



**LEBANESE REPUBLIC
COUNCIL FOR DEVELOPMENT AND RECONSTRUCTION
(CDR)**

LEBANON EMERGENCY ASSISTANCE PROJECT (LEAP)

**TERMS OF REFERENCE (TOR)
FOR
CONSULTANCY SERVICES**

CONSTRUCTION SUPERVISION OF

**DAMAGED ROADS CLEARING AND RESTORATION IN:
“NABATIYEH, HASBAYA, MARJEYOUN, SOUR AND BINT
JBEIL CAZAS AND THE SOUTHERN SUBURBS OF BEIRUT”**

OCTOBER 02, 2025

A. BACKGROUND

As Lebanon emerges from the 2023-24 conflict that affected Lebanon and overlapping multifaceted crises, the Lebanon Emergency Assistance Project (LEAP) is designed to address supports the most urgent repair and reconstruction of damaged critical public infrastructure and public lifeline services and the sustainable management of rubble. Given the magnitude of the needs, estimated at approximately \$11 billion, the Project establishes a robust, transparent, and data-driven framework to identify and execute priority investments, restoring essential services where they are most urgently needed to resume social and economic activities. This framework will allow the Government of Lebanon (GoL) to seamlessly coordinate support for recovery and reconstruction as additional financing becomes available from partners. To enable the efficient delivery of the expected volume of investments in the years ahead in an accountable and transparent manner, reform measures and streamlined procedures have been identified to strengthen the implementing agency, the Council for Development and Reconstruction (CDR), according to international benchmarks.

The Proposed Development Objective is to enable sustainable recovery and restore lifeline services and critical infrastructure in conflict-affected areas of Lebanon. The project will require \$1 billion to finance appraised activities, with \$250 million in IBRD financing currently available, leaving a \$750 million financing gap. This approach reflects the unique post-conflict context in Lebanon, with massive needs and the urgency of implementing recovery activities before full project financing is secured. The project supports the GoL in a sequenced approach to response, recovery, and early reconstruction, including improvements in environmental management of rubble, restoration of lifeline services, and critical infrastructure in prioritized areas affected by the conflict. The four Project components are: (1) Immediate Response, (2) Public Lifeline Services and Critical Public Infrastructure Recovery; (3) Sustainable and Robust Reconstruction of Public Infrastructure and Public Lifeline Services; and (4) Project Management.

- Component 1 covers the immediate response actions required to ensure readiness for recovery, to create the conditions that favor a return to normality and can start immediately.
- Component 2 supports Rapid restoration of critical public infrastructure and public lifeline services in affected areas, through repair and provision of alternative service delivery mechanisms.
- Component 3 will finance necessary consultancy services to enable the preparation of a pipeline of reconstruction investments that are ready for civil works contracting as soon as financing becomes available.
- Component 4 will finance consulting and non-consulting services, goods, training, and operating costs for supporting the Project Management Unit (PMU) in management and implementation activities under the Project.

The Council for Development and Reconstruction (CDR – hereinafter referred to as the Client), acting as the executing agency for and on behalf of the Government of Lebanon (GoL), intends to engage a **Construction Supervision Consultant**. The

Consultant will be responsible for supervising, verifying, and reporting on the compliance of all construction activities related to the clearing and restoration of damaged roads in Nabatiyeh, Hasbaya, Marjeyoun, Sour and Bint Jbeil Cazas and the Southern Suburbs of Beirut. This includes:

- (i) Supervising and verifying – through regular site visits, technical assessments, and review of relevant project documentation – the implementation and quality of works in accordance with the approved designs, technical specifications, and contract conditions;
- (ii) Ensuring compliance with the project operational manual, as well as applicable World Bank operational, fiduciary, environmental, and social requirements;
- (iii) Certifying completed works, including road clearance, pavement restoration, drainage works, and associated infrastructure repairs; and
- (iv) Monitoring progress against project timelines and collecting feedback from stakeholders, including local authorities, contractors, local communities, and end beneficiaries.

