



**Terms of Reference (TORs)**  
**for Hiring Consulting Services for Detail Designs, and Supervision of PMU**  
**KITE Sub-Projects**

**1. Background:**

The Government of Khyber Pakhtunkhwa (GoKP) is undertaking several initiatives to develop the tourism sector and employ it as a key driver of economic growth and job creation in the province. To create an enabling environment for the private sector to participate in and develop the tourism value chain, the GoKP has entered into a partnership with the World Bank (WB) through an International Development Association (IDA) credit for the Khyber Pakhtunkhwa Integrated Tourism Development (KITE) Project. KITE is a \$70 million IDA credit that aims to create tourism-enabling infrastructure, enhance tourism assets, and strengthen destination management for sustainable tourism development in Khyber Pakhtunkhwa.

**2. Objectives:**

The objective of this consultancy is to have the services of an engineering firm that support PMU KITE DoT in the preparation of technical, social & environmental assessment and provides supervisory inputs for different sub-projects.

**3. Scope of Work:**

PMU KITE DoT is currently working on different tourist facilitation activities like the installation of prefab washrooms in tourist areas, establishment of Rescue 1122 stations at Thandiani & Ayubia, Abbottabad; Gabeen Jabba, Swat; Kumrat, Dir Upper; Kalash, Lower Chitral; and Kaghan, Manshera, illumination of archaeological sites and provision of solid waste removal/snow clearance machinery to area development authorities.

To undertake the design and supervision work PMU KITE DoT requires the services of an engineering firm that supports in preparation of detailed designs, drawings, cost estimates, social & environmental assessment, technical inputs (in case of



procurement of machinery), and provides supervisory inputs of different sub-projects.

The scope of the required services has been divided into the following tasks:

### **3.1 Engineering Services:**

The consultant is required to perform the role of the Engineer in accordance with the contract. The responsibility of the consultant will include, but is not limited to the following:

- Conduct site survey and develop site layout plan with associated cost estimates/ BOQ.
- Issuance of construction drawings, checking of the layout of structures.
- To check as-built drawings prepared by the contractor.
- Review and study the physical verification of the site for assessing the scope of work.
- Conduct necessary tests to determine the design parameters.
- Notice to commence works will be issued by the consultants with due consultation with the Client.
- Approval of construction works schedule and its monitoring using an agreed construction management/monitoring IT tool (like MS Project, Primavera, etc.).
- Approval of construction materials to be used for the project.
- Joint measurements will be taken with the contractor and recorded in the computer-based form.
- Maintain daily progress reports.
- Maintain a record of correspondence between the client, consultants, and contractors, etc.
- Check requests will be submitted by the contractor before execution of any activity and will be approved/disapproved by the site supervisory staff on the basis of the quality of work performed by the contractor.
- To guide the contractor in maintaining safety measures & care of works.



- To direct the contractor to carry out all such work as may be necessary in the opinion of the Engineer to avoid or to reduce the risk in case of an emergency affecting the safety of life or of the works or of adjoining property and advise the client thereof as soon thereafter as is reasonably practicable.
- Arrange progress review meetings with the client and contractors.
- Examine and attend to the measurement of any work which is about to be covered or put out of view before permanent work is placed Thereon and examine and attend to the measurement of the completed works in the prescribed form.
- Issuance of necessary notices to the contractor during the construction period.
- Inspection of completed works at appropriate intervals during the defect liability period and issuing defects liability certificate.
- Processing of contractor's possible claims of the construction contracts.
- Informing the client about the status of works if the consultants feel that the works will not be completed as per the original works program due to inadequate manpower, equipment, materials, or other resources may indicate that the contractor may be delayed in the completion of any part of the project.
- To monitor environmental issues during the construction period ensured minimum disruption/damage to the environment and local settlements and provided information to the client in the Monthly Progress Reports.
- To issue a variation order which has financial implications except in emergency situations as reasonably determined by the Engineer subject to prior approval in writing of the client.
- To approve subletting any part of the works subject to prior approval in writing of the client.
- Recommendation of extension of time subject to prior approval of the client.
- Advise the client in case of arbitration or litigation regarding construction contracts.



- Checking contractors' Interim Payment Certificates, escalation bills, claims, and other statements with respect to arithmetical error and compliance with the contract and if required make corrections thereto.
- Verification & recommendation of contractors Interim Payment Certificates for payments.
- To advise the client on all matters relating to the execution of the contract including providing advice on the processing of the contractor's claims, if any.
- Recommendation of liquidated damages against the contractor or other actions which should be taken against the contractor under the construction contract.
- Development of Complete Standard Bidding Documents and Procurement Strategy for the procurement of the proposed leftover works, the bidding documents, and procurement strategy will be in accordance with the World Bank Procurement Regulations.

