

TERMS OF REFERENCE
for
Preparation of Plan, Design, Estimate & Supervision of Construction work of
Modernization of existing Char Mugria Eco-park Under Madaripur Zila Project.
Social Forest Division, Faridpur

1. Background

Char Muguria is a place stands in between $23^{\circ} 10' 08.22''$ N $90^{\circ} 09' 42.05''$ E of Sadar Upazilla under Madaripur district. It was an old port. It was a home ground of Rhesus macaque *Macaca mulata* for 200 years back. Presently about 2500 monkey inhabit to this area. They live in group of about 20 to 200 individuals in each group. Due to lack of good habitat and scarcity of food monkeys usually come out from their inhabitant to the local area and disturb local people in different ways. In order to preserve those monkeys to a limited area and conserve the bio-diversity of the area as well as to develop eco-tourism it had been proposed to develop an Eco-park comprising an area of 18.24acre khas land to the Char Mugiria area of Madaripur district. In this regard a program of supply of food for monkeys had been undertaken from the year 2006-2007 to 2008-2009 to the char Muguria Eco-park area. After that program no further program had been undertaken. Later on, the local leaders along with Madaripur district administration decided to hand over the total 18.24acre Khas land to Social Forest Division, Faridpur to set up a new project for the conservation of monkeys as well to establish an eco-park that can provide eco-tourism facilities to the local people as well as visitors from home and abroad.

Social Forest Division, Faridpur had initiated a project in the name of “Modernization of Existing Char Muguria Eco-park of Madaripur District” at a cost of Taka 3173.824 lakh that had been approved by the Planning Ministry on 25.02.2020. The tenure of the project is from January 2020 to December 2022. Development habitat for monkeys, supply of food, infrastructure development and renovation of the existing infrastructures, eco-tourism facility development are the main components of the approved project.

Though Government had approved the project in February 2020 but due to present pandemic situation of COVID-19 no activities has been initiated according to government decision. But in late October 2020 government had asked to start the project activities in limited way. According to government decision Social Forest Division, Faridpur has under taken necessary step to implement the approved project.

2. Objectives of the Assignment

The main objective of the assignment are to:

- i. Prepare design, working drawing, technical specification and bill of quantities of the construction works packages.
- ii. Assist the Project Director in every stage of procurement process.
- iii. Ensure high standards of quality assurance in execution and completion of work within stipulated time limit,

- iv. Comprehensive supervision of project implementation activities carried out by the contractor(s) to ensure complete compliance with the design, working drawings, technical specifications, bill of quantities and various stipulations in the contract documents.

3. Scope of Services and Tasks

3.1 The consultant will assist Project Director, in the implementation of the project. The team will work directly with, and support the staff of Forest Department in the Project Director Office in order to achieve the objectives of the project.

The Scope of the assignment are:

- i. To assist development, review and checking of detailed engineering designs, working drawing, technical specification, bill of quantities, schedule of day works and estimate of all physical infrastructure works;
- ii. To assist and advise Project Director in all aspects of the procurement and contracting of construction works packages;
- iii. To assist and advise Project Director in the supervision of physical works, including maintenance. Effective and consistent quality assurance has been identified as a critical element to ensure sustainability of the infrastructure improvement works;
- iv. Other duties as may be reasonably identified in relation with the assignment by the Project Director.

