Terms of Reference

**CONSULTANCY SERVICES**

**for**

**Construction Supervision Consultant for CONSTRUCTION OF A LOCAL ROAD OF CATEROGY 5 ON THE LEFT BANK OF THE ROGUN RESERVOIR (SAYINDON-LABIJAR) UNDER THE ROGUN HYDROPOWER DEVELOPMENT PROGRAM**

* + - * 1. **Background**

The Government of the Republic of Tajikistan (hereinafter called “Recipient”) has received financing from the Asian Infrastructure Investment Bank (the “Bank”) in the form of a loan (hereinafter called the “Loan”) toward the cost of “Rogun Hydropower Development Program – Phase 1” (hereinafter called the “Project”). The State Enterprise “Directorate of the Flooding Zone of Rogun Hydropower Plant” (“DFZ” or “Client/Employer”) intends to apply a portion of the proceeds of this loan to eligible payments under the contract for ***Construction Supervision Consultancy Services for Supervision in the role of the Engineer for the Construction of a local road of category 5 on the left bank of the Rogun reservoir (Sayindon-Labijar) under FIDIC Red Book 2017*** (hereinafter called the “Assignment”)***.***

Under the Project, AIIB will support the financing of (i) electromechanical equipment (Components 1 of the Project, Lots 1, 1A & 1B); (ii) right bank structures (Component 1 of the Project, Lot 3A); (iii) the ***Construction of a local road of category 5 on the left bank of the Rogun reservoir (Sayindon-Labijar) (Sub-component 3.2)***; and (iv) the Lenders’ Technical and E&S Advisor (Sub-component 2.4). Sub-component 3.2 meets urgent needs by providing connectivity and access to settlements that are currently connected to each other and to the rest of the country via the Obigarm-Nurobod road along the existing M41 highway connecting the north-eastern region of Tajikistan and the Kyrgyz Republic, which will be partially (between Obigarm (km 72) and Nurobod (km 158) flooded by the Rogun Hydroelectric Power Plant (HPP) reservoir. Once the existing roads between Obigarm and Nurobod are flooded by the rising water, the traffic will need to be diverted to the roads passing through between the villages of Saidoon, Bediho, Roghuni Poyon (Lower Roghun), Roghuni Bolo (Upper Roghun), Sangdevor, Kumbak, Kuhna, Novako, Miyonadara, Sarijui, Yakhch, Sulkh, Iston, Zumanak, Yakhak, Dara, Yust, Yusti Bolo (Upper Yust), Tagi Jamol, Yonur. However, certain section of these roads remain in poor condition or underdeveloped. Once the entire road is completed, the traffic will be able to travel along this route, which will contribute to the development of the local economy through agriculture, tourism and related businesses.

**1.1 Assignment Overview**

The road subject to construction and rehabilitation will provide Project-affected people with uninterrupted transport connections after reservoir filling. According to DFZ, there are 15 villages in the Nurobod district with a population of 8,412 and one in the Saidon village of the Sicharagh Jamao of Rogun city of 487 residents, about 8,900 in total, residing on the left bank of the reservoir will be affected by severance. Without mitigation, the village connection of left bank communities to Rogun city, the Nurobod district, and other regions of Tajikistan will be severed, and these settlements will become isolated. Additionally, the inability to cross over to the right bank to access work and basic services, especially health services, and longer travel times to access markets and larger urban centers will adversely affect livelihoods and quality of life for these left-bank communities.

Moreover, the road along the left bank of the Rogun reservoir shall provide shorter, year-round and uninterrupted automobile communication between the above-mentioned settlements along the left bank of the Rogun reservoir. The distance of the route due to the reconstruction and new construction (including the withdrawal from the flood zone) of individual sections will be reduced by at least 10 km, which does not even take into account the current mileage of vehicles from one bank of the Vakhsh and Khingob rivers to their other bank, to overcome impassable sections of the road on the left bank.

Upon providing year-round transport links in the Rasht Valley, the freight traffic between the settlements of this region, as well as the regional center of the Khatlon region - the city of Kurgan-Tyube and the capital of the republic, the city of Dushanbe, and in the eastern direction with the cities and districts of the Gorno-Badakhshan Autonomous Region and its center – Khorog, shall increase.

Furthermore, its implementation will not only prevent the isolation of existing settlements in the assignment area, but will also provide an opportunity to develop new adjacent territories with more favorable conditions for living, develop agriculture and contribute to an increase in the country's economic output.

The main occupation of the people living in the Rasht Valley is farming and agricultural production. However, due to the lack of a suitable road to the markets in Dushanbe and other cities, most of the produce has been consumed locally in the past couple of years. Once the road is completed, locally produced vegetables and fruits can be delivered to currently inaccessible markets and, therefore, improve the economic well-being and living standards of rural residents throughout the valley.

The State Enterprise “Directorate of the Flooding Zone of Rogun Hydropower Plant” (DFZ) will be the Implementing Agency. DFZ requires the services of a Construction Supervision Consultant to carry out construction supervision & contract administration, implementation & monitoring of construction implementation, including contractors’ Environmental and Social performance. The Consultant will perform the duties of the Engineer specified in the FIDIC conditions of contract and will be required to nominate Resident Engineer(s) for the contract(s) that will be full-time resident in the areas or located in the proximity of assignment areas. In addition to the primary role, the Consultant will assist the Employer in the efficient administration and implementation of the sub-assignments, support and strengthen it in its tasks, monitor progress, financial management, social and environmental safeguards in the assignment. The Consultants will report to the Director of DFZ. The Consultant will work under the overall guidance, coordination and directions of the Director of DFZ.

The consultancy services would be required for a period of Thirty-Six (36) months and the defects notification period, which will be twelve (12) months. Total input of 124 person-months International and 420 person-months national consultants would be required for the assignment.

The road construction and rehabilitation will be implemented through one (1) civil works contract, which includes construction of a 40.8 km of 1-lane main road and 10.6 km of access roads that run to various villages which do not lie directly on the main road, as well as 67 engineering structures, including 4 bridges, 41 reinforced concrete culverts, 7 open throughs, and 15 gabion-type retaining walls. The road construction and rehabilitation activities will include earthworks, drainage, structural works, roadbeds, pavement, rehabilitation of engineering structures, necessary infrastructure related to road safety upgrades, and other ancillary works related to these activities. DFZ will procure this contract through open competitive bidding, following AIIB’s Procurement Policy (June 26, 2024) and Directive on Procurement Instructions for Recipients (PIR, July 26, 2024). The goal is to have the contract awarded by the end of second quarter of 2026. Civil works will be based on the FIDIC Red Book 2017 General Conditions of Contract.

DFZ will select the Construction Supervision Consultant (CSC), in accordance with the Bank’s PIR. Consulting services will be engaged using quality and cost-based selection (QCBS) method with Full Technical Proposal (FTP) procedures based on a quality: cost ratio of 90:10. The contract will be time-based. The Bank’s Policy on Prohibited Practices will also be applied to the selection process of this Assignment.

**2. Objective(s) of the Assignment**

The primary objectives of consulting services are for the CSC to act as the Engineer on behalf of the Employer under the FIDIC Conditions of Contract for Construction, with the authorities, duties, and responsibilities defined in this ToR. In this role, the CSC shall administer and supervise the civil works contract in accordance with the Conditions of Contract, including quality control, monitoring work progress, and advising the Employer on all matters related to contract implementation and dispute resolution. The CSC shall also ensure that all necessary safety measures are in place for road users during construction and that the environmental and social management plan prepared as part of the feasibility report is fully implemented by the contractor.

