

Ministry Of Transport and Logistics

TERMS OF REFERENCE (TOR)

For Selection of Consultant for Works Contract Administration, Construction Supervision and Design Modification/Review for Dawelle Existing Freight Terminal Construction

Country	Federal Democratic Republic of Ethiopia
Project ID	P 174485
Project Name	Horn Africa Initiative: Regional Economic corridor Project
Financing Instrument	Investment Project Financing (IPF)
Grant No.	E216-ET
Type of contract	Consultancy services
Assignment Title	Works Contract Administration, Construction Supervision and Design Modification/Review of Dawelle Existing Freight Terminal Construction
Reference No.	ET-MOTL-489668-CS-QCBS
Selection Method	Quality & Cost Based Selection Method (QCBS)
Implementing Agency	Ministry of Transport and Logistics

April, 2025

Addis Ababa, Ethiopia

1. Background

Dawelle is a Border area in eastern Ethiopia. It is located in Administrative Zone Shinile of the Somali Region, in Eastern Ethiopia at Djibouti Border.

It is known that the road transport sector covers more than 90% of the economic and social activities in Ethiopia. Therefore, among these road transport activities, the get and pass activities at Dechetto and Dawelle freight terminal entry station is one of the important transit corridors.

Therefore, in order to make the cargo transport activities at the station efficient, comfortable and safe, the current situation requires the construction of a freight terminal center for drivers on the border of Djibouti and Ethiopia. In connection with this, the Ministry of Transport and Logistics has been able to take over two corridors which are nine hectares (9ha) of land from the Somali Regional Government to be used for heavy vehicle terminal in Shinile Zone at Dawelle town and twelve hectares (12 ha) of land from the Afar Regional Government to be used for heavy vehicle terminal at Ditecho town. The main purpose of the freight terminal is to reduce the time spent by the cargo transport drivers in Djibouti, ensuring a safe and secure stay at the port of Djibouti and avoiding unnecessary costs and harassment, allowing them to go only when they have been issued a cargo gate pass.

The Horn of Africa Initiative Regional Economic Corridor Project (HoAI-RECP) with development objective of providing safe, smart, resilient trade and logistics connectivity on selected infrastructure along the Addis-Djibouti corridor is supporting the design and construction of the Dawelle freight terminal. Under component two of the project, trade Facilitation and Logistics Enhancement, it is planned to implement the freight terminal expansion works for existing Freight Terminals of Ditecho and Dawelle approved to solve the challenges of the corridors.

Therefore, the Ministry of Transport and Logistics (MoTL) seeks to hire a competent firm to execute the Works Contract Administration, Construction Supervision and Design Modification/Review for the Construction Expansion of Existing Dawelle Freight Terminal at Djibouti Border under this assignment.

2. The Consultancy Assignment

The consultant is expected to undertake Works Contract Administration, Construction Supervision and Design Modification/Review for the construction work of Freight Terminals which will be implemented under the Ministry of Transport and Logistics under the Horn Africa Initiative: Regional economic Corridor Project Financed by the World Bank/IDA. The construction works which is planned to be supervised includes:

1. Maintenance of existing structures
2. Site work
3. Culvert
4. Staff residence building
5. Guard house
6. Gate block
7. Cafeteria
8. Drivers' recreation
9. Public toilet
10. Clinic
11. Police camp
12. Solar power system
13. Electric power supply

14. Water supply

Thus, the Consultant shall fulfill all the duties and responsibilities of the Engineer and the Engineer's Representative, as detailed under the contract for construction of the Works. The Services consist of furnishing complete engineering services in all respects, including all field and office work in strict accordance with the highest standards of the civil engineering profession and with proper interpretation of the duties and responsibilities of the Engineer.

3. The Scope of the Consultancy Service

The scope of services shall include all the services necessary to achieve the objectives described in this Terms of Reference and in so doing, the consultant shall execute the following tasks but not limited to:

