

## Terms of Reference and Scope of Services

### Consultancy Services (Ref. No. MAFCP/CS/006c)

*for*

#### **Local Consultant to support MoARD on technical oversight for the CWs and Supervision contract for “Rehabilitation of Murriz - Thana Irrigation scheme - Krutja (V1 & V2)”**

### **1. BACKGROUND AND PROJECT OVERVIEW**

The World Bank is assisting the Government of Albania (GoA) with the financing of the “Water Resources and Irrigation Project” (WRIP) with the objective (i) to strengthen the Government's capacity to manage water resources both the national level and in the Drin-Buna and Semani river basins and (ii) to sustainably improve the performance of irrigation systems and irrigation institutions in the project area.

Although Albania is favored by water resources and an annual average rainfall of 1,485 mm, the fact that only 20 % of the total of rainfalls during the summer period makes irrigation indispensable. An estimated of 360,000 hectares have been equipped for irrigation, 280,000 hectares for drainage and 130,000 hectares for marine flood protection, but in 2009 only 80,000 ha have been irrigated or 22 % of the equipped area. About 626 agricultural reservoirs provide 0.56 billion m<sup>3</sup> of water for irrigation purposes mainly during the hot and dry summer season. Irrigation is the country's largest consumptive water user– and by far the least efficient.

The sector, which is supported and regulated by the Ministry of Agriculture and Rural Development (MoARD) (former Ministry of Agriculture, Rural Development and Water Administration), also consumes a considerable share of public resources which are required to operate, maintain, and upgrade the Irrigation and Drainage (I&D) infrastructure and secure the safety of the irrigation dams and flood protection systems. Since 2000, aggregate expenditure in the irrigation and drainage sector (I&D) exceeds US\$ 240 million.

The WRIP is implementing by the Ministry of Agriculture and Rural Development (MoARD), as the Implementing Agency of the Client.

### **2. PROJECT COMPONENTS**

A key subcomponent under the Component 1 of the Project “Dam and I&D Systems Rehabilitation” is Subcomponent (a), which will support investments for “Dam and Irrigation & Drainage Systems Rehabilitation” with funds provided by IBRD (International Bank for Reconstruction and Development) Loan.

While the Civil Works for rehabilitation of dams are already completed and the works for the “*Rehabilitation of 5 irrigation schemes (location in Municipality of Lushnja, Divjaka, Roskovec and Devolli)*” (Ref. No. MAFCP/W/ICB/004) (Lot 1 & Lot 2) are under Defect Liability Period, the WRIP will, also, support from the re-allocation of saved Project's funds the Civil Works for the “***Rehabilitation of Murriz – Thana Irrigation scheme – Krutja (V1 & V2)***” (ICB No: MAFCP/W/ICB/005), located in Municipality of Divjaka and Fier, which will start shortly.

### 3. DESCRIPTION OF THE EXISTING SITUATION

Many of the I&D infrastructure in Albania is degraded due to years of neglect. The main weaknesses in I&D sector governance include: (i) poor I&D service delivery; (ii) poor condition of I&D infrastructure, with many canals and pumping stations no longer operational and many dams exhibiting safety concerns; and (iii) weak capacities of Water Users Organizations (WUOs) and/or Water Users Associations (WUAs) with poor or no Operation and Maintenance (O&M) cost recovery. Many bodies of the I&D sector operates in a vicious cycle of poor cost recovery, low quality of I&D service delivery and deferred maintenance.

Considering all these deficiencies, the Project provides for rehabilitation and/or modernization of the irrigation infrastructure in Semani and Drin-Buna regions.

The areas of the irrigation schemes to be rehabilitated under the Projects through the “*Rehabilitation of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*” are defined considering to optimize the available investment cost.

Name of Irrigation Scheme	Irrigation Area to be rehabilitated (ha)
<b>MURRIZ THANA – Krutje V1 Branch</b>	1,300
<b>MURRIZ THANA – Krutje V2 Branch</b>	3,000

### 4. OBJECTIVES OF THE ASSIGNMENT

The objective of this Consultancy Services is to assist the Ministry of Agriculture and Water Administration (MoARD) and relevant departments for a proper management and monitoring of the:

- Civil Works Contract for the: “*Rehabilitation of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*” (Ref. No. MAFCP/W/ICB/005);
- Consulting Services’ Contract “*Supervisory Services of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*” (Ref. No. MAFCP/CS/005a)

The ultimate goal of the services is that the works under the Project are technically sustainable and are executed in a timely manner and within the contract’s budget and the environmental remediation of the facilities are considered.