**3. Scope of Services, Tasks (Components) and Expected Deliverables**

* 1. **Construction Supervision of the Civil Works Contracts**

General Duties and Responsibilities:

As the Engineer for the contract, the CSC will undertake all the duties required of the Engineer to ensure that the civil works contract is executed in accordance with their provisions. The main tasks of the CSC will include but are not limited to the following:

* + - * + The CSC will administer the civil works contract, make engineering decisions, be responsible for quality assurance, provide general guidance and furnish timely responses to the contractors in all matters relating to the civil works, and ensure that all clauses of the contract agreement between the Contractor and DFZ are adhered to and respected.
        + The CSC will manage and supervise construction of roads, bridges and other structural components, including detailed review and approval of contractors’ structural designs, shop drawings, and hydrological/geotechnical inputs, and day‑to‑day site supervision of all bridge, culvert and retaining structure works.
        + The CSC will advise DFZ on all matters relating to the efficient and successful execution of the civil works contract, and will act at all times to protect the interests of the assignment and will take all reasonable steps to keep the construction costs to a minimum, consistent with sound economic and engineering practices; and will prepare a “Contract Administration and Construction Supervision Manual” outlining routines and standard operating procedures to be applied in contract administration and construction supervision, based on sound internationally recognized practice.
        + Assist the Employer in coordination with other components of the Project and factors, such as dam and power plant construction progress, hydrological and hydraulic works, reservoir filling and management, environmental and social management activities, regulatory compliance, health and safety, stakeholder engagement, and financial and contractual performance, under the Rogun Hydropower Development project, regarding the overall plan, with a focus on the coordination among the progress of left-bank road construction, the resettlement, the impounding plan, and any other activities or stakeholders associated with the project.
        + Assist the Employer in preparing responses to audit objections and queries of the financiers or other Government Authorities.
        + Based on the findings of the road safety audit, the CSC will ensure that all safety measures are taken without any compromise in the design and recommend improvement / missing safety measures, if any, before execution of the works; and verify that the proposed work zone safety requirements are in accordance with best international practices;
        + As part of the activities associated with the design review tasks and responsibilities assigned to CSC in whole or prescribed under the duties of its personnel, the CSC, based on the findings and recommendations of Environmental and Social Impact Assessment Report (ESIA), Environmental and Social Management Plan (ESMP), Supplemental Site Specific Environmental and Social Management Plan (S-ESMP), as well as a other E&S documents connected with the impacts on left bank villages, like Resettlement and Livelihood Restoration Plans, shall verify that the measures incorporated in the design to mitigate any adverse impacts including those likely to be encountered during construction are adequate and consistent, and recommend any needed improvements;
        + Review the Site-Specific and Thematic Environmental and Social Management Plans for the Assignment that are prepared as part of the Contractor’s ESMP (C-ESMP) and submitted by the Contractor. Then, make a recommendation to the Client in relation to the approval of the C-ESMP. Communicate the approved C-ESMP to all consultants and contractors throughout all assignment stages. Should any unforeseen events occur, review the updated CESMP and make recommendation to the Client in relation to the approval of the C-ESMP.
        + Develop project OHS guidelines and training materials; conduct systematic OHS audits (pre‑construction, during construction and post‑construction); review of contractor method statements for OHS integration; standardization of OHS procedures and signage for DFZ; and delivery of OHS training and safety awareness for workers and communities.
        + Supervise OHS performance; enforce incident notification and investigation; ensure traffic safety and community liaison for work zones and detours; monitor compliance with labor conditions, Code of Conduct, and GBV/SEA/SH mitigation; verify functioning of Contractor GRM integrated with project GRM.
        + Oversee biodiversity, erosion/sediment control, waste/wastewater management, hazardous substances handling, and chance finds; coordinate with cultural heritage authorities per CHMP.
        + Link ESHS performance to payment (e.g., ESHS performance security or KPI-based payment withholds) and recommend corrective actions and, if needed, penalties or suspension.
        + In addition to the obligation to maintain safety on site, the Consultant will be required to undertake formal monthly safety audits throughout all stages of the Assignment;
        + Prepare the Assignment Execution Plan, which, inter alia, includes how management of C-ESMP is to be addressed throughout all stages of the Assignment;
        + Assist DFZ in establishing a LAR database, and operationalizing Grievance Redress Mechanism (GRM) with complaints recording, tracking, monitoring and community outreach systems;
        + In case of any unanticipated environmental and/or social risks and impacts arising during implementation of the Assignment that were not considered in the IEE, ESIA/ESMP, Supplementary ESMP for the Left Bank, C-ESMP RAP2/LRP2 or any other ES instruments, assist DFZ in promptly informing AIIB of the occurrence of such risks or impacts, with detailed description of the event and proposed corrective action plan (CAP).
        + Capacity building and knowledge transfer to DFZ and local staff, including systematic on‑the‑job training on contract management, OHS, environmental and social safeguards, geotechnical and hydrological issues, QA/QC.

Contract Administration and Works Supervision. The CSC while supervising construction works will make all necessary arrangements for quality control and implementation of the works. The task of the Consultant will include but not be limited to the following:

* 1. Contract Administration and Financial Management
     + - * Verify whether the Performance Security complies with the form provided in the Contract, whether it is in the correct amount and currencies, and notify the Employer accordingly; advise the Employer whether to accept the Performance Security and if the Contractor does not submit the Performance Security on time, notify and advise the Employer of the appropriate contractual remedies;
         * Request the Contractor to increase the amount of the Performance Security if the Contract Price increases and monitor the validity of the Performance Security until the issuance of the Performance Certificate;
         * Verify whether the Bank Guarantee for advance payment is in the form specified under the Contract and in the amount and currencies stated in the Particular Conditions of the Contract;
         * Verify whether the Bank Guarantee for advance payment conforms to the Contract requirements and that the guarantee is valid until the entire advance payment is recovered from the Contractor's certificates;
         * Interpret the specific provisions of the Contract related to the Employer’s obligation to give possession of the Site, and the Contractor’s Work Program, assess the contractual consequences of any specific land acquisition issue and advise the Employer on the appropriate mitigation measures;
         * Obtain the Parties' confirmation that all conditions in Sub-Clause 8.1 of the Conditions of Contract are fulfilled;
         * Issue instruction to the Contractor to commence the works and record the Parties agreement according to Sub-Clause 8.1 of the Conditions of Contract;
         * Verify whether the form and substance of the evidence of the Contractor's insurances is satisfactory, whether insurance premiums have been paid and the required insurances are effective on the dates required by the Contract;
         * Verify that the terms of the Contractor's insurance policies fully comply with the requirements of the Contract (including: whether both the Employer and the Contractor are adequately covered as insured Principals; the amounts insured, and currencies of payment; validity of the insurance policies and special conditions; limits of insurance per event and in aggregate; deductibles, excess, and conditions related to locations; whether and which subcontractors are covered by the insurances, and whether additional insurances will be required if the Contractor engages new subcontractors).
         * Monitor whether the Contractor maintains adequate insurance in the course of performance of the Contract, particularly if the Contractor provides insurances for a fixed period which is shorter than the period required under the Contract;
         * Advise the Employer on the appropriate action and contractual remedies in case that the Contractor does not perform its insurance obligations in accordance with the Contract;
         * Establish and maintain an effective documents management system in the Engineer's office, which provides for separate filing of incoming and outgoing correspondence and documents, as well as the filing by subject matter;
         * Maintain an Events Log starting at the beginning of Contract;
         * Prepare standard Daily Diary forms and ensure that all supervision staff maintain daily diaries of Contractor's and its own activities;
         * Undertake assignment performance monitoring and evaluation Handbook including the baseline data survey and the following annual survey and reporting up to assignment completion;
         * Advise DFZ on need for effective liaison with local authorities, police, landowners, utility owners, complainants, the public and other organizations affected by the works in order to minimize or avoid unnecessary delays or disputes;
         * Maintain consolidated assignment accounts and be responsible for settlement of Audit Para’s and objections raised, prepare replies related to the assignment, and provide the entire relevant documents / papers / letters etc., to support the replies-until 1 year after completion of works. The DNP is set at 12 months after completion, but records shall be retained for at least an additional 6 months thereafter to accommodate potential delays in audit settlement and response processes.
         * For any laps in quality, quantity, or financial irregularity related to the performance of the Services, the CSC will indemnify DFZ.
  2. Construction Supervision
     + - * Carry out comprehensive road engineering supervision, including detailed review and optimization of geometric design, pavement structures, drainage and slope protection; verification of setting‑out; evaluation of road design options for climate resilience and multi‑hazard resistance; and support to measurement and certification of road works.
         * Design review and supervision of all geotechnical aspects of foundations, embankments, cuts and slopes; planning and supervision of field and laboratory soil/rock investigations; monitoring of geotechnical instrumentation; identification and mitigation of landslide/erosion hazards; and verification of “as‑built” geotechnical conditions and residual risks during the Defects Notification Period.
         * Review and/or preparation of hydrological and hydraulic analyses; verification and optimization of drainage, culvert, channel, river training and erosion control designs; supervision of water‑related structures; monitoring of flood, erosion and sediment risks; and integration of climate‑resilient design parameters in all water‑related works.
         * Systematic survey and CAD support, including detailed geodetic support for construction, checking and processing of survey data, continuous control of route alignment and cross‑sections, preparation/checking of working and construction‑stage drawings, and CAD support for traffic management and construction organization plans.
         * Without relieving the Contractor(s) of their obligations under the Contract, review and approve the traffic management and safety plan, and ensure compliance such that the Works are carried out at all times in a safe and secure manner and damage or injury to persons or property is avoided;
         * Assess minimum construction equipment, plant and machinery requirements, by type and specification, and monitor, keep and regularly update a list of the Contractors' equipment, plant and machinery in order to keep a check on the Contractors' mobilization. Inspect and evaluate the Contractor’s establishments including in particular the laboratory facilities to ensure compliance with the terms and conditions of the Contract Agreement;
         * Obtain the benchmarks and other information from the DFZ as required for commencement of construction activities;
         * Prior to commencement of works, approving the contractor's method statements and working drawings including site specific health and safety management plans, traffic management and traffic control arrangements, proposed public and private haul and access routes, together with the contractor's arrangements for maintenance and reinstatement of the same, borrow locations, working areas, materials stockpile areas, materials preparation, and processing areas, etc.;
         * Reviewing, commenting upon, and accepting the contractor's assurance quality plans and procedures; assisting the contractor with establishing on-site and laboratory-based quality control, testing, and reporting procedures for all construction, workmanship, and materials; supervising the contractor in the implementation of their approved quality assurance plans;
         * Identification and evaluation of material sources; development and approval of mix designs and JMFs; establishment and oversight of field and laboratory testing protocols; control and certification of the quality of all road, bridge and structural materials; and planning and supervision of rehabilitation of borrow and quarry areas.
         * Prior to the commencement of construction, approving the contractor’s site-specific health and safety management plans, and during construction ensure that the contractor complies with the requirements of the plan;
         * Commenting on and ultimately approving the contractor’s Site-Specific Environmental Management Plans (SSEMPs), and, thereafter, monitoring and reporting compliance with these plans;
         * Ensure that the Contractor has all necessary data for setting out and check the Contractors setting out including staking the right-of-way limits, centerline, and grade and confirm permanent monuments in the construction area;
         * Without relieving the Contractor of its obligations under the Contract, check and approve the contractors' Working Drawings, Method Statements and Temporary Works proposals;
         * Review the Contractor's Work Program and notify the Contractor if the program does not comply with the Contract;
         * Monitor the progress against the Work Program and the cash flow estimate and request revisions, if required;
         * Report in the CSC's Monthly Report the work progress against the Contractor's Work Program and the cash flow estimate;
         * Verify whether the progress charts in the Contractor's Monthly Progress Report reflect the actual progress and correspond to the latest revision of the Work Program and the cash flow estimate, and instruct the Contractor to correct the report, if required;
         * If required, determine the Contractor's entitlements to time extensions on the basis of the Contractor's Work Program;
         * Determine the Employer's entitlement to Delay Damages on the basis of the Work Program and advise the Employer of the relevant contractual remedies if the Contractor's progress is behind schedule;
         * Verify the Contractor's Monthly Progress Reports and notify the Contractor of any incorrect or inconsistent information;
         * Conduct regular weekly site meetings and monthly progress review meetings, record and distribute the minutes;
         * Perform quantity take-offs from drawings to verify Bill of Quantities (BOQs);
         * Review and monitor regular notices, the contract, the scope of work, and the intended payment amounts to ensure compliance with and to determine the appropriate duration and specified periods within the contract;
         * Carry out any subsequent design changes, and expeditiously issue supplementary drawings, site instructions, variation orders and day work orders to avoid delay to the works and to ensure that the works are executed in accordance with Contract;
         * Establish and maintain throughout the works contracts a structured system of measurement records, supporting documents and calculations for the payment of all BOQ items, that is transparent for auditing purposes;
         * Provide all necessary assistance to the Employer and external auditors for conducting regular quarterly audits of the measurement records, supporting documents and calculations for the payment of all BOQ items and be responsible for any lapse if found by the audit reports;
         * Verify the sources of indices or prices for price adjustment, determine a provisional value of an index / reference price until it is published, but, if the index is not published in certain period(s), apply the last available published value;
         * Establish with the Contractor a standard format for the Contractor's Statement and the Interim Payment Certificates;
         * Issue the interim certificates to DFZ for payment to the Contractor in accordance with Conditions of Contract, having regard to any contractual provisions for advance payment, variation of price, and exchange rate fluctuation etc. Certify the completion of the Activities/Works or parts thereof and check and verify the final payments to the Contractors;
         * Prepare and maintain the Estimates of Cost of Works to Completion continuously, update the Estimates after each Variation instruction or a Variation Order issue and after each Interim Payment certificate (IPC), and present the latest Estimate in the CSC’s Monthly Progress Reports;
         * Initiate and process variations promptly, when it is necessary for the construction of the works;
         * Request the Contractor's technical and cost proposal, as required, consult both parties in all matters in connection to variation work;
         * Review value variations proposed by the Contractor, provide the Employer with professional opinions and alternative measures to facilitate the Employer’s decision, obtain the Employer's approval of any variation, issue variations under the Contract, keep record of all variations issued under the Contract, and report the summary of the variations in the Consultant's Monthly Progress Reports;
         * Discharge fully the Engineer's obligations with respect to approval of materials and workmanship, approval and auditing of the Contractor's Quality Assurance System and the Quality Assurance Personnel and the compliance testing by the Engineer;
         * Inspect quarries and borrow pits, and crushing plants, and order tests of materials and ensure adherence to specifications, and approve the sources of materials;
         * Without relieving the Contractor of their obligations under the Contract, monitor the Contractors' laboratory testing, evaluate the cement concrete and bituminous mixture designs prepared by the Contractors, and ensure improvements (if any) to deliver the desired performance, and accord approval thereof;
         * Carry out independent testing in the field and/or in the laboratory of the "Engineer" and approve or disapprove and certify the works that conform with the specifications and maintain permanent records of results of all the tests made;
         * Give notice to the Contractor of any defects and deficiencies, and issue instructions for the removal and substitution of the improper works, where provided under the contract. If required, order suspension of the work(s) and/or recommend to DFZ other recourse available under the Contract;
         * When the works are completed in accordance with the Contract, issue a Taking Over Certificate to the contractor(s);
         * Undertake an inspection of the works at the completion of the respective road sections, and certify the contractor(s)’ final accounts;
         * Obtain the Employer's specific approval before taking any action for determination of extension of time, additional costs and the Contractor's claims for additional time or costs, for all events for which the Employer's express approval is required under the Conditions of Contract;
         * Assess objectively the Contractor's claims and give professional and objective advise to the Employer, consult both parties before determining an extension of time;
         * Determine Contractor's claims on the basis of the Contractor's Work Program, the impact of the delay(s) event on the Critical Path[[1]](#footnote-2) (defined as the sequence of activities that determines the overall project duration) and the particulars submitted by the Contractor, while the Engineer shall also provide professional recommendations and mitigation measures for delays affecting key activities on the Critical Path to minimize overall delays and ensure the project remains on schedule.
         * Assist the parties establish a Dispute Board (DB), provide all necessary information to DB members and attempt to facilitate amicable settlement of the dispute(s) between the Employer and the Contractor(s);
         * Ensure that the Contractor provide a safe workplace for their workforce, supervisory personnel and for members of the public requiring access through the sites in full conformity with Health and Safety regulations and Lender standards as set out in the S-ESMP and translated into the Contractor C-ESMP;
         * Ensure that the contractor comply fully with contractual obligations relating to care of the environment (both specified and legislated) and provide all reports and obtain all permits and permissions required in relation to spoil areas, borrow areas quarries and the like;
         * Keep and maintain daily records of labor, equipment and weather conditions on the site along with records of activity, progress and other events happening on the site and having relevance to the works;
         * Ensure the receipt of and maintain as permanent records of all warranties required under the terms and conditions of the Contract Agreement for materials including their source and equipment accepted and incorporated in the assignment;
         * Carry out detailed inspections of the works during the Defects Notification Period and prepare detailed inspection and recommendation reports for the Employer after each inspection;
         * Inspect the completed works periodically during the Defect Notification Period within the term covering the CSC's Agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue the Defects Liability Certificate(ns) after the rectification of notified defects by the contractors;
         * Jointly inspect with DFZ the completed civil works and assist in formal taking over and review and approve or prepare “as built” drawings and plans (as the case may be), and provide report(s) testing to the satisfactory completion of the contracts; and
         * Preparing a completion report of the assignment in accordance with AIIB’s format and content for such reports. This will require among others (a) conducting a baseline survey prior to construction commencing and final survey of the assignment road, to include an assessment of classified traffic volumes, average speeds, number and severity of accidents, International Roughness Index and pavement condition on the existing road, (b) conducting a baseline and final survey of freight transport and public transport costs on the completed assignment road (all parts), and (c) carrying out an economic analyzes of the completed assignment road (all parts).
  3. **For ESHS, the scope of services of the CSC for civil works supervision should be based on the following:**