- i. Supervise the construction of the Works to ensure that the works are executed with high skill and workmanship in accordance with the Drawings and Specification.
- ii. Supervise test of construction materials and approve as per the Standard Specification in the Contract Agreement.
- iii. Check and approve samples of materials and supplies submitted by the Contractor for conformity with the material and supplies indicated in the specifications.
- iv. Advise the Client on the need for special inspection or testing other than those referred to in the Contract document.
- v. Check and verify, on a regular, basis the validity of all insurances/guaranties which the contractor is obliged to have in place.
- vi. Check that the Contractor follows safe working practices in all operations and immediately draw attention to any instances where this policy is not followed, advising the Contractor to carry out all such works deemed necessary in case of emergency affecting the safety of personnel, works and adjacent property.
- vii. Check, and if necessary prepare bar bending schedules and further designs and drawings for any additional work, if any, which may be necessary for the proper completion of the Contract.
- viii. Perform all required design changes / modification / amendments / additional design necessary or advisable as an outcome of the above services and/or to suit field conditions during construction. The outcome should be prepared as design drawings, review report and submitted to the Client with recommendation.
- ix. Issue the Contractor with all necessary copies of Technical Specifications and Contract Documents or timely provide any such supplementary information requested by the Contractor, necessary for the Contractor to carry out the Works.
- x. Prepare Engineer's Instruction (EI) and Variation Instructions VI) as recommended or necessary, complete with the associated measurement and payment instructions. Issue such

instructions and VIs and for the associated implications. (The Particular conditions of contract may require the Client's approval prior to issue of some instructions or variations).

- xi. Ensure that the required design changes/modifications/amendments/additional design should take into consideration issues such as, economy, locally available construction material, applicable construction method, objective of the Contract, etc.
- xii. Routinely and at not more than quarterly intervals, advise the Client of the estimated total cost to completion of the Works with detailed reasoning for the increase or decrease of the project cost, if any.
- xiii. Approve the Contractor's setting out of the Works and preparation of the Works, prior to issuing approval to begin new activity or proceed with the subsequent activities.
- xiv. Routinely inspect the Works under Construction, for compliance with the Specifications and the agreed method of working, as a basis for payment
- xv. Keep and maintain up-to-date detailed Daily Site Diary and records (making them available for inspection by the Client of her/his representative when requested to do) of all contractual correspondence and data; all work stoppages or delays; accidents on Site; official visitors to Site; all weather records; all activities in progress at any time on Site; showing the start and end time and full details of the resources employed per activity.
- xvi. Keep and maintain detailed records (and make available for inspection) of the Contractor's equipment on Site and its precise date of arrival on or removal from Site, its date of manufacture, previous hours worked and condition, the date commissioned to commence work, its availability and utilization. Establish equipment availability figures for each category of equipment.
- xvii. Review the Contractor's proposed work programs and associated work method statements and resource analysis and requirements and may give a Notice to the Contractor stating the extent to which it does not comply with the Contract; or issue a Notice of No-objection. Identify any changes or additional resources required.

Continuously monitor the Contractor's progress against program and her/his method of working in respect of each and all construction activities and produce a resource analysis against production needs. Advise the Contractor when additional resources or revised methods of working or revised program of the Works is deemed to be required.

- xviii. Review the Contractor's proposed shop drawings/plans and associated calculations. Approve or reject the proposals accordingly, and identify any changes required.
- xix. Institute a detailed quality control system to ensure adequate supervision and positive control of all Works at all times. All level of controls shall be fully exercised by the qualified personnel to ensure adherence to the finished levels and the standards of acceptance.
- xx. Review and check the Contractor's Payment Applications and, after verifying the accuracy of

- the measurement and costing calculations and the sufficiency of the supporting documentation, prepare and issue Interim Payment Certificates for processing by the Client. Advise the Client on whether liquidated damages are due from the Contractor. Review statement at completion and final statement and prepare and issue final payment certificate.
- xxi. Monitor the payment process and alert the Client when payment delays accrue to the point when; (a) interest charges will become due and (b) the Client will be in Default for late payment.
 - xxii. Thoroughly review and analyze all the Contractor's applications for extensions of time or claims for additional payment and furnish the Client with the Consultant detailed analysis of such applications and recommended rulings and, subject to the Client's approval (where necessary), advise the Contractor accordingly.
 - xxiii. In the event of adjudication or arbitration, provide the necessary personnel and expertise to advise and assist the Employer in any such process and prepare any further analysis of the Contractor's claims submissions as may be necessary to assist the Employer in the presentation of his case.
 - xxiv. Submit monthly progress reports, final reports and records and other hard outputs regarding construction progress and the status of the works contract and the consulting services contract in accordance with the reporting schedule. Keep and maintain an official photographic record (available for inspection) of monthly progress and also of any construction activity of technical or contractual interest at any time. Each photograph to be captioned with reference number, time, date, subject, and points of particular note.
 - xxv. Collect, review and submit three full sets of as-built drawings, prepared by the contractor, within two months of completion of the works.
 - xxvi. Conduct inspection and issue notice to the Contractor of works not completed, defects to be rectified or documents to be submitted; or issue Taking Over Certificate.
 - xxvii. Conduct inspection and issue Performance Certificate after end of the Defect Notification Period.

