**TERMS OF REFERENCE**

**for Project Detailed Design and Construction Supervision Consultant**

TJK1035 – Technical and Vocational Education and Training Project in the Mountainous Regions of the Republic of Tajikistan

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1. **BACKGROUND INFORMATION** 
   1. The Government of the Republic of Tajikistan has received financing from the Islamic Development Bank toward the cost of the Technical and Vocational Education and Training Project in the Mountainous Regions of the Republic of Tajikistan and intends to apply part of the proceeds for consultant services.
   2. The Committee on Primary and Secondary Vocational Education under the Government of the Republic of Tajikistan intends to use part of proceeds for hiring a consultancy firm for supervision and management of the project. The consultancy services will include reviewing/revising of the detailed design, reviewing of list and preparation of specifications of furniture/equipment, preparation of tender documents, supervision of bidding process for selection of contractors, suppliers, and consultant and contract award, preparation of draft contracts, project progress monitoring and supervision and reporting. The consultant will provide regular quarterly progress reports and keep the EA and IsDB abreast of the project implementation progress. The consultant's scope of work will, inter-alia, include measuring, recording and reporting of the progress in achieving the key indicators. The design review and supervision consultancy services shall be procured within the framework of the IsDB procumbent guidelines using Quality Cost-Based Selection method with shortlist of firms from IsDB member countries.
   3. **Project Supervision Consultant (PSC) Role:** To ensure smooth implementation of Project, the Committee on Primary and Secondary Vocational Education under the Government of the Republic of Tajikistan (Executing Agency (EA)) requires the services of a PSC. This consultant will support the EA and the Project Implementation Group (PIG) in various tasks, including:
2. Reviewing and finalizing detailed project designs.
3. Managing the procurement process.
4. Supervising project components and activities.
5. **PROJECT OVERVIEW**
   1. **Project objective** to support the endeavors of the Government Tajikistan to reduce the unemployment among vulnerable groups, especially young people aged 15-35 and women aged 18-49 in the mountainous regions of the country. The project will improve access to vocational education/training and skills and employability of the graduates of the vocational institutions.
   2. **Expected Impact:** This will be achieved through Outcome Level Results (within 3 years of project implementation) including: (i) 80% of the TVET trained students gain employment (baseline: 40%); (ii) Satisfaction of employers with TVET trained students increases to 60% (baseline 10%); and, (iii) New curriculum and soft skill courses fully adopted in the TVET institutes as well as Output Level Results (end of 2027) including: (i) Construction/rehabilitation and equipping of 13 vocational education centers/educational buildings and two hostels; (ii) At least 13000 people, including 9,000 youth and 4,000 women trained; (iii) Three Job fairs/exhibitions to secure employment opportunities for the graduates organized; (iv) development of career guidance and employment platform for TVET beneficiaries; (v) Updating of TVET curriculum for 5 professional areas in high demand; (vi) 5 soft skill courses integrated in TVET methodology; and, (v) Training of trainers and teachers: 44 people.
   3. **Project Components:**
6. *Component 1 - Improving access to vocational training:*

Under this component, the project will improve access to student-friendly vocational training environment equipped with suitable furniture and equipment through rehabilitation of two educational institutions, construction of six new TVET centers, and construction/rehabilitation of one hostel, and supply of these institutions with modern equipment and furniture.

All TVET buildings will include classrooms, workshops, teacher's room, the director's office, and two administrative office rooms. One hostel will also be rehabilitated/constructed by the project. Other ancillary infrastructures are outdoor toilets provided with running water and sanitation facilities and full privacy, a fire tank, a transformer substation, heating, fencing with gates and landscaping. Reconstruction/restoration of two existing vocational training centers will include major repairs and reconstruction of up to 10 classrooms, 3-5 workshops, roofs, facades, foyers of buildings and landscaping. The external infrastructure and facilities/utilities including road, swage, water and electricity connection will be provided by the local authorities.

The PSC will review the list of facilities and equipment and furniture and update them based on the field visits to project sites and the outcomes of the landscape analysis.

1. *Component 2 - Improving the quality and relevance of the vocational education and training:*

The project activities will be designed and implemented with a human-centric approach by understanding the need of the youth and women, taking into consideration their participation and geographical context, economic situation, country requirements, and policy environment at local and national levels. The project will strengthen the existing TVET system with an emphasis on system strengthening, the development of market-aligned curriculum, and empowerment of youth and women by enhancing their skills and employability. The goal would be to reduce Not in Education, Employment or Training (NEET) population and in the long-term result in employment and economic empowerment of youth and women. Under this component the following key activities will be supported by the project: (i) A landscape analysis to understand the current and future market and the skill needs to meet the market requirements. The landscaping will inform the choice of programs to be developed for the new curriculum and other capacity building activities and avoid the usual mismatch between the market demands and the competencies of graduates; (ii) Training of 13,000 people including 9,000 youth and 4,000 unskilled women in mountainous and rural areas. Training providers will be selected, one for each project region. The learners will be selected based on their age, market need in each region and the literacy level. The selection of educational institutions depends on their profile and its area of work and on the interest of youth and women for a specified profession. Depending on the formation of groups, or types of short-term courses, the training providers will select the relevant primary/secondary educational institutions for handling the training courses. The PSC will prepare the criteria for selection of the training providers and submit for approval of the EA and IsDB; (iii) Creating/upgrading a career guidance platform for accelerating employment opportunities and transition from school to work; (iv) Enhancing the TVET system capacity including designing/revising the curricula and integrating the soft and employability skills in the existing curriculum, developing a training module that provides experiential opportunities and develops business and entrepreneurship skills, developing/strengthening distant education through developing short-term online courses and digitization of the curriculum for selected courses, supporting demand generation campaigns, developing TVET accreditation system and training of trainers. The details of these activities will be revisited/updated after completion of the landscape analysis. This may lead to some changes in the structure of soft activities.

