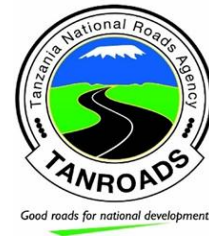




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS
TANZANIA NATIONAL ROADS AGENCY



TANZANIA TRANSPORT INTEGRATION PROJECT (TanTIP) – PROJECTID: P165660
CONSULTANCY SERVICES FOR PROJECT MANAGEMENT SUPPORT TO TANZANIA TRANSPORT
INTEGRATION PROJECT (TanTIP) IMPLEMENTATION (PMC)
TENDER NO: AE/001/2024-25/HQ /C/74 (TZ-TANROADS-447032-CS-QCBS)
REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES-FIRMS SELECTION)

1. The Government of the United Republic of Tanzania has applied for financing from the World Bank towards the cost of the Tanzania Transport Integration Project (TanTIP), and intends to apply part of the proceeds for eligible payments under the contract for Consultancy Services for Project Management Support to Tanzania Transport Integration Project (TanTIP).

Project Objectives and components

The objectives of the project are to improve the safety, climate resilience and capacity of key road corridors and regional airports and improve the capacity of relevant transport sector institutions to plan for and manage the sector. The project's main four (4) components include Upgrading and Rehabilitation of Regional Roads, Upgrading and Rehabilitation of Regional Airports, Institutional Support and Capacity Building in the Transport Sector and Contingency Emergence Response.

Objective of the Assignment

TANROADS through the TanTIP – Project Implementation Team (PIT), is required to select and hire and thereafter maintain throughout the period of implementation of the Project, the Support Services of an Engineering Consulting Firm with qualifications and experience under terms of reference, acceptable to the World Bank.

2. **Key Activities**

Key activities shall include but not limited to the following:

- a) Financial management performance, procurement decisions and contract administration;
 - b) Contract management and administration support, including monitoring of performance (i.e., contractor's compliance with quality of construction, technical specifications, design requirements, traffic plans and safety and maintenance plans);
 - c) Claim rebuttal and dispute resolution support;
 - d) Monitor Project Implementing Entities, Tanzania National Roads Agency (TANROADS), Tanzania Airports Authority (TAA), Tanzania Civil Aviation Authority (TCAA) and Tanzania Meteorological Agency (TMA) and Contractors' adherence to/compliance with statutory/ regulatory requirements, the ESF and the implementation of the ESCP; and
 - e) Perform supervision audits (inter alia, safety, environmental and social audits) of the project.
3. The Consulting Services ("the Services") include the Upgrading and Rehabilitation of Trunk and Regional Roads, Upgrading and Rehabilitation of Regional Airports and Institutional Support and Capacity Building in the Transport Sector for the duration of three (3) years deploying about **186-man months**.
 4. The detailed Terms of reference (TOR) for the assignment are available on the following website <https://www.tanroads.go.tz>. Within this context, the Consultant shall be entrusted with the following

responsibilities as described in the Terms of References (TOR) for the Assignment:

- (a) Employing only such key professional staff with CVs approved by the Client. Replacement or temporary substitution shall not be permitted unless in emergency or under very exceptional circumstances;
 - (b) Arranging and providing fully equipped office inclusive of utilities such as power, water, telecom, internet etc. for all staff other than those to be seconded to TANROADS;
 - (c) Arranging and providing transport to all staff to and from the workplace (office); and
 - (d) Making own arrangements for all living accommodation, personal transportation, and personal equipment such as computer or laptop and stationery. The key staff members for the above positions will be expected to spend majority of the assignment while in Tanzania. The Consultant shall draft all reports, minutes of meetings etc. Circulation of the reports shall be done by the TANROADS.
5. Tanzania National Roads Agency (TANROADS), an Executive Agency of the Ministry of Works now invites eligible "Consultants" to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:
- (i). Core business of the firm and years in business,
 - (ii). Experience on similar assignments in the last ten (10) years,
 - (iii). Experience in undertaking similar assignments in Africa or developing countries, and
 - (iv). The technical and Managerial capability of the firm (provide only the structure of the organization, general qualifications and number of key staff. Do not provide CVs of staff. key experts will not be evaluated at the shortlisting stage).
6. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" 5th Edition, September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
7. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
8. A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.
9. Further information can be obtained at the address below during office hours 08:00 to 16:30 hours local time, Mondays to Fridays inclusive except on Public Holidays.

Secretary,
TANROADS Headquarters Tender Board,
2nd Floor, 10 Shabaan Robert Street/ Garden Avenue Junction,
Dar es Salaam, Tanzania.
Tel: +255 22 2926001-6, Fax: +255 22 2926011,
E-Mail: pmu@tanroads.go.tz, website, [http:// www.tanroads.go.tz](http://www.tanroads.go.tz)

10. Expressions of Interest must be delivered in written form to the address above (in person, or by mail, or by e-mail) on before **10:00** hours local time on **04th April, 2025** and clearly marked **"EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR PROVISION OF SUPPORT TO TanTIP – PROJECT IMPLEMENTATION TEAM (PMC), TENDER NO: AE/001/2024-25/HQ /C/74TZ-TANROADS-447032-CS-QCBS)**

**THE CHIEF EXECUTIVE
TANZANIA NATIONAL ROADS AGENCY (TANROADS)**



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF WORKS

TANZANIA NATIONAL ROADS AGENCY



TANZANIA TRANSPORT INTEGRATION PROJECT (TaNTIP) PROJECT PROJECT ID: P165660

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR PROJECT MANAGEMENT SUPPORT TO TANZANIA TRANSPORT INTEGRATION PROJECT (TanTIP) IMPLEMENTATION (PMC)

FEBRUARY, 2024

1.0 PREAMBLE

The Government of the United Republic of Tanzania has received a credit from the World Bank towards the cost of the Tanzania Transport Integration Project (TanTIP) which comprises the rehabilitation of Mtwara – Mingoyo – Masasi (200 km), Rutikira – Songea (100 km), Lusahunga – Rusumo (92 km) and Upgrading of Iringa – Msembe (104 km) and rehabilitation and improvements of regional airports of Tanga, Iringa and Lake Manyara and intends to apply part of the credit proceeds to eligible payments under contract for Consultancy Services for Project Management Support to Tanzania Transport Integration Project (TanTIP) Implementation (PMC) for which these Terms of Reference are issued, through Tanzania National Roads Agency (TANROADS).

TANROADS maintains, throughout the period of project implementation, a Project Implementation Team

(variously the "Project Implementation Team" or the "PIT"), which is: (i) headed by a Project Manager and is to consist of competent, experienced and qualified staff, in sufficient numbers and under terms of reference acceptable to the World Bank including specialists on financial management, procurement, environment and social safeguards, community engagement and occupational health and safety, as further detailed in the Project Implementation Manual (PIM); and (ii) vested with financial resources, functions and competencies, acceptable to the World Bank and set forth in the PIM, as needed for carrying out the day-to-day implementation of its respective parts of the project including, procurement and financial management responsibilities (for the entire Project), contract management, budgeting and planning, community outreach and consultation, liaison and coordination with Ministry of Works (MoW), Tanzania Airports Authority (TAA), Tanzania Civil Aviation Authority (TCAA) and Tanzania Meteorological Authority (TMA) and ensure compliance with environmental and social requirements (as per the Environmental and Social Framework (ESF)/ Environmental and Social Commitment Plan (ESCP) road safety and monitoring, quality assurance and reporting, and the adherence to/compliance with such other administrative, financial, technical and organizational arrangements and/or procedures as required and set forth, in the PIM.

2.0 PROJECT OBJECTIVE AND COMPONENTS

The objectives of the project are to improve the safety, climate resilience and capacity of key road corridors and regional airports and improve the capacity of relevant transport sector institutions to plan for and manage the sector.

The project includes the following main components:

COMPONENT 1: Upgrading and Rehabilitation of Trunk and Regional Roads

This involves the upgrading/rehabilitation of approximately 510 Kilometres of trunk and regional roads comprised of the Mtwara – Mingoyo – Masasi, Lushunga – Rusumo, Rutukila – Songea and Iringa – Msembe corridors, including: (a) ancillary social infrastructure and community-based initiatives along the targeted corridors; (b) independent quality and monitoring arrangements for construction supervision; (c) road users satisfaction surveys prior, during and post construction; and (d) land acquisition, resettlement assistance and livelihoods rehabilitation for displaced persons.

