
RICE VALUE CHAIN DEVELOPMENT PROJECT (RVCDP)

Terms of Reference DESIGN AND SUPERVISION CONSULTANT FOR THE RICE VALUE CHAIN DEVELOPMENT PROJECT (RVCDP)

1 Background

1.1 Context

The Government of Cameroon has applied for financing in the amount of Euros 79.440 million equivalent from the Islamic Development Bank toward the cost of the Rice Value Chain Development Project, and it intends to apply part of the proceeds to payments for goods, works, related services and consulting services to be procured under this project. This project will be jointly financed by the BADEA, OPEC, KUWAIT, and Cameroon Government

The project aims at deploying integrated and complementary interventions that would increase rice productivity and production with a clear focus on smallholder farmers in the North-West (NW), West(W), and Far North (FN) Regions. The project will build the capacity of small-scale producers /other actors and create a conducive environment for private sector to respond to the growing market demand for rice and associated crops in Cameroon using the value chain development approach.

The project will also enable women and youths to benefit from job opportunities in these growing markets and related agribusinesses. The overall goal of the project is to contribute to the reduction of rice importation, enhancement of economic growth and private sector participation in the rice value chain development. Through the improvement of the production, processing, and marketing of rice the specific objectives of the project to be address are to: (i) support government's efforts to substantially increase the productivity and production of rice using the value chain led approach; (ii) quality enhancement of rice, rice by-products and rice-based products, (iii) Create conducive environment for the private sector involvement in the rice value chain and commercialization of rice.

At an estimated cost of Euro 79.440 million to be financed by IsDB, the 5-Years RVCDP will be financed by multiple donors; IsDB, BADEA, Kuwait Fund, OPEC fund and the Government of Cameroon (GOC). It is intended to apply part of the proceeds to payments for goods, works, related services and consulting services to be procured under this project.

1.2 Project Component

The project scope includes six components, namely:

Component i: Raising Rice Production and Productivity.

- Component ii: Strengthening the Links to Markets.
Component iii: Fostering Enabling Policy and Institutional Environment.
Component iv: Rehabilitation/construction of social infrastructures.
Component v: Project Management and Coordination.
Component vi: Audit.

Component 1: Raising Rice Production and Productivity: The objective of this component is to ensure the availability of production/postharvest infrastructure and equipment as well as inputs for increasing rice production and productivity. Activities under the component includes to:

- develop 5000 ha of swamp rice field.
- establish 30 transhumance corridors.
- rehabilitate 600km of access roads.
- construct/rehabilitate 40 temporal warehouses and 20 storage warehouses.
- enhance access to 840 tons of certified improved seeds from a network of private seed multipliers.
- acquire 9 tons of basic seeds and complementary technologies through a partnership with IRAD;
- improve access to modern farm and post-harvest equipment.

Component 2: Strengthening the link to Market: The aim of this component is to enhance the profitability of smallholder farmers and small/medium-scale rice-processors by improving their access to markets and their capacity to add value to locally produced paddy. The component is divided into 2 sub-components, comprising
Support to value addition and market linkages and
Support to market infrastructure.

Component 3: Fostering Enabling Policy, Institutional Environment and Capacity Building: The objective of this component is to support policy factors related interventions, with emphasis on building strong public-private-partnerships and capacity building of farmers, cooperatives, and other stakeholders on the value chain activities in the areas of production, processing and marketing. The component will have the following subcomponents:

Component 4: Rehabilitation/construction of social infrastructures: The objective is to provide the rural population with infrastructure and services that are critical for the economic growth, poverty, reduction, and social development of the communities. The key Infrastructures are: construction of new 20 water supply systems/Points (boreholes); (ii) extension of 20 water supply systems; (iii) rehabilitation/construction of 50 water points; (iv) rehabilitation/ construction of 8 Schools and provision of equipment/furniture & water; (v) rehabilitation/construction and equipment of 8 Health Centers, provision of solar lighting, & water; (vi) construction of 8 community action centers; and (vii)) extension of electricity to the production basins.

Component 5: Project Management, Coordination, and M&E: This component will support project implementation activities and cover three key areas: (i) the Project Management Unit (PMU) which will be established in

Bamenda (project headquarter) with three antennas in the substations; (ii) Consultancy services (DSC, Audit, M&E, Mid-term and completion review); and (iii) Start-up Workshops and familiarizations. The project will also have a Project Steering Committee that will comprise representatives from concerned Ministries/Agencies.

