months of key staff inputs and 348 person-months of non-key staff will be required. Indicative list of the positions of key and non-key staff for PIC is given below. Only the qualification and experience of the key staff as per the submitted CV will be taken into the technical evaluation.

27. The selected firm shall submit the CVs of the non-key staff as per the requirements mentioned below and prior approval shall be taken from the client before deployment. The consultant may enhance the utility of expertise by proposing their own estimate of the required number of positions/person-months to carry out the assignment.

Table 1: Team Composition and Person-months Requirement

No	Position/Area of Expertise	No. of Experts	Location	Total Person-Months
	Key Staff			
1	Team Leader/ Contract Specialist	1	PCU office, Colombo	12
2	Civil Engineer cum Procurement	4	PIU office in the province	48
3	Monitoring & Evaluation Expert	1	PCU office, Colombo	12
4	Social & Environment Safeguard Expert	1	PCU office, Colombo	12
	Total			84
	Non Key & Support Staff			
1	Social & Environment Safeguard Officers	12	1 per District	144
2	Technical Officer /Engineer Assistants	12	1 per District	144
3	Monitoring & Evaluation officers	4	PIU office in the province	48
3	Secretary	1	PCU office, Colombo	12
	Total			348
	Grand Total			432

SPECIFIC TERMS OF REFERENCES FOR THE KEY EXPERTS

1. Team Leader/ Contract Specialist

Qualification and General Experience	Project Related Experience	Org Experience	Experience as a Team Leader
Bachelor's Degree in Civil Engineering with at least 15 years of experience in reputed organizations. Masters' degree is preferred. Shall possess Corporate Membership of recognized professional institution in Engineering.	At least 10 years of experience in construction management/administration/ Supervision related to social infrastructure projects such as construction of Rehabilitation of market, Libraries, public buildings, such as multipurpose community centres, markets, preschools, bus stands, dispensaries, etc., construction or reconstruction of flood water drainage lines, construction of solid waste management schemes, etc	Preferably at least 5 years of work experience in donor funded projects (World Bank, ADB, JICA etc.)	Preferably at least 4 years of work experience as a Team Leader of Consultancy Team

Tasks/Responsibilities: The Team Leader will be responsible for assist PCU in (i) overall project management including procurement and contract administration; (ii) construction supervision; (iii) quality control; (iv) environmental, health and safety management; (v) contract management; (vi) financial management and monitoring (vii) providing assistance in resolving contractual issues, (viii) preparation of Progress and other reports as required; (ix) lead the consultancy team to achieve the milestones and deliverables of the project; (x) Assist the client in resolving all issues in the construction and management; (xi) Participate in the Progress review meetings etc. leading the consultancy team.

The Team Leader shall be competent in Reporting Skill, Interpersonal Skill, Budgeting, Project Planning, Institutional Development, Communication Skill and Leadership skills to manage the Construction Project team. The Team Leader shall follow the World Bank standard procedures and processes in every aspect of the construction and project management work.

2. Civil Engineer cum Procurement (4 No's)

Qualification and General Experience	Project Related Experience	Donor Funded Project Experience
Bachelor's degree in Civil Engineering or equivalent, with minimum 10 years of work experience in reputed organizations. Shall possess Corporate Membership of recognized professional institution in Engineering or relevant.	Preferably at least 6 years of experience in construction supervision/contract management (Procurement and Contract Administration) related to the social infrastructure projects such as construction of Rehabilitation of market, Libraries, public buildings, such as multipurpose community centres, markets, preschools, bus stands, dispensaries, etc., construction or reconstruction of flood water drainage lines, construction of solid waste management schemes,.	Preferably at least 3 years of work experience in donor funded projects (World Bank, ADB, JICA etc.)

