



TERMS OF REFERENCE (TOR)

Appointment of a Multidisciplinary Consultancy Firm for Supervision and Contract Administration

Document Control	Details
Document Title	TOR – Appointment of a Multidisciplinary Consultancy Firm for Periodic Site Supervision and Contract Administration
Project	MIV (Male' Industrial Village) – FSM Fuel Shed
Employer	Fuel Supplies Maldives PVT LTD (FSM)
Location	K. Malé, Maldives
Constultancy Period	12 months
Date	October 2026

1. Introduction

Fuel Supplies Maldives Pvt. Ltd. (FSM) intends to appoint a qualified and experienced multidisciplinary consultancy firm to provide professional consultancy services for the construction and finishing works of the FSM Fuel Shed at Male' Industrial Village (MIV).

FSM has already prepared and approved the construction drawings and Bill of Quantities (BOQ). Accordingly, the appointed consultancy firm shall be responsible for reviewing the available project documents, undertaking periodic site visits, monitoring construction progress and quality, verifying completed quantities, assessing payment applications, and providing professional advice to FSM throughout the construction period.

The consultancy firm shall provide an appropriately qualified team comprising civil and structural engineers, an architect, a quantity surveyor, and other relevant technical personnel as required.

The consultancy firm shall represent FSM's interests and help ensure that the contractor executes the works in accordance with the approved drawings, BOQ, technical specifications, contractual requirements, and applicable regulations.

2. Objectives

1. Monitor construction and finishing works through periodic site inspections.
2. Verify compliance with approved drawings, specifications, BOQ, and contractual requirements.
3. Assess construction quality, workmanship, and material compliance.
4. Monitor progress and report delays, defects, risks, and corrective actions.
5. Verify completed work quantities and assess interim payment applications.
6. Review variations, additional works, and cost implications before FSM makes decisions.
7. Coordinate civil, structural, architectural, electrical, mechanical, drainage, and relevant fuel facility interfaces.
8. Provide regular, evidence-based reports enabling FSM to monitor project performance and make informed decisions.
9. Support inspections, snagging, completion, and handover of the facility.

3. Scope of Services

3.1 Review of Existing Project Documents

At the commencement of the assignment, the consultancy firm shall:

- Review the approved construction drawings, BOQ, technical specifications, tender documents, and relevant contractual documents.
- Identify discrepancies, omissions, constructability issues, and coordination conflicts in the available documents.

- Review the proposed construction sequence and identify activities requiring special inspection or testing.
- Establish a site inspection schedule, reporting format, communication protocol, and deliverables register.
- Submit an inception report outlining the proposed methodology, personnel deployment, inspection arrangements, and key project risks.

The appointment shall not include preparation of the original construction drawings or BOQ. Any additional design or redesign services shall require separate written authorization from FSM.

3.2 Periodic Site Supervision and Inspections

The consultancy firm shall undertake periodic site visits to inspect and monitor the contractor's work.

The proposed frequency shall be stated in the firm's technical proposal. For procurement purposes, FSM may specify a minimum of **two site visits per week**, subject to adjustment according to the construction programme, critical activities, project risks, and approved supervision plan.

During site visits, the consultancy firm shall:

- Inspect ongoing and completed civil, structural, architectural, and finishing works.
- Verify construction against approved drawings, specifications, and BOQ descriptions.
- Inspect critical activities before work is concealed or covered, where notified and scheduled.
- Review material quality, workmanship, dimensions, levels, alignment, and finishing.
- Record observed defects, non-compliance, incomplete works, and corrective actions.
- Take dated photographs documenting progress and significant findings.
- Meet the contractor's representative and FSM's designated representative as required.
- Provide written inspection findings and recommendations following each visit.

The consultancy firm shall maintain a record of all site visits, including the date, personnel attending, activities inspected, observations, photographs, decisions required, and action items.

Site visits shall be coordinated with the contractor to ensure that inspections take place at appropriate stages. The contractor shall remain responsible for notifying the consultant of inspection requests and for providing access to work requiring inspection.