COMPONENT 2: Upgrading and Rehabilitation of Regional Airports

This comprises upgrading/rehabilitating three priority regional airports at Lake Manyara, Tanga, and Iringa, including: (a) the provision of air navigation facilities and communication, safety, and security equipment; (b) meteorological facilities; (c) independent quality and monitoring arrangements for construction supervision; and (d) land acquisition, resettlement assistance and livelihoods rehabilitation for displaced persons.

COMPONENT 3: Institutional Support and Capacity Building in the Transport Sector

This component is delivered through the following three sub-components:

- (a) *Developing MoW's institutional capacity, as well as those of the Recipient's various transport sector agencies, in order to:***
 - (i) design and adopt transport sector policies and strategies consistent with the Recipient's development agenda;
 - (ii) carry out studies on climate change adaptation and resilience approaches for the roads sector, systematizing road safety audits for road design and construction, adopting minimum standards, and practice manuals incorporating lessons learnt and best practices;
 - (iii) upgrading the technical capacity of the roads maintenance and management system and contract management system and developing an airport asset management system and global navigation satellite system; and
 - (iv) establishing a young professional graduates' program for engineers, carrying out feasibility studies and designs for priority investments in the transport sector; and providing training for, and promoting the sensitization of, staff.
- (b) *Encouraging gender inclusion, and career development opportunities for women, in the***

transport sector, including

- (i) analyzing TANROADS' human resources procedures to identify barriers for women in recruitment, retention, and advancements;
- (ii) preparing TANROADS' Gender Action Plan for the enhancement of human resources policies to include a gender perspective;
- (iii) developing a short internship program at TANROADS;
- (iv) setting up an executive coaching program for TANROADS' female technical staff; and
- (v) conducting awareness campaigns for schoolgirls to promote further education on science, technology, engineering, and mathematics.

(c) *Carrying out Project management activities, ensuring compliance with the Association's fiduciary, social and environmental requirements, including:*

- (i) providing incremental Project staff;
- (ii) carrying out of semi-annual financial and integrated performance audits, covering engineering designs, quality assurance, social and environmental management;
- (iii) ensuring compliance with the ESF/ESSs and implementation of social and environmental mitigation measures and plans; and
- (iv) monitoring and evaluating the Project's outcome and intermediate indicators.

COMPONENT 4: Contingent Emergency Response

This caters for the provision of immediate response to an Eligible Crisis or Emergency, as needed. This Contingency Emergency Response Component (CERC) of the Project can be activated at the discretion of the Tanzanian Government in response to any eligible crisis or emergency, irrespective of the sector. However, if the Tanzanian Government decides to trigger this contingency component for any other sector, the respective manual will need to be prepared prior to, and as a condition of, its activation, whereupon the IDA will assist the Tanzanian Government with that preparation. An approved CERC Operations Manual is one of the disbursement conditions under Category (2) for Emergency Expenditure. Therefore, a separate Operations Manual will be developed in consultation with the Disaster Management Department within PORALG for triggering and managing the processes to support a relevant event in agreement with IDA within six months of the Effective date.

PROJECT'S LOCATION MAP

- (ii) Contract management and administration support, including monitoring of performance (i.e., contractor's compliance with quality of construction, technical specifications, design requirements, traffic plans and safety and maintenance plans);
- (iii) Claim rebuttal and dispute resolution support;
- (iv) Monitor Project Implementing Entities (TANROADS, TAA, TCAA and TMA) and Contractors' adherence to/compliance with statutory / regulatory requirements, the ESF and the implementation of the ESCP; and
- (v) Perform supervision audits (inter alia, safety, environmental and social audits) of the project.

This assistance and support shall be effected through provision of project management and administration services by the Consultant including provision of experts to work under the TanTIP PIT with a view to execute the specific tasks as well as transfer of knowledge through sharing of experience and on the job training to counterpart staff.

The assignment is intended to be undertaken by an experienced and high-quality Consultant or a consortia of consulting engineers, financial, road safety experts, climate resilience experts, capacity building and environmental and social experts, with considerable experience in project management on highways, airports and structural engineering projects on international arena and particularly in Developing Countries.

The Consultant will be expected to provide approximately **186-man months** of key staff inputs over the 3 years with possibility of extension for a period to be decided by the Project Manager (TanTIP), based on satisfactory performance and need. The estimate of the key person input requirements is only indicative and could be construed by skill mix requirements for these services. The contract for this assignment will be a time-based contract.

4.0 SCOPE OF SERVICES

The scope of works is divided into two parts: Part A (Engineering and Fiduciary) and Part B (Environmental and Social Audit).

The Consultant will carry out the required services to ensure successful completion of the tasks required under the project components to ensure the project key objectives as cited above are attained. The specific tasks under the assignment are as detailed under the following sections.

The Consultant shall deploy a Team Leader to work intermittently throughout the assignment duration and who shall in turn undertake overall management and advisory role for the assignment. The Team Leader shall mobilise other experts as necessary and when required to meet the assignment objectives.

The Consultant through Team Leader shall liaise closely with TanTIP's Project Manager (PM) for all matters pertaining to the assignment.

4.1 Specific Activities

The Consultant shall perform activities mentioned in section 3 (i) through (v) above as well as detailed hereunder intermittently or on full time basis for a specific period of time if such need arises:

- (i) Ensure the maintenance of a Contract Documentation Control System and Project archive containing all relevant documents related to the Project, including procurement records, correspondence, reports, drawings, technical specifications, bid and contract documents, drawings, working papers, and other reference material used or created during the period of work, in a properly indexed reference format for use by TANROADS and outside reviewers. The following documents should also be the minimum of the documents to be maintained in the documentation control system as prepared by the Engineer and reported accordingly:
 - Measurement logs – the cornerstone of FIDIC Contract is that all quantities should be re-measured by the Engineer and payment to the Contractor should be made only for the quantities actually measured (that often differ from the quantities in the Contract); compare measured works for payments against actual progress at site in real time before actual payments,

- Activity reports – daily, weekly, monthly reports showing in tabular format quantities of work done, number of staff and equipment involved, consumption of materials, testing and samples etc. The reports should also mention any specific events, incidents, weather conditions etc,
 - Issues Log – a record of all issues that occurred during the execution of works, with appropriate description and indication of the date, cause, remedial measures to be taken, responsible party, status of remediation etc.,
 - Variation Orders – critical documents that justify changes in quantities, prices, and time for completion,
 - Correspondence between the Contractor and third parties (Government agencies, local authorities, controlling bodies, end users, beneficiaries etc.),
 - Inspection and Control Logbook – a record of all inspections, audits and controls performed by any party starting with TANROADS, but also any third party (environmental agency, financial control, local authorities etc.);
- (ii) Ensure that all necessary insurances, bonds or guarantees to be provided by consultants and contractors are in place and remain up to date as required by their contracts;
- (iii) Ensure the establishment of a mechanism to track the project's Contractors' and Engineers' compliance with terms and conditions of contracts, variation orders, address delays in performance, troubleshoot problems, and completion of works;
- (iv) Establishment of a project mechanism to plan and monitor the physical and financial progress of the Project through engineer/ contractor submissions that will:
- Contain a detailed actual work plan for works vis-a-vis planned work as per the contract to be updated monthly,
 - Identify tasks that are on the critical path and advise appropriate actions,
 - Analyse the efficiency of resource allocation,
 - Estimate and track all implementation costs, and
 - Generate reports on a real-time basis that provide an executive view of implementation, critical path tasks, and other information needed by TANROADS to oversee Project implementation;
- (v) Review Contractors' work programs and method statements to ensure conformance with Project requirements; adequacy of management and organizational arrangements, health and safety plans, and environmental mitigation plans; sufficiency of personnel and equipment resources and of other facilities; and adequacy of quality assurance and quality control procedures;
- (vi) In coordination with the PIT member responsible for a specific project and the supervision consultant i.e., Engineer, monitor the physical and financial progress of the works; continuously update the estimated date of completion of critical path tasks and assess the effects resulting from any delays; and make recommendations on appropriate actions needed to be taken by PIT to address actual or potential implementation delays, cost overruns, poor quality of the works, and other problems;
- (vii) Ensure that the appropriate supervision Consultant provides with full details, the progress and quality of works carried out by each Contractor on a monthly basis;
- (viii) Report on the physical and financial progress of the works undertaken by the Contractor(s), and the work of the Engineer(s);
- (ix) Identify and initiate remedial actions through the Engineer(s) to avoid or mitigate implementation delays, cost overruns, poor quality of works, unmitigated environmental impacts, and other problems;
- (x) Verify and monitor costs of Services and works, and the proper and timely review of invoices/Interim Payment Certificates submitted by Contractors and supervising Consultants related to the Project prior to authorization of payment;
- (xi) Assist Project Manager TanTIP in reviewing Engineers determination on the Contractors' claims, DAB opinions and decisions on disputes and jointly advice TANROADS accordingly;
- (xii) Monitor and report on Contractor compliance with the site-specific Environmental Management Plans and Health and Safety Plans and adherence to phased access to site obligations based on any staggered completion of Resettlement Action Plan (RAP) implementation and recommend remedial action to be taken in case of non-compliance;
- (xiii) Monitor and report on the appropriate supervision Consultant's compliance to the terms of reference