Tasks/Responsibilities: Civil Engineer will be responsible for assist PIUs and LAs in line with the bank and the Project Operation Manualn(i) reviewing of designs/specifications/drawings/reports/details submitted by the contractors and provide necessary recommendations/approvals at the contract implementation; (ii) providing assistance in procurement, construction supervision, quality assurance and quality control; (iii) contract management with respect to the World Bank/ CIDA conditions of contract; (iv) providing assistance in checking the interim payment certificates and ensure payments are done timely for various contractors; (v) checking the variations and claims and provide necessary recommendations to the approvals; (vi) providing assistance in the conduct of various surveys, tests, investigations and data collection at the contract implementation; (vii) providing assistance in contract administration, project management, recording of measurement and billing, preparation of reports and ensuring compliance with World Bank safeguard requirements; (viii) conducting and/or participating in progress review meeting and other meetings with various stakeholders as and when required (viii) providing assistance in handing over of completed facilities as per the procedures set out in the contract documents.

3. Monitoring & Evaluation Expert

Qualification and General Experience	Project Related Experience	International Org Experience
Basic Degree in relevant field/s approved by the UGC with an Advanced degree (Masters or Post Graduate) in related fields with at least 10 years of experience in reputed organizations.	Preferably at least 5 years of experience in monitoring and evaluation, preferably in donor funded projects. Strong knowledge of M&E concepts, frameworks, and methodologies. Experience in designing and implementing M&E systems, including data collection and analysis.	Preferably at least 3 years of work experience in donor funded projects (World Bank, ADB, JICA etc.)

Tasks/ Responsibilities: Monitoring & Evaluation Expert will be responsible for assist PCU in (i) Ensure effective monitoring, evaluation, and reporting of the project; (ii) Monitor project activities and progress against established indicators on a regular basis; (iii) Collect and analyze relevant data to track project performance and identify any gaps or issues; (iv) Conduct periodic evaluations to assess the effectiveness, efficiency, and sustainability of project interventions; (v) Implement evaluation methodologies, including baseline studies, mid-term evaluations, and final evaluations; (vi) Analyze project data and generate evidence-based reports to inform decision-making and improve project performance; (vii) Ensure data quality and integrity through regular data verification and validation processes; (viii) Provide training and support to project staff and stakeholders on M&E concepts, tools, and techniques (ix) Build the capacity of the project team to collect, analyze, and use data for decision-making and learning; (x) Provide regular updates and reports to the project team and stakeholders on the status of project implementation.

4. Social & Environment Safeguard Expert

Qualification and General Experience	Project Related Experience	International Org Experience
Basic Degree in relevant field/s approved by the UGC with an Advanced degree (Masters or Post Graduate) in environmental engineering, environmental science, environment or natural resource management, or related fields with at least 10 years of experience in reputed	Preferably at least 7 years of experience in safeguard monitoring related to the social infrastructure projects such as construction of Rehabilitation of market, Libraries, public buildings, such as multipurpose community centres, markets, preschools, bus stands, dispensaries, etc.,	Preferably at least 3 years of work experience in donor funded projects (World Bank, ADB, JICA etc.)

Qualification and General Experience	Project Related Experience	International Org Experience
organizations. Shall possess of Corporate Membership in Professional Body.	construction or reconstruction of flood water drainage lines, construction of solid waste management schemes,.	

Tasks/Responsibilities: Social & Environment Safeguard Expert will be responsible for assist PCU in line with the Environmental and Social Framework of the Project in (i) Ensure social and environmental screening are carried out for project activities; (ii) ensure relevant EMP provisions are included in the design; (iii) Ensure timely monitoring of EAs/ EMPs for project activities, monitoring/reporting on compliance of due diligence mechanisms set forth the ESSMF; (iv) Ensure compliance with EMPs during the construction period; (v) Review and update of the ESSMF with regard to health and safety risk mitigation actions depending on the requirement; (vi) Planning and delivering short training programs and workshops for the contractors and field supervision staff on the project's safeguards requirements and procedures; (vii) Prepare and submit regular social and environmental monitoring and implementation progress reports to the PCU and World Bank; (viii) Coordinate and guide HSE Officer attached to the Contractor.