Component-6: Financial Audit: This component, financed by the IsDB, includes the services of an independent Financial Auditing Firm with the following scope: (i) ensure that financial statements and other project statements present fairly the expenditure incurred and revenue received as per the legal agreement and other contractual conditions; (ii) the Project funds provided by the Islamic Development Bank (IsDB) have, in all material respect, been used in conformity with the Terms and Conditions of the Financing Agreements; (iii) to verify if the counterpart funds have been provided and used in accordance with the relevant financing agreement, with due attention to economy and efficiency, and only for the purposes for which they were provided for each financial year; (iv) review the degree of compliance with IDE's financial management and procurement procedures; (v) examine whether the Statement of Assets presents properly (i.e. number, description and value of assets) and completely (i.e. all assets covered by the expenditure in the Financial Report) the assets acquired for the Project, (vi) and to assess the internal financial control systems for project financial management. The auditor should undertake the works in accordance with the IFAC standards and ethics and International Standards on Auditing (ISA) for Audits of Historical Financial Information. The project has many small activities and to facilitate smooth implementation, special account and sub accounts will be opened. The Auditor should thoroughly review the use of funds under the special account/sub accounts and confirm its eligible utilization before replenishment

1.3 Works and Goods within the scope of consultancy services

Proposed works and goods with their locations within the scope of the Design and Supervision Consultant are list in the table below.

Packages	Description	Far North	Northwest	West
A. WORKS				
A-1.1	Swamp rice land development			
	3000ha Swamp rice land development in the Northwest Region		X	
	1500 ha Swamp rice land development in Ndop plain		X	
	1000 ha Swamp rice land development in Mbaw/Mbonso production basin		X	
A-1.2	Creation of 16 transhumance corridors in the Northwest Region with drinking troughs, salt leaks and fencing (barb wire & life fence)		X	
	Creation of 6 transhumance corridors with drinking troughs, salt leaks and fencing (barb wire & life fence) in the			

Packages	Description	Far North	Northwest	West
	West Region			
A-2.	Construction/Rehabilitation of Access Roads			
	Construction/Rehabilitation of 275km of Access Roads in the Northwest Region		X	
	Rehabilitation/construction of warehouses			
A-3.1	Rehabilitation/construction of temporal storage warehouses including drying beds (finished products)			
	Rehabilitation/construction of 24 temporal storage warehouses including drying beds (finished products) the Northwest Region		X	
A-3.2	Rehabilitation/construction of storage warehouses including drying beds			
	Rehabilitation/construction of 12 storage warehouses including drying beds in the North West Region		X	
B-1	Support to Value Addition			
	Construction 04 rice processing structure in the North West Region		X	
B-2	Support to Market Infrastructure			
D-1.1	Construct new water supply systems for human consumption			
	Construct 7 new water supply systems for human consumption in the Northwest Region		X	
D-1.2	Rehabilitate/extend water supply systems for human consumption			
	Rehabilitate/extend 7 water supply systems for human consumption in the Northwest Region		X	
D-1.3	Rehabilitate/Construct water points for human consumption			
	Rehabilitate/Construct 20 water points for human consumption in the Northwest Region		X	
D-2.1	Rehabilitate/Construct 6 integrated health centers including building, VIP Toilets, WS, waste disposal, solar lighting			
	Rehabilitate/Construct 3 integrated health centres including building, VIP Toilets, WS, waste disposal, solar lighting in the Northwest Region		X	
D-3.1	Rehabilitation/construction of Schools and provision of equipment/furniture & water			
	Rehabilitation/construction of 3 Schools in the Northwest Region		X	

Packages	Description	Far North	Northwest	West
D-4	Construction of community action centers:			
	Construction of 3 community action centers: North West		X	
D-5	Extension of rural electricity to basins		X	
E-1.	Office Buildings and other Infrastructures		X	
B. GOODS				
A-4	Acquisition of production and postharvest equipment:		X	
D-2.2	Equipping of 4 integrated health centres			
	Equipping of 3 integrated health centres in the Northwest Region		X	
D-3.2	Provision of equipment/Furniture in schools			
	Provision of equipment/Furniture in schools in the Northwest Region			

A design and supervision consultant will be key in the successful implementation of the project. An international consultancy firm (from IsDB Member Countries) is required to provide expert service/advice in design review, project implementation planning, construction supervision, project implementation management, contract administration and post construction services. To provide the technical and managerial support to the implementing agency with respect to all above activities associated with the implementation of the projects, thus the necessity of engaging an Design and Supervision Consultant is therefore considered.