- in the supervision Contract with regard to the ESMPs and RAP implementation;
- (xiv) Conduct systematic annual environmental and social audits to all project activities and prepare annual audit reports on how different commitments in the ESCP are progressing including any recommendations for improving the environmental and social performance for the following year;
 - (xv) Report to Project Manager TanTIP on the performance of the Engineers and Contractors, with the objective of achieving value for money for the civil works execution in line with contract management practices;
 - (xvi) Provide remedies against non-performing contractors by advising Project Manager TanTIP either:
 - (i) Denying the approval of non-compliant goods, defective works, or sub-standard materials,
 - (ii) Rejecting non-performing staff,
 - (iii) Penalizing the Contractor/Consultant for failure to meet functional guarantees,
 - (iv) Acting against the Performance Security, and
 - (v) Terminating the Contract;
 - (xvii) Provide management guidance to the TanTIP technical/ Counterpart staff assigned to the Project with the objective of improving their ability to deliver management services on future projects;
 - (xviii) Following completion of construction, the Team Leader and Project Manager TanTIP on acceptance of completed works and receipt and review of construction completion report and as-built drawings, shall plan and supervise the process of formal project closure;
 - (xix) Complete orderly and comprehensive closeout of contracts and contract files as per the Contracts; and
 - (xx) Prepare Implementation Completion Report (ICR) that will be prepared within six months after the project closing date in the content and format of which is to be agreed upon with Project Manager.

5.0 CONSULTANT'S KEY STAFF

(i) Team Leader

- (a) The Team Leader shall be engaged to work on the project throughout the duration of the assignment albeit intermittently and shall review and update the overall implementation schedule for the Project(s), and shall guide and monitor performance of team;
- (b) He/she shall guide the activities of the Consultant with the intention to ensure that all activities, actions, and processes are carried out according to best professional practice for the execution of works, and shall include preparing or overseeing the Contract implementation as appropriate, by the Contractor, Engineer, or PIT;
- (c) He/she shall be responsible for planning and managing quarterly or semi-annual field visits and quarterly progress review meetings. These activities will include identifying potential issues that could lead to delays and developing actionable solutions in consultation with the Engineer and the Project Implementation Team (PIT), as appropriate. During site visits, the following key aspects shall be carefully considered through visual or physical inspection:
 - **Progress of Works vs Planned Schedule:** Assess the extent of work completed compared to the planned progress,
 - **Quality of Works:** Verify that all works meet the quality standards specified in the technical requirements,
 - **Staff Deployment:** Evaluate whether the quantity and expertise of staff on-site are adequate to complete the works on time,
 - **Contractor's Mobilization of Materials and Equipment:** Confirm that the contractor has all necessary equipment and materials to meet project specifications and timelines,
 - **Health and Safety:** Ensure that all required health and safety measures are in place, covering both contractor personnel and public safety,
 - **Environmental Compliance:** Check if the Environmental Management Plan is being properly enforced and adhered to,
 - **Labor Management Procedures:** Monitor the implementation of labor management practices

to ensure compliance with relevant standards and policies;

- (d) He/she shall prepare and submit Inception Report, Quarterly Progress Report, Bi-annual progress reports (BPR), and Construction Completion Report to the Project Manager; and
- (e) Following completion of construction, He/she shall review as-built drawings, plan and supervise the process of formal completed works acceptance and project closure.

PART A – ENGINEERING AND FIDUCIARY

The Consultant shall among others, engage the following key staff to work on the assignment on fulltime or intermittent basis as per their respective scope of services detailed hereunder.

(ii) Claims Rebuttal and Dispute Resolution Expert

The Consultant shall engage to the project on part-time basis, a Claims Rebuttal and Dispute Resolution Expert whose scope of services will include the following:

- (a) Review Contractors' work programs and method statements to ensure conformance with project requirements; adequacy of management and organizational arrangements, health and safety plans, and environmental mitigation plans; sufficiency of personnel and equipment resources and of other facilities; and adequacy of quality assurance and quality control procedures;
- (b) In coordination with the appropriate Engineer, monitor the physical and financial progress of the works undertaken by the Contractor; continuously update the estimated date of completion of critical path tasks and assess the effects resulting from any delays; and make recommendations on appropriate actions needed to be taken by TANROADS to address actual or potential implementation delays, cost overruns, poor quality of the works, and other problems;
- (c) Anticipate claims that may be submitted by Contractors related to Project execution; review recommendations prepared by the appropriate Engineer regarding claims submitted by contractors; and support TANROADS's legal counsel (on technical matters only) to resolve claims;
- (d) Monitor contractor's claims and disputes by undertaking the following:
 - Review the Engineer's assessments on contractors' claims and advise the Project Manager on any potential issues and recommend remedial actions,
 - Convene meetings with contractors and the Engineer to allow ample opportunity for identification and early resolution of potential disputes, and
 - Collaborate with the Engineer and prepare TANROADS responses on contractors' referrals to Dispute Boards as they may arise from time to time;
- (e) Provide expert assistance to the Employer in responding to issues referred to Dispute Boards (DB) or Arbitration by the Contractors as well as formalising referrals to DB or Arbitration as need arises; and
- (f) Prepare and submit status report on attended claims and disputes to the Team Leader.

(iii) Financial Management Specialist

The Consultant shall engage to the project on part-time basis, a Financial Management Specialist, whose scope of services will include the following:

- (a) Maintain and monitor integrated financial management system which involves setting up of new account segments and new account code combinations, establishing new funds, testing, and implementing system upgrades, training, and coordinating with TANROADS staff as this is a shared system;
- (b) Assist in developing financial reports and update current reports as necessary;
- (c) Assist accounts payable, payroll, accounting, budget, purchasing and other departments in resolving problems or questions which relate to the financial management system;
- (d) Serve as liaison between TANROADS and the World Bank for the integrated financial management system, which includes attending meetings, demonstrations, training sessions and "trouble-shooting" issues and resolve problems that may occur;
- (e) Analyse financial records and reports and make adjustments as needed;
- (f) Assist in preparation and completion of monthly interim financial statements, TANROADS Annual

- Report and the Comprehensive Annual Financial Report;
- (g) Assists internal and external auditors in analysis work;
- (h) Ensure proper accounting and reporting of assigned credit, which include year-end calculation of accounts receivables and deferred revenues;
- (i) Perform financial administration and reporting, preparing budget and any adjustments, monitoring spending, and assisting in accurate and timely reimbursements;
- (j) Assist in answering questions and queries from the donor and auditors regarding assigned credit;
- (k) Prepare projection of cash flow requirement and total cost for each project contract after taking into account time related costs, variation of quantities, additional works, price escalation, etc; and
- (l) Preparation and submission of TanTIP Financial Reports and Quarterly Progress Reports to the Team Leader.