1. REQUIREMENTS OF NON-KEY STAFF (TECHNICAL) -NATIONAL

28. Requirements of Non-Key Staff (Technical) -National as follows;

No	Position	Qualification and Experience
1	Social & Environment Safeguard Officers	Basic Degree in relevant field/s approved by the UGC in environmental engineering, environmental science, environment or natural resource management, or related fields with at least 5 years of experience in reputed organizations and preferably at least 3 years of social and environmental monitoring experience in social infrastructure projects.
2	Technical Officer /Engineer Assistants	NCT or equivalent qualification with at least 05 years of experience in reputed organizations. Minimum of 3 years of similar experience in social infrastructure projects such as construction of Rehabilitation of market, Libraries, public buildings, such as multipurpose community centres, markets, preschools, bus stands, dispensaries, etc., construction or reconstruction of flood water drainage lines, construction of solid waste management schemes.
3	Monitoring & Evaluation officer	Basic Degree approved by the UGC in environmental engineering, environmental science, environment or natural resource management, or related fields and a minimum of 3 years of relevant professional experience in the safeguards management sector. OR Diploma in relevant field with minimum of 6 years of working experience in the EHS field. Knowledge and experience in ESSM field in WB funded project or other foreign funded projects.

No	Position	Qualification and Experience
4	Secretary	Having passed the GCE examination with six subjects including English and Sinhala / Tamil with minimum 3 years experience in relevant field

29. The Consultant shall propose and quote for the professional and support staff as per the requirement. If the consultant feels that the manpower estimates need to be modified they can mention that in the proposal with reasoning. Anyhow the matter would be discussed with the successful consultant.

DATA, SERVICES, FACILITIES AND COUNTERPART PERSONNEL TO BE PROVIDED BY THE CLIENT

30. Data, Services, Facilities and Counterpart Personnel to be Provided by the Client as follows;

1. The Office Space, Services, Facilities and Property to be made available to the Consultant by the Client.
2. The available reports, maps and other data related to this work, to the extent available in the PIUs will be provided.
3. Project Appraisal Document.
4. Project Operational Manual and Project Restructuring Papers of the LDSP.
5. Aide Memoirs of World Bank Missions, Safeguard Compliance Audit reports.

WORKING ARRANGEMENTS AND OFFICE ACCOMMODATION

31. Working arrangements and office accommodation as follows;

1. The Team Leader, Monitoring & Evaluation Expert and Social & Environment Safeguard Expert shall operate from the PCU office in Colombo. They shall closely coordinate the consultancy activities with the PCU.
2. The Civil Engineers cum Procurement, Social & Environment Safeguard Officers, Technical Officer /Engineer Assistants and Secretaries will be accommodated in the respective PIU offices. They shall closely coordinate the tasks assigned to them with the relevant PIU staff.
3. The Experts shall not be entitled to be paid the overtime nor to take paid sick leave or vacation leave. Further the Consultant shall work all the days in the month excluding Saturday, Sunday and Mercantile holidays for the eligibility of billable one month otherwise the remuneration will be paid proportionally. A working of 22 days will be considered as billable month and each billable day is for 09 hours.

REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

32. The Project Implementation Consultancy including Construction Supervision, Contract Management, and Other Implementation Activities (PIC) component which is time based. Deliverables with timelines are as follows:

Table 2: Deliverables with timelines

Type of Deliverable/Type of Report	Timeline
Inception Report	Within two weeks of Contract signing
Reports Required to obtain Social & Environmental clearance from WB	Within One month after the identification of a subproject
Weekly Progress Reports	Weekly update reports of the subprojects as per the format given

Type of Deliverable/Type of Report	Timeline
Monthly Progress Reports including ESMP	Monthly progress Reports including Procurement, Environmental & Social & Progress as per the format given (on a monthly basis within the first week of the subsequent month)
Quarterly Progress report	Quarterly
Presentations/ Reports	NSC and other meeting related updated documents before one day of the particular dates
Special meeting minutes	Within one week of the completion of the Meeting
Interim Payment Certificates for each sub projects	Submit to respective PIU within two weeks of receiving of interim payment request from contractors with recommendation
Project Completion Report for each sub projects	As per the conditions of the Contract
Other Reports	other reports as per the requirement of the Client as stipulated in the TOR and/or the Contract Agreement

DOCUMENT FORMAT

33. All documents submitted should follow the formats given below.

1. The primary language of the documents including drawings, specifications etc. are to be English.
2. The format for CAD files is to be Auto Cad 2006. All drawings and contract documents are to be issued in CADD and PDF format.
3. Following acceptance of a drawing by the Client, one original print on white paper and three paper print copies of all accepted drawings with the date of the Consultant's acceptance marked on the original shall be delivered.