B. OBJECTIVE

The objectives of these Consultancy services include but are not limited to:

- supervise the works contracts;
- ensure that the executed works comply with the approved design, internationally acceptable technical specifications and sound engineering practice;
- participate in provisional taking-over including: inspection of the completed works, preparation the deficiencies list of all outstanding or substandard items, issuing a Provisional Take-over Certificate, compile as-built drawings, and prepare the Final Report
- provide services during defects liability period including inspect Outstanding works and Remedying Defects, issue Defects Liability Certificate, certify Final Payment Certificate, and preparing Final Completion Report

The objective is also to ensure that the works are carried out to a high standard of workmanship and materials, as scheduled and within budget, in accordance with the specifications and drawings of the Contract, to acceptable World Bank environmental & social standards and in accordance with the Employer's requirements.

The project aims to promote gender workforce equality to the maximum extent possible by encouraging employment of women and a safe workplace environment for all staff within the project.

C. SCOPE OF WORK

The Consultant shall develop a Project Management Plan to adopt during the project, which will be composed of 3 main phases: Preconstruction or tendering stage, construction stage and defects liability.

The services to be provided by the Consultant shall include, but shall not be limited to:

- Assistance to CDR's procurement team during tendering.
- Prepare initial site-handing over certificate in accordance with contract provisions.
- Supervise the construction works.
- Ensure that the contractor protects antiquities and cultural heritage affected by construction works, in accordance with WB's ESS8-Cultural Heritage which includes movable or immovable objects, sites, structures, groups of structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance from adverse impact of the project activities.
- Prepare, monitor and maintain cost estimates and planning schedules.
- Progress monitoring (including compliance with Social and Environmental Standards including Environmental and Social Management Plans (ESMPs) and other applicable E&S management plans) and reporting
- Co-ordinate and manage contractors, to ensure smooth execution of works, effective communication among all parties, timely delivery of activities, and compliance with approved schedules, quality standards, health and safety requirements, and environmental and social safeguards.

- Manage claims and variation in consultations with the Employer.
- Certify contractors' monthly and progress payment certificates.
- Ensure that as-built drawings are prepared and approved and handed over to CDR, operation & maintenance manuals reviewed & updated and approved.
- Administer the construction contract in accordance with contract terms and conditions, approved workplan and technical standards specifications of works.
- Supervise rectification of defects during the defects liability period.
- Certify final completion certificate in accordance with contract provisions.

TASK 1: ASSISTANCE DURING TENDERING

The Consultant shall assist the client with the bid evaluation process as required by the client. The Consultant shall also assist in technical discussions during the pre-bid meeting with the bidders.

Where details within the scope of the design consultant's work require clarification and/or amendments, the consultant shall prepare such clarification/ amendments details and ensure timely dispatch to the client.

During the bid opening, the consultant shall be present to assist the client in the bid opening as needed and record the minutes of the bid opening.

After completion of the bid opening, the consultant shall prepare his bid evaluation report following the outline stated in the bidding document with sufficient details to determine the responsiveness of the bids and to evaluate and compare the financial bids of the responsive bids and provide price analysis of the lowest responsive bid.

TASK 2: SUPERVISION SERVICES.

PLANNING AND CO-ORDINATION

1. Review of Contractor's submitted Detailed Program

The Consultant shall review and approve the contractor's submitted detailed work plan, including his methodology for ensuring the quality of the works, and computerized program of all activities and resources for the execution of the work included in his contract. The Contractor's plan and program shall include all activities that interface or otherwise relate to the work being done by the different contractors or other involved parties, including required dates of receipt of data and construction drawings, submittal dates for the various documents, appropriate periods for review etc.

The program shall be prepared using project management software such as "Primavera" or similar compatible software approved by the Consultant and shall be constantly updated throughout the period of the contract

2. Progress Monitoring-During Construction

In order to fulfill the above objectives, the Consultant shall for all contracts, inter alia: At all times take necessary measures and provide appropriate advice to the Client to enable the construction contract to be completed in a timely and cost-effective manner, in conformity with contract conditions and specifications.

The Consultant shall monitor the Contractor's works to determine progress on a monthly basis and ensure that the construction program is maintained and costs minimized by means of, but not limited to, the following activities:

- Review and, if in agreement, consent to the Contractor's proposed program of work to meet key dates established in the various tasks;
- Prepare and maintain progress programs for use in monitoring and reporting progress;
- Prepare consolidated monthly reports on physical and financial status, site meetings and contractual matters with particular reference to variation orders and contractors claims. The monthly reports shall deal specifically with monitoring and follow-up of agreed environmental and social mitigation measures and with the contractor's adherence to safety, health standards and anti-corruption measures as applicable under contract. Each monthly report

should include recommendations if any, for action by the Client and the Contractor.