(iv) Communication Specialist

The Consultant shall engage to the project on part-time basis, a Communication Specialist, whose scope of services will include the following:

- (a) Develop and coordinate implementation of the project communications strategy;
- (b) Undertake timely communications and liaison with community and stakeholders on issues related to TanTIP Project;
- (c) Develop dissemination strategies and monitor the dissemination of publications that can be produced by the project, specifically but not restricted to the Stakeholders Information Guide;
- (d) Ensure that TanTIP Project provides right messages to the right people in a timely manner in order to identify and mitigate negative impacts and maintain community support to the project;
- (e) Participate in preparing all public notices made by the Contractors or Consultants which are in joint names of TANROADS;
- (f) Undertake research on Media based issues or community complaints relating to TanTIP Project and advise on appropriate measures;
- (g) Compile press releases and newspapers articles relevant to the TanTIP Projects;
- (h) Prepare responses in writing to Media and assist in coordination of information to Media as may require on issues related to the TanTIP Project;
- (i) Contribute to the coordination and monitor community activities and events related to the TanTIP Project;
- (j) Suggest initiatives and ensure implementation of it to promote the TanTIP Projects' results with stakeholders and the general public;
- (k) Prepare project flyers and documentaries in electronic formats; and PDF;
- (l) Undertake other related activities as shall be assigned by the Team Leader; and
- (m) Preparation and submission of Project Documentaries, and Quarterly Progress Report to the Team Leader.

(v) Pavement Specialist

The Consultant shall engage to the project on part-time basis, a Pavement Specialist who will oversee the design and supervision of the works undertaken by the Supervision Consultants for works relating to the construction of both flexible and rigid pavements. In particular, the Pavement Specialist will undertake the following:

- (a) Assist in the implementation, inspection, testing and acceptance of pavement works;
- (b) Advise and assist in the selection of the materials and design mixes required for the pavement works;
- (c) Provide advice on the materials, working practices and testing procedures required for the pavement works;
- (d) Provide recommendations for improvements on the design and construction activities of the pavement works;
- (e) Review method statements and procedures for the pavement works;
- (f) Assist on the audits, inspections and approvals of test laboratories, and provide specialist advice on the interpretation of the test results;

- (h) Provide advice to the Contractors, as and when necessary for the implementation of pavement works;
- (i) Review and provide comments on construction schedule for all pavement works;
- (j) Monitor the review and approval of the Contractor's proposed quality assurance and quality control systems and procedures for all materials and works, including proposed sampling and testing procedures, laboratory establishment and procedures and reporting of results;
- (k) Review and provide comment on quality control test results and certificates for all pavement materials and works;
- (l) Review the schedule, methods, and procedures for the construction supervision of all pavement works;
- (m) Carry out visual pavement inspections and provide site specific recommendations for site investigations and testing;
- (n) Investigate, provide reason, and make appropriate recommendation for any failed part of pavements;
- (o) Provide training support for field staff and inspectors responsible for the implementation of the pavement works; and
- (p) Preparation and submission of Audit Reports and Quarterly Progress Reports to the Team Leader.

(vi) Project Engineer Monitoring & Evaluation

The Consultant shall engage to the project on full time basis, the Project Engineer Monitoring & Evaluation who will oversee the overall construction monitoring, reporting and supervision audits of the project. He/she shall assist in establishing baseline data, monitoring and reporting on indicators and data for the results framework to achieve project targets. In particular, the Project Engineer Monitoring & Evaluation will undertake the following:

- (a) Review and assist in updating the overall implementation schedule for the project and shall monitor and report on the physical and financial progress of the various components and subcomponents;
- (b) In conjunction with PIT and TANROADS' staff, to identify and help initiate remedial actions through the Consultants and Contractors to avoid or mitigate implementation delays, poor quality of the works, unmitigated environmental impacts, and other problems on TanTIP activities;
- (c) Monitor all activities, actions and processes and ensure they are carried out according to the best practice for the execution of the project, through overseeing implementation by PIT, Contractors, Engineers', or Employer's staff;
- (d) In coordination with Supervision Consultants and Contractors, monitor the physical progress of contracts, continuously update the estimated date of completion of tasks in the critical path and assess the effects resulting from any delays;
- (e) Monitor and report on the appropriate Engineer's compliance to the terms of reference in the supervision Contract with regard to the ESMPs and RAP implementation;
- (f) Provide remedies against non-performing contractors and consultants with regard to traffic management and road safety by advising TANROADS as appropriate;
- (g) Assist in monitoring and evaluating achievement of the project objectives, deliverables and milestones including maintenance of the TANROADS Project Master Programme for project control and reporting, together with preparation of status reports;
- (h) Prepare Bi-annual progress reports (BPR). These reports will detail physical progress of the various sub-projects and progress in respect of the monitoring indicators in the results framework. The reports will also contain a summary of the status of the implementation of the ESMPs and RAPs in respect of the improvement of the physical infrastructure;
- (i) Conduct monitoring and evaluation (M&E) against agreed indicators as presented in the Results Framework, including the provision of timely monitoring reports with operational data. M&E will be conducted via periodic monitoring through monthly and quarterly reports that track progress in terms of distribution of inputs, disbursement of funds, and achievement of targeted indicators as outlined in the Results Framework;
- (j) Prepare monitoring and evaluation progress report of the entire project on monthly basis;
- (k) Prepare monitoring and evaluation progress report of the entire project covering the period of one calendar semester (i.e. 6-month period);
- (l) Prepare Implementation Completion Report (ICR) that will be prepared within six months after the project closing date in the content and format of which is to be agreed upon with Project Manager;

- (m) Provide intermittent management information to the TANROADS technical staff including safeguard issues assigned to the Project with the objective of improving their ability to deliver;
- (n) Undertake other related activities as shall be assigned by the Team Leader; and
- (o) Submission of the above-mentioned report to the Team Leader.

(vii) Environmental Specialist

The Consultant shall engage to the project on part-time basis, the Environmental and Social Specialists who will oversee the overall implementation of the environmental and social management framework of the project.

In particular, the Environmental and Social Specialist will undertake the following:

- (a) Review the environmental impact assessment of the project and prepare Environmental Management Plan (EMP) in order to minimize any negative impacts that the project will have on the environment;
- (b) Review the environmental impact assessment of the project and prepare Environmental Management Plan in order to minimize any negative impacts that the project will have on the environment;
- (c) Monitor and report on Contractor's compliance with the site specific Environmental and Social Management Plans and Health and Safety Plans and adherence to the phased access to site obligations based on any staggered completion of Resettlement Action Plan (RAP) implementation and recommend remedial action to be taken in case of noncompliance;
- (d) Prepare report on status of compliance with ESCP and the environmental and social instruments including conditions, if any, which interfere or threaten to interfere with the implementation of the ESCP and corrective and preventive measures taken or required to be taken to address such conditions;
- (e) Monitor and report on the appropriate Engineer's compliance to the terms of reference in the supervision Contract with regard to the EMPs and RAP implementation;
- (f) Monitoring that the civil works contractors are implementing all environmental mitigation and monitoring works required in national legislation, the agreed project Environmental Impact Assessment and the contract documents;
- (g) Agreeing with the construction supervision consultant any actions that should be taken by the consultant to rectify any instances where the contractors have not been complying with the environmental obligations required in national legislation, the agreed Environmental Impact Assessment and the contract documents;
- (h) Monitor and co-ordinate effective implementation of compliance monitoring with respect to environmental and social safeguards based on the requirements of the Environmental Management Act 2004 and the World Bank Environmental and Social Safeguard Policies;
- (i) Prepare all relevant compliance progress report on quarterly basis and submit to the Team Leader; and
- (j) Undertaking any other related activities as shall be assigned by the Team Leader;

(viii) Records/Document Controller

The Consultant shall engage a Records/Document Controller on full time basis who will oversee the overall maintenance of a Contract Documentation Control System and Project archive containing all relevant documents related to the Project, including procurement records, correspondence, reports, drawings, technical specifications, bid, claim document records and contract documents, drawings, working papers, and other reference material used or created during the period of work, in a properly indexed reference format for use by TANROADS and outside reviewers.

