

TERMS OF REFERENCE

Technical/ Construction Management Advisor for Project Implementation Unit, Public Works Department, Mizoram

1. Introduction

The Government of Mizoram (GOM) is implementing the Mizoram State Roads – II Regional Transport Connectivity Project, funded by the World Bank. This project aims to increase transport connectivity along regional trade corridors in Mizoram. The project is financing 81 km of road construction in three sections across the state. The road improvement works are being implemented in three works packages, covering the following road stretches: Champhai-Zokhawthar (C-Z) road (Champhai District), Chhumkhum-Chawngte (C-C) road (Lunglei District), and Tlabung-Kawrpuchhuah (T-K) road (Lunglei District).

The Public Works Department (PWD) Mizoram is the implementing agency for the project. A dedicated project implementation unit (PIU), established in Chief Engineer (Road) Office of Mizoram PWD, headed by a Project Director (PD) and supported by other staff is responsible to implement the project with support from various units of PWD. The road improvement works are being implemented in various packages under supervision of a Construction Supervision Consultant (CSC).

Implementing a Road Sector Modernization Plan (RSMP) is also a part of the project. The implementation is to be through a Road Sector Modernization Group consisting of PWD officers at various levels and individual Consultants to provide the necessary support. The proposed Technical/ Construction Management Advisor (TCMA) will work closely with PIU in implementing the project as per standard engineering practice and also work on the RSMP activities to enhance capacity of the PWD/PIU officials.

2. Objective

The main objective of the service is to provide high quality technical, project / contract management, monitoring, and implementation support to PWD/ PIU to effectively implement the project as well as work on developing the capacity of the PWD/ PIU staff involved. The Consultant will be required to work together with the PIU team and other associated consultants or team of experts to support the PIU to effectively manage, monitor, and implement the project.

3. Scopes of Services

The main tasks will include but not limited to the following:

- Assist to review and monitor implementation of the road improvement works including monitoring of progress and performance of supervision consultants and contractors,
- Assist to review the designs including handling design changes during execution, variations in designs and cost-estimates,
- Assist in reviewing the quality assurance and quality of works, including adequate implementation and management of Environment, Health and Safety (EHS) issues associated with the contract.
- Assist in reviewing contractual matters including supporting in handling claims and or disputes, if any.
- Assist in reviewing and implementing the supervision manual and contract management manual;
- Assist in reviewing and implementing the Quality assurance and control in implementation of road works.
- Conduct regular visit to the construction sites together with PIU officials, and join and assist the PIU in the progress review and project management meetings.

- Assist the PIU in identifying gaps in management capacity, expertise, and systems, if any, recommend measures to address gaps, and support the PIU to take actions on the recommendations, including strengthening/developing management and monitoring systems, improving documentation/reporting and data management systems, supporting on organization and delivery of trainings/capacity building sessions with PIU/CSC/contractor staffs as well as identifying needs and developing draft TORs for additional specialized experts to be hired by the PIU when required,
- Assist the PIU to coordinate with the experts working in the capacity building activities in the PWD and in developing and implementation of training plan for the PWD covering various subject issues.
- Assist reviewing the progress reports, identify issues and help the PIU to take proactive contractual actions for assurance of technical standards, quality, environment and social safeguard issues including Occupational and community health and safety issues at construction zone.
- Conduct a technical review including implementation of EMP and safety measures every 2monthsfor each road together with the PIU field engineers. On the basis of the technical review, prepare a report and advise on the necessary remedial or corrective measures for non-conformation, if any. Monitor the implementation of corrective measures.
- Assist the PIU in improving the road safety management through various activities under road safety,
- Provide support in reviewing the monthly and quarterly reports, and other documents submitted by the CSC to ensure quality of the data and information provided there in, including adequacy of recommendations to address problems/gaps.
- Assist the PIU in ensuring clear communication among the PIU staff, CSC and the Contractors, including suggesting areas and mechanisms for improvement;
- Assist the PIU in preparing the necessary reporting and documents to be sent to the Government authority and World Bank, and in preparing materials, status updates, etc for World Bank missions as requested by PIU.

4. Qualification Requirement

- a) Education:
 - Minimum bachelor's degree in Civil Engineering and Master's degree in a highway or civil engineering or related discipline.
 - Related Trainings in highway design, quality assurance system, procurement, contract management, road safety, and other relevant topics will be preferred;
 - Related training in technical review/audit and or experiences will be preferred.
- b) General Experience: minimum 15 years of experiences in the civil engineering infrastructures after Bachelor in Civil Engineering ;
- c) Specific Experience:
 - Minimum of 10 years of working experiences as Team leader/ Senior Highway engineer in the field of design and construction of highways and roads, including leading a multidisciplinary team of experts for construction supervision or contract management;
 - Experiences in the field of mountainous road design and construction shall be preferred
 - Experiences in the civil engineering infrastructure / road works funded through bilateral and multilateral agencies shall be preferred,
 - Related experiences in conducting technical review/ audit will be preferred.
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- d) Preference:
 - Familiar with the region and working experiences in the region, Proficient in English and ability to operate Microsoft Project, Microsoft Office, and android apps.

5. Duration and Commencement of Services

The initial duration of the contract for the Technical/ Construction Management Advisor will be approximately 18 months and extendable as per project's need.. Performance shall be evaluated at end of each year and will be renewed upon satisfactory performance.

6. Supervisor and Reporting Requirements

The Advisor will be under the immediate supervision of and will report to the Project Director for MSRP II, Mizoram. He shall work closely with the PIU officials, and other individual Consultants as a part of the Project's Consultants. The Advisor will be required to submit the following reports:

- Monthly reports: 1st week of succeeding month
- Technical review reports for each road in every two months
- Review reports specific to each issues
- Any other specific reports based on request of the PIU

7. Selection Process

Selection of the Consultant will be carried out in accordance with the selection procedure of Individual Consultants Selection as per the World Bank's "Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" January 2011.

8. Facilities to be provided by the Employer

The Employer will provide the following:

- Access to the information and other assistance as required to effectively undertake this assignment;
- Working space within the PIU premises in Aizawl.
- Necessary official travel to construction road sites, as necessary.
- Logistics for presentations and report reproduction

9. Responsibility of the Consultant

The Consultant is expected to work in the PWD/ PIU office premises at Aizawl and provide his inputs/ services to the project works. No home based inputs are envisaged. The Consultant will be expected to travel periodically to the project construction sites (at minimum to each road for the technical audit/review every 2 months, and additional times when required to effectively carry out the assignment). The Consultant shall himself manage stationery, office equipment, travels to and from Mizoram, lodging and boarding at Mizoram to render services.

10. Contract and Payments

The Contract shall be time based with the inputs in Mizoram. Travel expenses, accommodation, transportation, and Per-Diems shall be reimbursed as per actual as specified in the contract.