In order to fulfill some of the capacity development needs identified under this project, the Bank will utilize its Reverse Linkage mechanism in addition to other project implementation mechanisms. Reverse Linkage is a peer-to-peer technical cooperation mechanism whereby the Bank connects a beneficiary member country with a provider country which has proven expertise in a particular thematic area. For this project, the Bank will identify a provider country which has proven expertise in designing and implementing successful TVET programs and link them with the project beneficiaries for the transfer of know-how, expertise and resources for: (i) identifying specific challenges and areas of improvement through a diagnostic study; (ii) formulating recommendations and an action plan for strengthening the TVET system capacity through enhanced curriculum design, instructional methods and quality assurance; (iii) identifying thematic vocational training areas and tailoring specific Training-of-Trainers programs to improve the skills of trainers; (iv) providing various instructional tools and equipment for the vocational training courses where possible; and (v) digitization of curricula and development of distance teaching/learning materials. Through its Reverse Linkage mechanism, the Bank will provide a grant amount of US$ 150,000 to support this component. In addition, the Bank will also facilitate resource mobilization from partner institutions, and the provider country in order to boost the resources for this component. The provider country will be identified through a match-making exercise that will be facilitated by the Bank. Currently, there are ongoing efforts to identify suitable providers of expertise from the region, including countries such as Turkey, which has significant expertise in formulating and implementing TVET programs to improve youth employment.

The details of the reverse linkage activities will be finalized as part of the landscape analysis to link the identified areas for skills development with the relevant institutions in the provider country.

1. *Component 3 - Financial Management and Audit:*
   * Appoint an independent auditing firm to conduct a thorough financial audit, guaranteeing proper utilization of project funds.
2. *Component 4 - Project Management and Support:*
   * Establish a dedicated PIG to oversee project execution.
   * Engage a qualified consultant to review project design documents, equipment lists, bidding procedures, and supervise project activities to ensure adherence to technical standards.
   * Conduct project launch and mid-term review workshops and develop a comprehensive project implementation manual
3. *Component 5 Zero value contingency component for emergency response:*
   * Allocate project resources to facilitate emergency response in the event of natural disasters or unforeseen circumstances.
   1. **Project Location**: The project will cover the mountainous and remote regions of the
      * Khatlon Region
      * Republican Subordination
      * Dushanbe
   * Specifically, the project will target TVET facilities in the following locations: The project sites are located:
     + Districts: Temurmalik, Kushoniyon, Farkhor, Bokhtar, Dangara, and Khovaling, Zafarabad, the city of Dushanbem
4. **SCOPE AND OBJECTIVES OF THE ASSIGNMENT**
5. The key objective of this assignment is to provide technical support to the EA/PIG in day-to-day implementation of project activities to ensure that all works/activities under the project are carried out in line with IsDB Government requirements and respond to highest quality assurance standards.
6. Specific objectives of the assignment will include the following:
7. *Design and Procurement:*
   * Finalize detailed engineering designs for civil works.
   * Review and update the list of required equipment and furniture.
   * Prepare technical specifications for equipment and furniture.
   * Prepare bidding documents, manage procurement activities, evaluate bids, and draft/negotiate contracts for goods, works, and services.
8. *Construction Supervision:*
   * Oversee the construction works to ensure adherence to technical specifications and quality standards.
   * Validate the delivery of goods, services, and works, and prepare payment documentation.
   * Commission the supply and installation of equipment and furniture.
9. *Project Management Support:*
   * Provide overall administrative support to the EA/PIG for effective project management.
   * Monitor project components and activities and prepare progress reports.
   * Ensure compliance with environmental and social safeguards as outlined in relevant plans.
   * Train EA/PIG staff on effective project management practices.
   * Perform any other project management functions as required by the contract.
10. **DETAILED DESCRIPTION OF CONSULTANT’S TASKS**

**PHASE-1: Finalization of Design and Procurement**

### **Task-1: Develop Detailed Engineering Designs (DED) for Schools**

1. The consultant will oversee the finalization of detailed engineering designs (DEDs) for each new facility (with exception of the Center for Development of Skills and Employment in Danghara district for which the detailed designs are finalized and approved). This includes:

* **Reviewing existing project information:** Analyze basic design documents and identify any additional data needed for DED completion.
* **Technical review of previous TVET facilities:** Assess existing TVET facilities built under the project's earlier phase to determine if lower-cost, greener construction methods or materials can be implemented for this phase.
* **Site Investigations:** Conduct necessary geotechnical surveys (including water level), soil tests, and other technical assessments to inform the DEDs. This may require adjustments to the initial design.
* **Environmental & Social Impact Assessment:** Evaluate potential environmental and social risks associated with building new TVET facilities. Identify mitigation measures and integrate them into the DEDs and Environmental Management Plan.
* **Sustainable design:**
  + **Energy-Efficient Design:** The Consultant will prioritize the design of facilities that ensure environmental protection, ease of operation, and efficient maintenance. This will include the integration of energy-saving features such as rooftop solar panels (to supplement grid power), solar water heaters, and other cost-effective energy-efficient technologies.
  + **Climate-Responsive Design**: TVET facilities shall be designed adopting climate responsive features. This creates comfortable interior learning environments while reducing dependence on artificial cooling/heating and minimizing environmental impact. Features may include natural ventilation, appropriate insulation and strategically placed windows for optimal daylight utilization.
  + **Child-Friendly and High-Quality Design**: Architectural designs will employ high-quality, durable construction materials to foster an innovative and child-friendly learning environment. This includes structural features that enhance functionality, such as improved classroom layouts and efficient space organization.
  + **Earthquake-resistant Design**: The design of schools shall have the earthquake resistance of the building as a high priority.
  + **Adaptability for Remote Locations:** New school designs should be adaptable for construction in remote areas with limited access. The Consultant should consider material selection, technical solutions, and architectural layouts that can be implemented effectively in such settings, minimizing additional construction costs.
* **TVET Facility Size and Capacity Review:** A thorough review of the planned TVET facility size will be conducted to ensure its alignment with the available site area and specific student needs. Based on the findings from the DED analysis and cost estimates, the list of TVET facilities may require adjustments. Any proposed revisions will necessitate approval from the EA and the IsDB.
* **TVET Facility Design Documentation:** Prepare/revise separate DEDs for each TVET facility (with exception of the Center for Skills Development and Employment), including:
  + General design documents with a technical report (including site surveys and a construction schedule).
  + Detailed architectural and structural drawings, considering environmental and social safeguards, accessibility, and disaster resilience.
  + Equipment specifications.
  + Bills of quantities and detailed cost estimates with measurement methodologies.
  + Technical calculations and analyses (if applicable).
  + Documents required for tendering and construction permits.
* **Cost Estimates:** Generate confidential cost estimates for construction, considering current market rates for similar projects and local regulations.

