



Board of Intermediate Education

Bakhtiari Youth Center, North Nazimabad,
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NO: BIE.ADMIN GEN. / / 2015

DATED: _____

M/s. _____

SUBJECT: - TERM OF REFERENCE (TOR)

TERMS OF REFERENCE FOR THE CONSULTANT FOR THE CONSTRUCTION / CIVIL WORKS SUPERVISION AND MONITORING AND EVALUATION (M & E) OF WORKS AT BIEK BUILDINGS AND ITS TERRITORIES

OBJECTIVE:

The proposed Project Development Objective (PDO) is the development / construction of civil works in the Board of Intermediate Karachi and its territories. The main activities in this project are the construction, development & renovation of existing infrastructure of the Board.

DESIGN: The required civil works shall be designed by a separate firm according to the technical specifications provided by the Project Implementation Unit (PIU) or Board. This shall contain, but not limited to the structural design taking into consideration the functionality as required by the PIU.

SUPERVISION OF CIVIL WORKS: The day to day supervision shall; be carried out; by the Consultant Engineer who shall coordinate with all relevant parties, including the coordination of all activities carried out by the civil contractors and their sub contractors.

The Consultant Engineer shall engage in supervision and coordination of all works in accordance with the agreements signed by the Architectural Consultant and other agencies until the project completion including the completion of the defects liability period. The Consultant Engineer shall keep the PIU informed the progress of all project activities, make recommendations for payment including delays and cost escalations.

In order to achieve the project objectives by implementing various components, the (PIU) of the small and Medium Enterprise Development facility Project at the BIEK is seeking to recruit a Consultant Engineer who will closely supervise and oversee the project implementation with a special focus on monitoring and coordination of civil works and related activities.

SCOPE OF CONSULTANCY:

The consultant is required to perform following tasks:

- Prepare the initial brief to the Architectural Consultant, as per the requirements of the PIU; Prepare RFP (Request for Proposal) for Architectural Consultants for the design and supervision of required civil works.
- Be a member of the Technical Evaluation Committee to be appointed to evaluate Technical and Financial proposals;
- With an appointment of an Architectural Consultant, the Consultant Engineer need to coordinate with the Architectural Consultant in finalizing all documentation including Drawings, Specifications, Bills of Quantities (BOQs), Tender Documents and Contract Agreements.
- Coordinate calling of tenders, evaluations and take part in negotiations with contractors;

- Provide support to the PIU in the implementation of construction works of the required Civil works in the project areas to ensure compliance with the contract agreements and other applicable laws. This will include monitoring civil and electrical works, quantity surveying, inter alia from the inception to completion of the construction including the one year defects liability period and closely liaising with the Architectural Consultant;
- Ensure the Contract Agreement clauses agreed upon with the contraction contractor and subcontractors are compiled in terms of quality as well as technical specifications;
- Maintain proper records of all tests carried out to ensure quality compliance;
- Monitor and inspect progress of construction works, by making regular follow up visits to construction sites in order to ensure that construction works are performed within the agreed deadlines;
- Certify all payments after verification of work performed at sites
- Attend site meetings at regular intervals (not exceeding one month), and distribute minutes of meetings, highlighting the issues;
- Provide technical support to the PIU in any contractual issue or additional construction work that might incur extra costs, ensure adherence to costs and timelines; as well as advising on the importance / relevancy / implications on cost / quality / timelines; of any specifications or scope changes requested by contractors / subcontractors. In this respect variations to the contracts (time and costs), if any, shall be verified and make recommendations to the PIU in a timely manner;
- Act as a liaison point between the directly nominated sub contractors, if any, by the PIU in all matters related to the assignment;
- Liaise with all relevant institutions to guarantee an effective progress and conclusion of all construction in all sites including the defects liability period;
- Perform any other duties related to the scope of the assignment that might arise and as determined by the Board.

DELIVERABLES/REPORTS:

The Consultant will submit monthly reports detailing activities and progress of the construction works. The reports should include any current or foreseeable issues, suggestions or recommendations in order to ensure the successful completion of the project, including possible cost or / and time overruns, if any.

The consultant will provide information on a regular basis in relation to the contractor's performance, payment schedules as agreed, etc. A detailed evaluation of contractors performance shall be carried out by the consultant and remedial actions should to be suggested to the PIU to expedite the progress.

A final report detailing all activities undertaken during the assignment is expected at the end of the contract completion and another report after the defects liability period is complete.

The Consultant will be responsible for verifying the accuracy of the "As Built Drawings" prepared by the Architectural Consultant, which shall include all mechanical, electrical and civil work completed on sites.

QUALIFICATIONS AND EXPERIENCE:

Required Qualifications and Experience:

- Degree in Civil Engineering with over 5 years experience;
- Overall experience in civil, construction and project management (minimum 5 years of project management experience in Building Constructions Supervision). Preference will be given to those who have similar experience in these sorts of projects.
- Excellent communication skills;
- Fluent in English, Urdu.
- Hold a valid driving license with NIC.
- Detailed CV Required for Evaluation and Hiring.

Contract duration:

The contract duration will initially be for a twelve months period and will be renewed upon and agreement between both parties.

**(QAZI ARSHAD HUSSAIN SIDDIQUI)
SECRETARY**