**TERMS OF REFERENCE**

**for Project Supervision Consultant**

TJK1044 – DEVELOPMENT OF IRRIGATION IN PANJ DISTRICT PROJECT UNDER THE ISDB FOOD SECURITY RESPONSE PROGRAM

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1. **BACKGROUND INFORMATION** 
   1. The project is aimed to support the Government of Tajikistan (GOT) efforts in improving the food security and livelihoods of the rural population through increased agricultural production. This will be achieved by increasing the irrigated agricultural production and improvement of water resources management in the Panj district, thus enhancing resilience of communities to climate change impacts. This objective is in line with the National Development Strategy 2016-2030[[1]](#footnote-2) and National Water Sector Reform Program for the period of 2016-2025[[2]](#footnote-3)
   2. The project is designed to strengthen the food system in the country to tackle the food crisis and to lessen the risks of food insecurity. In this regard, the project is fully aligned with the Bank’s Food Security Response Program (FSRP) under its medium-track intervention plan, specifically supporting the flagship initiatives on (i) building agriculture resilience to climate change (e.g., through developing sustainable water resources management by modernizing the irrigation system); (ii) smallholder farmers productivity and access to market, and (iii) rural livelihoods support initiatives (e.g., through local labor engagement in the contract provisions).
   3. **Project Supervision Consultant (PSC) Role:** To ensure smooth implementation of Project, the ALRI requires the services of a PSC. This consultant will support the EA and the Project Implementation Group (PIG) in various tasks, including:
2. Development of detailed engineering design.
3. Managing the procurement process.
4. Supervision of civil work contracts and pumping stations replacement/installation.
5. **PROJECT OVERVIEW**
   1. **Project objective** is to increase the production of key crops in the region, enhance water use efficiency and improve climate resilience of agriculture in Panj district of Khatlon Region. The project will improve the living standards of 124,000 residents of the district. The increased production of wheat, corn, cotton and variety of vegetables and fruits would enable increase in commercialization of agriculture in the district leading to increased sales and incomes for the farmers. The reliability of water supply and promotion of climate-smart agriculture practices will enhance the resilience of communities to climate change impacts.
   2. **Expected Impact:** Project will improve the living standards of 124,000 residents of the district. - Improvement in water efficiency, increase in agricultural production of key crops and average increase in productivity of key crops yields are key targets of the projects, which will be reached by introducing the water saving techniques and replacing the outdated structure of canals.
   3. **Project Components:** The project has been structured in six components: (A) Improvement of Irrigation Efficiency; (B) Supply of key O&M Machinery; (C) Consultancy Service (Detailed Design and Supervision), (D) Project Management (E) Financial Audit and (F) Contingency Emergency Response Component.

***Component A. Improvement of Irrigation Efficiency:*** The Panj scheme covers nearly 16,534 ha, is supported by 8 WUAs and managed by 1 Agency for Land Reclamation and Irrigation (ALRI) district office and regional office. The component will finance the reconstruction and rehabilitation of key infrastructure within this scheme with emphasis on building climate resilience.

***Component B. Supply of O&M Machinery:*** this will entail supply of key O&M machinery (i.e. excavators, tractors, motorbikes etc.) for local irrigation water management authorities – ALRI branches. This will include necessary machinery for any emergency response against climate disasters.

***Component C. Detailed Engineering Design and Supervision Consultancy Services:*** will include consulting services for development of detailed engineering design, preparation of tender documents, and supervision of civil work contracts and pumping stations replacement/installation under the Project. The Consultant company will ensure high standards of construction and compliance with the established water irrigation standards which shall be followed through Contract Management Plan (CMP)m prepared by the consultant. In addition, the consultant will also prepare an environmental and social management plan (ESMP) and ensure its implementation by the contractor. The consultant will also be responsible for broader M&E to report on irrigation scheme efficiency, risk indicators and sustainability aspects.

***Component D. Project Management (Project Implementation Group):*** A Project Implementation Group comprising of individual consultants (irrigation engineers, procurement/contract management specialists) headed by a project director will be set up for overall project management. The component will cover all expenses related to Project Implementation Group operations, including salaries, logistical and office equipment support, as well as expenditures relating to project start-up workshop and mid-term review. The supervision consultant will also help PIG/EA in technical supervision and contractual management of the project. PIG will be the focal contact point for all stakeholders’ communications and carry out day to day project management activities. Additionally, PIG staff will have external training in the field of project management, procurement, disbursement, safeguards, and M&E.

***Component E. Financial Audit:*** will finance consulting services to execute the financial audit of the project through an independent external auditor. The auditor will also undertake on sample basis, review of procurement packages.