3.3 Civil and Structural Works

The consultancy firm's civil and structural engineering personnel shall inspect and monitor relevant works, including, where applicable:

- Excavation, filling, compaction, and foundations.
- Reinforcement, formwork, concrete placement, and curing.
- Structural steelwork, connections, protective coatings, and roof structures.
- Masonry, plastering, rendering, and related construction works.
- Floor slabs, paving, kerbs, and external works.
- Surface drainage, trenches, and associated reinstatement.
- Other civil and structural works included in the approved project documents.

The consultant shall review relevant material certificates and test results, identify defects, and recommend corrective action.

Where formal design changes or structural assessments are required, the consultant shall advise FSM and obtain authorization before undertaking services beyond the agreed scope.

3.4 Architectural and Finishing Works

The architect and relevant technical personnel shall:

- Inspect flooring, painting, plastering, roofing, waterproofing, doors, windows, shutters, metalwork, and other specified finishes.
- Verify compliance with approved architectural drawings, finishing schedules, material specifications, and approved samples.
- Assess workmanship, alignment, levels, dimensions, appearance, and installation quality.
- Identify defective, damaged, incomplete, or non-compliant finishes.
- Recommend appropriate rectification and verify completed corrective work.

3.5 Quantity Surveying and Cost Control

The consultancy firm shall provide quantity surveying services using FSM's approved BOQ and contractual rates as the basis for assessment.

The quantity surveyor shall:

- Review the approved BOQ and identify items requiring clarification for measurement or valuation.
- Verify quantities of work completed through site measurements, records, and supporting documentation.
- Review contractor payment applications against actual progress and contractual requirements.
- Prepare payment assessment reports and recommendations for FSM's approval.
- Evaluate proposed variations, additional works, omissions, and changes in quantities.
- Review quotations and supporting cost calculations for proposed variations.
- Maintain a register of variations, payment assessments, claims, and potential additional costs.
- Monitor the contract sum and prepare periodic cost forecasts.
- Review the contractor's final account and provide recommendations to FSM.

The consultant shall not authorize variations, additional expenditure, or changes to the contract sum without FSM's prior written approval.

3.6 Quality Assurance and Quality Control

The consultancy firm shall:

- Review the contractor's quality assurance and quality control procedures.
- Verify materials against approved specifications and submissions.
- Inspect workmanship at appropriate stages of construction.
- Review relevant testing records and witness tests where specified and agreed.
- Maintain inspection reports, material approval records, test results, and non-conformance registers.
- Report non-compliant work in writing and recommend corrective action.

- Follow up on rectification and document outstanding quality issues.
- Advise FSM when work is not suitable for acceptance.

The consultant's periodic inspections shall not relieve the contractor of responsibility for construction quality, workmanship, testing, or compliance with the contract.

3.7 Coordination with Fuel Facility Installations

The consultancy firm shall monitor coordination between the civil and finishing works and the relevant specialist installations, where included in the project.

These interfaces may include:

- Fuel dispenser foundations and equipment mounting arrangements.
- Fuel piping routes, sleeves, trenches, penetrations, and reinstatement.
- Electrical conduits, cable routes, earthing, and equipment foundations.
- Drainage and containment arrangements specified in the approved design.
- Fire safety equipment interfaces and associated civil provisions.
- Access, maintenance clearances, and protection of installed equipment.

The consultant shall report coordination conflicts to FSM before the affected work proceeds.

Specialist design, installation, testing, certification, and commissioning of fuel systems, electrical systems, fire protection systems, and hazardous-area installations shall remain the responsibility of appropriately qualified specialists unless expressly included in the consultancy agreement.

3.8 Progress Monitoring and Programme Review

The consultancy firm shall:

- Review the contractor's construction programme and planned milestones.
- Compare actual progress against the approved programme during site visits and through contractor submissions.
- Identify delays, critical activities, material procurement issues, and risks to completion.
- Assess proposed corrective measures and recovery programmes.
- Maintain a progress tracking register.
- Provide recommendations to FSM on actions required to maintain the project schedule.

The consultant shall distinguish between verified physical progress and progress reported by the contractor.

3.9 Contract Administration and Technical Advice

The consultancy firm shall:

- Maintain records of inspections, technical queries, submissions, instructions, and approvals.
- Assess extension-of-time requests and claims and submit reasoned recommendations to FSM.
- Evaluate variations and advise on their technical and financial implications.
- Monitor contractual milestones and completion requirements.
- Advise FSM on construction defects, delays, disputes, and other contractual risks.