As on the above, the Ministry of Agriculture & Rural Development (MoARD) seeks the assistance of a qualified Engineers (Local Consultant) (part-time engagement) to ensure that:

- The Civil Works for the “*Rehabilitation of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*” are executed according to the approved Detailed Design, Conditions of Contract and Technical Specifications (quantities and quality) and in line with the best international practices and to the satisfaction of the key stakeholders (MoARD, IBRD, the Local Beneficiary Communities, Central and Local Authorities, I&D Directorates etc.);
- The Consultant Company for the “*Supervisory Services of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*” has provided comprehensive supervision in accordance with the Contract’s Conditions and the ToRs and with the best contract management practices, to ensure high standards of quality assurance of the execution and completion of the works

within the stipulated time schedule and contract budget.

The Consultancy Services shall be performed under a contract between MoARD (hereinafter the Client) and the Local Consultant (hereinafter the Consultant). Monitoring of the contract for the “*Supervisory Services of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*” will be the responsibility of the Local Consultant.

These Terms of Reference for the position of the Local Consultant are tailored to the needs of the MoARD for providing assistance in all technical matters of contracts management during implementation of the Civil Works for the “*Rehabilitation of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*”, including Supervisory Consultant’ contract, and any environmental issues identified, which need mitigation measures to be applied.

## 5. SCOPE OF WORK

To effectively achieve the above mentioned objectives the Consultant is expected to undertake a number of tasks (listed below) through continuous control and monitoring, including field works and related tasks and control of completeness of the Technical documentation.

The specific tasks and responsibilities of the Consultant shall comprise, but not necessarily be limited to the tasks listed below. She/He will assist the MoARD to:

**A. Administering the Civil Works contract Ref. No. MAFCP/W/ICB/005 “*Rehabilitation of Murriz - Thana Irrigation scheme - Krutja (V1 & V2)*” in accordance with the Contract’s conditions and Technical Specifications, as well as, the Client’s order for the monitoring, controlling, coordination and support for the Contract’s implementation until final handing over procedures.**

The work of the Consultant in the field will be focused in close monitoring of the physical progress of the Civil Works according to the Works Program prior approved by the Supervisor, and carefully control the works’ quality as per Technical Specification. The office’s work will be focused in the control of completeness of the Technical documentation and any modifications to the original design, in accordance with the Technical Design, control of the IPCs (Interim and Final Payment Certificates) both, regarding their accuracy compared to executed works and any amendments of the same and technical documentation necessary for such amendments. The control will, also, be based on the information taken during the sites inspection, as necessary. In addition, the Consultant will assist MoARD on the preparation of all related documentations and correspondences concerning the contracts’ administration. The work of the Consultant will be, also extended during the Defect Liability Period (DLP) and a little while after that, as necessary.

More specifically, the Consultant shall provide assistance for:

- Giving the Contractor right of access and site possess;
- Issuing the orders to commence the works;
- Review and approval of the Contractor’s Work Program and any update after certification by the Supervisor (within 10 days from its submission);
- Review and approval of the topographic updating submitted by the Contractor, after certification by the Supervisor (within 15 days from its submission);
- Conduct site inspections in order to validate:
- ✓ Sources of materials of the Contractor;