1. **Consultant Responsibility**: The consultant is responsible for the accuracy and quality of all designs and documents until construction completion. The Consultant will ensure that all construction designs fully comply with current standards and regulations of the Republic of Tajikistan. Additionally, the Consultant will propose measures to ensure adherence to national requirements for additional aspects such as indoor air quality, humidity, comfort levels, and fire protection measures.

**Deliverables:**

* **Detailed Engineering Design Report (DED Report)** for each TVET facility that includes all design findings, surveys, drawings, specifications, cost estimates, and a construction timeline. The consultant may submit the DED Report in phases with EA and IsDB approval.

### **Task-2: Preparation of Itemized List and Technical Specifications for Goods**

1. This task prioritizes equipping target TVET facilities with the necessary furniture, equipment, and materials to cultivate a superior learning environment for students, educators, and staff.
2. **Review and Refinement of Existing Lists:**
   * The project will provide TVET facilities with standardized furniture, digital infrastructure and specialized equipment for each profession/course.
   * The Consultant will comprehensively analyze and potentially revise the existing list offered by the EA to ensure alignment with current trends in TVET and the specific needs of classrooms, laboratories, and administrative offices.
   * Adherence to approved accessibility standards (international best practices if national standards are not available) will be mandatory for all furniture and equipment selections.
3. **Needs Assessment and Collaborative List Refinement:**
   * The Consultant will undertake comprehensive needs assessments, in close collaboration with the relevant TVET agencies, to determine the optimal:
     + List of courses to be taught in each facility and modern, up-to-date equipment and materials needed for each profession/course/classroom (consider international experience based on Reverse Linkage mechanism)
     + Digital infrastructure requirements
   * Based on these assessments, the initial lists for furniture, equipment, and materials will be developed.
4. **Market Research and Cost Optimization:**
   * The Consultant will conduct thorough market research and analysis to gain a comprehensive understanding of current market trends and identify the most cost-effective options for equipment and furniture, prioritizing high quality at competitive prices.
   * Leveraging the market research findings, the Consultant will review and potentially revise the costing breakdown for furniture and equipment.
5. **Technical Specifications and Procurement Plan Development:**
   * The Consultant will be responsible for the development of comprehensive technical specifications for all equipment and furniture required to deliver high quality vocational training, including practical experience.
   * A meticulously crafted procurement plan for equipment, furniture, and materials will be prepared, ensuring complete alignment with the established project implementation plan.
6. **Laboratory Equipment Training Development:**
   * Working collaboratively with the EA, the Consultant will establish training prerequisites (including beneficiary identification and scheduling) for the proper use and maintenance of vocational training and digital equipment.

**Deliverables:**

* Refined and finalized lists of furniture, equipment, and materials.
* Comprehensive technical specifications for all equipment and furniture
* Procurement plan for a streamlined and timely acquisition process
* Training program outlining vocational training and digital equipment usage and maintenance.

### **Task-3: Procurement Management and Support:**

1. This task encompasses the preparation of comprehensive bidding documents and the provision of technical assistance throughout the procurement cycle for all project components.
2. **Development of Bidding Documents:**
   * Upon finalization and approval of the DEDs by the EA, the Consultant will prepare separate sets of bidding documents for each procurement package.
   * These documents will adhere to the specific templates and guidelines established by the IsDB for activities financed under its funding.
3. **Technical Assistance During Procurement:**
   * The Consultant will provide comprehensive technical support throughout the procurement process, including:
     + Publicly advertising Special Procurement Notices (SPN)
     + Issuing Requests for Proposals (RFPs) and bidding documents
     + Addressing and clarifying any inquiries submitted by potential bidders.
4. **Bid Evaluation:**
   * The Consultant will assist the EA in the following activities related to bid closing and opening procedures:
     + Managing bid submission and opening procedures
     + Preparing meeting minutes and ensuring timely submission to relevant authorities and IsDB
     + Obtaining necessary clarifications as required throughout the process
     + Overseeing the overall flow of the bidding process to manage any unforeseen situations
   * The Consultant will collaborate with the EA-established Evaluation Committee to assess submitted bids. This collaboration will involve:
     + Supporting the EA in drafting evaluation reports
     + Participating as a non-voting member of the evaluation committee
     + Providing independent comments on the evaluation process for IsDB review (if necessary)
     + Endorsing evaluation reports with the Consultant's signature
5. **Contract Award and Finalization:**
   * The Consultant will offer assistance to the EA in negotiating and finalizing contract award procedures, including:
     + Preparing draft contracts for submission to IsDB for prior review and approval
     + Ensuring proper contract signing by authorized representatives of all parties involved

**Deliverables:**

* Bidding Documents for each Procurement Package (Works and Goods)
* Bid Evaluation Reports
* Draft Contract for works and goods.