***Component F: Contingency Emergency Response Component (CERC)*** which is a standalone zero-value component is embedded in the project to allow the use of the present project resources to cover emergency response activities in case of disaster, pandemic, or major flood.

* 1. **Project Location**: The project is located in Khatlon region (oblast) in the south of the country, 206km from the capital city - Dushanbe at the border with Afghanistan. The existing arable land (for major crops: cotton, wheat and others) in the district has been reduced to 12,034ha from 16,534ha due to lack of water for irrigation as the pumping stations have long exceeded their operational lifetime and sedimentation of water at the intake. The water source is the Panj river, with an average discharge of 1,000m3/s while the project needs only 12m3/s (i.e. inflow 25m3/s – outflow 13m3/s = 12m3/s). The river is 1,125km long and forms a considerable part of the Afghanistan - Tajikistan border. Around 72km of the river passes along the territory of Panj district - project area.

1. **SCOPE AND OBJECTIVES OF THE ASSIGNMENT**
2. 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.
3. Specific objectives of the assignment will include the following:
4. *Design and Procurement:*
   * Prepare detailed engineering designs for civil works.
   * Review and update the list of required goods.
   * Prepare technical specifications for goods.
   * Prepare bidding documents, manage procurement activities, evaluate bids, and draft/negotiate contracts for goods, works, and services.
5. *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 goods.
   * Issue taking over certificates for completed civil works
6. *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.
7. **DETAILED DESCRIPTION OF CONSULTANT’S TASKS**

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

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

1. The consultant will prepare the detailed engineering designs (DEDs) for the civil works. This includes:

* **Reviewing existing project information:** Analyze basic design documents and identify any additional data needed for DED completion.
* **Site Investigations:** Conduct necessary geotechnical surveys, soil tests, and other technical assessments to inform the DEDs.
* **Environmental & Social Impact Assessment:** Evaluate potential environmental and social risks associated with building of Rehabilitation of the sedimentation pool, Modernization of irrigation pumping station district A, Modernization of irrigation pumping station district B. 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**: Rehabilitation of the sedimentation pool, Modernization of irrigation pumping station district A, Modernization of irrigation pumping station district B 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.
  + **Earthquake-resistant Design**: The design of Rehabilitation of the sedimentation pool, Modernization of irrigation pumping station district A, Modernization of irrigation pumping station district B shall have the earthquake resistance of the building as a high priority.
* **Design Documentation:** Prepare/revise separate DEDs for Rehabilitation of the sedimentation pool, Modernization of irrigation pumping station district A, Modernization of irrigation pumping station district B, 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.
  + 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, as well as all required expertise approval. 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 object 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 procurement of goods (O&M machinery).
2. **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 goods under this Project, 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.
3. **Technical Specifications and Procurement Plan Development:**
   * The Consultant will be responsible for the development of comprehensive technical specifications for all goods to be procured.

**Deliverables:**

* Refined and finalized lists of goods
* Comprehensive technical specifications for all goods
* Procurement plan for a streamlined and timely acquisition process
* Training program outlining usage and maintenance of the procured goods

### **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.
   * Procurement of goods, works, and services funded by the variable portion of the GPE financing and government resources will follow the relevant governmental procurement regulations.
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 construction and goods 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 goods 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 goods installation and startup.
  + Assist the EA in accepting completed infrastructure works, delivered goods, and TLMs, including final goods 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-6: 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 ALRI 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-7: 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 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 and similar initiatives by other donors (WB, ADB, EU). |
| * Review of current construction and procurement regulations. |
| * Examination of the ALRI 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 of the project objects 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 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 goods installation. |
| * Recommendations or comments regarding site preparation, if necessary. |

* 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, supply of goods. |
| 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, goods, 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, ALRI) 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 across the project indicators. |
|  |

* 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 attention.
  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:

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| **No** | **Output/Report** | **Time Due** |
| 1 | Inception report | 1 month after commencement |
| 2 | Draft Detailed Designs (DED) for 3 Packages | 6 months after commencement |
| Final Detailed Designs for 3 Packages | 2 weeks after comments on draft |
| 3 | Draft list and technical specifications of goods | 10 months after commencement |
| Final list and technical specifications of goods | 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 |
| 8 | Midterm Review Report | 2nd month of the 3rd year of project |
| 9 | Monthly Progress Reports | 2 weeks after end of month |
| 10 | Contract Completion Reports | 4 weeks after taking over certificate |
| 11 | Draft Project Completion report | 4 weeks after project completion |
| Final Project Completion report | 2 weeks after comments on draft |

* 1. **Report submission requirements:**

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| **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 | 10 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 | 20 Months | Supervision services will be compensated based on deliverables and actual number of staff-months utilized evidenced by a consolidated time sheet. |
| Procurement of Goods | 6 Months |  |