2 Objective(s) of the Assignment

The service of a Design and Supervision Consultant is procured with following major objectives:

- To provide engineering expert service/advice in pre-construction, construction, and post-construction phase of the project.
- To ensure the suitability/accuracy of designs, quality construction and transparent project management and execution.
- To mitigate/resolve probable technical problems/deadlocks associated with the project and hence accelerate project execution.
- To ensure technically sound project implementation and contract administration.
- To ensure proper project close-out.

The main responsibilities of the DSC are:

- i. review of existing designs and technological options (for civil, mechanical, and electrical works) proposed to find the most cost-effective and suitable proposal.
- ii. elaboration of studies and further detailed evaluation of various technical specifications required for the various components.

- iii. supervision of construction works and processing plants.
- iv. provide technical details for the procurement of various equipment/works.
- v. assist in producing and providing clearance on bills of contractors upon confirmation of the works done on the field;
- vi. participate in the provisional and final reception of completed works/related services before bills are paid.
- vii. assist in the development of yearly and quarterly implementation plans; and
- viii. preparation of a detailed preventive maintenance program for new facilities and equipment

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

The services of Supervision Consultant are required to provide necessary service/support to the implementing agency in engineering and contract management aspects of the project, so that above mentioned objectives shall be achieved. The specific responsibilities of the Design and Design and Supervision Consultant is broadly divided into two headings:

- I. General and pre-construction phase responsibilities:
- II. Construction supervision and Project Management
- III. Post-construction phase responsibilities:

3.1 General and pre-construction phase responsibilities:

Responsibilities of Supervision Consultant under this heading includes, but not necessarily limited to following:

- Review and updating of existing designs, studies, and designs for civil, mechanical, and electrical works.
- Establish cost estimates based on updated studies and designs
- Provide technical details for the procurement of various equipment/works.
- Provide opinion/recommendation in engineering related issues.
- Provide necessary technical support to the implementing agency on its project management, including risk management, cost control, scheduling, monitoring, and reporting.
- Review and update specification of works, develop guidelines for quality assurance and quality control system for the smooth implementation of project components.
- Prepare Supervision Manual delineating a consistent, comprehensive and uniform system of quality assurance and quality control for the components, including but not limited to systems of checks and reviews, description of type, frequency and procedures of on-site as well as laboratory tests and inspections, etc., that will be enforced during design and construction to ensure highest standards of quality.

3.2 Construction Supervision and Project Management:

The Design and Supervision Consultant, as the Employer's Representative under the contract, will be to

- Harmonize training for all categories of contractors before takeoff services

- Supervise all the construction works, equipment and processing equipment and plants.
- Assist in the development of yearly and quarterly implementation plans; and
- Preparation of a detailed preventive maintenance program for new facilities and equipment.
- monitor construction methods and quality control.
- certify that the quality of works conforms to the specifications, norms, standards, and drawings.
- assess the adequacy of the contractor's input materials, labour, equipment, and construction methods.
- resolution of contractual issues, furnish all revisions and detailed drawings as necessary during the continuance of the contract.
- attend third party inspections as necessary; examine the contractor's claims for variations/extension, additional compensation, etc., and prepare recommendation/s for approval by the Project Coordinator.
- Record the work measurement, certify the contractor's claim and assist Implementing Agency in contract monitoring and in preparing the “as built” drawings for issuance of work completion certificate to the contractor.
- Assist in producing and providing a visa on bills of contractors upon confirmation of the works done on the field.

The responsibilities of the Design and Supervision Consultant under this heading includes, but not necessarily limited to following:

- Scrutinize and approve the contractor's detailed work program including contractor's resource planning.
- Scrutinize and approve construction methods proposed by contractor, modify as necessary and monitor environmental and social safeguard requirements provisioned in ESMP.
- Prepare and issue construction drawings with sufficient details to permit contractors to carry out construction work effectively and unambiguously and with highest standards of quality.
- Assess and enforce, as per standard Construction Management System, the adequacy of contractors' inputs in terms of materials, equipment, construction machinery, workers, funds, and construction approach and methodologies.
- Supervise and monitor construction of all project components, modify designs as required by site conditions and issue variation orders to the contractor; check measurements for works completed and in-progress and verify bills for payments to the contractors.
- Check line level, layout of construction to ensure conformity with the contract, propose any change in the plans, if required.
- Interpret the technical specifications, where required.
- Supervise all aspects of construction work including periodical inspection of contractor's machinery and equipment.
- Attend third party inspections, as necessary, and provide certification on the quality of the supplies based on such inspections.
- Review and examine the process of passing of contractors' bills and payments to contractors with special emphasis on minimizing the time taken in submission of a bill by the contractor and payment received by the contractor against such a bill.