- Prepare control charts of the main activities and a project master schedule, indicating both past performance and forecasts for completion including time involved in each case.
- Analyze the variations of construction progress from the Contractor's program; and advise client in a timely manner
- If and when progress falls behind program, develop in consultation with the Contractor, for approval by the Employer, appropriate modifications to programs and/or work methods to recover the original program.
- Ensure that the Contractor's reporting requirements identified in the management procedures developed by the Consultant are fulfilled.

3. Co-ordination

The Consultant shall organize co-ordination and site meetings with the Contractor and suppliers on a regular basis and as necessary. The Consultant shall conduct these meetings on behalf of the Client, take minutes and report to all concerned parties.

4. Environmental and Social Management Plan.

Prior to construction stage, the Consultant shall review the ESIA, Environmental and Social Management Plan prepared at the design stage and site-specific Environmental and Social Management Plans (C-ESMPs) developed by the contractor (s) and make any necessary improvements.

During construction, the Consultant shall:

- Ensure that the ESMP measures for both environmental and social risks are being implemented by the Contractor as well as other applicable E&S instruments prepared for the project (eg. labor management procedures, occupational health and safety measures or plan, waste management plan, grievance mechanism, gender-based violence prevention, etc)..
- Conduct environmental and social monitoring as needed In accordance with approved ES standards.
- Prepare monthly and quarterly progress reports to be submitted to the Client. The contents of the progress report should include, but are not limited to, assessment of the degree of compliance of the contractors to the ESMP requirements, implementation status of mitigation measures, results of environmental and social monitoring, compliance with Health and Safety measures, any construction related accidents. corrective actions implemented, etc.
- Notify the CDR no later than 24 hours of any incident or accident relating to the project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers, including those resulting in death or significant injury to workers or the public; acts of violence, discrimination or protest; unforeseen impacts to cultural heritage or biodiversity resources; pollution of the environment; forced or child labor; displacement

without due process (forced eviction); allegations of sexual exploitation or abuse (SEA), or sexual harassment (SH); or disease outbreaks.

COST CONTROL

1. Monitoring Contract Costs

The Consultant shall be responsible for monitoring of contract costs relative to budget. The consultant shall utilize a computerized Budget and Cost Forecast (BCF) system and shall prepare, with the Contractor, an estimate of the cost of the various contracts, and incorporate updated quantities, variation orders, dayworks, potential costs of claims, and projected expenditure from provisional sums. The estimated cash flow up to completion of the contracts shall be prepared, updated based on the revised contract costs, and submitted each month in line with the management procedures.

2. Claims Management and Variation Orders

The Consultant shall anticipate potential claims and shall take steps to mitigate their effect. The Consultant shall assess the need for variations to the Contract and any claims submitted by the Contractor, review their merit and, where appropriate, prepare variation approval requests in accordance with the Contract Conditions and submit them to the Employer for approval prior to preparing variation orders and issuing them to the Contractor.

3. Certify Contractors' Monthly Statements

The Consultant shall process in a timely manner and, as appropriate, certify for payment the Contractor's monthly interim statements to ensure that such statements reflect work completed.

The statements shall be based on measurements on site. The measurements on site shall be made jointly by the Contractor and the Consultant. The contractor shall submit the executed quantities for review and approval by the Consultant. The consultant shall prepare and submit to the Client the final cost for the measured completed works.

RECORD KEEPING

1. Preparation of Reports

The Consultant shall prepare all necessary reports for progress and record purposes. The preparation of these reports shall include, but not be limited to, the following activities:

- Prepare and agree with the Employer appropriate formats and review and approval of these formats, if required, as work proceeds;
- Collect and check daily and shift reports from the Contractor for labor (disaggregated by type of job, gender, location and nationality of worker) and equipment in anticipation of preparing weekly and monthly summary reports;
- Keep records of all measurements and agreements and incorporate measurement data in monthly progress reports and cost monitoring systems;
- Undertake the correct and timely distribution of all reports;
- Minutes of site and co-ordination meetings shall be distributed within the three days following the meeting;
- Monthly progress reports will be standardized as per the developed management procedure. The Consultant shall follow these standardized formats;
- The Consultant shall prepare and/or supervise the preparation of cost reports, progress reports, construction schedules, estimates of monthly cash requirements, Contractor's estimates for payments, and such other reports and data as may be desirable or as may be directed by the Employer. Monthly construction progress reporting will use the "Earned Value" technique requiring the provision of an activity completion report for each contract with an "S" curve, and a tabular cash flow report.