3.2 Description of scope of services:

The Consultant will work closely with Project Management Unit and will undertake 3 major tasks but will not limit to the following:

Task-1: Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate:

- i. The consultant shall survey the project area and collect required data to analyze and modify (if required) the detailed design and drawing of the works packages.
- ii. Develop and finalize detailed engineering design and working drawings for all construction/ infrastructures works packages of the Project.
- iii. Prepare Technical Specification, Bill of Quantities, Schedule of Day Works and Estimate for all construction/ infrastructure works packages of the project.
- iv. Prepare plan, design, working drawing, technical specification, bill of quantities, schedule of day works, estimate for any variation required for the works packages.
- v. Suggest any maintenance required for the infrastructures already implemented under the project

Task-2: Procurement Support

- i. Assist the Project Director in preparation of procurement plan, bidding document of all works packages in e-GP system with necessary incorporation of changes as per the modified/final detailed design, working drawing, bill of quantities and technical specification.
- ii. Provide support services, which will involve assisting the Project Director during bidding period to respond to questions from bidders during pre-bidding meeting through e-GP system and to issue agenda when required. Services during the bidding period will also include arranging site visits.

- iii. Provide support to the Project Director in Bid opening, Bid Evaluation, Recommendation for Award, Contract Document preparation and Contract Management.

Task-3: Construction Supervision

- i. The Consultant shall have to provide support to the Project Director throughout the contract period in implementation of all construction/ infrastructure works packages of the project in compliance with the DPP and Contract Agreement.
- ii. The consultant will assist the Project Director in administering the construction contracts and Advise the Project Director in making engineering decision
- iii. Regularly supervise all ongoing construction/ infrastructure works of the project and Ensure that the construction activities/method proposed by the contractor for carrying out the works are satisfactory and all works comply with the approved engineering designs, working drawings, bill of quantities, schedule of day works, technical specifications, agreed schedule and budget, terms and conditions of the contracts and standard engineering practice.
- iv. Make all necessary measurements and control the quality of works and advise the Project Director and the contractor in making all engineering decisions required for the successful and timely implementation of the construction contracts.
- v. Inspect contractor’s construction equipment, results of materials and soil tests, safety of the works property & personnel, schedule of mitigation measures for adverse environmental impacts and Notify the Project Director and contractors to remedy works and materials that fail to comply with contract agreement;
- vi. Clarify about the disputed issues, anomaly, error or risk that could affect the project objectives and make the appropriate recommendations and/or take the necessary actions to remedy them.
- vii. Review and ensure that the methods of construction are complied with the safety measures;
- viii. Monitor and supervise progress of contractors works as per construction programme schedule, and (b) progress of contractors’ works as per technical specifications, design and working drawing;
- ix. Check that ‘as-built’ drawing that prepared by the contractors for all works complied with the requirement of the project.
- x. Develop the quality assurance system and quality control plan for provisions of pavement and structures.
- xi. Review, check and certify work progress, bill of quantities implemented, work measurement books, bill/invoices of the contractors and recommend for payment of all interim and final payments of the contractors of all works packages.

4. Output/Deliverable and Reporting Arrangement:

The following table describes the deliverables and reports of this assignment, which are the outputs of the activities specified under Scope of Services.

Note: T0 = Date of commence of the Contract; M = Month

SL. #	Deliverables (which could be developed along the following core information below)	Submission Deadline (T1, T2,, TN)

D.1.	Inception Report: <ol style="list-style-type: none"> 1. Work Plan 2. Programme schedule with Gantt Chart 3. Assessment of the construction/ infrastructure works of the project 4. Problems encountered 5. Organogram of the project team and the project management structure 	T1 = T0 +1M
D.2	1st Progress Report <ol style="list-style-type: none"> 1. Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate for at least 25% of total number of works packages (Task-1) 2. Procurement Support (Task-2) 3. Supervision of ongoing works contracts (Task-3) 	T2 = T0 + 3 M
D3	2nd Progress Report <ol style="list-style-type: none"> 1. Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate for at least another 25% of total number of works packages (Task-1) 2. Procurement Support (Task-2) 3. Supervision of ongoing works contracts (Task-3) 	T3 = T0 + 6 M
D.4	3rd Progress Report <ol style="list-style-type: none"> 1. Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate for at least another 25% of total number of works packages (Task-1) 2. Procurement Support (Task-2) 3. Supervision of ongoing works contracts (Task-3) 	T4 = T0 + 9 M
D.5	4th Progress Report <ol style="list-style-type: none"> 1. Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate for at least another 25% of total number of works packages (Task-1) 2. Procurement Support (Task-2) 3. Supervision of ongoing works contracts (Task-3) 	T5 = T0 + 12 M
D.6	5th Progress Report <ol style="list-style-type: none"> 1. Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate for works packages (if required) (Task-1) 2. Procurement Support (Task-2) 3. Supervision of ongoing works contracts (Task-3) 	T6= T0 + 15 M