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

* Over 10 years of experience in design, construction and supervision of infrastructure projects, specifically in civil works, goods, in water sector.
* Experience working in the Central Asian region for similar assignments 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase-1: Detailed Design and Tender** | | | |
| **No** | **Required Expertise** | **Position** | **Estimated**  **Inputs (man-month)** |
| **К-1** | Кеу / Int./Nat. | Team Leader/ | 10 |
| **К-2** | Кеу / Int./Nat. | Irrigation Specialist | 7 |
| **К-3** | Кеу / Int./Nat. | Procurement/Contract Specialist | 10 |
| **К-4** | Кеу / Int./Nat. | Deputy Team Leader/ Project Chief Engineer/Design Engineer | 10 |
|  |  |  |  |
| **К -5** | Кеу / Int./Nat. | Civil / Structural Engineer | 10 |
| **К-6** | Кеу / Int./Nat. | Electrical Engineer | 2 |
| **К-7** | Кеу / Int./Nat. | Mechanical Engineer | 2 |
| **Interim**  **total** | **Кеу experts international/national** | | **51** |
| **Phase - 2: Supervision of Construction Works** | | | |
| No | **Required Expertise** | **Position** | **Estimated Inputs**  **(man-month)** |
| **К-1** | Кеу / Int./Nat | Team Leader/ Civil engineer | 32 |
| **К-2** | Кеу / Int./Nat | Irrigation Engineer | 12 |
| **К-3** | Кеу / Int./Nat | Deputy Team Leader/ Project Chief Engineer | 24 |
| **К-4** | Кеу / Int./Nat | Chief Construction Supervision Engineer | 32 |
| **К-5** | Кеу / Int./Nat | Construction Supervision Engineer | 32 |
| **К-6** | Кеу / Int./Nat. | Electrical Engineer | 4 |
| **К-7** | Кеу / Int./Nat. | Mechanical Engineer | 4 |
| **Interim**  **total** | **Кеу experts international/national** | | **140** |