All delegated authority, including payment certification, contractual instructions, variation approval, and acceptance of completed works, shall be defined in the consultancy agreement.

3.10 Completion and Handover

At the completion stage, the consultancy firm shall:

- Conduct a final inspection of the construction and finishing works.
- Prepare a detailed snagging list identifying incomplete and defective items.
- Monitor rectification and verify completed corrective work.
- Review as-built drawings, test reports, material certificates, warranties, and operation and maintenance documents, where applicable.
- Verify the completed work against the approved drawings, BOQ, and contractual requirements.
- Prepare a completion and handover assessment report.

Inspections during the defects liability period shall be included only to the extent specified in the final consultancy agreement.

4. Required Consultancy Firm and Professional Team

The assignment shall be undertaken by a registered consultancy firm with adequate organizational capacity and relevant professional expertise. The firm shall nominate a Team Leader and provide access to the following disciplines:

No.	Required position	Minimum qualification and experience
1	Team Leader / Project Manager	Relevant engineering or construction-related degree, with at least 5 years of relevant experience.
2	Civil Engineer	Civil engineering degree, with at least 5 years of relevant construction supervision experience.
3	Structural Engineer	Relevant civil or structural engineering qualification, with at least 5 years of relevant experience.
4	Architect	Recognized architectural qualification, with at least 5 years of experience in building construction and finishing supervision.
5	Quantity Surveyor	Relevant quantity surveying qualification, with at least 5 years of experience in BOQ measurement, payment assessments, variations, and cost control.
6	Site Engineer / Inspector	Relevant engineering or technical qualification and practical site inspection experience.
7	MEP / Electrical Specialist	Relevant qualifications and experience in coordinating applicable mechanical, electrical, drainage, and specialist installation interfaces.

The above positions identify the required professional competencies and do not necessarily require eight separate full-time employees. The firm may propose an appropriate deployment arrangement, provided that all required disciplines are covered and suitably qualified personnel are available when needed.

The firm shall provide the proposed organizational chart, CVs, qualifications, relevant professional registrations and project experience.

FSM shall have the right to approve proposed key personnel and request replacement where performance or qualifications are unsatisfactory, subject to the consultancy agreement.

5. Requirements for the Consultancy Firm

The consultancy firm shall:

- Be legally registered and authorized to provide the proposed consultancy services in the Maldives.
- Demonstrate relevant experience in industrial, commercial, warehouse, fuel station, or similar construction projects.
- Have adequate technical and organizational capacity to provide the required multidisciplinary services.
- Demonstrate experience in periodic site supervision, quality control, architectural finishing, quantity surveying, and contract administration.
- Be familiar with applicable Maldivian regulations and relevant construction standards.

6. Site Visit Frequency and Personnel Deployment

The consultancy firm shall propose a site attendance and personnel deployment schedule suitable for the project.

For evaluation purposes, FSM should require the firm to price a clearly defined base service comprising:

- A minimum of two scheduled site visits per week during active construction, unless otherwise specified in the procurement documents.
- Additional inspections for critical construction activities where reasonably required and agreed in the supervision plan.
- Attendance at scheduled coordination meetings as specified by FSM.
- Written inspection reports following each site visit.
- Weekly progress updates and monthly consolidated reports.
- Availability of the Team Leader, Quantity Surveyor, Architect, and relevant engineering specialists when their respective expertise is required.

The firm shall identify the number of visits, expected duration of each visit, personnel attending, and any limitations on the proposed service.

Periodic site supervision shall not be represented as continuous or full-time supervision. The construction contractor shall remain responsible for day-to-day site management and supervision.