- Monitor mobilization and progress of work.
- Prepare monthly progress reports, draft project completion reports one month before the completion of the services and Final project completion report within one month of the completion of the services.
- Approve and/or issue working drawings and issuing instructions to the contractors as required in accordance with the contract specification and contractors' quality management plan.
- Maintain detailed records of measurement of the completed works, correspondences, detailed diaries, photographs, daily site records submitted by the contractor and contractor's resources at the site and their use including other documents concerning relevant events and activities.
- Approve interim certificates for progress payments and verify the quantities for such certificates and recommend for payment to the employer.
- Assess and make recommendations to the employer on the contractor's claim for additional payment, extension of time and any other matters related to contract administration;
- Certify completion of part or all of the works and issue the Taking Over Certificate.

3.3 post-construction phase responsibilities

- Provisional Reception of all works, goods, and services
- Check and certify 'as-built' drawings for the works prepared by the contractors at the end of assignment.
- At the completion of the works, assist the Employer in preparing a consolidated Project Completion Report in the format as prescribed by World Bank.
- Inspect the works at appropriate intervals during defect liability period and recommend for certification.
- Ensure that the Contractor's ESHS performance is in accordance with good Design and industry practice and delivers the Contractor's ESHS obligations.

The ESHS related services include but are not limited to:

1. review and approve the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions (not less than once every 6 months).
2. review and approve ESHS provisions of method statements, implementation plans, GBV/SEA prevention and response action plan, drawings, proposals, schedules, and all relevant Contractor's documents.
3. review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements.
4. undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor's compliance with ESHS requirements including its GBV/SEA obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month

5. undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESHS requirements.
6. agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations.
7. ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations.
8. check that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations.
9. review and critique, in a timely manner, the Contractor's ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation.
10. undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues;
11. establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g of those reporting allegations of GBV/SEA.
12. ensure any GBV/SEA instances and complaints that come to the attention of the consultant are registered in the grievance redress mechanism
13. [add any other tasks as appropriate].

3.4 Approval by the Employer

The Consultant will be required to recommend for approval by the Employer the following actions that are specified in the General Conditions of Contract:

- Approving the subcontracting of any parts of the Works
- Issuing variation order
- Approving extension of time
- Fixing new rates for works or other items
- Suspension of contract

3.5 Indicative Project Implementation Schedule

The total duration of the consulting services will be 47 months followed by 12 months defects liability period as shown in the table

Key Activities	Tentative date	Tentative duration in Months
Start of consulting services	December 2023	47
Start of Civil Works Construction	June 2024	42
Completion of Civil Works Construction	December 2026	
Defects Liability Period	December 2026 to December 2027	12

INDICATIVE DETAILED SCHEDULED PER CONTRACT

package number	Description	Number of contracts	Contract Signature	Start Date	End Date	Final reception
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package number	Description	Number of contracts	Contract Signature	Start Date	End Date	Final reception
A-1.1	3000ha Swamp rice land development in the Northwest Region	3	21/06/24	06/07/24	23/12/2026	18/12/2027
A-1.2	Creation of 16 transhumance corridors in Northwest with drinking troughs, salt leaks and fencing (barb wire & life fence)	1	21/06/24	06/07/24	23/12/2026	18/12/2027
	Creation of 6 transhumance corridors with drinking troughs, salt leaks and fencing (barb wire & life fence) in the West Region	1	21/06/24	06/07/24	26/06/2026	21/06/2027
A-2	Construction/Rehabilitation of 275km of Access Road in the North West Region	4	12/07/24	27/07/24	17/07/2026	12/07/2027
A-3.1	Rehabilitation/construction of 24 temporal storage warehouses including drying beds (finished products) in the Northwest Regions	3	27/07/24	11/08/24	02/02/2026	28/01/2027
A-3.2	Rehabilitation/construction of 12 storage ware houses including drying beds in the North West Region	3	27/07/24	11/08/24	02/02/2026	28/01/2027
	Rehabilitation/construction of 4 storage warehouses including drying beds in the Northwest Region	1	27/07/24	11/08/24	01/08/2026	27/07/2027
B-1	Construction and installation of 04 rice processing structure in the Northwest Region	2	27/07/24	11/08/24	01/08/2026	27/07/2027
B-2	construction 17 marketing facilities i.e., collection/sales points & show rooms in the Northwest Region	4	27/07/24	11/08/24	01/08/2026	27/07/2027
	construction 03 marketing facilities i.e., collection/sales points & show rooms in the Northwest Region	1	27/07/24	11/08/24	02/02/2026	28/01/2027
D-1.1	Construct 7 new water supply systems for human consumption in the Northwest Region	1	10/08/24	25/08/24	16/02/2026	11/02/2027
D-1.2	Rehabilitate/extend 10 water supply systems for human consumption 7 in the Northwest Region and 3 in the West Region	2	25/10/24	09/11/24	03/01/2026	29/12/2026
D-1.3	Rehabilitate/Construct 20 water points for human consumption in the Northwest Region	2	25/10/24	09/11/24	03/01/2026	29/12/2026
D-2.1	Rehabilitate/Construct 3	1	25/10/24	09/11/24	03/01/2026	29/12/2026

