**Standard RfP. Section 7. Terms of Reference**

1. **Background**

The Government of Iraq (GoI) has obtained an installment Sale financing from the Islamic Development Bank (IsDB) to finance the Construction of Metal Silos for Enhancing the Storage of Wheat in the Governorate of Maysan (Code:IRQ1040). The project was approved in November 2019 while the corresponding Financing agreement was signed in October 2021 and declared effective in June 2022. The Executing Agency (EA) of the project is the Grains Board of Iraq (GBI), the development objective of the project is to enhance food security by increasing the strategic reserve of wheat in Maysan Governorate. The Key results are:

(i) **Increasing** bread-wheat stock from the current average of one (1) months’ worth of consumption to six (6) months;

(ii) **Reducing** the yearly average damage in stocks of bread-wheat by 60%; and

(iii) **Reducing** the yearly average amounts of stocks shipped to silos in other governorates for temporary storage by 50%.

The scope of the project includes:

1. Construction of metal Silo-plant in Maysan with a capacity of 60,000 tons (Design, Works, and Equipment);
2. Project Implementation Support:
   * Engineering Supervision Consultancy;
   * Project Management Consultancy;
   * Startup Workshop,
   * Familiarization Visit for EA’s Key Staff.
3. Financial Audit Services

**2. Objective(s) of the Assignment:**

A project Management Consultant (PMC) Firm will be hired to:

1. Work closely with the Executing Agency’s Project Management Team (PMT) to ensure timely implementation of actions,
2. facilitation of communication with the IsDB, and
3. ensure proper adherence to IsDB’s procedures and standards in terms of reporting.

**3. Scope of Services, Tasks (Components) and Expected Deliverables**

**3.1 Provide technical support in Procurement & Contract Management under the project.:**

* + Procurement advisory & bidding facilitation (drafting announcements, bidding conference, answering bidders’ inquiries, site visits, opening of proposals, & assist in technical evaluation of proposals;
  + Preparation of RfP (in-line with IsDB procedures) for the selection of Engineering Supervision Consultant and clearance of the same from the GBI;
  + Preparation of Bidding Document for the construction of metal Silos using IsDB standard bidding documents for Plant Design Supply, & Installation.;
  + Preparation of RfP (in-line with IsDB procedures) for the selection of Financial Audit National Firm:

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| --- | --- | --- | --- |
| S.N | Expected Deliverables | Description | Due Date |
| 1 | Request for Proposal (RfP) document for the Engineering Supervision Consultant | Softcopy in English Language | 2 Months from starting date of contract |
| 2 | Consultant Evaluation Report for the procurement of Engineering Supervision Consultant | Softcopy in English Language | According to the Project Procurement Plan |
| 3 | Bidding Document for the construction of metal Silos using IsDB standard bidding documents | Softcopy in English Language | 1.5 Months from starting date of contract |
| 4 | Bids Evaluation Report for the procurement of metal Silos | Softcopy in English Language | TBD |
| 5 | RfP and the Consultant Evaluation Report for the procurement of the Financial Audit Consulting Firm | Soft copy in English Language | According to the Project Procurement Plan |
| 6 | Consultant Evaluation Report for the procurement of the Financial Audit Consulting Firm | Softcopy in English Language | According to the Project Procurement Plan |

**3.2 Support the PMT in Managing the project’s activities, including:**

* + Contribute to maintenance of project implementation plans to ensure ongoing monitoring of project progress, pro-active identification of issues, recommendation and implementation of action plans to resolve issues promptly.
  + Monitor contracts and financial management activities of the projects and provide recommendations on GBI’s position to relevant authorities/stakeholders.
  + Under supervision of the PMT, manage the engineering consultant’s contract (review of the engineering consultant’s performance, submittals and deliverables, crosschecking payments cleared by the engineering consultant, review of results, commenting and discussion of progress, acceptance/rejection of solutions proposed by the engineering consultant,…etc.);
  + Follow-up with, coordination, and steering of all the activities of the various actors including different national authorities e.g. the Central Bank of Iraq, the Ministry of Planning, the Ministry of Finance, the Ministry of Trade, and local authorities in Maysan in order to accelerate pending actions;
  + Assist the EA in reporting to IsDB on results, emerging risks, and proposing solutions;
  + Preparation of the “Project Implementation Assessment Supervision Reports during implementation” as per the format of IsDB;
  + Support to the GBI’s PMT in the preparation of reports on technical, financial, social and environmental aspects of the project ensuring the same are in line with the applicable policies/procedures of the IsDB and the GBI.
  + Coordinate with the EA, in all aspects the project implementation to ensure that the project is completed as per the project charter/plan.
  + Assess the implementation progress and provide feedback/recommendations on GBI’s position to relevant authorities/stakeholders.
  + Lead the preparation of periodic Project’s Implementation & Assessment Reports (PIASRs) to ensure early identification of implementation issues and proposed actions are documented as a reference and for smooth execution.
  + Maintain adequate, up-to-date, and accurate project information and key records.
  + Preparation of the Project Completion Report.
  + Compile inputs from different stakeholders ensuring lessons learnt during the project implementation are recorded as reference for the future projects.
  + Prepare Project Completion Report in compliance with IsDB format and procedures.

