

Terms of Reference

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Secretariat of the Dhiggaru Council
M. Dhiggaru, Republic of Maldives

Terms of Reference

Consultancy services for construction supervision of Neighborhood Fish Processing Plant at M. Dhiggaru

Introduction

The Government of the Republic of Maldives has received financing from the Government of India for Establishment of *Geydhoshu Mas Plant* in M. Dhiggaru and intends to apply part of the proceeds for the Consultancy Services for the Construction Supervision of Neighborhood Fish Processing Plant.

Background

To address the difficulties in the purchase of fish from the fishers during peak fishing season Secretariat of the Dhiggaru Council is in the process of developing Neighborhood Fish Processing Plant at M. Dhiggaru.

The project is in the process of tendering for the development of Neighborhood Fish Processing Plant at M. Dhiggaru.

Project details

This project will include:

- Installation of small-scale fish processing plant to purchase, process and value-add tuna and other fish.
- Minimum 20 ton ice making facility

- Minimum 10 ton cold room
- Equipment for fish weighing, gutting and clearing, chilling, freezing, vacuuming, packaging, quality testing and processing.

Scope of works

The scope of work among other things includes.

1. Review and approval of construction designs

The consultant will review and approve final drawings, electrical drawings, and any other required drawings submitted by the contractor before the construction phase commences.

2. Construction supervision

- Material Approval:** The consultant will approve all the materials required for the works against the specifications given in the proposals and design requirements and approve in a predefined clear process. Records must be maintained in a proper manner and shared with the beneficiary. All approvals shall be arranged in a way not causing any delays to the Contractors works.
- Supervision:** The consultant shall keep daily records of weather, Contractor's staff on-site, equipment available on-site, the material available on-site, material brought to the site, work progress and keep a log of activities done each day. The consultant shall also ensure that the structures are built, and equipment installed in conformity with the Contractual specifications, approved drawings, standards, and good engineering practices. During the supervision, if the consultant finds any defective work or work that does not conform to contract drawings and specifications, the work shall be rectified immediately. The consultant should check if all the necessary approvals and permits to carry out the works are obtained and kept updated by the contractor.
- Coordination of works:** The Consultant will organize and direct the execution of the works, by defining compliance with programs and relations between stakeholders (Secretariat of the Dhiggaru Council / **MFOR** and contractors). Coordination will be ensured mainly by holding general monthly meetings (virtually), with managers of the Contractors and Secretariat of the Dhiggaru Council, and **MFOR**. In arranging these meetings, the Consultant is expected to maintain and circulate the minutes of such meetings.
- Reviewing contractor reports and payment claims:** The consultant will review the contractor's reports and review and sign off any payment claims from the contractors against the contract. The Consultant will also review requests for variations as required.



- e. **General Reporting to Secretariat of The Dhiggaru Council/ MFOR:** The Consultant will assist the Secretariat of The Dhiggaru Council and MFOR in supplying information related to the design and works progress of the beneficiary and the government.
- f. Examine the Contractor's proposals for changes and provide recommendations to the beneficiary for approval when changes incur costs and when require a variation work approval. Change which does not have any costs or quality may be approved by engineer and recorded in the monthly progress reports. Such changes shall be affected by written orders issued by Consultant.
- g. Certifying the completion of the works and issuance of Taking Over certificates
- h. Submission of a monthly update report during the project implementation period. This report should be submitted within 3 working days of the end of each month, in a format agreed with the Employer.

Project Site

The project site is at M. Dhiggaru

Criteria for the Consultant

Below are the criteria for the Consultant.

- a. University degree in engineering
- b. Minimum 4 years of experience in civil works projects.
- c. A Maldivian Nationality

The consultant should not be involved as a lead partner or sub-consultant in the construction of the specified projects in the packages. If such a case arises, it would lead to the disqualification of the consultant from this consultancy.

Reporting Requirements and Time Schedule for Deliverables

The Consultant will report to and advise the designated official on behalf of the Employer, on all aspects of Project Implementation throughout the duration of the contract. All documents produced including but not limited to; should be submitted in soft copies. The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of Employer.



The monthly progress report that the consultant prepare shall include:

- A brief description of work completed including versus planned progress; problems encountered and resolutions; and comments on the quality of work and Contractor performance.
- A section devoted entirely to an assessment of the impact of accumulated delays, if any, in the execution of initial rehabilitation works and a projected date for compliance with required service levels if this has not already been achieved. If the projected date is later than a revised date which will result from approved time extensions, the report will include an evaluation of a contractor-proposed plan for corrective measures to be implemented to increase the rate of progress and meet the required targets. In addition, the effect of delays on the cost and timing of the Consultant's activities should also be assessed.
- A section devoted to reporting the status of Emergency Works and Work Orders issued to the Contractor, detailing the dates of notification and subsequent actions and the time and cost effects as assessed, where appropriate.
- Discussion on the compliance or otherwise with Service Quality Criteria and the penalties that may have been applied on the Contractor's certificate for the month.