The scope of services for the Records/Document Controller will include the following:

- (a) To effectively and appropriately manage and control of all project documents;
- (b) To maintain project specific documentation in a form easily accessible to the PIT.
- (c) To develop and maintain record/document management policies and procedures;
- (d) Ensure timely and proper disposition of records/documents;
- (e) Train staff members on how to record their official activities, contracts, or other related work, that is to be sent towards the record management office;
- (f) Undertaking any other duties as assigned by the Team Leader/ Project Manager; and

- (g) preparation and submission of Monthly Progress Reports to the Team Leader.

5.1 Qualifications and Experience of Key Staff

(i) Team Leader

He/she must be a qualified professional Civil/Highway Engineer registered by a relevant professional body. Must be a holder of Master's degree in construction management, or infrastructure/project management, with at least 15 years of post-graduate experience. He/she must possess experience in supervising at least three infrastructures/transport projects of similar nature and magnitude two of which undertaken under the development partners in the last 15 years. He/she shall have demonstrated knowledge, expertise, experience and familiarity with the set-up and management of transport engineering projects. Extensive experience in construction project management is required, including a thorough understanding of construction processes and techniques. Certification in project management, such as Project Management Professional (PMP), will be considered an added advantage. She/he must demonstrate to have significant experience in contract administration under FIDIC Forms of conditions. He/she shall demonstrate Skills to identify potential risks in construction projects, developing mitigation strategies and managing risks to prevent delays or cost overruns. Proficiency in written and spoken English is mandatory.

(ii) Claims Rebuttal and Dispute Resolution Expert

He/she must be a professionally registered qualified Civil Engineer. He/she must have at least a Civil Engineering degree or equivalent postgraduate qualification in contract law and dispute resolution, a postgraduate degree in Contract or Project Management is an added advantage. He/she must possess strong interpersonal, communication and project management skills and have a minimum of 15 years' experience in infrastructure planning, design, construction, project management, technical assistance and dispute resolution on major highway projects including referrals to Dispute Boards and Arbitrations. The expert must have been engaged on at least 2 projects in that position over the last 10 years of which one is from Developing Countries. A detailed and professional knowledge of claims evaluation and amicable settlement is essential. Proficiency in written and spoken English is mandatory.

(iii) Pavement Expert

The candidate must be a professionally registered and qualified Civil/Materials Engineer, holding at least a degree in Civil or Materials Engineering or a related engineering field. A postgraduate degree in highway or pavement engineering will be an added advantage. The candidate should demonstrate strong interpersonal, communication, and transport engineering skills.

A minimum of 15 years of experience is required in areas such as infrastructure planning, pavement design, materials, construction techniques, maintenance, and rehabilitation strategies. The candidate must have successfully contributed to at least two projects of a similar nature within the last 10 years, with at least one project conducted in developing countries.

The candidate must possess the ability to analyze data, assess pavement conditions, and recommend effective solutions. Proficiency in relevant pavement design software is essential, along with experience in the design and evaluation of both flexible and rigid pavements. Fluency in written and spoken English is mandatory.

(iv) Project Engineer Monitoring & Evaluation

The candidate must be a qualified Engineer with at least a degree in Civil Engineering or a related engineering field. A postgraduate degree in Civil Engineering, Economics, Project Planning and Management, or Project Monitoring and Evaluation will be considered an added advantage. The candidate should demonstrate strong interpersonal, communication, and monitoring and evaluation (M&E) skills.

The candidate must have a minimum of 15 years of professional experience in supervising large-scale infrastructure and transport projects, encompassing diverse responsibilities related to monitoring and evaluation. Experience working with development partners, particularly in project monitoring, reporting, and evaluation for IDA-funded projects, is essential. Knowledge of program management, monitoring and

evaluation, and supervision under FIDIC Contracts is required, along with proficiency in program/project management software such as Microsoft Project.

The candidate must have proven expertise in project monitoring and evaluation, including:

- Developing M&E tools and materials.
- Designing and assessing M&E management systems and procedures, and
- Preparing reports and implementing capacity-building measures.

Additionally, the candidate should have at least three (3) years of work experience in developing countries and specific experience in a similar role for at least one project financed by the World Bank or other development partners. Proficiency in written and spoken English is mandatory.

(v) Financial Management Specialist

He/she must possess a Bachelor's degree in accountancy from an accredited College or University. Possession of Certified Public Accountant (CPA) or Certified Management Accountant (CMA) is mandatory. Possession of Master's Degree in Finance or Accounting is an added advantage. He/she must have at least 15 years of relevant experience in the field from Developing Countries. He/she must have participated in at least two (2) project similar to the assignment in the last 10 years. He/she should have demonstrated skills in computer application and use of software programs for accounts; and ideally shall have experience with donor funded projects preferably by the World Bank. Proficiency in written and spoken English is mandatory.

(vi) Communication Specialist

He/she must possess a Bachelor's degree in Journalism/Mass Communications/public relations or related fields with at least 10 years' experience in the field; experience in development projects will be an added advantage. He/she must be proficient in using various communication tools, social media platforms and content management systems. He/she must have participated in at least two (2) project similar to the assignment in the last 10 years. He/she must have capacity to analyze communication challenges and develop solutions. He/she must have capacity to develop engaging and innovative communication materials. Proficiency in written and spoken Swahili and English is mandatory.

(vii) Environmental Specialist

He/she must possess a degree in Environment Management or related discipline. The Candidate must be registered with a relevant professional licensing/regulatory authority. The Candidate must have a working experience in environmental management with sound knowledge of environmental and social issues, initiatives, and implementation of mitigation measures in infrastructure projects of at least ten (10) years. Experience of working with Development partners should be added advantage. The Candidate must have served in a similar capacity for at least two (2) projects of similar magnitude and complexity in the last 10 years. In addition, the Candidate must have a working experience of at least three (3) years in Developing Countries. Proficiency in written and spoken English is mandatory. Swahili knowledge will be an added advantage.

(viii) Records/Document Controller

He/she must possess a Bachelor's degree in Records Management/Archives Management or related fields with at least 10 years' experience in the field; experience in development projects will be an added advantage. The Candidate must have served in a similar capacity for at least two (2) projects of similar nature in the last 10 years. In addition, he/she must have a working experience of at least three (3) years in Developing Countries. Proficiency in written and spoken English is mandatory. Swahili knowledge will be an added advantage.

Procurement Expert:

PART B – ENVIRONMENTAL AND SOCIAL AUDIT

With reference to stated scope of service, the Consultant shall also be responsible for carrying out environmental and social audit as detailed hereunder.

6.0 THE PURPOSE OF ENVIRONMENTAL AND SOCIAL AUDIT

The Consultant shall carry out the environmental and social audit of which the purpose will be to:

- (i) Determine how the ongoing project activities conform to the National requirements, World Bank environmental and social standards (ESSs) and quality standards according to the requirements of the Project ESCP;
- (ii) Assess the implementation of environmental and social risks management measures against the Resettlement Action Plan (RAP), Environmental and Social Impact Assessment (ESIA) and Contractor Environmental and Social Management Plans (CESMPs) of each of the sub projects as per planned man month of the contract;
- (iii) (iii) Identify any gaps and corresponding remedial measures and cost estimates for their implementation; and
- (iv) (iv) Recommend a schedule for implementing them.

Therefore, an Environmental and Social Audit (ESA) is required to ascertain environmental, economic and social impacts likely to emanate from this sub projects.

Also, the World Bank requires that all environmental and social risks and impacts of the project be addressed as part of the environmental and social assessment conducted in accordance with ESS 1 – Assessment and Management of Environmental and Social Risks and Impacts. ESS2–10 set out the obligations of the Borrower in identifying and addressing environmental and social risks and impacts that may require particular attention.

7.0 SPECIFIC OBJECTIVES OF THE ENVIRONMENTAL AND SOCIAL AUDIT

The objectives of the assignment are among others, to provide scope of works and activities to be undertaken during the Audit process in order to ensure a comprehensive coverage of environmental and social issues as well as providing guidance to the Auditor on undertaking of the audit assignment in accordance with the format prescribed in Environmental Impact Assessment and Audit Regulations of 2005 and amendments of 2018 and as per requirement of this TOR.