**PHASE-2: Supervision of Works and Project Completion**

### **Task-4: Supervision of Construction and Supply Contracts**

1. This task ensures the successful completion of TVET facilities construction and equipment/furniture delivery, adhering to contractual agreements, quality standards, and environmental and social safeguards.

* **Pre-Construction and Pre-Supply:**
  + Assist in organizing and facilitating introductory meetings with selected contractors and suppliers *(Deliverable: Meeting Minutes)*.
  + Verify bank guarantees and insurance policies compliance with contract requirements.
  + Ensure contractors and suppliers have valid site access permits and compliant site occupation plans.
* **Contract Management and Review:**
  + Review and approve contractor work plans, and implementation schedules *(Deliverable: Contract Management Plans)*.
  + Advise the EA on necessary modifications to plans or specifications arising during construction or equipment supply.
  + Review contractor/supplier safety and environmental protection plans and oversee their implementation.
  + Assist contractors and suppliers in developing solutions for unforeseen challenges.
* **Quality Assurance and Supervision:**
  + Assign permanent site engineers for daily construction and supply work supervision.
  + Verify contractor and supplier qualifications and ensure proper staffing levels for the project.
  + Inspect and test materials and works for compliance with approved specifications, reporting discrepancies to the EA *(Deliverable: Inspection Reports).*
  + Measure and certify approved works and materials for periodic payments to contractors and suppliers.
  + Maintain comprehensive project records, including photographs and potential site issues.
* **Cost Control and Progress Monitoring:**
  + Continuously monitor project costs to ensure adherence to budget constraints.
  + Track actual project progress against planned activities and update computerized project schedules accordingly.
  + Inform the EA of potential problems related to construction or supply contracts and recommend solutions.
* **Integration and Completion:**
  + Oversee the coordination and connection of various construction works (electrical, plumbing, etc.) to guarantee system functionality.
  + Collaborate with contractors and suppliers for equipment and facility installation and startup.
  + Assist the EA in accepting completed infrastructure works, furniture, equipment, and materials, including final equipment testing *(Deliverable: Acceptance Report).*
  + Review and verify contractor-provided "as-built" drawings and other essential operation and maintenance documents.
  + Update contractor/supplier operation and maintenance manuals and organize related training for the EA staff.
* **Meetings and Stakeholder Management:**
  + Organize regular meetings with the EA, contractors, and suppliers to review progress and address any concerns *(Deliverable: Meeting Minutes)*.
  + Participate in meetings with stakeholders like local municipalities and utilities providers to discuss project progress and resolve construction-related issues.
  + Assist the EA in providing clarifications and explanations to stakeholders and government officials.
* **Dispute Resolution and Compliance:**
  + Support the EA in settling disputes with contractors and suppliers in a timely manner.
  + Assist the EA in preparing necessary documentation for potential litigation or arbitration.
  + Monitor contractor and subcontractor compliance with core labor standards and report on findings in quarterly progress reports.
* **Social and Environmental Safeguards:**
  + Minimize disruption to local communities by reviewing contractor work programs and monitoring construction impacts.
  + Encourage opportunities for skilled female labor participation.
  + Oversee the implementation of health and safety programs for construction worker camps and local communities.
  + Collaborate with relevant authorities to deliver awareness campaigns about sexually transmitted diseases and HIV/AIDS.
* **Knowledge Transfer and Capacity Building:**
  + Provide on-the-job training for EA staff at construction sites on various aspects of project supervision, management, and monitoring.
* **Technical Audits:**
  + Conduct monthly technical audits to verify the calibration of survey and lab equipment and review contractor QA/QC plans.

**Deliverables:**

* A comprehensive list of deliverables is provided throughout the activity descriptions to be submitted as part of monthly/quarterly progress reports.

### **Task-5: Ensuring Environmental and Social Sustainability Compliance**

1. The Consultant will be responsible for ensuring the project adheres to environmental and social sustainability principles throughout construction and implementation, minimizing negative impacts and promoting positive outcomes.

* **Reviewing Project Documentation:**
  + Analyze the Project Implementation Manual, focusing on the procurement strategy, tender structure, and implementation timeline, for its consideration of environmental and social sustainability *(Deliverable: Updated PIM)*.
* **Contractor Environmental and Social Management:**
  + Review and approve the Contractor's Environmental and Social Management Plan (C-ESMP) and any subsequent updates, ensuring compliance with Environmental and Social Impact Assessment (ESIA) findings.
  + Review and approve all relevant Contractor documents, including method statements, implementation plans, Gender-Based Violence/Sexual Exploitation and Abuse (GBV/SEA) prevention and response plans, drawings, proposals, and schedules, for adherence to environmental and social safeguards.
  + Assess the environmental and social implications of any proposed design changes, including potential conflicts with ESIA, ESMP, permits, and other project requirements.
* **Monitoring and Audits:**
  + Conduct regular audits (at least monthly) of construction sites to verify the Contractor's compliance with environmental and social requirements, including GBV/SEA prevention measures.
  + Review the Contractor's accident logs, community liaison records, environmental monitoring data, and other relevant documentation to confirm adherence to environmental and social safeguards.
* **Non-Compliance and Corrective Actions:**
  + In case of non-compliance identified through audits or monitoring, work collaboratively with the Contractor to develop and implement corrective action plans with defined timelines *(Deliverable: Corrective Action Plan).*
* **Stakeholder Engagement and Reporting:**
  + Actively participate in relevant project meetings (site meetings, progress meetings) to discuss and agree upon solutions for maintaining compliance with environmental and social obligations.
  + Verify the accuracy and timeliness of the Contractor's environmental and social reports, as stipulated in their contractual obligations.
  + Review and provide timely feedback on the Contractor's environmental and social documentation (reports, incident reports) regarding their accuracy and effectiveness.
  + Collaborate with project stakeholders to identify and address any potential or actual environmental and social issues.
* **Grievance Redress Mechanism:**
  + Establish and manage a grievance redress mechanism for project stakeholders to report environmental and social concerns. This mechanism should define the types of grievances to be documented and include confidentiality measures for those submitting reports (e.g., GBV/SEA allegations).
  + Ensure any reported instances or complaints of GBV/SEA are logged and addressed through the grievance redress mechanism.