Ensure that the Contractor’s ESHS performance is in accordance with good international industry practice and delivers the Contractor’s ESHS obligations.

The ESHS related services include but are not limited to:

* + - * + review and approve the Contractor’s Environment and Social Management Plan (C-ESMP), including all updates and revisions (not less than once every 6 months);
        + review and approve ESHS provisions of method statements, implementation plans, GBV/SEA/SH prevention and response action plan, drawings, proposals, schedules and all relevant Contractor’s documents;
        + On‑the‑ground environmental and social coordination, including frequent field inspections along the alignment and all ancillary sites, detailed tracking of C‑ESMP/S‑ESMP/ESMP, RAP/LRP and LMP implementation, verification of restoration measures, routine interface with local authorities and communities on E&S matters, day‑to‑day operation of the GRM at site level, and structured contribution to periodic ESHS reporting and capacity‑building of contractor staff.
        + review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, S-ESMP for the Left Bank, other ES management plans prepared for the Project, consent/permits and other relevant assignment requirements;
        + undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor’s compliance with ESHS requirements including its GBV/SEA/SH obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month
        + undertake audits and inspections of Contractor’s training, inspection logs, accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor’s compliance with ESHS requirements;
        + agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor’s ESHS obligations;
        + ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
        + check that the Contractor’s actual reporting (content and timeliness) is in accordance with the Contractor’s contractual obligations;
        + review and critique, in a timely manner, the Contractor’s ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
        + undertake liaison, from time to time and as necessary, with assignment stakeholders to identify and discuss any actual or potential ESHS issues and integrate feedback in to construction and supervision actions;
        + establish and maintain two standalone grievance redress mechanisms for project workers and external stakeholders including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of GBV/SEA/SH.
        + ensure any GBV/SEA/SH instances and complaints that come to the attention of the CSC are registered in the grievance redress mechanism;
        + Ensure contractors have appointed a qualified environment, health and safety (EHS) manager to implement site-specific EHS management plans and monitor their implementation of the plan(s);
        + Coordinate environmental monitoring (water quality, air quality, and noise levels), by independent third-party environmental monitoring contractors and if results are above acceptable standards, ensure to communicate with DFZ and contractors for immediate measures to bring the parameters to compliance;
        + Immediately inform DFZ and initiate conduct of investigation if there are work-related incidents and accidents in assignment sites;
        + Prepare a report on the assignment's environmental and social compliance performance; including lessons learned that may help the DFZ in their environmental monitoring of future assignments.
        + Escalate to Management non-conformances that are not addressed in accordance with agreed corrective action plans, and implement contractual remedies and penalties as necessary to deliver Contractor compliance.
  1. **Communications, Road Safety, and Gender**

Assignment Communications Plan. The CSC will develop and implement an Assignment Communications Plan. The plan will include:

* + - * + Assignment Website: The CSC will design and develop an assignment website in English and Russian and help the DFZ set it up and maintain it, either as part of Rogun Hydropower Development Program’s website, or as a stand-alone website. The website is to include information about the assignment, disclosure requirements, links to key public documents, as well as information regarding the bidding process, bidders, contract awards, use of funds disbursed under the assignment, and physical progress;
        + Public relations. The CSC will prepare an assignment presentation leaflet in English and Russian, record positive and negative local media coverage about the Assignment, and draft press releases on assignment progress;
        + Stakeholder Relations. The CSC will assist the DFZ with holding stakeholder outreach meetings in the assignment area to update local communities with assignment progress. Specific communications materials will be provided to community members in Tajik / Russian and other languages as appropriate, describing the assignment. A basic tracking system will be maintained to record consultation activities, the provision of assignment information, to register concerns and/or complaints received, and to track follow-up action;
        + Road user information. The CSC will ensure that clear and updated information is provided to road users about current and future disruptions caused by the works.

Road Safety Awareness Program. The CSC will design road safety awareness campaigns for communities living along the assignment road, and provide these to the DFZ. The CSC will ensure that at least 50% of community road safety facilitators for these campaigns are women.

HIV/AIDs, COVID-19 and Human Trafficking Awareness Program. The civil works contractor will be required to design a gender-sensitive HIV/Aids, COVID-19 and Human Trafficking Awareness program, for the CSC’s review and approval. The CSC will facilitate and monitor the implementation of the programs.

Gender and Equal Opportunity. For the Assignment the CSC will design, manage and monitor activities related to strengthening / safeguarding equality of opportunity, and ensure that these are implemented and monitored using appropriate resources and indicators, including but not limited to the following:

• Set time frames for gender reporting (including GBV/SEA/SH prevention actions) and comprehensive formats in which the reports should be done;

• Have both qualitative and quantitative indicators for assessing change and effectiveness of gender integration into assignment performance;

• Involve all key stakeholders in improvement planning and evaluation processes, particularly women;

• Involve external partners in gender in improvement planning and evaluations processes and ensure that they understand the policies and the outcomes sought.

**4. Team Composition &Qualification Requirements for the Key Experts**

A total consultancy input of 124 persons-months International Key-Experts, 258 person-months National Key-Experts and 162 person-months National Non-Key Experts are required. The CSC is expected to mobilize on the date of actual commencement of works by the contractors. The Team Leader of the CSC is expected to be full time during construction and be mobilized to the Assignment Site at least two months in advance of the commencement of the works in order to assist DFZ with activities leading up to mobilization of the Contractors.