8.0 APPROACH AND METHODOLOGY

The ESA methodology shall follow the EIA procedures of Tanzania as per Environmental Impacts Assessment and Audit Regulations, 2005 and Regulation 17 of its amendments of 2018 as well as World Bank ESF and these shall include at minimum the following:

- (i) Physical observation of project sites to identify key issues and assess environmental status and level of compliance. During the site visit, brief meeting with the local authorities shall be held followed by the visual inspection of the project sites. Visual records in form of photographs shall be taken to include but not limited to visual inspection of waste management practices (including solid/hazardous waste, wastewater, spoil, oil leakages ... etc.), air quality (in terms of emissions, dust and noise), power/fuel utility and vibrations from heavy dynamic equipment at full load; occupational health and safety risks and how they are managed; traffic safety, status of borrow pits and quarries used by subprojects etc.;
- (ii) Discussion with Contractor and supervising engineer to obtain views and opinions, suggestion and recommendation on the project works undertaken as environmental and social safeguards issues is concerned;
- (iii) Stakeholder consultation and analysis of obtained views, concerns and suggestions regarding the project operations. Tools to be used during stakeholder's consultation will include use of checklists, questionnaire, public meeting and focus group discussions;
- (iv) Literature review shall include; the ESIA reports and the Environmental and Social Management Plans (ESMPs), Health and Safety Management Plan (HSMP), Bio Diversity Management Plan (BMP),

Cultural Heritage Management Plan (CHMP), Noise Management Plan (NMP), Traffic Management Plan and (TMP), including Contractor Environmental and Social Management Plans (CESMPs), for Sub projects, and of the relevant World Bank Environmental and Social Framework (ESF) including Environmental and Social Standards (ESSs) requirements, ESF instruments prepared for the Project Environmental and Social Management Frameworks (ESMF), Resettlement Policy Framework (RPF), Stakeholder Engagement Plan (SEP), labour Management Plan (LMP) ... etc.) as well as review of all relevant existing in-house documentation, including compliance records, complaint register, progress reports, and historical information; and

- (v) Scientific assessment of various parameters from collected data such as noise levels, water pollution and gaseous emission levels. Records of any measurements and monitored parameters will also be collected for assessment. Samples of any sort depending on the discoveries at site will be taken to test for relevant non-compliance aspect(s).

9.0 SCOPE OF AUDIT UNDERTAKING

The Consultant shall carry out the Environmental and Social Audit to ensure that an appraisal of all the project activities including production of materials is carried out and that it gives adequate consideration to environmental and social frameworks as well as environmental health and safety measures and sustainable use of natural resources. Generally, the audit shall assess the level of compliance with the World Bank Environmental and Social Standards specifically:

- ✓ ESS1: To assess if the environmental and social outcomes of the project are consistent with the Environmental and Social Standards;
- ✓ ESS2: Assess project's contribution to improvement of the livelihood of the community along the project;
- ✓ ESS3: Assess the impact of the project to natural environment and proper use of natural resources;
- ✓ ESS4: Assess health, safety, and security risks of the project to the community along the project road and its installations;
- ✓ ESS5: Assess the implementation of RAP and the compliance with the World Bank and country's resettlement policies during project implementation;
- ✓ ESS6: Assess the impact of the project to the ecosystem and access to the ecosystem services by the community;
- ✓ ESS7: Assess whether there are traditional local underserved community/indigenous people along the project and the impact that project implementation might have caused;
- ✓ ESS8: Assess if there was/is area of cultural importance affected by the project and;
- ✓ ESS9: Assess if there was/is adequate stakeholder's engagement; and information dissemination about the project during implementation.

The environmental and social audit shall focus on the sub projects along TanTIP projects. The audit will include, but shall not be limited to, the following activities:

- ✓ Review of Policies, Legal and Institutional Framework for Environmental Management. This will widen understanding of World Bank's Environmental and Social Framework as a whole, national policies, legislation and institutional arrangements for environmental management in Tanzania and relevant international procedures to ascertain the optimal management of impacts;
- ✓ Review and audit the Environmental and Social Management Plan (ESMP), HSMP, BMP, CHMP, NMP for TanTIP project;
- ✓ Audit the applications of Tanzania's relevant existing environmental, social and labor legislation and regulations, standards, and permits, as well as the country's occupational health and safety (OHS) legal and regulatory framework;
- ✓ Audit all relevant existing in-house documentation, including compliance records, complaint register, progress reports, and historical information;
- ✓ Consultation with relevant stakeholders (e.g., relevant government authorities, supervision engineers, project affected people) and audit of the implementation of the Stakeholder Engagement Plan (SEP) within the construction area;
- ✓ Field inspection of roads/airport segment and its off-site facilities (e.g., quarry, borrow pits, waste

- disposal sites, etc.);
- ✓ Assessment of the implementation of the Grievance Redress Mechanism (GRM) for the road project;
- ✓ Audit of the implementation of Gender Based Violence/Sexual Exploitation and Abuse and Sexual Harassment (GBV/SEA-SH) risk mitigation measures;
- ✓ Undertake GBV mapping for referral pathways;
- ✓ Undertake and train stakeholders on GBV survivor centered GRM;
- ✓ Identification of pending environmental, social and OHS issues and concerns related to the road/airport segment and its off-site facilities;
- ✓ Assessment of the implementation of the requirement of the Labor Management Procedures (LMP);
- ✓ Work with government labor inspectors and ensure contractors abide to labor laws on quarterly basis;
- ✓ Audit the implementation of the Resettlement Action Plan (RAP), access livelihood rehabilitation and restoration Plan of the PAPs and identify any gaps that require corrective measures to be implemented to meet the requirements of the RAP and ESF ESS5; and
- ✓ Development of corrective actions plan to address all the identified pending environmental, social, labor and OHS issues/concerns, including measures, cost estimates, time schedule for the implementation of the required remediation action plan.

10.0 MONITORING PARAMETERS

The ESIA for the road/airport includes a monitoring plan based on project phases, and relevant monitoring activities to be conducted during construction period. As the sub projects are concerned, the Auditor shall discuss with the civil works Contractor, and the supervision Engineers on relevant monitoring parameters and review the monitoring data along the road section in order be able to evaluate monitoring data against national and international standards and to verify the environmental status of the project operations. The information and monitoring data to be collected should include but not be limited to the following:

- ✓ Air and water quality at the project area;
- ✓ Energy use, water and equipment in terms of source and quantities as well as existing alternatives;
- ✓ Data on solid and liquid waste such as generation rate, amount and disposal systems;
- ✓ Sound emissions/noise levels due to operations of power generators and machines;
- ✓ Details on hazardous materials produced from sites operations specifying based on their types, quantities and management systems;
- ✓ Documentation of accidents and hazards that caused serious injuries, illnesses, damage to the project; and incidences involving evacuation or compensation claims;
- ✓ Health and Safety issues as well as emergency handling and preparedness; and
- ✓ Any other data that is relevant in the audit process.

11.0 AUDIT FINDINGS

The Findings will be organized and presented according to the priority levels A, B and C as follows:

- ✓ High priority "A": for findings related to non-compliances associated with high or substantial risks to be resolved as soon as possible;
- ✓ Medium priority "B": non-compliances associated with medium risks to be resolved within a reasonable timeframe (to be identified); and
- ✓ Low priority "C": for recommended best practices (not related to certain non-compliances) to be resolved within a reasonable timeframe (to be identified).

The audit findings will also be described with indication of the strengths of the environmental and social management practices as well as the weaknesses related to corporate (TANROADS) and ESF requirements. Non-compliance findings will be provided with remedial recommendations - i.e., management response - (actions/measures planned by management and date of completion);

12.0 REPORTING

The Environmental and Social Audit Report (for each year) shall be presented according to the requirement and format provided in Regulation 52 (2) and (3) of the Environmental Impact Assessment and Audit

Regulations G.N. 49 of 2005 as follows:

- (i) Executive summary;
- (ii) Project's current status information;
- (iii) Audit objectives and scope.
- (iv) Audit protocol, criteria and methodology employed;
- (v) Stakeholders' consultations;
- (vi) Findings and observations;
- (vii) Description of key issues including the discovered project strengths and weaknesses;
- (viii) Recommended actions, including remedial actions, implementation schedule for the remedial actions, and the associated cost;
- (ix) Conclusions;
- (x) References; and
- (xi) Appendices.