**Deliverables:**

* A comprehensive list of deliverables is provided throughout the activity descriptions to be submitted as part of monthly/quarterly progress reports.

### **Task-7: Gender and Disability Considerations**

1. The Consultant is responsible for ensuring that gender and disability considerations are embedded in all project components and taken into account during project implementation.
   1. **Monitoring and Evaluation (M&E) Framework:**

* Review and strengthen the M&E Framework to ensure:
  + Disaggregated data collection by gender and disability (where applicable)
  + Inclusion of gender-specific indicators and reporting in all project reports
  1. **Gender-Sensitive Infrastructure and Accessibility:**
* Analyze the project design to ensure compliance with gender-sensitive infrastructure standards and accessibility principles based on Universal Design.
* Advocate for updates to government standards if they are not aligned with current international best practices.
* Collaborate with the EA and other relevant government entities to facilitate these updates.
* Provide capacity building training to the PIG and contractors on:
  + Gender-sensitive infrastructure standards
  + Accessibility standards
  + Implementation and monitoring of these standards
  1. **Social and Environmental Impact Analysis and Reporting:**
* Review the Environmental and Social Impact Assessment (ESIA) and ensure it incorporates appropriate gender dimensions.
* Analyze the project's potential impacts on women and girls in specific project locations, ensuring these are reflected in the ESIA report.

**Deliverables:**

* **M&E Framework Review Report:** A report outlining recommendations for strengthening the M&E Framework to effectively capture gender and disability data.
* **Review Report on Social and Environmental Impact Analysis:** A report summarizing the Consultant's review of the ESIA, highlighting any recommendations regarding gender and disability considerations.

### **Task-8: Project Coordination, Training, and Capacity Building**

1. The Consultant shall support the EA and PIG in effectively managing and coordinating project activities. This includes capacity building for EA staff and ensuring timely reporting and communication. The Consultant will provide comprehensive support to the EA and PIG in the following areas:
2. **Coordination and Monitoring Mechanisms:**

* Collaborate with the EA/PIG to establish efficient communication channels for project execution, monitoring, and reporting.
* Design a monitoring system with tools and software (including remote access for the EA/PIG) to track school construction progress, including environmental and social impacts.

1. **Advocacy and Stakeholder Engagement:**

* Assist the PIG and EA in organizing large-scale advocacy meetings as part of the project.

1. **Capacity Building and Training:**

* Deliver training sessions for EA/PIG staff on:
  + Implementation of IsDB procurement guidelines and procedures
  + Project management and scheduling techniques (including procurement and financial procedures)
  + Managing warranty and defect claims and ensuring contractors/suppliers fulfill their warranty obligations for works, goods and equipment
* Facilitate a project kick-off workshop and provide ongoing training to address challenges faced by the EA/PIG.

1. **Procurement and Contract Management:**

* Enhance the EA/PIG's procurement management and contracting skills, emphasizing knowledge transfer in procuring works, goods, and services.
* Develop a robust contract management system for organized record-keeping and cross-referencing with project financial accounts. This system should ensure safekeeping of procurement/contract documentation for easy retrieval (based on the IsDB’s Filing System Manual, available on IsDB website).

1. **IsDB and Local Authority Engagement:**

* Participate in project supervision and assessments conducted by IsDB and local authorities upon request.

1. **Progress Reporting:**

* Support the EA/PIG in developing and compiling regular progress reports in addition to plans and reports required under other tasks.

**Deliverables:**

* **Monitoring System Design Document:** A document outlining the design and functionalities of the project monitoring system.
* **Contract Management System Manual:** A detailed guide outlining the procedures and functionalities of the contract management system.
* **Regular Progress Reports:** Reports compiled collaboratively with the EA/PIG to document project progress at defined intervals.

1. **MAIN REPORTING REQUIREMENTS**
   1. **Inception Report:** The Inception Report shall provide a detailed analysis of the current project situation, identify potential challenges and opportunities, and establish a comprehensive plan for successful project implementation.

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| **Content** | **Desk Review** | * Analysis of key project documents, including final reports from Phase 1 of the ISDB VOLIP Project and similar initiatives by other donors (WB, ADB, EU). |
| * Review of current construction and procurement regulations. |
| * Examination of the MoES structure and relevant agencies for collaborative project execution. |
| **Stakeholder Engagement** | * Meetings and discussions with government agencies and development partners to understand ongoing projects, intervention approaches, procurement practices, and lessons learned. |
| **Site Visits** | * Visits to Phase 1 project TVET facilities to gain insights into design requirements, location specificities, and valuable lessons learned. |
| **Report Sections** | **Project Context** | * Description of the current situation in the project's target areas. |
| **Learning from Prior Experience** | * Summary of key lessons learned from Phase 1 and other relevant projects. |
| **Implementation Approach** | * Detailed description of the planned approaches for each project area, including: |
| * + Market analysis |
| * + Design work |
| * + Surveys |
| * + Procurement processes |
| * + Construction supervision and monitoring |
| * + Capacity building strategy for the EA/PIG |
| * + Quality assurance mechanisms across all project components |
| **Project Management Tools** | * Finalized project work plan with clear implementation timelines |
| * Finalized procurement plan |
| **Risk Management** | * Identification of potential risks and challenges related to timely, efficient, and high-quality project delivery, along with proposed mitigation strategies. |
| **Site Readiness Assessment** | * Conclusion on the readiness of project sites for civil works and equipment/furniture installation. |
| * Recommendations or comments regarding site preparation, if necessary. |
| **School List** | * Confirmation of the final list of TVET facilities in the project scope. |