2. As-Built Drawings and Completion Report

The Consultant shall be responsible for ensuring that the Contractor maintains at the site a complete set of all drawings for the Contract as the work proceeds. To this end the Contractor shall:

- On a set of **working drawings** maintain a continuous reproducible "as-built" record of the actual alignments, levels, dimensions etc. to which the works have been constructed;
- On completion of the construction of each structure/section, "**As-Built**" **drawings**, transfer all recorded changes to a CAD file (original CAD files to be supplied by designer), or prepare new CAD drawings as required;
- Prepare completion reports for all major structures or elements of the contract works, incorporating **as-built** records and drawings, within 60 days of issue of any taking over certificate. Completion reports shall also include details of construction methodology, test results, O&M recommendations etc.
- Before commencement of works, the Consultant shall ensure that all design drawings are reviewed and approved. During the construction phase, the Consultant shall review and approve the Contractor's working/shop drawings. Upon final completion of the works, the Consultant shall review and approve the "as-built" drawings prepared by the Contractor. In addition, the Consultant shall audit, on a monthly basis, the Contractor's performance in producing working/shop drawings, as-built details and completion reports, and shall maintain corresponding audit records for review by the Client.

SUPERVISION OF CONTRACT WORKS

1. Project Manager Function

The Conditions of Contract for the construction contracts are based on WB FIDIC Conditions of Contract and special conditions. The Consultant will be required to obtain specific approval of the Employer before taking certain actions.

2. Construction Works and Materials Inspections and Approvals

The Consultant shall supervise and inspect the construction works including, but not limited to, the following activities:

- Supervising and inspecting the works of the contractors and suppliers for completion of the contracts in accordance with plans and specifications;
- Monitoring environmental, social, and health and safety requirements, whether specified or not, and ensuring that requirements are fulfilled;
- Taking photographs during construction and installation and keeping a daily diary of construction activities;
- Supervising and approve all tests to be carried out by the Contractor and suppliers;
- Supervising and approve final evaluation of all measurements made by the Contractor including the provision of all necessary measurement instruments;
- Supervising the assembly, installation, preliminary tests, initial operation and preparation for commissioning of all machinery and equipment on site;
- Supervising through qualified inspectors jointly with the Employer the execution of the acceptance tests prior to convening the taking over committee and issuing the Taking Over Certificate;
- Preparing and submitting to the Employer inspection and test reports and certificates of acceptance;
- Supervising the commissioning of all structures and plant. The Consultant shall assist in the involvement of concerned operating staff, co-ordinate testing and commissioning programs and prepare taking over certificates;
- Administer dayworks as required;
- Follow up on the manufacturing of all equipment to ensure compliance with the specifications, including monitoring of certificates of origin, and supervise their delivery to ensure compliance with contractual time schedules;
- Follow up on packing, transportation and delivery, as well as temporary storage, and supervise the storage at site of all equipment, materials and supplies, together with ensuring that Letters of Credit are opened by the Contractor where appropriate;
- Promote a good working environment and monitor labour relations, living and community relations to be able to identify potential problems and solve them promptly as set forth in the various contracts.
- Enforce the maintenance and protection of traffic procedures and schemes as detailed in the drawings.
- Enforce the CDR Safety, Health and Environmental Regulations.
- Ensure that the Contractor complies with the contract in respect of insurance.

DEFECTS LIABILITY PERIOD (DLP)

The objective of the services during the defects liability period is to oversee the maintenance activities during one year, by drawing the attention of the contractor on any defect and by inspection the remedial works. For purposes of carrying out these services the Consultant shall assign his Resident Engineer to make two visits (one Man Month input for both visits) to carry out the following;

- Inspections of Outstanding works and Remedying Defects
- Monitor Environmental and Social impacts
- Prepare and issue Defects Liability Certificate
- Review and certify Final Payment Certificate
- Prepare Final Completion Report

REPORTING REQUIREMENTS

The Consultant shall prepare and submit the reports described in this section. All reports shall be produced in English with executive summaries in English. In addition, electronic version of each report compatible with MS Office, Adobe Acrobat or equivalent, must be submitted.