*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. Team Leader/** | **Education:** At least postgraduate degree in water resources engineering or hydro technical engineering related to water infrastructure and professionally qualified, having affiliation with international accreditation agencies is preferred.  **Experience:**   * At least 15 years of total working experience with including 10 years in the engineering planning, design, construction, operation and management of irrigation projects. * Preferably having Experience in MDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or MDBs conditions of contract. Expert is required to have successfully completed at least three (3) similar projects in the capacity of the Team Leader. * Proficiency in English should bе excellent and knowledge of any of the widely spoken local languages is highly preferable. Expert must have good oral and written communication skills in English to document completed work tasks, give project status reports, and prepare final engineering analysis reports for clients. * Expert is expected to be well familiar with AutoCAD and other modeling software's related to the assignment |
| **2.** Irrigation Specialist | **Education:** At least Master ' s degree in civil or environmental engineering related to irrigation infrastructure.  **Experience:**   * At least 15 years of total working experience with including 1О years in engineering in planning, design, construction, operation and management of irrigation schemes. * Expert is required to have been completed at least three (3) assignments in design of irrigation infrastructure of а similar nature and complexity. Experience in working in similar projects funded by IDB funded projects is preferred. * The expert is expected to have worked for more than 5 years in developing countries, including working experience found in CIS/Central Asian region. * Proficiency in English should be excellent and knowledge of any of the widely spoken local languages is highly preferable. * Expert is expected to know well AutoCAD and other modeling software's related to the assignment. |
| * 1. **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. * Experience found in CIS/Central Asian region would be an advantage. * Proficiency in English should bе excellent and knowledge of any of the widely spoken local languages is highly preferable. |
| * 1. Deputy Team Leader/ Project Chief Engineer/Design Engineer | **Education:** At least bachelor's degree in civil/hydro technical engineering or similar.  **Experience:**   * At least 15 years of total working experience with including 1О years in planning, design, construction, operation and management of irrigation infrastructure projects. * The expert is expected to know well construction norms and standards of irrigation in Tajikistan. * Expert is required to have participated in at least three (3) assignments in design and construction of irrigation system infrastructure. * Preferably having Experience in МDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or MDBs conditions of contract" * Expert is expected to be familiar with AutoCAD and other modeling software's related to the assignment. * Excellent reporting and computer skills. Knowledge of English will be an advantage. |
| * 1. **Civil / Structural Engineer** | **Education:** At least bachelor's degree in civil/structural engineering or similar.  **Experience:**   * At least 1О years of total working experience with including 5 years in design and implementation of irrigation infrastructure. * Expert is expected to have participated in at least three (3) assignments of а similar nature. * Preferably having Experience in MDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or МDBs conditions of contract. * Expert is expected to be familiar with AutoCAD and other modeling software's related to the assignment. * Excellent reporting and computer skills. Knowledge of English will be an advantage |
| * 1. **Electrical Engineer** | **Education:** At least bachelor's degree in electrical/electromechanical engineering or similar.  **Experience:**   * At least 10 years of total working experience with including 5 years of practical experience in the design and implementation of industrial electromechanical installations and electronic controls. * Expert is expected to have participated in at least three (3) assignments of а similar nature. * Preferably having Experience in МDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or MDBs conditions of contract. - Expert is expected to bе familiar with AutoCAD and other modeling software's related to the assignment. * Excellent reporting and computer skills. Knowledge of English will bе an advantage |
| * 1. **Mechanical Engineer** | **Education:** At least bachelor's degree in mechanical engineering or similar.  **Experience:**   * At least 1О years of total working experience with including 5 years of practical experience in the design and implementation of pumped or gravity hydraulic systems. * Expert is expected to have participated in at least three (3) assignments of а similar nature and possession of good expertise on pumping equipment. * Preferably having Experience in MDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or MDBs conditions of contract. - Expert is expected to be familiar with AutoCAD and other modeling software's related to the assignment. * Excellent reporting and computer skills. Кknowledge of English will be an advantage. |
| * 1. **Chief** Construction **Supervision Engineer** | **Education:** At least bachelor's degree in civil/hydro technical engineering or similar.  **Experience:**   * At least 15 years of total working experience with including 10 years in planning, design, construction, operation and management of irrigation projects. * The expert expected to be familiar construction norms and standards in Tajikistan or similar standards, as well as widely applied intonational standards. * Experience in management and supervision of contracts according to international standards, such as FIDIC and similar. * Expert is required to have participated in at least three (3) assignments in design and construction of irrigation infrastructure. * Preferably having Experience in MDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or MDBs conditions of contract. * Expert is expected to bе familiar with AutoCAD and other modeling software's related to the assignment. * Excellent reporting and computer skills. Knowledge of English will be an advantage. |
| * 1. Construction **Supeгvision Engineer** | **Education:** At least bachelor's degree in civil/hydro technical engineering or similar.  **Experience:**   * At least 15 years of total working experience with including 10 years in planning, design, construction, operation and management of irrigation projects. * The expert is expected to know well construction norms and standards in Tajikistan. * Expert is required to have participated in at least three (3) assignments in design and construction of irrigation infrastructure. * Preferably having Experience in MDBs funded projects of а similar nature and size with proven knowledge of FIDIC based and/or МDBs conditions of contract" * Expert is expected to bе familiar with AutoCAD and other modeling software's related to the assignment. * Excellent reporting and computer skills. Knowledge of English will be an advantage |

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, dwelling spaces, transport, 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 – Project Location Map**

**Map

Description automatically generated**

## **Annex 2 – List of procurement packages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Component** | **Package No** | **Contract Package** | **Method** |
|  |  | **Civil Works:** |  |
| Component A |  | Construction and upgrade of irrigation schemes - 3 Lots | NCB |
|  | Modernization of irrigation pumping stations in district B - 2 Lots | NCB |
|  | Modernization of irrigation pumping stations in district B – 2 Lots | NCB |
|  | Construction of two new pump station with pressure PE pipelines – 1 Lot | NCB |
|  | Rehabilitation of the sedimentation pool – 2 Lots | NCB |
| Subtotal for the Civil Works: | | |  |
|  |  | **Goods:** |  |
| Component D |  | Purchase of furniture | Shopping |
|  | Purchase of accounting software | Shopping |
|  | PMU computer technology | Shopping |
|  | PMU vehicles - 1 Lot | Shopping |
| Component B | 9. | O&M machinery - 1 Lot | NCB |
| Subtotal for Goods: | | |  |
|  |  | **Consulting Services:** |  |
| Component C | 10. | Development of DED and Supervision | QCBS/MC |
| Component E | 11. | Financial Audit Service | LCS/LC |
| Component D | 12. | Project Management Staff (multiple positions) | ICS/LC |
| **Subtotal for Services:** | | |  |
| **Grand total** | | |  |

1. <https://www.>[mfa.tj/en/main/view/2987/brief-information-about-the-national-development-strategy-of-tajikistan-for-the-period-till-2030](https://www.mfa.tj/en/main/view/2987/brief-information-about-the-national-development-strategy-of-tajikistan-for-the-period-till-2030) [↑](#footnote-ref-2)
2. https://www.fao.org/faolex/results/details/en/c/LEX-FAOC189751/ [↑](#footnote-ref-3)