**4. Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC):**

The PMC team shall provide in his technical proposal the following specialized experts as Key-Staff:

1. Team Leader/Mechanical Engineer (Full-Time / 36 Man.Month)

BSc. in Engineering (MSc. is preferred) & 20 years of Experience, Fluent in Arabic and English, 7 years of specific experience in leading construction teams)

1. Deputy Team Leader / Civil Engineer (Part-Time / 24 Man.Month)

(BSc. in Engineering & 15 years of Experience, Fluent in Arabic and English, 5 years of specific experience in construction of silos)

1. Procurement/Contract Management Specialist (Part-Time / 12 Man.Month)

(BSc. in related field & 15 years of Experience in Procurement, Fluent in Arabic and English, familiar in Multilateral Development Banks (MDB)s’ Procurement Guidelines and Procedures);

1. Financial Management Specialist (Part-Time / 8 Man.Month)

(BSc. in Finance & 10 years of Experience in Finance/Accounting, Fluent in Arabic and English, familiar in MDBs’ Guidelines and Procedures);

Non-Key Expert:

1. Environmental & Social Specialist (Part-Time / 4 Man.Month)

(MSc. in related field & 12 years of Experience, Fluent in Arabic and English, 5 years of specific experience in similar projects)

1. Fragility Specialist (Part-Time / 2 Man.Month)

(Qualifications to be decided),

1. Administrative Officer (Full-Time / 36 Man.Month)

(BSc in Administration or related fields & 6 years of Experience in, administration, record management and document control, Fluent in Arabic and English, familiarity with MDBs is preferred);

**5. Reporting Requirements:**

*At a minimum, list the following:*

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| --- | --- | --- | --- |
| S.N | Expected Deliverables | Description | Due Date |
| 1 | Monthly Report | Monthly activities and progress reports to the GBI | End of month starting from the date of signing the contract |
| 2 | Quarterly Report | Quarterly progress Reports to GBI and IsDB | End of every three month starting from the date of signing the contract |
| 3 | Annual PIASR | As per the IsDB’s format and shall include updated procurement and disbursement plan | End of Year |
| 4 | PCR | As per the IsDB’s format | At completion of all activites of the project |

* + *Quarterly Project Progress Report: This report shall be in English language in a format accepted by the Client & IsDB to reflect the progress under the different disciplines of the project (technical, procurement, financial, social, environmental, etc.). The report shall be delivered in 3 hardcopies and 2 softcopies in CDs no later than 2 weeks of the following quarter.*
  + Project Implementation Assessment Supervision Reports (PIASR) during implementation: *This report shall be in English language in a format accepted by the Client & IsDB to reflect the progress under the different disciplines of the project (technical, procurement, financial, social, environmental, etc.). The report shall be delivered in 3 hardcopies and 2 softcopies in CDs no later than 2 weeks of the following quarter.*
  + Project Completion Report: This report shall compile inputs from different stakeholders ensuring lessons learnt during the project implementation are recorded as reference for the future projects.

*N.B: All reports shall be delivered to the PMT head officially within the due dates stated above.*

**6. Client’s Input and Counterpart Personnel**

*(a) Services, facilities and property to be made available to the Consultant by the Client:*

*- Office Space.*

*- Projects Documents.*

*- Governmental Guidelines and directives related to the task.*

*(b) Professional and support counterpart personnel to be assigned by the Client to the Consultant’s team:*

*Project Management Team (PMT) headed by Eng. Hasan Urzi (equipment@grainb.iq)*