- ✓ All laboratory analysis, after checking carefully all related documentation;
- ✓ She/He should pay particular attention to the hidden works, checking all documentation and should not permit their covering unless are not sure that the Technical Specifications for particular parts of works and instructions of Supervisor are followed;
- ✓ The Consultant could decide to take measurements and samples, and review available topographic maps to confirm the quality and quantity of the performed works;
- Review of Technical Documentation:
  - ✓ Review of the Detailed Design and Technical Specifications;
  - ✓ Accept, review and approve the Contractor's IPCs and supporting documents for monthly payments, after certification by the Supervisor and based on the own site inspections, certify completion of parts or the total of the works, compared them against the project budget and executed payments, including the design and works variations which were included in the process (within 15 days from their submission);
  - ✓ The Consultant will submit certified IPCs and supporting documents for final checking and acceptance to the Director of Project Conception and Feasibility in the MoARD, prior to proceeding for payment by WRIP (within 7 days);
  - ✓ Provide any other technical expertise and assistance related to implementation of the Project, including analysis of proposed amendments to the contracts, when necessary;
  - ✓ Review the "As built" drawings submitted by the Supervisor and their completeness, including all design modifications and Variation Orders (VOs) introduced and executed.
  - ✓ For each VOs or amendment issued, based on the own site inspections, notes the justifications, completeness of technical documentation for such amendment, check and approve the modifications in the Bill of Quantities (BoQs) with respect to quantities, qualities, application of unit prices and total value of contract, approval, if any, and status of payment and physical implementation;
  - ✓ Review, approve and accept the Progress Reports (within 7 days from their submission), including those for DLP;
  - ✓ Accept, review and approve the Contractor's Final IPCs and supporting documents for works executed, after certification by the Supervisor and based on the own site inspections (within 30 days from submission);
  - ✓ The Consultant will submit certified Final IPC and completed supporting documents for final checking and acceptance to the Director of Project Conception and Feasibility in the MoARD, prior to proceeding for payment by WRIP (within 10 days);
- Carry out the commissioning of works, temporary and final handing over;

**B. Administering the Supervisory Contract for "*Supervisory Services of Murriz -Thana Irrigation scheme - Krutja (V1 & V2)*" (Ref. No. MAFCP/CS/005a) and monitoring his performance according to the Contract's conditions, as well as, the Client's order for the monitoring, controlling, coordination and support for the Contract's performance until final handing over procedures.**

More specifically, the Consultant shall provide assistance for:

- Carry out technical review of deliverables for compliance with the ToRs, approval and their acceptance (within 10 days from their submission);
- Check and accept the timesheets of the Supervisor, after their approval by the Director of Fieri Irrigation & Drainage Directorate and based on the presence observed from their own site inspections;

- Advise the MoARD in ordering the Contractor or Supervisor to carry out site testing and procedures where required;
- Ensure that all site activities follow the requirements of the MoARD in all matters related to the Environmental Management Plan (EMP) and Maintenance Programme;
- Monitoring and Reporting on achievement of Project Indicators against targets.

In addition to the above the Local Consultant should pay particular attention and carefully check the Method Statement developed by the Contractor and approved by the Supervisor, specifically for placing fresh concrete on the side slopes of 1:1. She/He will, based on the own site inspections, review and approve the special Report to be submitted by the Supervisor Consultant at the end of such works, summarizing the Method Statement used, works' implementation and the results.

The Consultant will conduct regular site inspections, as necessary, to validate the completed works, and any additional inspections, when recommended for any critical situation (e.g.: During the possible suspension of the I&D rehabilitation works due to irrigation season (May – September) or irrigation needs). She/He will also, conduct, 3 (three) site inspection during the Defect Liability Period (one for each quarterly) and 1 (one) at the DLP's completion.

## **6. QUALIFICATIONS REQUIREMENTS AND EXPERIENCE**

A qualified and experienced Consultant will be hired in order to respond to the objectives of this Consulting Services. The candidate suitable for this position should have the following qualifications:

- University degree in disciplines related to the Construction Engineering, preferable in Hydro-technical;
- Overall working experience out of which at least 10 years of professional experience in the field of assignment as Resident Engineer/Inspector and quantity surveyor (Hydro-technical/Civil Engineer);
- Combination of academic background and work experience is desirable.
- Proven experience and technical ability to coordinate activities of infrastructure projects, preferable, construction/rehabilitation works in irrigation & drainage systems, demonstrated in at least 1-2 projects.
- Experience in the World Bank funded projects would be an advantage;
- Knowledge and experience in contract management under the FIDIC and the World Bank Procurement Guidelines would be considered an asset.
- Record keeping, very good technical writing skills and ability to prepare the progress reports;
- Knowledge of English language and computer literacy are required;
- Driving license is desirable;