D.7	6th Progress Report 1. Development, Review and checking of detailed engineering design, working drawing, bill of quantities, schedule of day works, technical specification and estimate for works packages (if required) (Task-1) 2. Procurement Support (Task-2) 3. Supervision of ongoing works contracts (Task-3)	T7 = T0 + 18 M
D.8	Draft Final Report of the assignment (Which will include core information/documents of all outputs listed in the scope of work, etc.)	T10 = T0 + 21 M
D.9	Final Report of the assignment (Which will include core information/documents of all outputs listed in the scope of work, responses against the reviewers' suggestions/comments/remarks/queries on the draft final report).	T11 = T0 + 22 M

The above mentioned reports have to be submitted to the Project Director of Modernization of existing Char Mugria Eco-park Under Madaripur Zila Project, Social Forest Division, Faridpur in the following format:

- i. Softcopy (PDF) – 1 copies
- ii. Hardcopy – 3 copies

The Consultant will work closely with the Project Director, Modernization of existing Char Mugria Eco-park Under Madaripur Zila Project, Social Forest Division, Faridpur. The team leader will report to the Project Director, Modernization of existing Char Mugria Eco-park Under Madaripur Zila Project, Social Forest Division, Faridpur Project and will keep close liaison with the Officer In-Charge, Madaripur SFNTC.

5 Consultant Team Composition

5.1 Qualification Requirement for the Key Experts.

i. Team Leader (Senior Municipal/Rural Infrastructure Engineer): 1 position

- a. Academic Qualification: Bachelor Degree in Civil Engineering.
- b. Work Experience: 15 (fifteen) years of general experience, of which at least 10 (ten) years involved in planning, design and supervision of urban/rural/Eco-Park development projects and will have a minimum of 7 (seven) years proven work experience and skill in similar position. The Team Leader will be familiar with all aspects of the tasks listed in the scope of works and will have overall responsibility for managing the team.

ii. Design/Structural Engineer: 1 position

- a. Academic Qualification: Bachelor Degree in Civil Engineering.
- b. Work Experience: 12 (twelve) years of general experience with 7 (seven) years specific experience in planning, design construction and management of Eco-Park working system projects in Bangladesh or any other developing country

iii. Architect: 1 position

- a. Academic Qualification: Bachelor degree in architecture from any reputed University.
- b. Work Experience: At least 10 years of practical working experience as an Architect or equivalent position on construction and maintenance works.

iv. Urban Planner: 1 position

- a. Academic Qualification: Bachelor Degree in Civil Engineering.
- b. Work Experience: 10 (ten) years of general experience with 7 (seven) years specific experience in planning, design construction and management of Eco-Park working system projects in Bangladesh or any other developing country.

v. Procurement Expert: 1 position

- a. Academic Qualification: Bachelor's degree in Engineering / Management or related subject. Candidates having advanced academic/professional qualification/training in procurement/purchasing and supply will be given preference.
- b. Work Experience: 07 (seven) years of general experience of which 05 (five) years of relevant experience in a position having responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for goods, works, and services; sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Acts/Rules; analytical capability in identifying and resolving procurement issues. Proven working experience on procurement. Have working knowledge on PPA 2006 and PPR 2008. Experience in the preparation of bidding document/Request for Proposal for Procuring of goods, works and services as well as evaluation of same is required. Working experience on procurement activities using e-GP is required.

vi. Construction Supervision with Quality Control Engineer: 1 Position

- a. Academic Qualification: B.Sc. in civil engineering or equivalent. Masters in relevant field from any recognized university will be an advantage.
- b. Work Experience: Have 10 (ten) years' experience in site supervision for civil engineering projects and supervision/monitoring of related field with 05 (five) years' experience of quality control activities in rural/urban civil work in Bangladesh and developing countries. Experience to work in quality control laboratories will get preference and experience in civil works site supervision in any Eco-Park Project would be an advantage.