The tentative team composition for the construction supervision is given below:

| **No.** | **Expertise *[Construction Supervision Phase]*** | **Positions** | **Input (Person Months)** |
| --- | --- | --- | --- |
| **A** | **International Key Experts** | | |
| 1 | Team Leader / Highway Engineer | 1 | 36 |
| 2 | Senior Road Engineer | 1 | 24 |
| 3 | Senior Bridge/Structures Engineer | 1 | 24 |
| 4 | Senior Geotechnical Engineer | 1 | 4 |
| 5 | Contract Management Specialist | 1 | 18 |
| 6 | ESHS Manager | 1 | 18 |
| **Sub-Total (1)** | | **5** | **124** |
| **B** | **National Key Experts** | | |
| 1 | Resident/Highway Engineer | 1 | 36 |
| 2 | Bridge/Structures Engineer | 1 | 36 |
| 3 | Geotechnical Engineer | 1 | 18 |
| 4 | Hydrologist/Hydraulic Engineer | 1 | 18 |
| 5 | Materials/QA-QC Engineer | 1 | 36 |
| 6 | OHS Specialist | 1 | 24 |
| 7 | Environmental and Social Coordinator | 1 | 36 |
| 8 | Quantity Surveyors | 2 | 54 |
| **Sub-Total (2)** | | **9** | **258** |
| **C** | **National Non-Key Experts** | | |
| I | Administrator | 1 | 36 |
| ii | Translator | 1 | 36 |
| iii | Surveyor Engineers/Topographers | 2 | 54 |
| iv | CAD Specialist | 1 | 36 |
| **Sub-Total (3)** | | **5** | **162** |
| **Total [(1) + (2) + (3)]** | | | |