4. Deliverables

4.1. Type and Content of Deliverables

The Consultant shall prepare and submit the following types of documents for the assignment. The Consultant shall submit a proposed design Modification, if any, for each report to the Client for approval before executing each change or Modification if any. The Consultant shall prepare and submit directly by hand or by carrier to the Client the following reports and documents in the numbers stated as per the format that would be provided by the Client and/or as per the format developed by the Consultant and approved by the Client:

Types and Numbers of Reporting during Contract Administration and Construction Supervision

S. N	Types of Reports/Documents	No of Report	
		Draft	Final
1	Inception Report	2	2
2	Monthly Progress Report including Environment & Social Compliance	-	24
3	Quarterly Progress Reports		5
4	Annual Progress Report	-	2
5	Contract completion Report	2	2
6	Consultancy Completion Report	2	2
7	Consultant's Quality Assurance Manual	2	2

5.Required Qualifications as a Firm

The Consultant (i.e. a consulting firm or a consortium of firms) undertaking this assignment shall demonstrate the following experience and qualifications:

1. The Consultant as a Firm shall present evidence of having completed relevant assignments of at least USD 500,000 in the last ten years, both within the region and internationally.
2. The Firm should have a minimum of 10 and above years' work Experience with Similar Assignment.
3. The Firm should have the experiences of completing at least five design and supervision works in the last 10 years.
4. The consultant's core business (license) should relate to Construction design and Supervision.
5. The Firms should have qualifications and experience in the field of assignment.
6. Technical and managerial capability of the firm.
7. The firm should have at least three years of relevant experience in Sub Saharan African countries.
- 8.

The Consultant is responsible for proposing a similar to the Assignment. Senior and high-quality team appropriate for undertaking the assignment as envisaged in these Terms of Reference to the

required standard. The team is expected to include the following key staff, who should ideally be full-time Consultant employees. The Consultant shall justify the inclusion of the proposed staff based on these Terms of Reference.

5.1. Team Composition

The Consultant shall provide competent personnel for the services, who shall be managed by the Team Leader and who would represent the Consultant in performing the services. All the Consultant's personnel shall be fluent in the full use (i.e. the writing, reading and speaking) of the contract language, which is English.

In addition, all the key staff described herein shall be fully computer literate regarding word processing and spread sheets. Some of the required specializations and expected time frame are indicated below.

a) Key Staffs

Professional Qualification Requirements for Key Staffs			
SN	Required Experts	Qty	Qualification Requirements
1	<p>Resident Engineer (RE)</p> <p>Estimated Time Input for the RE is full working days until Final completion of the project</p>	1	<p>General Experience</p> <ul style="list-style-type: none"> • Minimum BSc. Degree in Civil Engineering or related fields • Minimum 15 yrs. General experience in civil engineering works contracts <p>Specific Experience</p> <ul style="list-style-type: none"> • 5 yrs. experience as RE or as Project Manager in construction works or supervision contracts • Experience in Contract management using FIDIC 1999 red book/ FIDICMDB harmonized 2010/ FIDIC2017 Red Book. • Five years of relevant experience in Sub Saharan African countries
2	<p>Quantity surveyor</p> <p>Estimated Time Input for the Quantity surveyor is full working days until Temporary Acceptance of the project</p>	1	<p>General Experience</p> <ul style="list-style-type: none"> • •Minimum BSc. Degree in Civil Engineering or related fields • 8 yrs. General experience in civil engineering works contracts. <p>Specific Experience</p> <ul style="list-style-type: none"> • 4 yrs. experience as Quantity Surveyor in any construction works or supervision contracts. • Four years of relevant experience in Sub Saharan African countries