* 1. **Progress Reports.** The Consultant will prepare a series of reports throughout the project lifecycle to document progress and identify challenges. These reports will be stored in a secure, shared folder accessible by the EA/PIG and the IsDB for regular monitoring.

|  |  |
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| **Type of Report** | **Content of Progress Report** |
| **Monthly Reports (by Contract):** | Focus on progress achieved for each contract. |
| Detail delays, deficiencies, and proposed solutions. |
| Include justifications for changes, test results, and design approvals. |
| Report percentages of completed work items and planned/actual cash flows. |
| Attach minutes from monthly meetings with relevant parties. |
| Include a sub-folder with updated monthly photos (color-coded and dated). |
| **Quarterly Progress Reports**  **(Overall Project)** | Summarize overall project progress, including civil works, equipment/furniture supply, and Component 2 interventions (by UNICEF). |
| Dedicate a section to environmental and safeguard aspects, highlighting activity impact, Environmental Management Plan implementation, critical issues, and recommended actions. |
| **Contract Completion Reports** | Prepared upon completion of civil works, supply, and consultancy contracts. |
| Summarize monthly/quarterly reports and deviations from contract execution. |
| Conclude on objectives, activities, and tests conducted. |
| Verify and attach "as-built drawings," including calculations, specifications, and final cost analysis. |
| Submit a complete set of project records, equipment/furniture, structure of services, and "as-built" drawings. |
| **Mid-Term Review (MTR)** | Conducted at project midpoint to reassess objectives, their relevance, and achievement likelihood. |
| The Consultant will organize a workshop with key stakeholders (IsDB, PIG, EA, UNICEF, GIZ, EU and others) to discuss progress, challenges, and sustainability pathways. |
| A MTR Report will be prepared based on the workshop findings and further analysis. |
| **Final Project Completion Report** | Reviews overall implementation performance. |
| Compares project outcomes against initial plans (cost, schedule, and scope). |
| Provides a detailed analysis of development results, conclusions, achievements, and overall impact. |
| Highlights lessons learned and offers recommendations for future projects. |
| Measures project impact on the socio-economic and environmental aspects of the project area (as possible). |

* 1. **Report characteristics:**
* All reports shall reflect progress against approved implementation & procurement plans.
* They will identify deficiencies, delays, or problems and propose solutions.
* Financial statements with expenditures and remaining balances will be included.
* Reports will present the Consultant's independent view and highlight critical issues requiring government, IsDB, and UNICEF attention (for Component 2).
  1. **Timeline for submission of deliverables.** The Consultant shall prepare and submit the following reports and documents in both hard copy and digital version to the EA/PIG and IsDB:

|  |  |  |
| --- | --- | --- |
| **No** | **Output/Report** | **Time Due** |
| 1 | Inception report | 1 month after commencement |
| 2 | Draft Detailed Designs (DED) | 6 months after commencement |
| Final Detailed Designs | 2 weeks after comments on draft |
| 3 | Draft list and technical specifications of equipment/furniture | 8 months after commencement |
| Final list and technical specifications of equipment/furniture | 2 weeks after comments on draft |
| 4 | Draft bidding documents | 2 weeks after finalization of DED |
| Final bidding documents | 2 weeks after comments on draft |
| 5 | Bid Evaluation Reports | 1 month after the bid opening |
| 6 | Draft negotiated contract | 2 weeks after approval of BER |
| 7 | Quarterly Progress Reports | 2 weeks after the end of each quarter |
| 9 | Midterm Review Report | 2nd month of the 3rd year of project |
| 11 | Monthly Progress Reports | 2 weeks after end of month |
| 12 | Contract Completion Reports | 4 weeks after taking over certificate |
| 13 | Draft Project Completion report | 4 weeks after project completion |
| Final Project Completion report | 2 weeks after comments on draft |

* 1. **Report submission requirements:**

|  |  |
| --- | --- |
| **Languages** | * + All reports and outputs must be provided in both English and Russian languages. |
| **Electronic Copies** | * + Submit a soft copy in Acrobat (.pdf) and MS Word format to the EA/PIG and IsDB every time a report is submitted. |
| **Hard Copies** | * + Provide hard copies to the EA/PIG in both English and Russian along with invoices. |
| **Drawings and Other Software Outputs** | * + Provide the EA/PIG with files containing the original software format of any drawings or outputs created using specialized software. |
| **Report Review and Acceptance** | The Client will review each deliverable and provide one of the following assessments:   * **Fully Accepted:** The report meets all requirements and is considered final. * **Accepted with Comments:** The report requires minor editorial revisions. Revise the report based on the comments and resubmit for final acceptance. * **Rejected:** The report does not meet the requirements of the TOR or contract. Revise the report significantly and resubmit a draft for further consideration. |
| **Delay in Deliverables** | * + If the Consultant fails to submit any part of the agreed-upon deliverables by the due date, and cannot provide a valid justification for the delay, the Client will be entitled to apply a penalty.   + The penalty will be calculated as 0.5% of the value of the delayed deliverable for each week that it is overdue.   + This penalty will not exceed a maximum of 10% of the total value of the delayed deliverable. |

* 1. **Donor Visibility.** Since this project is funded by the IsDB, the Consultant is required to support the EA/PIG in ensuring proper visibility for these resources. The Bank's Communications Department can offer guidance on visibility aspects. Here are some potential measures:
* All documents produced by the Consultant should acknowledge donor support and display the IsDB logo, when applicable.
* Public communications related to the project, such as press releases or facility launches, should acknowledge IsDB's support.
* Local representatives of the IsDB should be invited to any public events organized to promote the project, such as press conferences, inaugurations, or stakeholder participation programs.