| **S/No** | **Title** | **Experience, Qualification & Responsibilities** | | | |
| --- | --- | --- | --- | --- | --- |
| **Expertise group - A** | **International Experts** | | | | |
| **1** | **Team Leader / Engineer (TL)** | **Experience:** | 15 years of experience as Team Leader/Project Manager or Chief Resident Engineer in project management / coordination or general management and 10 years’ experience as an Engineer on major road/bridges construction projects, preferably in mountainous areas, based on FIDIC Conditions of Contract. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience in AIIB or other Multilateral Development Bank-funded project(s), and in the administration of claims and management of variation(s) would be an advantage. Working knowledge of the Russian Language and experience in Central Asian countries will be preferred. |
| **Qualification:** | Chartered civil engineer or Master's degree in Civil Engineering / Highway Engineering / Transportation Engineering / Construction Management / Project Management or equivalent. |
| **Responsibilities:** | Acts as the Engineer’s authorized representative under the FIDIC Red Book 2017, responsible for overall management, coordination, and performance of the Construction Supervision Consultant (CSC). Leads contract administration, construction supervision, progress control, and reporting; ensures compliance with the Contract, Employer’s Requirements, AIIB standards, and ESHS obligations; provides binding technical and managerial decisions within delegated authority; and serves as the primary interface with DFZ, the Contractor, and stakeholders. |
| **2** | **Senior Road Engineer** | **Experience:** | 12 years’ experience in the design, review and/or supervision of structures with proven credentials of work in mountainous terrain, including on major bridges, drainage and slope stabilization. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience in AIIB or other multilateral development bank-funded projects would be an advantage. Working knowledge of Russian language and experience in Central Asian countries will be preferred. |
|  | **Qualification:** | Master’s degree in Civil Engineering / Highway Engineering / Transportation Engineering or equivalent; preferably PhD in Highway or Transportation Engineering or equivalent. |
|  | **Responsibilities:** | Provides technical leadership for all highway and pavement works, ensuring construction complies with approved designs, specifications, standards, and safety requirements. Reviews and approves method statements, working drawings, and materials; monitors quality, progress, and workmanship; supports evaluation of variations, claims, and time extensions; and advises the Team Leader on technical risks affecting cost, quality, and schedule in accordance with FIDIC Red Book 2017. |
| **3** | **Senior Bridge/ Structures Engineer** | **Experience:** | 12 years’ experience in design, review and/or supervision of structures with proven credentials in hydraulic design of small/medium span bridges, foundations, seismic detailing and scour protection measures. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience on AIIB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. |
|  | **Qualification:** | Master in Civil Engineering / Structural Engineering / Highway Engineering or equivalent, preferably PhD in Structural Engineering or equivalent |
|  | **Responsibilities:** | Responsible for supervision of all bridge and structural works, including foundations, superstructures, and temporary works. Reviews and approves structural designs, method statements, and construction stages; verifies compliance with codes, specifications, and safety requirements; oversees quality control and testing; and advises on structural risks, variations, and claims in line with the FIDIC requirements. |
| **4** | **Senior Geotechnical Engineer** | **Experience:** | Minimum 12 years’ experience in geotechnical engineering involving design, review and/or supervision of geotechnical works for transportation infrastructure projects, with proven credentials in bridge and structure foundations, deep foundations (piles, caissons), earthworks, slope stabilization, excavation support systems, and ground improvement. Demonstrated experience in assessment of ground conditions, foundation performance, and construction risks under complex geotechnical settings is required. Excellent written and spoken English and strong interpersonal skills are essential. Experience in AIIB or other multilateral development bank–funded projects will be considered an advantage. Working knowledge of Russian language and experience in Central Asian countries will be preferred. |
|  | **Qualification:** | Master’s degree in Geotechnical Engineering, Civil Engineering, Engineering Geology, or equivalent; PhD in Geotechnical Engineering or a related field will be considered an advantage. |
|  | **Responsibilities:** | Responsible for supervision of all geotechnical and foundation works associated with bridges and other artificial structures, including piling, ground improvement, excavation support, slope stabilization, and earthworks. Reviews and verifies geotechnical designs, investigation reports, and method statements; supervises construction activities and testing; confirms ground conditions against design assumptions; ensures compliance with specifications, safety requirements, and environmental obligations; and provides technical advice on geotechnical risks, variations, claims, and mitigation measures in accordance with the FIDIC Conditions of Contract. |
| **5** | **Contract Management Specialist** | **Experience:** | 10 years relevant experience with proven credential as Procurement and/or Contract Management Specialist on major road projects. Experience on AIIB or other multilateral development bank-funded project would be an advantage. Knowledge and experience in managing FIDIC contracts is preferred. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. |
|  |  | **Qualification:** | Minimum Bachelor degree in engineering, finance, law, business administration or equivalent. |
| **Responsibilities:** | * Supports the Team Leader in administration of the Contract in accordance with FIDIC Red Book 2017, including management of correspondence, notices, claims, variations, extensions of time, payment certification support, and dispute avoidance. * Provides contractual analysis and advice to the Team Leader, ensures procedural compliance, maintains contractual records, and supports audits, dispute board processes, and lender requirements. Contribute to the development and refinement of contract management procedures, incorporating knowledge acquired and best practices. * Support institutionalization of project management improvements to enhance future project outcomes and organizational capacity. |
| **6** | **ESHS Manager** | **Experience:** | 12 years professional experience in construction EHS management and supervision with proven credentials in road/bridge/infrastructure projects. and in developing, reviewing and approving construction EHS management plans and procedures, undertaking site EHS inspections and audits, delivering EHS training, preparing EHS reports, delivering community engagement and grievance management, and supervising construction EHS and social obligation delivery. Experience on AIIB or other multilateral development bank-funded projects and in environmental and social impact assessment would be an advantage. Working knowledge in Russian Language and experience in Central Asian countries will be preferred. |
|  |  | **Qualification:** | Bachelor’s/master’s degree in environmental and social sciences or relevant field. |
| **Responsibilities:** | Leads and oversees implementation, supervision, and enforcement of all Environmental, Social, Health and Safety (ESHS) obligations under the Contract, AIIB requirements, and applicable laws. Reviews and approves C-ESMPs and updates; conducts audits and inspections; manages incident reporting and corrective actions; supervises GBV/SEA/SH risk mitigation and GRMs; and advises the Team Leader on ESHS compliance and contractual remedies. |
|  | | | | | |
| **Expertise group - B** | **National Experts** | | | | |
| **1** | **Resident/ Highway Engineer (RE)** | **Experience:** | 15 years professional experience and 8 years’ experience as Resident Engineer and/or Highway Engineer major road projects. Experience on AIIB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | Bachelor’s degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management / Project Management or equivalent. |
| **Responsibilities:** | Represents the Engineer on site on a full-time basis, supervising day-to-day construction activities, coordinating CSC staff, and ensuring works are executed in accordance with the Contract, approved drawings, method statements, and safety requirements. Maintains site records, chairs site meetings, verifies progress, and supports certifications and instructions under delegated authority in line with FIDIC Red Book 2017. |
| **2** | **Bridge/Structures Engineer** | **Experience** | 12 years’ experience as a Bridge Engineer on major road projects. Experience on AIIB or other International Donor-funded project would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications** | Bachelor or Master in Civil Engineering / Structural Engineering / Highway Engineering or equivalent. |
| **Responsibilities:** | Supervises bridge and structural works on site on full-time basis, ensuring compliance with approved designs, specifications, and construction sequencing. Monitors quality, workmanship, and safety; verifies test results; identifies defects and non-conformities; and supports measurement, certification, and variation assessments in accordance with the Engineer’s duties under FIDIC Red Book 2017. |
| **3** | **Geotechnical Engineer** | **Experience** | 12 years’ experience as Geotechnical/Geological Engineer on major road projects; knowledge of soil bioengineering / biotechnical applications for slope stabilization. He/she should have experience in designing and implementing cost effective slope stabilization and erosion control measures. Experience on AIIB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications** | Bachelor’s degree in Civil Engineering – preferably Master degree or Ph.D in Geological Sciences/Groundwater hydrology. |
| **Responsibilities:** | Oversees geotechnical aspects of the works, including earthworks, slopes, foundations, and ground improvement. Reviews geotechnical designs, method statements, and monitoring data; supervises construction compliance; advises on ground-related risks, design adjustments, and claims. |
| **4** | **Hydrologist/ Hydraulic Engineer** | **Experience:** | 10 years experience in hydrological and hydraulic analysis, river engineering, surface water management, drainage design, and supervision of water-related structures in transport or infrastructure projects, including particularly tasks connected with the hydraulics of culverts, bridges; flood estimation; sediment/erosion control; among other assignments. Excellent communication (written and oral) skills in English and strong inter-personal skills will be considered an asset. Experience on AIIB or other International Donor-funded projects would be an advantage. Working knowledge of Russian language and experience in Central Asian countries will be preferred. |
| **Qualifications:** | Bachelor’s degree – preferably PhD or Master’s in Hydrology, Hydraulic Engineering, Water Resources Engineering, Civil Engineering or equivalent related field. |
| **Responsibilities:** | Responsible for supervision and review of drainage, hydraulic structures, flood protection, and water-related works. Verifies designs, calculations, and construction methods; monitors performance during construction; advises on hydrological risks and climate resilience. |
| **5** | **Materials/QA-QC Engineer** | **Experience:** | 12 years as Material Engineer / Laboratory Technician / Test Engineer or any other position associated with related field on major road projects with a range of experience to cover materials quality assurance / control and testing for road and structural works on major transport infrastructure roads projects preferably with experience of Asphalt Concrete Mix Design in countries having similar climate condition and/or over loading problems like Tajikistan. Experience on AIIB or other multilateral development bank-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
|  |  | **Qualifications:** | Bachelor’s degree in Civil engineering preferably Masters in Geo-Technical Engineering / Highway Engineering / Geology / Material Engineering / Pavement Engineering or equivalent |
| **Responsibilities:** | Implements and oversees quality assurance and quality control for all materials and workmanship. Reviews and approves mix designs, sources, and laboratories; supervises testing and inspections; maintains quality records; reports non-conformities. |
| **6** | **Quantity Surveyors** | **Experience:** | 12 years relevant experience on highways and major road projects. Experience on AIIB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | Bachelor’s degree in Civil Engineering – preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering / Transportation Engineering / Construction Management / Project Management or equivalent |
| **Responsibilities:** | Responsible for measurement, verification, and valuation of works in accordance with the Contract. Maintains measurement records, supports interim and final payment certifications, evaluates variations and cost impacts, and assists the Engineer in cost control and financial reporting under FIDIC Red Book 2017. |
| **7** | **OHS Specialist** | **Experience:** | 10 years relevant experience with proven credentials as an occupational health and safety or road safety specialist on major infrastructure or road construction projects. Experience on AIIB or other international donor–funded projects would be an advantage. Working knowledge of the Russian language and experience in Central Asian countries will be preferred. |
| **Qualifications** | Bachelor degree, preferably Masters in Civil Engineering / Transportation Engineering / Highway Engineering / Traffic Engineering / Occupational Safety with certification as a safety auditor or equivalent OHS accreditation. |
| **Responsibilities:** | Supervises occupational health and safety performance on site, ensuring compliance with the Contractor’s safety plans, national regulations, and lender standards. Conducts inspections and audits, monitors incidents and corrective actions, and advises the Engineer on enforcement measures and contractual remedies under the Contract. |
| **8** | **Environmental and Social Coordinator** | **Experience:** | 7 years’ experience of professional experience in environmental management, monitoring, and supervision of road or linear infrastructure projects, including implementation and monitoring of Environmental and Social Management Plans (ESMP) during construction.  Demonstrated experience with environmental compliance under the national laws and regulations of the Republic of Tajikistan, including coordination with relevant environmental authorities.  Experience working on multilateral development bank–funded projects (such as AIIB, World Bank, ADB, EBRD, or similar) is preferred, with familiarity with AIIB’s Environmental and Social Framework (ESF) considered an advantage. Ability to work effectively as part of a multidisciplinary supervision team and to support international specialists on environmental and social compliance matters. Working knowledge of Russian language is preferred; knowledge of Tajik is an asset. |
| **Qualifications:** | Bachelor’s degree in Environmental Engineering, Environmental Science, Sociology or a related discipline. |
| **Responsibilities:** | Supports implementation and monitoring of environmental and social safeguards on site, including community liaison, GRMs, resettlement-related coordination, and reporting. Verifies compliance with ESMPs and permits, supports audits and inspections, and reports non-compliances to the ESHS Manager and Resident Engineer in line with the Contract. |
| ch | | | | |
| **Expertise group - C** | **National Non-Key Experts** | | | |
| **1** | **Surveyor Engineer/Topographer** | **Experience:** | 10 years’ experience as Surveyor Engineer on major road projects. He / she should have experience in compiling maps of the area, making calculations necessary to describe the terrain. Experience on AIIB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | Bachelor’s degree in Civil Engineering / Surveyor Engineer / – preferably Master degree or PHD in Geotechnical Engineering. |
| **Responsibilities:** | Carry out surveying, setting-out verification, and measurement support for the works. Maintain survey records, confirm benchmarks and alignments, and support quantity measurement and certification in accordance with the Contract and Engineer’s instructions. |
| **2** | **CAD Specialist** | **Experience:** | 8 years’ experience as CAD Specialist in road projects. Experience on AIIB or other International Donor-funded projects would be an advantage. Working knowledge in Russian Language will be preferred. |
| **Qualifications:** | Bachelor's degree in Civil Engineering - preferably Masters in Civil Engineering / Highway Engineering / Structure Engineering. |
| **Responsibilities:** | Provides drafting and document control support, including review, update, and preparation of drawings, revisions, and as-built documentation, ensuring consistency with approved designs. |
| **3** | **Administrator** | **Experience:** | 5 years of relevant administrative experience – preferable as Office Manager, supporting large infrastructure or donor-funded projects. Experience with AIIB, World Bank, ADB, or similar organizations is an advantage. |
|  |  | **Qualifications:** | Bachelor’s degree in Business Administration, Management, Public Administration, Finance, International Relations or related fields. Strong communication skills in English and Russian; Tajik language is an asset. Proficiency in MS Office, document control systems, and project management tools is required. |
|  |  | **Responsibilities:** | Provides administrative and logistical support to the CSC, including document control, correspondence management, meeting coordination, record keeping, and support to audits and reporting. |
| **4** | **Translator** | **Experience:** | 5 years of professional translation and interpretation experience, preferably on infrastructure, construction, or donor-funded projects. Experience working with AIIB, ADB, World Bank, or similar institutions is an advantage. Experience with technical translation in the transport or engineering sector is preferred. |
| **Qualifications:** | Bachelor’s degree in Linguistics, Philology, International Relations or related fields. Fluency in English and Russian is mandatory; proficiency in Tajik (reading/writing/speaking) is required. Strong skills in translating technical documents (engineering, environmental, OHS, contractual). |
| **Responsibilities:** | Provides accurate written and oral translation between English, Russian, and Tajik for technical, contractual, and administrative communications, ensuring consistency with Contract terminology and Engineer’s instructions. |
|  | | | | |

Curriculum vitae must be provided for all key and non-key positions at the stage of submission of consultants’ proposals. Proposal evaluation will be based on all key international and national positions above. The national non-key experts will be evaluated on a pass/fail basis, discussed and agreed with the selected consultant during contract negotiations. Home office support as required will be provided by the CSC from their head office support. Administrative and clerical support personnel are to be provided as required, and the cost of these is to be clearly included in the consultants’ cost proposals.