### **3.2 Environmental & Social Inputs:**

- To supervise Environmental and Social safeguard documents for various sub-projects.

### **3.3 Overall Project Supervision & Monitoring:**

- To support the establishment and management of the PMU KITE DoT.
- To support the PMU DoT to carry out the overall project monitoring.
- To prepare quarterly progress reports in the duly agreed format.
- To provide complete records and approve the contractor's as-built drawings for the works.
- To prepare completion report for sub-projects including information on a contract-wise basis on duly agreed format and in carrying out Project Benefit Monitoring and Evaluation before and after civil works construction in accordance with the format to be provided by Client.



- Inspection of works to check the workmanship and inspect that the work is carried out according to the specifications.
- Supervise tests performed by the contractor on materials. Approval and disapproval of contractor's work and, if appropriate, his plant and equipment.
- Approval of materials and the conformity of the works to the contract specifications.
- Certify completion part or all the works and preparation of punch list.
- Testing of materials and of completed works and giving instructions for removal of unspecified materials from the site.
- To order, if required, the uncovering of completed work and or the removal and substitution of proper materials and/or work.
- Inspection of works during maintenance period and issuance of maintenance certificate.
- Assistance in taking over / handing over of Project from contractor to the Client.

#### **4. Qualification of Firm:**

The Interested firms will be expected to demonstrate or provide explicit information/evidence of their qualification to perform this assignment, in their profiles, in the areas covered by the project as indicated above. Firms should have a specific and proven competence and experience of at least 10 years in design, supervision, of tasks delineated in TORs and should have completed at least two similar assignments in past five (5) years.

They should have relevantly qualified experienced and skilled human resources as per the scope of work. They should have adequately equipped offices.

#### **5. Indicative Disciplines and Team composition:**

The Consultant shall provide the required staff and qualifications to manage all the different tasks of the assignment. Client reserves the right to reject and/or instruct removal of staff due to nonperformance.



S. No.	Designation	No. of Staff	Qualification and Expertise	Man Months
<b>A) Key Experts Design</b>				
i)	Chief Resident Engineer	1	Bachelor's Degree in civil engineering with an overall 25 years of experience in the field of construction	6
ii)	Structure Engineer	1	Master's degree in Structure Engineering with 8 years of experience	4
iii)	Electrical Engineer	1	Master's degree in electrical engineering with 8 years of experience	6
iv)	Social Expert	1	Master's degree in social sciences with 8 years of experience	4
v)	Environmental Engineer	1	Master's degree in environmental sciences with 8 years of experience	4
vi)	Computer / CAD Operator	1	3 years Diploma of Associate Engineering with 8 years' experience	12
<b>B) Key Experts Supervision</b>				
i)	Chief Resident Engineer	1	Bachelor's Degree in civil engineering with an overall 25 years of experience in the field of construction	12
ii)	Electrical Engineer	1	Bachelor's Degree in electrical engineering with 5 years of experience	12
<b>C) Non-Key Experts Supervision</b>				
<b>1) Kaghan, Naran &amp; Galiyat</b>				
i)	Assistant Resident Engineer	1	Bachelor's Degree in civil engineering with 5 years of experience	12
ii)	Site Inspector	5	3 years Diploma of Associate Engineering with 8 years' experience	60
<b>2) Swat, Dir Upper &amp; Chitral</b>				
i)	Assistant Resident Engineer	1	Bachelor's Degree in civil engineering with 5 years of experience	12
ii)	Site Inspector	5	3 years Diploma of Associate Engineering with 8 years' experience	60
<b>3) Peshawar &amp; Mardan</b>				
i)	Assistant Resident Engineer	1	Bachelor's Degree in civil engineering with 5 years of experience	12
ii)	Site Inspector	3	3 years Diploma of Associate Engineering with 8 years' experience	36



## **6. Selection Method:**

Selection will be made in accordance with the CQS method set out in the World Bank Procurement Regulations (Procurement in Investment Project Financing, Works, Non-Consulting and Consulting Services. July 2016 Revised November 2017 and August 2018).

## **7. Working Arrangements:**

PMU KITE DoT through written communication will issue tasks to the consultant Firm. Architect KITE PMU DoT will be focal person for coordinating tasks and monitoring performance of the firm. Payment on the assigned tasks will be based on report submitted by Architect to PD KITE PMU DoT.

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