1. **PROJECT PHASES AND DURATION**
2. This project will be implemented in several distinct phases, each with its own estimated timeframe and payment structure.

|  |  |  |
| --- | --- | --- |
| **Phase** | **Timeframe** | **Remarks** |
| Detailed Design and Procurement | 8 Months | Payment will be a lump sum based on deliverables and contract terms. |
| Detailed design and procurement procedures can be carried out in stages with the agreement of the EA and IsDB. |
| Construction supervision | 24 Months | Supervision services will be compensated based on deliverables and actual number of staff-months utilized evidenced by a consolidated time sheet. |
| Furniture and Equipment Procurement | 6 Months | Procurement of furniture and equipment will begin once 50% of construction work is completed. |
| System Strengthening and Vocational Training Component | - | Timeframe for completing these components will align with the schedule outlined in the PAD. |

1. **CONSULTANT TEAM COMPOSITION AND QUALIFICATIONS**
2. The Consultant must possess the following minimum qualifications:
   1. **Experience:**

* Over 10 years of experience in construction and supervision of infrastructure projects, specifically in civil works, equipment, and institutional development of vocational education systems.
* Experience working in the Central Asian region is a significant asset. Familiarity with local context, legislation, and market is preferred.
* Proven experience working with IsDB projects or similar MDB-funded projects is a strong advantage.
* A track record of successful project completion with positive evaluations from EAs, PIGs, and/or IsDB is highly regarded.
  1. **Team Structure:**

The Consultant must have the capacity to provide a team with the following composition:

* **Key Experts:** Highly qualified and experienced international and national staff with expertise in key project areas.
* **Non-Key Experts:** Additional staff with relevant skills and experience.
* **Supporting Staff:** Personnel to handle administrative and logistical tasks (e.g., AutoCAD specialist, translator, office manager, driver).

To establish a basis for financial proposal evaluation, minimum number of professional staff and estimated man-months input is summarized below.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  52 | **Required expertise** | **Phase 1 –**  **Detailed Design & Procurement**  (lump-sum) | **Phase 2 – Construction Supervision**  (time-based) |
|  | **Key staff** |  |  |
| 1 | International Team Leader | 5 | 8 |
| 2 | International TVET Facility Architect and Designer | 3 | - |
| 3 | International Procurement & Contract Specialist | 3 | 1 |
| 4 | International TVET Specialist | 3 | 2 |
| 5 | International Structural Engineer | 5 | 5 |
| 6 | Environmental and Social Safeguards Specialist | 1 | 4 |
| 7 | Water and Sanitary Engineer | 3 | 1 |
| 8 | HVAC Engineer | 3 | 1 |
| 9 | Electric Engineer | 3 | 1 |
| 10 | Quantity Surveyor | 3 | 3 |
| 11 | Resident Engineer | - | 20 |
|  | **Non-key staff** |  |  |
| 12 | Site Engineers (6Man х 12 Month) |  | 72 |
| 12 | **Office Manager - Translator** | 10 | 30 |
| 13 | **Engineering surveys (local sub-consulting)** |  |  |
|  | **Total for renumeration** | **42** | **148** |

*Note: CVs must be provided for all key staff.*

* 1. **Staffing Flexibility:**
* The Consultant can propose additional professional experts beyond the minimum requirement, if deemed necessary for successful project completion.
* The Consultant is expected to maintain a sufficient number of support staff throughout the project.
  1. **Engineering surveys:**
* The Consultant shall have or engage a design organization for engineering surveys (topography, geology, soil, etc.) with an appropriate license to perform such work. The respective cost must be included in the financial proposal under reimbursable costs.
  1. **Deployment and Coordination:**
* Deployment of professional staff during project implementation will be done in consultation and agreement with the EA/PIG. This ensures balanced resource allocation based on project progress and contract stages.
  1. **Detailed Staff Qualifications:**

The specific qualifications required for each key expert position are outlined below.

*Note: “International Expert” is defined as an expert with experience in at least two regions outside of their home region. The international experts are expected to be fluent in English and all other team members have a working knowledge of English.*