SUBMISSION AND REVIEW

34. Submission and review are as follows;

1. Before submission, the Consultant shall verify all the drawings and documents to ensure their compliance with the specification. Such drawings shall be clearly identified as being checked by the Consultant. All drawings not so checked and noted will be rejected by the Client and returned to the Consultant without further comment. Consultant's drawings and documents shall be numbered in accordance with the Consultant's numbering system.
2. All submissions shall have been checked by the Consultant and shall be stamped and designed to confirm that the checking has been carried out. Checking shall be carried out by a Chartered Engineer (or equivalent for other disciplines) experienced in the type of Contract involved. Any submissions not so marked will be returned to the Consultant immediately.

EXPECTED OUTPUT

35. Expected Output are as follows;

1. The completed subprojects shall be in accordance with the quality standard in line with the Standard required.
2. The completed infrastructure facilities along with all relevant certificates and documents to the Client and handing over same.

PAYMENT SCHEDULE

36. The payments for the Consultancy shall be made by the Project Director - PCU as time-based payments as per the actual time inputs provided by the consultants, and upon submission of monthly

time sheets and other required documents following recommendation and endorsement of Client (PIUs) of the 4 respective provinces.

37. With the monthly bills the Consultant should be submitted the daily output with the details of works carried out of each key staff and Non-Key & Support Staff along with the time sheets in two copies.

38. An advance payment shall be made to cover mobilization costs but shall not exceed Fifteen Percent (15%) of the Contract sum, subject to the submission of an advance payment bank guarantee acceptable to Client and of an equal amount to the advance payment. The advance payment will be set off by the Client in equal instalments against the statements for the first 08 months of the Services until the advance payment has been fully set off.

QUALIFICATION AND EXPERIENCE OF THE FIRM

39. The consultancy firm shall have experience in Construction Supervision of Social Infrastructure Projects (feasibility studies or capacity development projects will not be considered). The firm shall submit five (5) references in social infrastructure projects such as construction of Rehabilitation of market, Libraries, public buildings, multipurpose community centres, markets, preschools, bus stands, dispensaries, etc., construction or reconstruction of flood water drainage lines, construction of solid waste management schemes etc. that have been completed or substantially completed in last ten (10) years with each Consultancy assignment cost not less than LKR 50Mn (or USD 0.14 Mn) and assignment period is more than One (1) year. The firm shall submit the completion letters obtained by the Clients to substantiate the given experience details.

DAMAGE TO THE EMPLOYER DUE TO THE POOR PERFORMANCE AND PROFESSIONAL MISCONDUCT.

40. Any damages to the Client due to poor performance and professional misconduct of the Consultant will be claimed by the Employer.

**Hiring of a Consultancy Firm for Project Implementation Support Consultancy
including**

**Construction Supervision, Contract Management, and Other Implementation
Activities (PISC)**

Procurement Plan No: LDSP/PCU/CF/CQS/23/1

EXPRESSION OF INTEREST (EOI) TEMPLATE

I. General Information

A. Consulting Firm Information

Consultant Name:		Country of Incorporation:	
EOI Submission Authorized by:		Acronym:	
Position			

B. Associations (Joint Venture or Sub-consultancy)

Consultant	Acronym	Joint Venture (JV) or Sub-consultant

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

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Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.

II. Assignment Specific Qualifications and Experience

A. Technical Competence

Cross-referencing from your profile projects in **Section D - Project References**, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

B. Project Management Competence (Please answer each question in one paragraph of 3-5 sentences)

1. Describe standard policies, procedures and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

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C. Geographical Competence

Past experience in similar geographic areas.