13.0 COMMENCEMENT DATE

The Consultant shall commence provision of services immediately after signing the Contract. The effective date shall be the date of signature of Consultancy Service Contract Agreement.

The Consultant shall prepare and submit the following reports which will be in English language and prepared on metric size paper.

13.1 Audit Inception Report

The Consultant is required to submit inception report within one (1) month after the effective date of the contract. The report shall be submitted in three (3) hard copies and a softy copy. The Inception report shall give a brief description of staff deployment, methodology employed in undertaking the assignment, programs of works for all major activities, summary of initial findings, problems, and details of works to be executed as well as initial baseline data.

13.2 Draft Audit Report

The draft Audit report shall be submitted within three (3) months after the commencement of services. it shall be submitted in three (3) hard copies and a soft copy. The report shall include thorough study including stakeholders' engagement and concerns. It should also include data analysis results and discussion along with the audit findings, the proposed remedial actions, the implementation schedule, and the associated cost for the implementation of the remedial actions. Best practices of mitigations from the Contractor as well as challenges from the implementation of ESMP. The report shall also include project activities in relation to environmental and social issues as described into project approved ESIA report.

13.3 Final Audit Report

The report shall be submitted six (6) months after commencement of services. It shall incorporate all the comments raised by both TANROADS and the World Bank as well as the program for implementation of the issues raised. The Auditor shall establish key findings, strength and weaknesses from the implemented project as per approved ESF instruments as well as recommendations, including the proposed remedial actions, the implementation schedule for the remedial actions and the associated cost to Client. Also, the report shall append the comments response table for the raised comments from the draft Audit report. It shall be submitted in three (3) hard copies and soft copy.

13.4 Qualifications and Experience of Key Staff

The Consultant will undertake the audit assignment by engaging competent environmental and social experts, who have sufficient knowledge and experienced in the safeguards management aspects.

The environmental and social Auditor must have necessary auditing skills, experience as well as in-depth knowledge of the environmental and social aspects of the road sector, and competence in preparing environmental and social auditing report. In order to execute their obligations, the work program and a

corresponding manning schedule, showing the timing of activities and the corresponding staff input required for execution of the services shall be prepared. The work shall be executed by such key staff whose CVs have been approved by the Client.

The Consultancy services will be carried out by four key professional staff. The Duties/responsibilities and qualification of the key staff are as indicated below:

(i) Environmentalist

The Environmentalist will be responsible for the proper conduct of the entire audit study. He/she will be responsible for conducting environmental audit studies and ensuring the implementation of the project as per the requirements of relevant environmental policies, laws and guidelines.

The Environmentalist shall be a holder of a Bachelor's degree or equivalent qualification in environmental science and/or management, environmental engineering or an equivalent environmental science-related course. A postgraduate qualification in environment field will be an added advantage. She/he must be registered in Environmental auditing with relevant professional body. She/he must possess at least fifteen (15) years sound knowledge of environmental issues, initiatives and implementation of mitigation measures related to civil engineering infrastructural projects. She/he must have served as an environmentalist in the environmental audit of at least three (3) donor financed projects. She/he must have at least five (5) years working experience in Developing Countries. Fluency in written and spoken English are mandatory. Swahili knowledge will be an added advantage.

(ii) Social and Resettlement Expert

The Social and Resettlement Expert shall be a holder of a bachelor's degree in a relevant field such as social sciences, sociology, anthropology, development studies, or a related discipline is typically required. A postgraduate qualification or higher education in a relevant field may be preferred. She/he must have at least ten (10) years sound knowledge of social issues, initiatives and implementation of mitigation measures related to transport - infrastructure projects. He/she must have carried out social impact assessments for at least five (5) road development projects within the last eight (8) years. In addition, She/He must have participated in the preparation and implementation of resettlement frameworks and action plans or/and RAP implementation/audits for donor financed projects in particular the World Bank. He/she must have at least five (5) years working experience in Developing Countries. Fluency in written and spoken English are mandatory. Swahili knowledge will be an added advantage.

(iii) Gender Specialist

The Gender Specialist shall be a holder of a Bachelor's degree in Gender Studies, Social Sciences, Development Studies, Sociology, Anthropology, or a related field. A Master's degree or higher in a relevant discipline is strongly preferred and can be advantageous. He/she must have least 7 years of professional experience in gender-related roles, with a focus on integrating gender considerations into project planning, implementation, monitoring, and evaluation. He/she must have significant experience working on donor funded projects, including familiarity with the World Bank's gender equality for sustainability, resilient and inclusive future, operational procedures, and reporting requirements. He/she must have proven experience in gender mainstreaming across various sectors (e.g., education, health, infrastructure, policy development, advocacy, and capacity building related to gender equality and women's empowerment). In-depth knowledge of international gender equality frameworks, conventions, and protocols (e.g., CEDAW, SDGs etc.). He/she must have He/she must have understanding of the cultural and social dynamics affecting gender relations in different contexts. He/she must have at least five (5) years working experience in Developing Countries. Fluency in written and spoken English are mandatory. Swahili knowledge will be an added advantage.

(iv) Community Based Development Specialist

The Community Based Development Specialist shall be holder of a Bachelor's degree in Community Development, Social Sciences, Environmental Studies, Development Studies, Sociology, Anthropology, or a related field. A Master's degree or higher in a relevant discipline is an added advantageous. He/she must

have at least 9 years of professional experience in community development roles, focusing on engaging and empowering local communities. He/she must have experience in conducting environmental and social audits or assessments, particularly within community contexts. He/she must have significant experience working on projects funded by international donors such as the World Bank, including familiarity with their specific requirements and expectations. He/she must have proven experience using participatory methods to engage communities in project planning, implementation, and monitoring. He/she must have skills in conducting environmental and social impact assessments and developing mitigation strategies and experience in policy development, advocacy, and capacity building related to community development and social inclusion. He/she must have in-depth knowledge of international community development frameworks, conventions, and protocols (e.g., SDGs). Also, He/she must be familiar with World Bank policies and guidelines related to community development and social inclusion. He/she must have understanding of the cultural and social dynamics affecting community relations in different contexts. He/she must have at least five (5) years working experience in Developing Countries. Fluency in written and spoken English are mandatory. Swahili knowledge will be an added advantage.

14.0 SERVICES AND FACILITIES

14.1 TANROADS/PIT Obligations

The Client shall provide the Consultants personnel with the following:

- (a) All relevant studies, designs, works bid documents, drawings, data, and other documents related to the Project components that are necessary for the assignment.
- (b) Introduction letters to study, design and Supervision Consultants and Contractor(s), engaged by the Employer to implement the relevant project components.
- (c) Facilitation of the delivery of studies, designs, specifications, bid documents, contracts, reports, invoices, and other documents submitted by other consultants and Contractor(s) to the Employer in order for the Consultant to carry out her/his duties in support of the Employer.
- (d) Facilitation of the issuance of entry and exit visas for the Consultant and accompanying dependents.
- (e) Facilitation of the issuance of any permit required for the Consultant to carry out their duties within Tanzania.

14.2 Consultant Obligations

The Consultant shall be responsible for the following:

- (a) Employing only such key professional staff with CVs approved by the Client. Replacement or temporary substitution shall not be permitted unless in emergency or under very exceptional circumstances.
- (b) Arranging and providing fully equipped office inclusive of utilities such as power, water, telecom, internet etc. for all staff other than those to be seconded to TANROADS.
- (c) Arranging and providing transport to all staff to and from the workplace (office).
- (d) Making own arrangements for all living accommodation, personal transportation, and personal equipment such as computer or laptop and stationery. The key staff members for the above positions will be expected to spend majority of the assignment while in Tanzania. The Consultant shall draft all reports, minutes of meetings etc. Circulation of the reports shall be done by the TANROADS.