1) For Task 1 Assistance during Tendering

After completion of the bid opening, the consultant shall assist CDR in preparing the bid evaluation report following the outline stated in the bidding document with sufficient details to determine the responsiveness of the bids and to evaluate and compare the financial bids of the responsive bids and provide price analysis of the lowest responsive bid. The consultant bid evaluation report shall be submitted in non-editable format and two (2) hard copies to the client.

2) For Task 2 - Reporting for Supervision Services

INCEPTION REPORT

The Consultant shall submit the Inception Report within six weeks of commencement of the works contract. This report shall include results of the review of the contractor's work program, any modifications thereto, status of the contractor's mobilization, advance payment, Bank guarantees and any matter requiring the Employer's attention and action. This report shall be also submitted in five (5) copies.

MONTHLY REPORTS

The Consultant shall prepare monthly progress reports for the duration of the contract. These are to be submitted in 5 copies and should reach the Client not later than 10 days after the end of the month being reported on. Another (1) copy of the monthly progress reports will be sent directly to the financier (WB).

The format of the monthly progress reports shall be agreed with the Client. The report will include but not be limited to the following:

- a) useful information regarding the implementation of the contract allowing a technical and financial follow up of the project;
- b) recording of any agreed changes on the original envisaged technical solutions;

- c) major changes of quantities compared to contractual Bill of Quantities;
- d) suggestions for resolution of any technical and other problems (a separate section will be given to cover issues, problems and solutions) which occur and those affecting the progress of the work such as variation orders and claims of the contractors;
- e) financial status of both the construction and the supervision of the civil works;
- f) progress charts including percentages of completion of individual main work items and overall project/contract;
- g) E&S performance in accordance with the metrics specified in the respective bidding documents and contracts
- h)
- i) weather information and charts; and,
- j) construction and supervision data.

FINAL REPORT

The Final Report in five (5) copies to the Client and one (1) copy to the financier(s) shall be submitted no later than one month after the substantial completion of construction works. The report should enable the Client to know the type, quality and quantity of materials used and all information which together with the as-built drawings (original and 6 copies) and specifications will help in the maintenance of the roads.

The report shall also include a summary of the principal difficulties encountered during construction and the means employed to overcome them, E&S performance, changes (if any) made in the original designs, modifications to specifications and conditions of contract, all variation orders, assessment of claims by the contractor, utilization of provisional and price variation and physical contingency sums, cumulative monthly payments to the Contractor, by date and number of payment certificate and break down into foreign and local currencies and including a similar payment schedule for supervision services. The details of the overall project costs (construction and supervision) with justification for any significant differences with the original shall be given in the final report.

3) Reporting during Defect Liability Period Services

Final Completion Report

Upon issuance of the defects liability and the final payment certificates, the Consultant shall prepare within 30 days the Project Final Completion Report in ten (5) copies to the Client and two (2) copies to the financiers (WB). The report shall include a separate section on proposed future maintenance activities and related arrangements for the road sections supervised.

D. STAFF AND FACILITIES

4) Consultant's staff

The Consultant shall employ such staff to fulfill his obligations under the agreement. An assessment of the minimum staff required is set out here below. However, the Consultant shall make his own assessment of the staff necessary to fulfill his obligations. All such staff are to be fluent in the written and spoken use of the English Language, and shall also be fully computer literate.

Office Backup

The Consultant's key personnel proposed shall include but not necessarily limited to:

i. Road Design and Road Maintenance Engineer

- A minimum of B.Sc. degree in Civil Engineering or Highway Engineering with at least 15 years of experience in design, construction, rehabilitation and maintenance of paved roads.
- At least 10 years of experience in geometric road design and application of design standards.
- Languages : English and Arabic, French is a plus.

ii. Pavement Design/Materials Specialist

- A minimum of B.Sc. degree in Geotechnical Engineering or related field with at least 10 years of experience in materials testing and pavement design for projects located in different types of terrain and soils and with different types of traffic loading; with extensive experience in asphalt pavement overlay techniques.
- Languages : English and Arabic, French is a plus.

iii. Traffic Engineer

- A minimum of B.Sc. degree in Civil Engineering, with at least 7 years of experience in traffic engineering to include planning, traffic surveys, preparation of traffic analysis for junctions and intersections, traffic signal phasing and timing, intersection channelization, and preparation of maintenance and protection of traffic plans.
- Languages : English and Arabic, French is a plus.