package number	Description	Number of contracts	Contract Signature	Start Date	End Date	Final reception
	integrated health centres including building, VIP Toilets, WS, waste disposal, solar lighting in the North West Region					
D-3.1	Rehabilitation/construction of 3 Schools in the Northwest Region	1	25/10/24	09/11/24	03/01/2026	29/12/2026
D-4	Construction of 3 community action centers in the Northwest Region	1	25/10/24	09/11/24	03/01/2026	29/12/2026
D-5.	Extension of rural electricity to basins (Northwest and West)	3	25/10/24	09/11/24	04/03/2026	27/02/2027
E-1	Office Buildings and other Infrastructures	3	25/10/24	09/11/24	04/03/2026	27/02/2027
	GOODS					
A-4	Acquisition of production and postharvest equipment:	1	29-08-23	13-09-23	02-09-25	28-08-26
C-1	Provision of Infrastructure Maintenance Equipment	1	17-03-25	01-04-25	23-09-26	18-09-27
D-2.2	Equipping of 4 integrated health centers in Northwest and West	2	15-01-25	30-01-25	25-01-26	20-01-27
D-3.2	provision of equipment/furniture in schools in Northwest and West	2	15-01-25	30-01-25	25-01-26	20-01-27

4 Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)

4.1 Indicative Responsibilities and Requirements of Key Personnel:

The staffing with responsibilities and requirements of the Design and Supervision Consultant is indicated in the table below. The duration and responsibility of personnel input may vary according to the requirement of services to meet above objectives. The duration of actual work performed shall be considered for payment purpose which shall be calculated from the monthly timesheet submitted by the consultant which will be verified by the Project Engineer and approved by the Project Coordinator.

4.2 Tentative Manpower Requirement and Time input

	Position	No.	Input Months		Total Person Months
			Construction Phase	Defects Liability Period	
	Key Professionals				
1	Team Leader (Resident Engineer)	1	47	12	59
2	Structural Engineer	1	47	6	53
3	Architect	1	47	6	53
3	Civil engineer earth works	2	36		72
4	Hydraulic Engineer	1	42	6	48
5	Geotechnical engineer	2	18		36
6	Environmental Engineer	1	24		24
7	Senior Civil Engineering technicians	5	42		210
8	Electrical Engineering Technician	2	24		48
9	Surveyors	3	18		54
10	Electrical Engineer	1	15	1	16
11	Mechanical Engineer	1	19	1	20
12	Social Health Safeguard	1	42		42
	SUBTOTAL	22			735

Support staff				
Assistant surveyors	3	18		54
Assistant Geotechnicians	2	18		36
Junior civil Engineers	2	42		84
Draftsman	1	42		42
Secretary/Administrator	1	42		42

Note:

- The above key staff composition and estimated total key staff man-month is Client's suggestion. The consultants are advised to assess their own requirement and propose their own staff composition and staff input requirement for efficient performance of their job as per the Terms of Reference. If the proposed consultant's team is found inadequate or not sufficient during the performance of the services, then additional staff shall be provided by the consultant at their own cost.
- A Technical Proposal shall be considered unsuitable and shall be rejected for further evaluation if it does not respond to TOR for adequacy of main key staff input meeting minimum qualification requirement.