Cross-referencing from your profile projects in **Section D - Project References**, highlight the experience in similar geographical settings within Sri Lanka by your entity/consortium in undertaking similar assignments.

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Provide details of past experiences working with similar project authorities.

D. Project References

Please select most relevant projects to demonstrate the firm's technical qualifications (maximum 10 projects). The value of projects quoted shall be **minimum of SLRs. 50 million**. Further, additional project details to be provided, if the 10 year past experiences working with similar agencies not covered under above projects.

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1			
Name of the Firm			
Name and address of Client:			
Assignment name:			
Country:		Project location within Country:	
Country/ Project location:			
Participation:	<ul style="list-style-type: none"> As lead firm As associate firm/ JV firm 		
Approx. Value of Services (SLRs)	Total (SLRs)	Value of Services Provided by your firm (SLRs)	
Source of Funding:			

Consultancy Services	Total		Contribution of Your Firm	
• No. of Key Experts				
• No. of Key person months				
Assignment – Continuous/ Intermittent		Duration of assignment (months):		
Duration:				
• Length of Consultancy Assignment				
• Start Date (dd/mm/yyyy)				
• Completion Date (dd/mm/yyyy)				
• Reasons for delay (if any)				
Name of Associate Firms (if any):				
Name of senior professional staff of your firm involved and functions performed:				
Narrative description of Project:				
Description of actual services provided by your staff within the assignment:				
(indicate your role and input in person-months)				
Please tick the areas of services rendered by your firm in the above Project:				
Project Feasibility		Procurement Support		
Detailed Design and estimates		Contract Management		
Construction Supervision		Project Management		
Social Safeguard assessment/ Implementation		Training		
Environmental Safeguard assessment/ Implementation		Completion Reports		

SN 2				
Name of the Firm				
Name and address of Client:				
Assignment name:				
Country:		Project location within Country:		
Country/ Project location:				
Participation:	• As lead firm			
	• As associate firm/ JV firm			
Approx. Value of Services (SLRs)	Total (SLRs)		Value of Services Provided by your firm (SLRs)	
Source of Funding:				
Consultancy Services	Total		Contribution of Your Firm	
• No. of Key Experts				
• No. of Key person months				
Assignment – Continuous/ Intermittent		Duration of assignment (months):		
Duration:				
• Length of Consultancy Assignment				

• Start Date (dd/mm/yyyy)			
• Completion Date (dd/mm/yyyy)			
• Reasons for delay (if any)			
Name of Associate Firms (if any):			
Name of senior professional staff of your firm involved and functions performed:			
Narrative description of Project:			
Description of actual services provided by your staff within the assignment:			
(indicate your role and input in person-months)			
Please tick the areas of services rendered by your firm in the above Project:			
Project Feasibility		Procurement Support	
Detailed Design and estimates		Contract Management	
Construction Supervision		Project Management	
Social Safeguard assessment/ Implementation		Training	
Environmental Safeguard assessment/ Implementation		Completion Reports	

Note: Project's completed after 01 July 2013 will be considered for Evaluation. (Ongoing Projects with substantial completion certificate from the client (with minimum of 85 % fee paid or 85 % physical progress) will be considered as substantially completed- Client certification compulsory for consideration of ongoing subprojects as well as for the completed projects)

Format as above should be followed strictly in attaching the information of 10 Projects (Maximum)

V. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Intension to JV and Draft Contract Agreement
3	Letter of Association
4	Power of Attorney

(Please insert more rows as necessary)

VI. Eligibility Declaration

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

1. We have read the advertisement, including the terms of reference (TOR), for this assignment.
2. Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
3. We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
4. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
5. All consulting entities and experts proposed in this EOI are eligible to participate in World Bank-

funded, supported and administered activities.

6. The lead entity and JV member or sub-consultant are NOT currently sanctioned by World Bank or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
7. We understand that it is our obligation to notify World Bank should any member of the consortium become ineligible to work with World Bank or other MDBs or be convicted of an integrity-related offense or crime as described above.
8. JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
9. None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
10. We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with World Bank's Anticorruption Policy.

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

Signature

Authorized Person