4.2 Qualification Requirement of the Non Key Staff

i. Cost Estimator cum Site Supervisor Engineer: 2 positions

- b. Academic Qualification: Diploma degree in Civil/Electrical Engineering.
- c. Work Experience: 05 (five) years of general experience of 03 (three) years of experience in similar position.

ii. CAD Technician: 1 position

- a. Academic Qualification: Diploma in Civil/Architecture Engineering.
- b. Work Experience: 05 (five) years of general experience of 03 (three) years of experience in Auto CAD designing software.

In addition to key expert and non-key expert, the following non-key experts may be required to deliver the service in accordance to the TOR. Indicative non-key experts are a guideline for the consultants. However, the consultants are free to make their own estimate to propose additional non-key expert.

- Office Manager cum Accountant

6. Implementation Arrangements:

- i. The project will provide institutional support and all available documents (if any), data and information to the consultant. The Consultant should include all eligible expenditure in the financial proposal for remuneration, logistics and required manpower for successful implementation of the assignment.
- ii. The Consultant or his representative team will work closely with the Project Director (PD) of the Project Management Unit (PMU) set up for the Project.
- iii. At the inception stage the Consultant shall prepare a detailed schedule and task-flow diagram, which depicts the interrelationship of various tasks in the assignment which lead to the completion works and mechanism of coordination with the client and other related entities. This would be kept and update throughout the Project duration.
- iv. PD will coordinate all interfaces with the Consultant team.
- v. PD also assists the Consultant or his staff in resolving various administrative issues which may arise during the implementation.
- vi. The Consultant 's Team Leader will be the principal contacting person and will be expected to be readily available during project implementation.
- vii. The Consultant shall be responsible for all aspects of performance of services as set forth in the preceding sections of this TOR.

Specific tasks or actions that require prior approval by the Client:

- i. Before finalization of any report and any changes in design, working drawing, technical specification, bill of quantities, schedule of day works, estimates or any engineering decision shall be approved by the client i.e Project Director.

- ii. Prior Approval by the client on any task or action which is not mentioned in ToR or in the contract but necessary for the proper accomplishment of contract must be required.

7. Selection Procedure and Form of Contract:

The Consultant would be selected following Fixed Budget Selection criteria under the Government Guidelines for selection of consultants and form of contract would be Simple Lump Sum Based Contract under this TOR.

8. Duration of the Assignment:

Duration of the contract would be **22 (Twenty Two) months**. However, the duration may be increased or decreased based on the performance and needs of the civil works.

(This is not part of ToR but will be reflected in the RFP)

Payment Schedule

The payment schedule will be as follows:

- Ten (10) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.1** of TOR i.e. **Inception Report** that need to be submitted within 1 month from the commencement date of contract.
- Fifteen (15) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.2** of TOR i.e. **1st Progress Report** that need to be submitted within 3 months from the commencement date of contract.
- Fifteen (15) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.3** of TOR i.e. **2nd Progress Report** that need to be submitted within 6 months from the commencement date of contract.
- Fifteen (15) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.4** of TOR i.e. **3rd Progress Report** that need to be submitted within 9 months from the commencement date of contract.
- Fifteen (15) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.5** of TOR i.e. **4th Progress Report** that need to be submitted within 12 months from the commencement date of contract.
- Five (05) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.6** of TOR i.e. **5th Progress Report** that need to be submitted within 15 months from the commencement date of contract.
- Five (05) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.7** of TOR i.e. **6th Progress Report** that need to be submitted within 18 months from the commencement date of contract.
- Ten (10) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.8** of TOR i.e. **Draft Final Report of the assignment** (which will include core information/documents of all outputs listed in the scope of work, etc.) that need to be submitted within 21 months from the commencement date of contract.
- Ten (10) percent of the contracted amount will be paid by the client upon submission and acceptance of deliverable **D.9** of TOR i.e. **Final Report of the assignment** (which will include core information/documents of all outputs listed in the scope of work, responses against the reviewers' suggestions/ comments/remarks/queries on the draft final report) that need to be submitted within 22 months from the commencement date of contract.