4.3 Qualifications and Responsibilities of Key Personnel

The minimum qualifications and the responsibilities of the Key personnel are given below:

4.3.1 Team Leader (Resident Engineer)

Academic Qualification and Experience:

Education: Graduate in Civil Engineering; Experience: 10 years of minimum experience as Civil Engineer and at least 5 years of experience as Team Leader in at least in 2 construction projects specifically in swamp rice field development preferably financed by MDBs. Experience in Design and Competitive Bidding contracts is desirable.

Key Responsibilities:

The Team Leader will take the overall responsibility for the execution of the work in accordance with the TOR and for the coordination of all professional inputs. She/he will be responsible to the client and maintain close contact with Project Coordinator (Client's representative) via the Project Engineer, to ensure that the contract is implemented in accordance with the Islamic Bank guidelines. The Team Leader will act as the Design and Supervision Consultant's authorized representative for the contract administration, with the authority to liaise with the contracting authorities and make decisions on behalf of the Design and Supervision Consultant's on all matters pertaining to the consulting services. However, the Team Leader shall have no authority to relieve the contractor of any of the duties or obligations under the contract or to impose additional obligations not included in the contract. The principal responsibilities of the Team Leader will be included but not limited to:

- Lead the Design and Supervision Consultant team and assure that the project objectives are met.
- Participate and advise in meetings of stakeholders of the project components.
- Provide instruction, and guidance to the Design and Supervision Consultant team.
- Issue the "Order to Commence the Works" to the contractor with Contracting Authority's approval.
- Provide recommendation to the GP-IRDP, for acceptance of Contractor's Performance Security, advance payment security and required insurances.
- Review the design documents prepared and suggest improvements, if required.
- Rectify any design of project components before and during the construction phase, when necessary / requested.
- Approve the Contractor's working drawings, methodology and to issue further drawings if necessary.
- Approve contractor's key personnel, construction programs, equipment and construction materials including their sources.
- Recommend the Employer on variation orders after evaluating those proposals, fix rates for new work items.
- Assist the Employer in extension of time as necessary.
- Suggest best solution to the Project Coordinator in case of ambiguity during project implementation.

- Involve in construction supervision and instruct to Contractors/Civil Engineers as necessary, and efficient contract administration.
- Certify the payments of the works done by the contractors and recommend to the Project Implementing Agency GP-IRDP.
- Performing all the activities as per this TOR by himself or through the team members of Design and Supervision Consultant.

4.3.2 . Structural Engineer (1)

Academic Qualification and Experience:

Education: Graduate in Civil Engineering with Masters in Structures
 Experience: 7 years of minimum experience as Civil Engineer and at least 5 years of experience in structural design and/or construction.

Key Responsibilities:

The Structural Engineer shall assist the Team Leader as instructed and will be responsible for review the design/specifications of the structures prepared under the project and suggest improvements, if required. S/he will carry out intermittent supervision before and during the construction supervision phase and instruct Contractors accordingly. The Structural Engineer will be responsible for overall structural installation ensuring that the quality and quantity of material used are in accordance to the specification, norms and practices.

4.3.3 Civil Engineer for earth works (2)

Academic Qualification and Experience:

Education: Graduate with at least a degree in Civil Engineering or equivalent.
 Experience: minimum 7 years of works experience as Civil Engineer and at least 5 years of experience in earth pavement design and/or construction or experience in designing and or construction supervision of at least 2 contracts involving construction.

Key Responsibilities:

The Earthworks and Pavement Engineer will be responsible for review of the design/specifications of the pavement prepared under the project and suggest improvements, if required. S/he will carry out intermittent supervision before and during the construction supervision phase and instruct Contractors accordingly. The Pavement Engineer will be responsible for overall pavement construction ensuring that the quality and quantity of material used are in accordance to the specification, norms and practices.

4.3.4 Architect (1)

Academic Qualification and Experience:

Education: Graduate in architecture with Masters in architecture. Experience: 5 years of minimum experience as an architect and at least 5 years of experience working on design and architectural projects and must have supervised at least 3 construction projects

Key Responsibilities:

The Architect shall assist the Team Leader as instructed and will be responsible for the review of design/specifications of the construction projects prepared under the project and suggest improvements, if required. S/he will carry out

intermittent supervision before and during the construction supervision phase and instruct Contractors accordingly. S/he will have the duty to create detailed specifications for building plans, estimating costs and budgets and supervising the construction process ensuring that the quality and quantity of material used are in accordance to the specification, norms and practices.