|  |  |
| --- | --- |
| * 1. **International Team Leader** | **Education:** Degree and professional qualification in engineering and/or construction management, project management or a related field.  **Experience:**   * 10 years’ experience as a team leader in managing three (3) internationally funded projects of similar nature from design to completion stage in different regions. * Previous work experience in education infrastructure projects will be highly desired. * Prior work on IsDB or other international donor-funded projects, especially in Central Asia, is a significant advantage. * Excellent communication skills (written and oral) in English for project documentation, status reports, and engineering analysis reports. |
| * 1. **International TVET Architect and Designer** | **Education:** Degree and professional qualification in architectural engineering from an accredited institution.  **Software Skills:**   * Proficiency in AutoCAD or any other computer-aided design software.   **Technical Knowledge:**   * Strong understanding of building codes, building construction methods, building systems, and site requirements.   **Experience:**   * 8 years of architectural of experience in architectural planning and designs for education projects. * Previous experience in innovative architectural designs that include features that are gender-responsive, climate resilient, sustainable building practices, such as passive designs, etc. will be highly desired. * Experience working in at least three (3) similar projects funded by IsDB (or similar MDB) in a similar role in different regions. |
| * 1. **International Procurement & Contract Specialist** | **Education:** Degree in engineering, contract and procurement management, or a similar field.  **Experience:**   * 8 years of experience in procuring civil works, goods, and services and contract management. * Proven knowledge of IsDB or other MDB procurement rules and procedures. * Experience working in at least three (3) similar projects funded by IsDB (or similar MDB) in a similar role in different regions. |
| * 1. **International TVET Specialist** | **Education**: Degree in the field of education, social sciences or similar field  **Experience:**   * 7 years of progressively responsible relevant professional experience, of which preferably 2 years acquired in technical assistance in the field of education, training or skills development. (curriculum development, understanding of specialized equipment for vocational training) * Work experience on Technical and Vocational Education and Training (TVET) or skills development for employability. |
| * 1. **International Structural Engineer** | **Education:** Degree and professional qualification in civil engineering or a similar field.  **Experience:**   * Should have at least 10 years general experience in the field of construction of which at least 5 years should be as a structural engineer on projects of a similar nature, scope and size in different regions. * Experience in structural quality control, construction materials laboratory tests, construction problem solving, and project reporting. * Previous work experience in education infrastructure projects will be highly desired. |
| * 1. **Environmental and Social Safeguards Specialist** | **Education:** Degree in environmental science or a related field (engineering, environmental science, etc.).  **Experience:**   * At least 7 years’ experience in conducting environmental assessments, preparing mitigation plans, and monitoring compliance. * Experience working in at least 2 similar internationally funded projects in a similar role will be highly desired. |
| * 1. **Water and Sanitary Engineer** | **Education:** Bachelor’s degree in water resources, hydrology, or civil engineering.  **Experience:**   * 7 years of relevant experience in urban development, water supply, sanitation, or wastewater projects. * Experience working in at least 2 similar internationally funded projects in a similar role will be highly desired. |
| * 1. **HVAC Engineer** | **Education:** Bachelor’s degree in engineering or mechanical engineering.  **Experience:**   * 7 years of experience in HVAC engineering. * Experience working in at least 2 similar internationally funded projects in a similar role will be highly desired. |
| * 1. **Electric Engineer** | **Education:** Bachelor’s degree in electrical engineering or a similar field.  **Experience:**   * 7 years of experience in electrical engineering. * Experience working in at least 2 similar internationally funded projects in a similar role will be highly desired. |
| * 1. **Quantity Surveyor** | **Education:** Degree and professional qualification in quantity surveying, civil engineering, or related field.  **Experience:**   * At least 7 years’ experience in construction and goods estimating, preparing Bill of Quantities, and costing of all quantities. * Experience working in at least 2 similar internationally funded projects in a similar role will be highly desired. |
| * 1. **Resident Engineer** | **Education:** Bachelor’s degree in civil engineering or a similar field.  **Experience:**   * 7 years of experience supervising construction of public facilities. * Experience working in at least 2 similar internationally funded projects in a similar role will be highly desired. |
| * 1. **Site Engineers** | **Education:** Degree in engineering or technical certificate in construction or related field.  **Experience:**   * 7 years of experience supervising construction of public facilities. * Experience working on similar internationally funded projects in a similar role will be highly desired. |

1. **FACILITIES TO BE PROVIDED TO THE CONSULTANT**
2. **What the EA/PIG will provide:**

* All relevant reports, studies, and documents needed for the project, free of charge.
* Assistance with obtaining visas and entering Tajikistan (if possible).
* Help setting up meetings with stakeholders, beneficiaries, and local authorities upon consultant request.
* Support in getting necessary project approvals from Tajikistan authorities.

1. **What the EA/PIG will NOT provide:**

* Office space, equipment, communication tools, interpretation services, etc. The Consultant is responsible for purchasing this equipment and handing it over to the EA/PIG after the project is complete following agreed-upon procedures.

1. **CONSULTANT PERFORMANCE EVALUATION**
2. The Consultant's performance will be assessed based on the following key criteria:
   1. **Timeliness:** Meeting all agreed-upon deadlines for deliverables.
   2. **Quality:** Deliverables that are accurate, complete, and meet the required standards as outlined in the TOR.
   3. **Relevance:** Deliverables that directly address the project objectives and provide practical recommendations.
3. **Unsatisfactory Performance**: In the event that the Consultant's performance is consistently deemed unsatisfactory based on the above criteria, the Client may terminate the contract in accordance with Contract clause GCC 19.1.1(a).

## **Annex 1 – List of TVET facilities**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of schools | Num. of classes/  rooms | Num. of places |
| 1 | Construction of a new Vocational Training Center in the center of Temurmalik district | 10 | 250 |
| 2 | Construction of a new Vocational Training Center in the center of Kushoniyon district | 10 | 250 |
| 3 | Construction of a new Vocational Training Center in the center of the Farkhor district | 10 | 250 |
| 4 | Construction of a new Vocational Training Center at the Technological College in Dushanbe | 10 | 250 |
| 5 | Construction of a new Vocational Training Center at the Vocational Lyceum of Khovaling district | 10 | 250 |
| 6 | Reconstruction/restoration of the educational building of the Polytechnic Lyceum of Zafarabad district | 10 | 100 |
| 7 | Reconstruction/restoration of the educational building of the Polytechnic College of Dangara State University | 25 | 300 |
| 8 | Reconstruction/restoration of the hostel of Bokhtar State University | 131 | 624 |
| 9 | Construction of a new Center skills development and employment |  | 2300 |
|  | Total cost |  |  |