iv. Contract Management Specialist

- BSc degree in Engineering or Business Adminsistarions, with minium experience in bids evaluation ,contract administration and management of no less that 5 years.
- Languages : English and Arabic, French is a plus.

v. Infrastrure Engineer

- A minimum of B.Sc. degree in Civil Engineering or Structural Engineering, with at least 10 years of experience in Infrastructure utilities in roads/ Highway project.
- Languages : English and Arabic, French is a plus.

vi. Planning Engineer

- A minimum of B.Sc. degree in Civil Engineering, or related field, with at least 7 years in project planning & control
- Languages : English and Arabic, French is a plus.

Construction Supervision

The Consultant shall make his own assessment for the staff needed and their time participation for carrying out the work but this must comprise at least the minimum specified here. The Consultant shall also make his own assessment of the staff necessary to perform the pre-construction services and supervision of the contractor during construction and the defects liability period. However, upon construction start-up the consultant shall seek the client approval on the Field staff and their number.

No staff shall be mobilized until the Consultant has received formal written approval from the employer for each member of staff. Such approval shall be provisional. During the first three months of their duties, performance of each member of the Consultant's staff will be monitored. If the performance of a member of the Consultants' staff is deemed inadequate by the CDR, the Consultants shall provide a replacement.

An indicative list of staff is presented below:

i. Resident Engineer

- A minimum of B.Sc. degree in Civil Engineering with He must have at least 15 years of experience out of which 10 years of experience as a Resident Engineer or equivalent capacity on road construction projects using FIDIC contract. He shall be a Registered Engineer or equivalent membership with extensive experience in road construction and contract administration. Duties include overall responsibility for management of staff. Maintaining contact with Employer and Consultant's head office. Liaison with public authorities and general members of the public. Ensuring adequate supervision of works and maintaining control of programming, claims and variations. Issuing instructions to Contractor.
- Languages : English and Arabic, French is a plus.

ii. Pavement /Materials Engineer

- A minimum of B.Sc. degree in Engineering or related field with at least ten (10) years experience in Civil Engineering works out of which at least ten (10) years as Pavement/ Materials Engineer in road works for projects located in different types of terrain and soils and with different types of traffic loading with extensive experience in asphalt pavement overlay techniques. His duties shall include but not be limited to: test and record results on standard forms showing exact location of the materials in the works and their origin, certification of all materials to be used in the works in terms of quality and quantity. He shall also be in charge of all materials to be incorporated into the works as well as utilization of material sites and waste deposit sites. He shall as well carry out tests on completed works in order to check compliance with specification requirements of the works operations after the materials have been placed in the field.
- Languages: English and Arabic, French is a plus.

iii. Site Engineer Road and Infrastructure

- A minimum of B.Sc. degree in Civil Engineering with 5 years of experience in similar works. Responsible for Supervision of site works – materials and workmanship. Maintaining records of the Contractor's activities, plant and labour. Maintaining records of complete works.
- Languages : English and Arabic, French is a plus.

iv. Traffic Safety Specialist

- A minimum of B.Sc. degree in Civil Engineering with a minimum of 7 years of experience in similar works. The appointed Traffic Safety Specialist shall Review the traffic management plans and traffic diversions during construction and ensuring all temporary traffic diversions are maintained in a safe clean condition for the road users, monitor all temporary road networks on the construction site to ensure safe use, Including intersections, speed limits, visibility, signage, etc.
- Languages: English and Arabic, French is a plus.

v. Quantity Surveyor

- Diploma in Land Surveying. 5 years of experience of similar works. Responsible for checking the Contractor's setting out, establishing control systems and temporary bench marks. Checking line and level of completed works.
- Languages : English and Arabic, French is a plus.

vi. Site Inspector (2 inspectors)

- At least seven (7) years experience works out of which at least five (5) years as Site Inspectors in similar road project
- Languages : English and Arabic, French is a plus.

vii. Environmental and Social Specialist

- BSc degree in Engineering or Environmental and Social studies, with minimum experience of at least 5 years in ESMP's preparation, monitoring, and auditing for relevant projects.
- Languages : English and Arabic, French is a plus.

viii. Occupational Safety Expert

- A minimum of a graduate degree in related field with minimum proven experience of at least 10 years in monitoring Occupational Health & Safety relevant road projects including international experience. Experience should include workplace health and safety practices, strong knowledge of OSHA or similar regulations, analysis of potentially dangerous workplace practices/conditions and preparation/implementation of recommendations, incidents fact finding and root cause analysis. Certification from an international body in OSHA or similar is a must.
- Languages : English and Arabic, French is a plus.