7. Deliverables and Reporting Requirements

The consultancy firm shall submit the following:

No.	Deliverable	Required timing
1	Inception report and review of project documents	Within 7 calendar days of commencement
2	Site inspection report with photographs and action items	Within 1 working day after each visit
3	Weekly progress update	Weekly
4	Monthly progress, quality, and cost report	Within 5 working days after month-end
5	Payment application assessment	Within 5 working days after receipt of a complete application, unless otherwise agreed

6	Variation and claim assessment	Within an agreed timeframe according to complexity
7	Meeting minutes and action register	Within 2 working days after each meeting
8	Snagging and defect inspection report	At substantial completion and as required
9	Final completion and handover report	Before final handover recommendation
10	Defects liability inspection reports	Before final handover recommendation

The monthly report shall include:

- Overall project status and physical progress.
- Planned versus actual progress.
- Summary of site visits and work inspected.
- Quality issues, non-conformities, and outstanding corrective actions.
- Materials and testing status.
- Approved and pending variations if any.
- Delays, risks, and required decisions.
- Photographic records.
- Recommended actions and responsible parties.

All reports shall be submitted electronically in PDF and editable format.

8. Duration of Consultancy

The consultancy firm shall be appointed for a period of **twelve (12) months** commencing from the date specified in the formal appointment letter or consultancy agreement issued by Fuel Supplies Maldives Pvt. Ltd. (FSM).

During the 12-month engagement, the consultancy firm shall provide periodic site supervision, multidisciplinary technical inspections, quantity surveying, cost monitoring, quality assurance, contract administration, and progress reporting for the MIV FSM Fuel Shed Construction and Finishing Works.

The consultancy firm shall plan its professional team in accordance with the approved construction programme and the agreed site visit schedule. The consultancy fee shall cover all services, reporting, coordination, and site visits included in the approved proposal for the full 12-month period.

Any extension beyond the initial 12-month period shall require FSM's prior written approval and shall be subject to mutually agreed fees and contractual conditions.

9. Site Visits and Personnel Deployment

The consultancy firm shall provide a multidisciplinary team comprising civil and structural engineers, an architect, a quantity surveyor, and other relevant specialists required for the assignment.

The minimum service requirements shall be as follows:

1. **Site visits:** A minimum of two scheduled site visits per week during active construction, subject to the approved supervision plan.
2. **Critical inspections:** Additional inspections for critical construction activities, including reinforcement, concrete works, structural steelwork, waterproofing, and finishing works, as required and agreed with FSM.

3. **Inspection reports:** A written inspection report, including dated photographs, findings, defects, and recommended corrective actions, within one working day after each site visit.
4. **Weekly reporting:** A weekly progress update covering construction status, issues identified, and actions required.
5. **Monthly reporting:** A consolidated monthly report covering physical progress, quality, cost, variations, risks, outstanding issues, and recommendations.
6. **Quantity surveying:** Verification of completed quantities, assessment of interim payment applications, evaluation of variations, and monitoring of the approved contract sum.
7. **Technical coordination:** Availability of the relevant professional personnel when specialist input is required.
8. **Meetings:** Attendance at scheduled progress and coordination meetings as agreed with FSM.

The consultancy firm shall clearly identify the proposed personnel, number of visits, duration of visits, and allocation of professional resources in its technical proposal.

10. Responsibilities of FSM

FSM shall:

- Provide the approved construction drawings, BOQ, specifications, and relevant contract documents.
- Facilitate access to the site and relevant project stakeholders.
- Appoint an authorized representative to coordinate with the consultant.
- Review recommendations and make decisions within agreed timeframes.
- Define the consultant's authority for inspections, instructions, and variations.
- Make payments in accordance with the signed consultancy agreement.

11. Proposal Submission Requirements

Interested consultancy firms shall submit:

1. Company profile and registration documents.
2. Relevant project experience and client references.
3. Organizational chart and multidisciplinary staffing plan.
4. CVs and qualifications of key personnel.
5. Proposed site attendance schedule and estimated person-days.
6. Evidence of professional registrations and insurance, where required.
7. List of assumptions, exclusions, and proposed additional services.

13. Professional Responsibility and Limitations

The consultancy firm shall exercise appropriate professional skill, care, and diligence in providing the agreed services.

The firm shall promptly report material defects, non-compliance, delays, safety concerns, cost risks, and other significant matters to FSM.

The firm shall not approve changes to the design, scope, cost, or contractual programme beyond its delegated authority.

14. Confidentiality and Ownership of Documents

All project information and documents shall be treated as confidentialia.

All inspection reports, cost assessments, progress reports, registers, and other deliverables shall be provided to FSM in accordance with the consultancy agreement.