Duration of the Assignment

The period of total engagement is expected to be **18 months** from the date of signing the consultancy agreement. Commencement of Consultancy work will start only upon receipt of suitable bids.

All costs associated with domestic logistics, travel, and accommodation within the Maldives for the purposes of the consultancy assignment shall be borne by the Consultant.



Outputs and Deliverables, Schedule of Delivery and Payment

Note that payments will be based on actual time invested. All payments will be linked to successful delivery of services and outputs. The outputs to be delivered by the Consultant include, inter alia, the following:

Deliverables		
Output	Description	Deliverable
1	<i>Review and approval of construction designs</i>	
	The consultant will review and approve final drawings, electrical drawings, and any other required drawings submitted by the contractor before the construction phase commences.	Approval Reports
2	<i>Construction Supervision</i>	
a	<i>Material Approval:</i> The consultant will approve all the materials required for the works against the specifications given in the proposals and design requirements and approve in a predefined clear process. Records must be maintained in a proper manner and shared with the beneficiary. All approvals shall be arranged in a way not causing any delays to the Contractors works.	Approval Reports
b	<i>Supervision:</i> The consultant shall keep daily records of weather, Contractor's staff on-site, equipment available on-site, the material available on-site, material brought to the site, work progress and keep a log of activities done each day. The consultant shall also ensure that the structures are built, and equipment installed in conformity with the Contractual specifications, approved drawings, standards, and good engineering practices. During the supervision, if the consultant finds any defective work or work that does not conform to contract drawings and specifications, the work shall be rectified immediately. The consultant should check if all the necessary approvals and permits to carry out the works are obtained and kept updated by the contractor.	Monthly Reports based on supervision
c	<i>Coordination of works:</i> The Consultant will organize and direct the execution of the works, by defining compliance with programs and relations between stakeholders (Secretariat of the Dhiggaru Council / MFOR and contractors). Coordination will be ensured mainly by holding general monthly meetings (virtually), with managers of the Contractors and Secretariat of the Dhiggaru Council, and MFOR . In arranging these meetings, the Consultant is	Interparty Coordination, Monthly Meetings, Meeting Minutes

	expected to maintain and circulate the minutes of such meetings.	
d	<i>Reviewing contractor reports and payment claims:</i> The consultant will review the contractor’s reports and review and sign off any payment claims from the contractors against the contract. The Consultant will also review requests for variations as required.	Verification Reports
e	<i>General Reporting to SECRETARIAT OF THE DHIGGARU COUNCIL/ MFOR:</i> The Consultant will assist the SECRETARIAT OF THE DHIGGARU COUNCIL and MFOR in supplying information related to the design and works progress of the beneficiary and the government.	Monthly Reports
f	<i>Submission of a monthly report during the project implementation period. This report should be submitted within 3 working days of the end of each month, in a format agreed with the Employer. At the end of the consultancy service, a consolidated report summarizing the events shall be submitted.</i>	Monthly Reports

Note:

- At the stage of submitting the Proposal, the consultant must submit a financial proposal with the implementation plan for the delivery of all planned activities. The total sum quoted must be all-inclusive and include all cost components required to timely execute the deliverables outlined in the TOR, including all transport, accommodation, and any other applicable costs to be incurred by the consultant. No consultant should incur expenses without express authorization from the employer.
- All devices including those used for reports and meetings, and any other device required for delivery of services should be provided by the consultant.

Data, Services and Facilities to be provided by the Employer.

1. The Employer would provide all available data and information that would be relevant to this current assignment. Note that Consultant will be responsible for any needed translation of documents and processing of data. Employer will also provide all necessary and reasonable support to Consultant in collecting secondary data, such as issuing authorization letters.
2. Consultant will be responsible for all transport, accommodation, and for any other expenditure needed to take part in progress review meetings. Consultant shall include all such costs in their financial proposal.

Reporting Requirements and Time Schedule for Deliverables

1. The Consultant will report to and advise designate official on behalf of the Employer, on all aspects of Project Implementation throughout the duration of the contract.
2. All documents produced including but not limited to; should be submitted in soft copies where necessary .
3. The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of Employer.

Duration of the Consultancy

1. The duration of the consultancy shall be 18 months from the date of signature
2. Extensions to the consultancy should be sought from the Employer based on the real-time work progress of the design and construction of the project.