4.3.4 Senior Civil Engineering technicians (Site Engineers– 5 Nos)

Academic Qualification and Experience:

Education: Graduate in Civil Engineering with at least a Higher National Diploma (HND); Experience: 5 years of minimum experience as Civil Engineer (for each) with Site supervision experience for 3 years and must have worked on at least 3 civil works Projects as site engineer.

Key Responsibilities:

Civil Engineers (Site Engineers) will be responsible for the supervision of day-to-day construction works. S/he should be responsible for checking survey and layouts, the general workmanship and quality of the works, checking and recording works measurements and checking of contractor's bills. S/he shall maintain the daily diary and prepare daily reports on standard reporting formats. Site Engineers shall attend the weekly/bi-weekly meetings with the Team Leader and other team members as appropriate and brief about the progress of the works and problems associated with the delay of construction works. Site Engineer shall assist the Material Engineer and work with him closely with regard to quality control aspects.

4.3.5 Electrical Engineer (1)

Academic Qualification and Experience:

Education: Graduate with at least a degree in Electrical Engineering or equivalent.

Experience: minimum 7 years of works experience as Electrical Engineer and at least 5 years of experience in electrification studies and/or design and or construction, and supervision of at least 3 electrification projects.

Key Responsibilities:

The Electrical Engineer will be responsible for the design and provide technical specifications of the electrification works under the project and suggest improvements, if required. S/he will carry out intermittent supervision before and during the construction supervision phase and instruct Contractors accordingly. The Electrical Engineer will be responsible for overall electrification works ensuring that the quality and quantity of material used are in accordance with the specification, norms and practices.

4.3.6 Senior Electrical Engineering technicians (Site Engineers– 2 Nos)

Academic Qualification and Experience:

Education: Graduate in Electrical Engineering at least an HND; Experience: 5 years of minimum experience as Electrical Engineer (for each) with; Site supervision experience for 3 years and have carried out 2 electrification Projects.

Key Responsibilities:

Electrical Engineers (Site Engineers) will be responsible for the supervision of

day-to-day electrification works. S/he should be responsible for checking survey and layouts, the general workmanship and quality of the works, checking and recording works measurements and checking of contractor's bills. S/he shall maintain the daily diary and prepare daily reports on standard reporting formats. Site Engineers shall attend the weekly/bi-weekly meetings with the Team Leader and other team members as appropriate and brief about the progress of the works and problems associated with the delay of electrification works. Site Engineer shall assist the Material Engineer and work with him closely with regard to quality control aspects.

4.3.7 Mechanical Engineer (1)

Academic Qualification and Experience:

Education: Graduate with at least a degree in Mechanical Engineering or equivalent.

Experience: minimum 7 years of works experience as Mechanical Engineer and at least 5 years of experience in providing technical specification details for procurement of equipment and must have carried out supervision of at least 2 project involving supply and installation of equipment or plants including spare parts.

Key Responsibilities:

The Mechanical Engineer will be responsible for the design and provide technical specifications of equipment to be acquired under the project and suggest improvements, if required. S/he will participate in the inspection and verification of goods to be supplied and participate in the provisional and final reception. During the delivery period supervised and instruct suppliers accordingly. The Mechanical Engineer will be responsible for overall electrification works ensuring that the quality and quantity of material used are in accordance with the specification, norms and practices.

4.3.8 Geotechnical engineer (2)

Academic Qualification and Experience:

Education: Graduate in Civil engineering preferably Masters in Material/Geotechnical Engineering or equivalent. Experience: 7 years of minimum experience as Civil Engineer and at least 3 years of experience in Material Testing and quality control in civil works construction or experience as Material Engineer at least 2 contracts.

Key Responsibilities:

The Geotechnical engineer will be responsible for the overall quality of materials used in construction of Goods S/he will ensure that the Quality Assurance Plan has been appropriately prepared, and the testing of the construction materials is carried out in accordance with the agreed plan, specifications, norms, and practices. Material Engineer will check the material test schedules, records and confirm that it meets the requirement. S/he will verify the contractor's proposed material, its sources, specification and ensuring the compliance with the specification in every respect. S/he will assist the Team Leader in preparation of monthly progress report with regard to quality aspects in accordance with the contract.

4.3.9 Environmental Engineer (1)

Academic Qualification and Experience:

Education: master's in environmental engineering or Environment Science.
Experience: 7 years of minimum experience as Civil/Environment Engineer and at least 5 years of experience in Environmental Safeguards in civil works construction or experience as Environmental Engineer at least 2 contracts.

