

Annex A

Ecosystem Conservation and Management Project (ESCAMP) Ministry of Mahaweli Development and Environment

HIRING OF INDIVIDUAL CONSULTANTS - CIVIL ENGINEER TERMS OF REFERENCE AND SCOPE OF WORK

The World Bank has extended a credit to the Government of Sri Lanka for Ecosystem Conservation and Management Project (ESCAMP) with the view of improving the management of sensitive ecosystems in selected locations for conservation and community benefits. The Ministry of Mahaweli Development and Environment (MoMDE) in collaboration with the Ministry of Sustainable Development and Wildlife (MoSDW) will execute the project through a Project Management Unit (PMU). The Forest Department (FD) and the Department of Wildlife Conservation (DWC) will implement the project activities. PMU decided to hire individual consultant in the capacity of civil engineer to provide the service to FD and the DWC. The Individual Consultant who attached to the FD/DWC will predominantly be responsible to deliver and accomplish the construction and/or rehabilitation of infrastructure facilities in compliance with the FD and DWC and ESCAMP's project outcomes.

1. With consultation of the Project Counterpart of the Forest Department and Department of Wildlife Conservation, prepare annual Civil Construction Plans for that Departments based on their priorities and available budget;
2. With the assistance of the ESCAMP Procurement Staff, to provide necessary guidance to Forest Department and Department of Wildlife Conservation and liaise with the two agencies on World Bank requirements in procurement of civil works and minimum standard requirement of implementation of construction tasks;
3. Carrying out detailed designs of infrastructure as per the requirements of DWC and FD
4. Preparation of bills of quantities, cost estimates, engineering drawings and providing technical input to bid documents.
5. Guide in the development of technical project and tender documentation (TOR, tender dossier, tender evaluation, etc.) for the implementation of specific construction tasks identified by the implementing agencies in their sub project and specified by the Programme/Project;
6. Participate in evaluation of bids to provide Civil Engineer expert inputs and selection of best bidder to the tender for construction works and assessment of the bidder's competencies and experience against minimum qualification requirements as per the Request for Proposal/Invitation to Bid requirements;
7. Preparation of Terms of References (ToR) for detailed design for reconstruction/rehabilitation of structures where needed;
8. Review and assess technical design documents for construction interventions;
9. Construction supervision, contract administration and progress monitoring and reporting of civil work contracts
10. Provide written report about the compliance of the evaluation process with World Bank project procurement procedures;
11. Conducts field visits for assessment of construction interventions and prepare necessary inspection reports;
12. Monitor and supervise construction works by perform monitoring field/on-site visits, upon provision of construction activities for the sub projects during the specific assignment;

13. Ensure that technical documentation on the construction site is maintained in accordance with relevant national laws and standards and contract for works;
14. Liaise closely with the PMU procurement specialist, environmental and social safeguards specialist to ensure smooth implementation of all civil works projects;
15. Establish and maintain close links with the relevant institutes involved in the Project and ensure their compliance with all relevant requirements and the adherence to Government and World Bank procedures;
16. Any other duties assigned by the Project Director.

Normal working days and working hours applicable for government institutions will be applicable for this consultant as well. The consultant will be based in the Head Office of the Forest Department/ PMU. In line with the agreed monthly Work Programme, he/ she can attend for field work for maximum of 10 days per month after obtaining written approval of the Project Director.

Annex B

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HIRING OF INDIVIDUAL CONSULTANTS - CIVIL ENGINEER CONSULTANTS REPORTING OBLIGATIONS

1. Consultant has to prepare a Monthly Work Programme in consultation with the Clients Coordinator designated in Para 4 of the Contract.
2. A Monthly Progress Report with the achievements against to the Work Plan, reasons for shortfall if any and proposed approaches to catch up such shortfalls have to be submitted with the monthly invoice for payment.
3. A summary report on the tasks completed by each quarter has to be submitted to the Project Director.