(This is not part of ToR but will be reflected in the REOI)

Interested Consultants should provide information on prescribed Format issued with the REOI demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- General Experience of the Firm (core business and years in business)
- Specific Experience in similar assignment;
- Firm's relevant managerial, financial and organizational capabilities for the assignment

Prescribed Format for Submission of Expression of Interest (EOI)

(In case of Joint Venture, this Form to be completed by each JV partner)

Package No.	:	01/Char Mugria of 2020-2021
Title of Service	:	Selection of Consulting firm for Preparation of Plan, Design, Estimate & Supervision of Construction work of Modernization of existing Char Mugria Eco-park Under Madaripur Zila Project, Social Forest Division, Faridpur

1. Letter of Submission Addressing- Project Director, Modernization of existing Char Mugria Eco-park Under Madaripur Zila Project, Social Forest Division, Faridpur.

2. Firm's legal title:

3. Firm's registered address:

4. Firm's year of registration (years in business):

(Year of Establishment/Years in business), as per Trade License/Registration Certificate, etc.)

(Necessary Attachments: Company/Firm's Registration Certificate, etc.)

5. Firm/Company Background (General Information including Core Business)

(Necessary Attachments: Brochure etc.)

6. General Experience of the Firm successfully completed in last 5 (Five) years

(List only those assignments for which the Firm was legally contracted by the Client/Procuring Entity as a firm or was one of the joint venture members.)

Name of the Assignment	Brief Description of the Assignment (main deliverables/ Outputs)	Role in the Assignment (Single Entity/ Lead partner in a JV/JV partner)	Name and address of the client. Contact information for references.	Service Duration (Start & End Dates)	Value of Service			Man-Month Input	
					Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners' Input

(Necessary Attachments: Details Description of nature assignment done by the firm Separately)

7. Specific Experience of the Firm in Similar Assignments successfully completed in last 5 (Five) years

(List only those assignments for which the Firm was legally contracted by the Client/Procuring Entity as a firm or was one of the joint venture members.)

Total No. of Similar Nature Assignment done by the Firm

Name of the Assignment	Brief Description of the Assignment (main deliverables/ Outputs)	Role in the Assignment (Single Entity/ Lead partner in a JV/JV partner)	Name and address of the client. Contact information for references.	Service Duration (Start & End Dates)	Value of Service			Man-Month Input	
					Total Value	No. of Partners (if Any)	Value of Service Provided by the Firm	Firm's Input	Partners' Input

(Necessary Attachments: Details Description of similar nature assignment done by the firm Separately)

8. List of Professional/Managerial staff of the Firm :							
SN	Name of Professionals	Position held in the Firm	Educational Qualification	Total Years of Experience	No. of Years as Firm's Employee		
9. Financial Capacity of the Firm (Turnover of last 3 years)							
a) 2019-20 (up to present)				:			
b) 2018-19				:			
c) 2017-18				:			
(Necessary Attachments: Payment Received Certificates/Audit Report)							
10. Capacity and logistics of the Firm							
a) Office Space (Area, Floor No. etc.)							
b) No. of Support Staffs							
c) Description of Important Office Equipment							

Full name and Signature with Firm Seal