## **7. SCHEDULE OF DELIVERABLES AND REPORTING**

The Local Consultant is expected to prepare the comprehensive reports with findings and recommended remedial actions in the following manner:

### **For the Construction period:**

- **Monthly Progress Reports:** covering ongoing contract and summarizing all findings from the field works (physical progress and quality of works, any environmental issues etc.) for

each irrigation scheme, using a uniform and itemized project sheet. The reports will, also, include an analysis of the Supervisory Contract performance. Progress Reports will be submitted within 7 (seven) days after the end of the reported period;

- **Final Report (for the Construction period):** summarizing findings from all Progress Reports, with clear conclusions and recommendations to the MoARD. Final Report will be submitted 2 (two) months after works completion and Temporary handing over (issue of the Provisional Certificate);

For each site visit the Consultants shall submit the information summarizing all issues identified, underlining any concerned issues that might affect the works and recommend proper solution.

**For the Defects Liability Period:**

- **Quarterly Reports (3-three):** covering completed works and Supervision contract and summarizing all findings from the field works (3-monthly site inspections following the Supervisor's inspections for each irrigation scheme), using a uniform and itemized project sheet. Quarterly Reports will be submitted within 10 (ten) days after the end of the reported period;
- **Final Report (for the DLP):** summarizing findings from the Quarterly Reports, with clear conclusions and recommendations to the MoARD. Final Report will be submitted 1 (month) after the end of the DLP (issue of the Final Certificate);

All reports will be provided in Albanian language (2 copies) and English language (2 copies), both in hardcopy as well as by full electronic copy (two CDs).

The Local Consultant will work closely and coordinate with the staff of WRIP and Fieri Irrigation and Drainage Directorate. She/He will report to and work under the direction of the WRIP Project Coordinator and Project Manager in the MoARD.

**8. DATA, LOCAL SERVICES AND FACILITIES TO BE PROVIDED BY CLIENT**

- The MoARD/WRIP shall make available to the Local Consultant all documents constituting the Contracts of Civil Works and Supervision;
- The Consultant will have access to all documents submitted by the Contractor and Supervisor;

**10. PERIOD, TIME SCHEDULE AND SUPERVISION OF THE CONTRACT**

The assignment for this Consulting Services includes both, desk review and field work, for a total of 138 working days (92 days at office and 46 days in the field). The expected duration of the assignment will be 8 months for a total of 96 working days during the implementation of the Civil Works and Supervision Contract (12 working days/month, out of which 8 days at office for desk review and 4 days in the field). 3 (three) other months in addition are needed: 2 (two) months at the end of the works completion and 1 (one) month after completion of the DLP, for final control and filing all Contracts' documentation, for a total of 30 working days, out of which 9 days in the field.

The assignment will also cover the DLP, during which the Consultant will be engaged for a total of 6 working days, out of which 2 days in the field. If need arise the Consultant will, also, be

engaged during the irrigation season (May – September), for a total of 6 working days (out of which 3 days in the field), to assist the MoARD to maintain the situation and ensure that no concerned issues will be encountered, while the Civil Works are suspended and there is no presence of the Supervision’s staff in the field.

The Consultant will provide the services commencing tentatively on June 2018 and continuing through February 2020, including the DLP, or any other period as maybe subsequently agreed by MoARD and the Consultant in writing.

The work of the Local Consultant will be supervised by the Directorate of Project Conception and Feasibility in the MoARD. The WRIP will be the focal point for coordination with all other consultants and MoARD directorates.

## **11. PAYMENT**

Payments will be proceeded on the monthly basis, upon the submission and acceptance of the Monthly Progress Reports and Final Report (for the Construction period), and against submission of the respective timesheets and invoices. During the works’ suspension the Local Consultant will be paid for the respective working days, upon submission and acceptance of the respective reports, timesheets and invoices.

For the Defects Liability Period, payments will be proceeded for the respective working days upon submission and acceptance of the Quarterly Reports and the respective timesheets and invoices, as well as, on the monthly basis upon submission of the Final Report for the DLP and against submission of the respective timesheets and invoices.

## **12. WORK PLAN (to be attached)**