The above staffing is an indication of the requirements, but the consulting firm has the ultimate responsibility to staff the supervision teams adequately to take full responsibility for quality of the works and timely implementation.

5) Working Hours

During site construction and installation works the Consultant shall ensure that his staff are on site at all times when the Contractor is working.

6) Consultant's Facilities

Office space and limited furnishings will be provided in the Contractor's site offices. The Consultant shall provide all other office furnishings required for his site staff. The consultant shall provide and maintain all telephones and other services. He shall furnish and equip the office and shall provide all consumables and stationery. The Consultant shall provide all surveying equipment and other tools needed to carry out his supervision duties. On completion of his works he shall remove the offices provided by him and shall restore the site of the offices to their original condition.

E. PAYMENT TERMS

For Task 1 – Assistance during tendering: the Consultant shall be paid a Lump Sum fee.

For Task 2 – Supervision Services: the Consultant shall quote the cost of his staff, technical, equipment and other costs as he deems to be required. He shall summarize his monthly costs and accompany the same with a schedule showing the involvement of project staff.

Staff Remuneration cost

Staff remuneration covering the monthly remuneration rates for each local and expatriate personnel.

General Obligations:

The Consultant's remuneration shall be deemed to cover his liabilities, travel costs and support of his head office staff and all his obligations other than additional services not covered by these Terms of Reference.

An advance of not more than 15% of the total supervision cost may be provided for mobilization costs against an acceptable (to the Client) bank guarantee. The advance payment will be deducted from the first ten month's invoices presented by the Consultant for payments until it is fully recovered, in accordance with a schedule agreed with the Client.

F. COMMENCEMENT AND DURATION OF SERVICES

The engagement shall be deemed to have started upon issuance of the Notice to Commence by the Client and shall terminate at the completion of the DNP when the final inspection of the works has been done and the Consultant has fulfilled all his obligations, whichever comes later.

Estimated duration of the services is 2 months for Assistance during tendering + 24 months, which comprise of 12 months during construction to supervise the works according to the scope of the services and 12 (Twelve) months after completion of works during the DNP with the Consultant's intermittent input for one week every quarter to report on the status of the completed works and any defects.

In view of the tasks to be achieved, it is anticipated that staff input will be 2 Staff Month for assistance during tendering and 115 staff months for supervision services, as follows:

Staffing	Input in staff-months
1. Resident Engineer (Road Engineer)	12 staff-months + 1 week a quarter during DLP
2. Pavement/Materials Engineer	24 staff-months + 1 week a quarter during DLP
3. Site Engineer Road and Infrastructure	24 staff-months
4. Traffic Safety Engineer	24 staff-months + 1 week a quarter during DLP
5. Quantity Surveyor Engineer	24 staff-months
6. Site Inspector (2 Inspectors)	24 staff-months + 2 weeks a quarter during DLP
7. Environmental & Social Expert	24 staff-months + 1 week a quarter during DLP
8. Occupational Safety Expert	24 staff-months + 1 week a quarter during DLP

The Consultant is required to review and adapt and rationalize the outlined staff input in his proposal, such that there will be as much continuity of employment as is practicable in the teams it proposes to assign. The Consultant should consider the prospective peaks of construction activity and ensure the adequacy of staffing levels during such periods, and, at the same time, periods with low productivity levels should not be un-economically over-staffed. The objective is that the Consultant should propose to assign team that will be best suited to the methodology of its supervision and management systems. The Consultant should also consider the added value that will be provided by its organization.

Depending on the works currently in progress, details of staffing levels will be agreed through the course of the assignment with the Client.

It should be noted that the Consultant shall work according to the contractor's work schedule, which may include work during 7 (seven) days a week. Nightshifts may be expected as well. The Consultant will not be entitled to any overtime payment.

G. Contact type

Time Based.

Noting that For Task 1 – Assistance during tendering: the Consultant shall be paid a Lump Sum fee.