The civil works contract will include provision for provision and operation of the CSC’s site offices, residential accommodation including meals, office equipment, laboratories with technicians, equipment, vehicles with drivers, survey technical support with survey equipment, and other support as required.

**5. Reporting Requirements and Time Schedule for Deliverables**

Reporting. The international consultants shall prepare the reports listed in the Table. Reports to DFZ shall be given in English language (2 copies) and Russian language translation (2 copies). Electronic copies (on a USB flash drive) at contract completion shall also be submitted one each for the AIIB and DFZ.

**Monitoring and Progress Report:**

| **Reports** | **Content** | **Submission date** |
| --- | --- | --- |
| **Inception Report** | Report will contain full detail of the consultant's supervision, & contract administration methodology, detailed work program, a brief description of the updated work methods proposed for carrying out the services in accordance with the Terms of Reference. The report will also identify any major issues and problems likely to be encountered as well as staff plan with supporting CVs of professional staff and projected monthly billing.  **Summary:**   * + Detailed work program;   + Updated methodology (where appropriate) in line with the TOR;   + Baseline data on project expected outcomes and outputs;   + Identification of major likely issues and problems, and proposition of recommendations;   + Format is to be agreed with AIIB and the DFZ. | 4 weeks after commencement of services |
| **Monthly Reports** | Monthly Report to summarize the progress of the project, the work accomplished, any problems encountered during the month, environmental and resettlement status, a work plan for the next month, and minutes of site meetings. The report will present progress information in graphical form, relative to the contractors’ approved contract schedules.  The Consultant will prepare a narrative progress report summarizing:   * + Construction progress during the month and cumulative to date for each individual contract drawing specific attention to any major causes of delay (administrative, technical or financial) with details of remedial action taken or recommended to the Employer.   + A comparison of actual and forecast expenditure both during the month and cumulative to date for each individual contract, and a record of the status of payment of the Contractors' monthly invoices, of all claims for cost or time extensions, and of actions required of DFZ to permit unconstrained works implementation. The Consultant will also advise on the final estimated cost for each individual contract and draw attention to any major changes in the project budget including details of remedial action taken or recommended to the Employer.   + Brief on all correspondence exchanged with the contractors particularly relating to contractual clauses, with financial and time implications.   + Technical appreciation of any design or quality control problems for each individual contract including details of remedial action taken or recommended to the Employer.   + Status of compliance with national ESHS laws and with the C-ESMP and sub plans and procedures etc & Resettlement Plans   + Number of Supervision Consultant ESHS inspections and audits, trainings etc delivered against the number planned   + Accident, incident and near miss statistics   + Grievance statistics (community and worker)   + Details of any ESHS issues escalated for management action, and any contractual recourse / penalties imposed.   + Records of all data required to inform the development of the safeguards implementation completion (final) report.   **Summary:**   * + Summary in graphical form to the extent possible of project progress (physical, financial, safeguards...), work accomplished and any problems encountered during the month;   + Proposition of work plan for next month with recommendations to achieve the objectives;   + Format is to be agreed with AIIB and the DFZ. | At the end of each month till 10th of each month. |
| **Quarterly Reports** | * + Summary of project progress (physical, financial, safeguards, etc.), work accomplished and any problems encountered during the quarter;   + Summary of financial management action plan;   + Proposition of work plan for next quarter with recommendations to achieve the objectives;   + Compiled ESHS statistics presented in monthly reports, including additional details on key issues, analysis of trends and proposed improvement measures etc.   + Format is to be agreed with AIIB and the DFZ. | At the end of each quarter till 10th of each quarter |
| **Annual Management Information Report at the end of each Financial Year** | The Consultant will prepare a comprehensive report summarizing all activities under the services at the end of each Financial Year, and also at other times when considered warranted by either the Consultant or DFZ because of delay of the construction works or because of the occurrence of technical or contractual difficulties. Such reports shall summarize not only activities of the Project Engineer / Manager but also the progress of the Contracts including all contract variations and change orders, the status of the Contractor claims, and brief descriptions of the technical and contractual problems being encountered and other relevant information for each of the ongoing contracts. This will present the overall status of all aspects of the project to include: progress achieved by project outputs measured against the targets of the design and monitoring framework, updated procurement plan, compliance with grant covenants, etc.  **Summary:**   * + Summary of project progress (physical, financial, safeguards...); work accomplished and any problems encountered during the year;   + progress achieved by project output measured against the targets of the design and monitoring framework;   + Key implementation issues and solutions;   + Comprehensive 12-month ESHS statistics and analysis   + Updated procurement plan;   + Updated implementation plan for the next 12 months   + Format is to be agreed with AIIB and with the DFZ. | Within 21 days after the end of the contract year to which the report refers |
| **Mid-term Review Report** | * + Comprehensive review of project progress, achievements and problems at mid-term review stage;   + Description of any revisions made or estimated to be made to the project design;   + Format is to be agreed with AIIB and with the DFZ. | At least 21 days prior to the AIIB mid-term review Mission |
| **Draft Completion Report** / **Interim Contract Completion Reports** | The report will be based on the standard AIIB format for project completion reports and will provide additional information relevant to the overall project implementation. The Consultant will prepare completion report for each contract after issuance of Taking-over-Certificate / Certification of Completion. This report shall summarize the implementation and financial history of the project. The defects list provided to the contractor and all outstanding claims pending resolution. | Not later than 3 months prior to completion of the civil works contract. |
| **Final Project Completion Report** | The Consultant will prepare a comprehensive final Completion Report within 90 days after Issuance of the Taking-over-Certificate of the last civil works contract. The Consultant will prepare a comprehensive final Completion Report for the project including each of the contracts and shall summarize the method of construction, as built record showing the location and details of all works carried out, all defects and certification of the satisfactory correction of such defects for each of the construction contracts, the construction supervision performed, and recommendations for future projects of similar nature to be undertaken by DFZ. A safeguards implementation completion (final) report will also be included as appendix to the final project completion report. This report will update the draft report with contract completion information, and will reflect comments provided on the draft completion report. | Not later than 3 months after completion of the civil works contract. |

**Specific Reports and Deliverables:**

| **Reports** | **Content** | **Submission date** |
| --- | --- | --- |
| **Consultant’s Quality Assurance Manual** | * + Procedures and Systems for construction supervision and contract administration;   + Format is to be agreed with AIIB and with the DFZ. | 90 days after commencement of services |
| **Road Safety Audit Reports** | * + Detailed findings of the road safety audit;   + Recommendations for making good any defects or omissions identified in the road safety audits;   + Format is to be agreed with AIIB and with the DFZ. | Within 120 days after commencement of services (pre-construction audit)  At least 15 days before taking over the works (post-construction audit) |
| **Financial Management Systems and Procedures** | * + Detailed assessment of the current financial management and reporting systems;   + Manuals and procedures for the new systems;   + Materials for training programs;   + Format is to be agreed with AIIB and with the DFZ. | To be agreed with AIIB and the DFZ |
| **ESHS**  **Safeguards**  **Monitoring Reports** | * + ESHS monitoring report to include status of compliance with the project ESHS, records of related activities, status of grievance redress mechanism, issues and solutions, and results of environmental and social baselines and monitoring.Bi-annual review of implementation of the Contractor’s ESHSs;   + Format is to be agreed with AIIB and with the DFZ. | Within 15 days after the end of each 6-month reporting period, i.e. Each six month after commencement of contract implementation until contract completion. |
| **Defects Notification Period Inspection Report** | * + Detailed inspection findings;   + Detailed technical and contractual recommendations;   + Format is to be agreed with AIIB and with the DFZ. | Within 5 months after issuing the Taking-over-Certificate |
| **Technical Reports** | The Consultant will produce as necessary technical/ due diligence reports and position papers dealing with project matters during implementation. | As and when necessary |
| **Project Documentary Report** | The Consultant has to make documentary of all major activities during constructions as well as that of completed project sections to be submitted towards the end of the project. These should also pertain:   * + Laying and compaction of various pavement layers   + Operation of Asphalt and concrete Plants   + Quarry sites and laboratory activities   + Road after completion showing road furniture   + Various important stages in construction of structures, including the bridges both permanent and temporary), covering all major stages from foundations (wells, piles, etc) to commissioning (movement joints, approach slabs, integration with the roadway, and load testing);   + Any other major activity involved requiring specific mention | To be agreed with AIIB and the DFZ |
| **Documents & Manuals Required** | The consultants will prepare following documents to be approved by the Employer for efficient contract administration & construction supervision:   * + Contract Administration Manual   + Quality Control & Assurance Manual   + Laboratory Manual   + Environmental Monitoring Checklist   + Safeguard Monitoring Check list. | Within 3 months after commencement of services |