Professional Qualification Requirements for Key Staffs

SN	Required Experts	Qty	Qualification Requirements
3	<p>Electrical Engineer</p> <p>Estimated Time Input for the Electrical Engineer is five working days per month until Temporary Acceptance of the project</p>	1	<p>General Experience</p> <ul style="list-style-type: none"> • Minimum BSc. Degree in Electrical Engineering or related fields • 8yrs General experience in civil engineering works contracts <p>Specific Experience</p> <ul style="list-style-type: none"> • 4 yrs. experience in building electrical design or 3 yrs. experience in Electrical installation in building construction works. • Shall have Practicing Professional certificate in related field. • Three years of relevant experience in Sub Saharan African countries
4	<p>Sanitary Engineer</p> <p>Estimated Time Input for the Sanitary Engineer is five working days per month until Temporary Acceptance of the project</p>	1	<p>General Experience</p> <ul style="list-style-type: none"> • Minimum BSc. Degree in Sanitary Engineering or related fields • 8yrs. General experience in civil engineering works contracts <p>Specific Experience</p> <ul style="list-style-type: none"> • 4 yrs. experience in building sanitary design or 3 yrs. experience in Sanitary installation in building construction works. • 2yrs. design or Construction Experience in liquid waste treatment plant • Shall have Practicing Professional certificate in related field. • Three years of relevant experience in Sub Saharan African countries
5	<p>Mechanical Engineer</p> <p>Estimated Time Input for the Mechanical Engineer is five working days per month until Temporary Acceptance of the project</p>	1	<p>General Experience</p> <ul style="list-style-type: none"> • Minimum BSc. Degree in Mechanical Engineering or related fields • 6yrs. General experience in civil engineering works contracts <p>Specific Experience</p> <ul style="list-style-type: none"> • 4 yrs. experience in building mechanical and/ or electromechanical design or 3 yrs. experience in mechanical and/ or electro mechanical installations in building construction works.

Professional Qualification Requirements for Key Staffs			
SN	Required Experts	Qty	Qualification Requirements
			<ul style="list-style-type: none"> • Shall have Practicing Professional certificate in related field. • Three years of relevant experience in Sub Saharan African countries
6	Hydrologic /Water Engineering	1	<p>General Experience</p> <ul style="list-style-type: none"> • Minimum BSc. Degree in Hydrological/water or related fields • 8yrs General experience in water work Constructions <p>Specific Experience</p> <ul style="list-style-type: none"> • 4 yrs. experience in water work construction. • Shall have Practicing Professional certificate in related field. • Two years of relevant experience in Sub Saharan African countries

b) Non-key Staffs

One laboratory technician (Estimated minimum person-months- five working days per month until Temporary Acceptance of the project), one works inspector (Estimated minimum person-months full working days until Temporary Acceptance of the project), and one Surveyor (Estimated minimum person-months- full working days until Temporary Acceptance of the project). Each of these staffs shall have BSc Degree in civil engineering and at least eight years of experience in civil works construction projects.

All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

Only the CVs of key personnel will be submitted with technical proposal and the same will be evaluated. However, the successful consultant shall submit the CVs of the non-key personnel during negotiation and should fulfill the minimum requirement set.

Note that civil servants and other staff of the public administration cannot be recruited as experts. Backstopping costs and the costs of all other support staff must be included in the fee rates of the key experts.

6. Duration of the Services

The Duration of the services is extended from the date of commencement of the contract to the end of the defect liability (maintenance) period of the works, which is envisaged to be a period of 24 months (1 month of mobilization, 11 months of Construction Time and 12 months of defect liability period). One person-month input for the Resident Engineer during the one year of defect liability period is envisaged.

7. Additional Responsibilities of the Consultant

The Consultant shall maintain close liaison with the Client. A formal joint meeting shall be arranged by the Consultant at least once a month to facilitate monitoring of the services. The Consultant is also responsible for the formal minutes of such meetings. These meetings will be convened by the Resident Engineer.

Since adequate and proper supervision of Contractor's operations is an essential prerequisite to successful completion of construction contracts, the Consultant shall develop a construction Supervision Manual for his execution.

At the Consultant mobilization period, the Consultant shall operate with a skeleton staff agreed with the Client. Staff mobilization and demobilization plans are to form part of the Consultant's technical proposal and related financial proposal.

The Consultant should arrange all facilities by himself, from the date of commencement of the civil works to the end of the defect liability period, and the cost of such provision should be detailed in the consultant's financial proposal.

During the period of the Construction Supervision Services all the Consultant's billable staff employed for the provision of the Services are required to reside permanently on site, for the respective periods they are assigned for, and shall only leave site on official business. None of the Consultant's billable staff shall reside elsewhere off the Site.

8. Selection Method

The assignment is for a firm and the selection method will be Quality and Cost Based Selection Method (QCBS). The award of the contract shall be made to the consultant whose proposal has been evaluated and determined to be the most advantageous proposal.