14.3 Reporting

14.3.1 General

The Consultant through the Team Leader shall prepare and submit the draft and final reports and documents listed below and any other report relevant to the project as per the project objectives and the assigned scope of works of the expertise, in English, and in a format approved by the Client in Three (3) hard copies and electronic copies of each report. Electronic copies shall be in Microsoft Office format (PDF or other form as shall be directed by the Employer). All reports and documents relevant to the services shall become the property of the Employer.

14.3.2 Inception Report

An Inception Report will be submitted within one month from the start of services. It will describe the planning that the Consultant has established for the assignment and remarks as deemed appropriate. This report will update the methodology and program of work that was included in the Consultant's proposal, noting changes, and detailing any difficulties encountered, together with a proposal on how they may be overcome.

The Inception Report will include a consolidated work plan outlining critical milestones, methodologies, reviewed schedule of deliverable and plan to ensure the quality of the services. Points of contact shall be identified and methodologies for exchange of information discussed and decided upon. Coordination of work efforts, definition of needs from the Employer, and establishment of future roles and participation shall also be presented. The Inception Report will also propose a format for Monthly Technical Progress Reports and further reports as identified below (which should be brief summaries of key activities).

14.3.3 Contract Documentation Control System (CDCS) Report

Within two months from the start of services, and taking into consideration the Employer's comments on the Inception Report, the Consultant shall submit a draft report on the CDCS to be used to manage the technical aspect of the project in relation to contract documents and requirements. The Final Report on the CDCS shall be submitted in the fourth month.

17.3.4 Monthly/Quarterly Progress Report

The Monthly/Quarterly Progress Report shall contain, for each member of staff, specific works undertaken in the reporting month/quarter. A summary of all work accomplishments including both technical and organisational challenges encountered, recommended solutions and plan for the next month/quarter. This report shall be submitted to TANROADS not later than the 15th day of the month following the end of the reporting month/quarter.

14.3.5 Monitoring, Evaluation and Audit Report

The quarterly monitoring, evaluation and audit report shall include contractor's compliance with the site specific Environmental and Social Management Plans and Health and Safety Plans and adherence to the phased access to site obligations based on any staggered completion of Resettlement Action Plan (RAP) implementation and recommend remedial action to be taken in case of noncompliance. Prepare also a monitoring and evaluation progress report of the entire project covering the period of one calendar semester (i.e., 6-month period). This report shall be submitted to TANROADS and the World Bank via TANROADS not later than the 15th day of the month following the end of the reporting month/quarter.

14.3.6 Environmental and Social Compliance Report

The quarterly environmental and Social Compliance report shall include status of compliance with ESCP and the environmental and social instruments including conditions, if any, which interfere or threaten to interfere with the implementation of the ESCP and corrective and preventive measures taken or required to be taken to address such conditions. This report shall be submitted to TANROADS and the World Bank via TANROADS not later than the 15th day of the month following the end of the reporting month.

14.3.7 Bi-Annual Progress Reports (BPR)

These reports will detail physical progress of the various sub-projects and progress in respect of the monitoring indicators in the results framework. The reports will also contain a summary of the status of the implementation of the ESMPs and RAPs in respect of the improvement of the physical infrastructure. This report shall be submitted to TANROADS and the World Bank via TANROADS within 45 days from the end of the reporting period.

14.3.8 Construction Completion Report

Within two months after completion of the construction works, and taking into account the final reports prepared by the Engineer(s), the Consultant shall submit to the Employer and the Development Partners a Draft Construction Completion Report summarizing the execution of Project activities. This should be finalized to final version in two weeks after receipt of comments from the Employer and Development Partners.

14.3.9 Implementation Completion Report (ICR)

Within six months after the project closing date, the Consultant shall submit to the Employer and the Development Partners a Draft Implementation Completion Report in the content and format of which is to be agreed upon with Project Manager. This should be finalized to final version in two weeks after receipt of comments from the Employer and Development Partners.

14.3.10 Draft E&S Audit Report

Within three months after the project closing date upon approval. The draft Environmental and Social (E&S) Audit Report highlights the importance of integrating environmental and social considerations into project planning and implementation. The recommendations provided aim to enhance environmental sustainability, promote social responsibility, and contribute to the overall success and sustainability of the sub projects.

This draft E&S Audit Report serves as a preliminary assessment of the project's environmental and social performance and will be further refined based on feedback and additional data collected during the audit process.

14.3.11 Final E&S Audit Report

Within one month after submission of draft final report. The Environmental and Social (E&S) Audit Report concludes by emphasizing the importance of integrating environmental and social considerations into project planning and implementation. The recommendations provided aim to enhance environmental sustainability, promote social responsibility, and contribute to the overall success and sustainability of the sub projects.

This Final E&S Audit Report represents a comprehensive assessment of the project's environmental and social performance and serves as a valuable tool for guiding decision-making, informing stakeholders, and promoting sustainable development practices within the project context.

15.0 DURATION OF THE ASSIGNMENT

The duration of the assignment is three (3) years with the possibility of extension if need arises and upon satisfactory performance by the Consultant.

16.0 PROFESSIONAL KEY STAFF INPUT

The Consultant is expected to provide approximately **186-man months** of key staff inputs over the first three (3) years.

The breakdown in staff months of key professional key staff input is as provided in the Table below:

	Key Position	Staff Month
1.	Team Leader	12
	PART A: ENGINEERING AND FIDUCIARY	

2.	Claims Rebuttal and Dispute Resolution Expert	6
3.	Financial Management Specialist	12
4.	Communication Specialist	12
5.	Pavement Specialist	12
6.	Project Engineer Monitoring & Evaluation	36
7.	Environmental Specialist	12
8.	Records/Document Controller	36
	PART B: ENVIROMENTAL SOCIAL AUDIT	
9.	Environmentalist	12
10.	Social And Resettlement Expert	12
11.	Gender Specialist	12
12.	Community Based Development Specialist	12
	TOTAL staff months	186

The estimate of the key person input requirements is only indicative and could be construed by skill mix requirements for these services. The contract for this assignment will be a time-based contract.

17.0 WORKING HOURS

Official working days shall be Monday to Friday, from 0800 to 1630 but consultants may be required to work extra hours as and when circumstances, workload and urgency of assignment demand.

18.0 PAYMENT TO THE CONSULTANT

18.1 General

- (a) The contract will be time based. Payments for undertaking the assignments as described in these Terms of Reference shall be made upon submission of acceptable deliverables (reports),
- (b) The Consultant's price shall be deemed to cover his statutory liabilities, travel costs and support of his Head Office including obligations other than additional services not covered by the Terms of Reference under consideration,
- (c) The Consultant's price shall include but not limited to the following:
 - (i) Remuneration, subsistence and allowances for expatriate personnel;
 - (ii) Remuneration and subsistence allowances for local personnel;
 - (iii) Transportation of foreign-based key personnel and local travels;
 - (iv) Cost of production and printing reports including secretarial expenses;
 - (v) Local travel expenses;
 - (vi) Office expenses;
 - (vii) Residential accommodation for personnel; and
 - (viii) Other costs which must be specified by the Consultant,
- (d) The costs shall remain fixed for the duration of the Contract, and
- (e) No other payments will be made to the Consultant under this Contract.

18.2. Penalties for Late Submission of Deliverables or Non-Compliance with TOR Requirements

- a) If the Consultant fails to submit deliverables within the agreed timelines or if the deliverables do not comply with the requirements outlined in these TOR, the Client reserves the right to impose penalties,
- b) The penalties shall be calculated as follows:
 - i. **Late Submission:** A deduction of **1% of the total payment per deliverable per week** of delay, up to a maximum of 10%;
 - ii. **Non-Compliance with TOR Requirements:** A penalty of up to **5% of the total contract amount per occurrence** for failure to meet the quality standards or specifications outlined in the TOR,
- c) The Consultant shall be given written notice of any identified deficiencies or delays and provided a reasonable period to rectify them before penalties are applied,
- d) Repeated non-compliance or excessive delays (exceeding four weeks) may result in contract termination as per the terms and conditions of the agreement, and
- e) The imposition of penalties does not absolve the Consultant of their obligation to complete the deliverables as per the agreed timelines and standards.