Taking any action under a civil works contract designating the Consultant as “Engineer”, for which action, pursuant to such civil works contract, the written approval of the Client as “Employer” is required.

The CSC is required to report the following on ESHS:

1. The Consultant shall provide immediate notification to the Client should any incident in the following categories occur while carrying out the Services. Full details of such incidents shall be provided to the Client within the timeframe agreed with the Client.
   * + 1. confirmed or likely violation of any law or international agreement;
       2. any fatality or serious (lost time) injury;
       3. significant adverse effects or damage to private property (e.g. vehicle accident); or
       4. any allegation of gender-based violence (GBV), sexual exploitation or abuse (SEA/SH), sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children,
2. Ensure that contractor immediate notifications on ESHS aspects are shared with the Client immediately;
3. Immediately inform and share with the Client any immediate notification related to ESHS incidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting;
4. Share with the Client in a timely manner the Contractor’s ESHS metrics, as required of the Contractor as part of the Progress Reports.

**6. Client’s Input and Counterpart Personnel**

1. Services, facilities and property to be made available to the Consultant by the Client:

* Field offices for the CSC field team. The offices will be fully furnished, maintained and serviced, including all office equipment, computers, software and printers, all consumables, and security;
* Fully maintained vehicles, with drivers;
* Fully furnished and maintained main site office;
* Three hot meals per day (breakfast / lunch / dinner), 7 days per week, to the Engineer's and Employer's staff on site (to all personnel, including drivers, employed by the Contractor on behalf of the Engineer through the Contract);
* A fully furnished and serviced rented two-bed room apartment for the International Key Experts in Dushanbe;
* A fully equipped Engineer’s and Contractor’s testing laboratory on site, fully equipped, serviced and maintained, including equipment for field and laboratory testing, computers, software and printers and all consumables, and with appropriate technical personnel;
* Survey equipment;
* Up to 100 person-months of labor assistants for survey and laboratory testing;
* Supervision vehicles, including drivers and vehicle maintenance.

After completion of the services the consultant will hand over to the Employer all equipment and furniture provided under the civil works contract.

The CSC will provide any other required support services and facilities through its contract.

The Employer will provide the following assistance to the Consultant:

* Provide assistance to obtain the necessary visas, work permits and to comply with any other requirements for the purpose of undertaking the consultancy services;
* Provide liaison with other Government offices and departments as required for facilitating the consultant’s work;
* Furnish all necessary data, documentation and information relevant to the Project.

The Government will exempt the consultant's personnel from (or the Government of Tajikistan shall bear the cost of) any taxes, duties, fees, levies and other impositions imposed under the laws and regulations in effect or which may be enforced in the future on the consultant and its personnel in respect of:

* Any payments made to the consultant or its personnel other than Tajikistan nationals in connection with carrying out the services;
* Any equipment, materials and supplies brought into the Republic of Tajikistan for the purpose of carrying out the services and which will subsequently be withdrawn therefrom or transferred to the Employer; and
* Personnel and household effects brought into the Republic of Tajikistan by the consultant’s international team members and their dependents for their personal use and which will subsequently be withdrawn therefrom upon departure of such personnel.

1. Professional and support counterpart personnel to be assigned by the Client to the Consultant’s team:

* The DFZ will provide counterpart staff to work with the CSC. The counterpart staffs are to be trained by the CSC to gain hands-on experience in all aspects of project management and contract supervision. The counterpart staff will not work as members of the CSC team for delivering the services and they will be paid salaries by the Government. The cost of these counterpart staff will not be included in the Consultant's proposal and subsequent agreement contract.

**7. Environmental and Social Policy**

The Works’ policy goal is to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, sexual exploitation and abuse, sexual harassment (SEA/SH), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works.

For the purpose of the policy and/or code of conduct, the term “child” / “children” means any person(s) under the age of 18 years.

Through the Works’ policy, the Client affirms their commitment to:

1. Apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts.

2. Provide and maintain a healthy and safe work environment and safe systems of work.

3. Protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable.

4. Ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labor conventions to which the host country is a signatory.

5. Be intolerant of and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for SEA/SH, inhumane treatment, sexual activity with children and sexual harassment.

6. Incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works.

7. Although current design of the Works does not require land acquisition, the CSC shall commit to avoid or minimize any land acquisition or restrictions on land use. In the unlikely event that such impacts arise, ensure they are addressed in accordance with AIIB ESS2, including consultation, compensation, and grievance mechanisms.

8. Work cooperatively, including with end users of the Works, relevant authorities, contractors and local communities.

9. Engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled and elderly people.

10. Provide an environment that fosters the exchange of information, views and ideas that is free of any fear of retaliation, and protects whistleblowers.

11. Minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works.

**8. Code of Conduct**

The Consultant is required to put into place a formal Code of Conduct during implementation of the project, taking into account the project requirements as set out in:

• Project reports, e.g., ESIA/ESMP.

• Any particular SEA requirements.

• Consent/permit conditions (regulatory authority conditions attached to any permits or approvals for the project).

• Required standards including AIIB ESF and World Bank Group EHS Guidelines., and other standards representing good international industry practice such as Workers’ Accommodation: Process and Standards (IFC and EBRD).

• Relevant international conventions, standards or treaties, etc., national, legal and/or regulatory requirements and standards (where these represent higher standards than the Bank EHS Guidelines).

• Grievance redress mechanisms.

A satisfactory code of conduct will contain obligations on all Consultant’s Experts that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term “child” / “children” means any person(s) under the age of 18 years.

The issues to be addressed in the Consultant’s Code of Conduct include:

1. Compliance with applicable laws, rules, and regulations
2. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant’s Experts, the Client’s personnel, and the Contractor’s personnel, including sub-contractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment)
3. The use of illegal substances
4. Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant’s Experts, the Client’s personnel, and the Contractor’s personnel, including sub-contractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status)
5. Interactions with the local community(ies), members of the local community (ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions)
6. Sexual harassment (for example to prohibit use of language or behavior, in particular towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. Violence, including sexual and/or gender-based violence (for example acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty
8. Exploitation including sexual exploitation and abuse (for example the prohibition of the exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
9. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas)
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
11. Avoidance of conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
12. Respecting reasonable work instructions (including regarding environmental and social norms)
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste)
14. Duty to report violations of this Code
15. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith

The Code of Conduct should be written in plain language and signed by each Expert to indicate that they have:

1. received a copy of the code;
2. had the code explained to them;
3. acknowledged that adherence to this Code of Conduct is a condition of employment; and
4. understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

A copy of the code shall be displayed in the Engineer’s office. It shall be provided in appropriate languages.

1. The sequence of activities or tasks within the Work Program that directly determines the overall project completion time. Any delay in activities on the Critical Path will directly result in a delay in the project's target schedule unless mitigated. [↑](#footnote-ref-2)