Key Responsibilities:

The Environmental Engineer will be responsible for all environmental related works in accordance with TOR. S/he will review the IEE and EMF/EMP prepared and adjusts as necessary. The Environment Engineer will monitor the environmental mitigation measures as per the plan and ensure that all mitigation measures are completed. S/he will assist the Team Leader in preparation of monthly progress report regarding environmental monitoring aspects in accordance with the contract.

4.3.10 Social Safeguard Specialist (1)

Academic Qualification and Experience:

Education: master's in social science/Sociology or equivalent Experience: 5 years of minimum experience as social safeguard specialist for infrastructural (civil engineering) projects.

Key Responsibilities:

The Social Safeguard Specialist will be responsible for all social aspects of the project. Prepares a Social Management Framework (SMF) which will set out general social policies, safeguard principles and provide technical guidelines to identify impacts, prepare safeguard plans, and mitigate adverse impacts likely to arise from the activities financed by this Project during implementation. Adhering to the principles and procedures outlined in the Islamic Bank's social safeguards policy and using the checklist of potential social issues laid out in the SMF, the Safeguard specialist will help implementing agencies to ensure compliance with said policies and the relevant provisions under the related policies of the Government, and associated rules, regulations, and procedures. In this context, the social safeguard specialist will be responsible for proper resolution of social issues laid down in guidelines, project related document and/or which is found necessary during the implementation.

4.3.11 Hydraulic Engineer (1)

Academic Qualification and Experience:

Education: Graduate with a BSc in Hydraulic Engineering or a rural Engineering, Experience: 5 years of minimum experience as hydraulic Engineering and at least 5 years of experience in design and/or construction or experience in designing and or construction supervision of at least 2 contracts involving hydraulic installations and construction.

Key Responsibilities:

The Hydraulic Engineer will be responsible for review of the design/specifications of the hydraulic works prepared under the project and suggest improvements, if required. S/he will carry out intermittent supervision before and during the construction supervision phase and instruct

Contractors accordingly. The Hydraulic Engineer will be responsible for overall installations and construction ensuring that the quality and quantity of material used are in accordance with the specification, norms and practices.

4.3.12 Surveyor (2)

Academic Qualification and Experience:

Education: Graduate with at least an HND in Surveys, Experience: 3 years of minimum experience as Surveyor and at least 3 years of experience in at least 2 survey assignments and has supervision of at least 2 contracts involving surveying.

Key Responsibilities:

The Surveyor will be responsible for review of the design/specifications of the survey works prepared under the project and suggest improvements, if required. S/he will carry out intermittent supervision before and during the construction supervision phase and instruct Contractors accordingly. The Surveyor will be responsible ensuring that the quality surveys are in accordance with the specification, norms and practices.

5 Reporting Requirements and Time Schedule for Deliverables

The Design and Supervision Consultant shall prepare official reports duly signed by the Team Leader and submit it to the Implementing Agency (Project Management Unit). The reports shall be submitted in number as mentioned below

Report	No of copies	Due date
Inception Report	6+ (1 soft copies)	Within three month of agreement
Review report of updating existing designs	6+(1 soft copies)	Monthly
Report of detailed design of infrastructures	6 +(1 soft copies)	Monthly
Monthly supervision report	6 + (1 soft copies)	First week of succeeding month
End of assignment Report	6 + (1 soft copies)	One month from completion of works
<i>ESHS reporting:</i>	Notification in writing	Immediate notification to client as an incident within an acceptable time frame
Other reports	As need arises	As requested by Project Coordinator As need arises within a time frame agreed with the client

5.1 Inception report:

The inception report must include all the activities, modifications, and updated input for the project implementation, including stakeholders' feedback collected during the inception workshop. This report includes background information and a brief description of project context. The inception report must contain a work plan which indicates the phases of the evaluation, the timing, key deliverables, and milestones.

5.2 Review report of existing Design/Study Report

Review report of existing Design/Study report shall contain all the detailed

design, Bill of quantities and Cost estimate including the technical specification for the works to be carried out or equipment to be procured. All the drawings shall be included and in scale 1:50 for working drawings. The requirement in terms of Key personnel and Key equipment must be provided including the estimated duration of execution of each project reviewed/studied. Analysis of risk, the impact, the likelihood, and mitigation measures relating to each of the project reviewed or studied

5.3 Monthly Progress Report

Monthly progress reports describing works and services performed and issues encountered during the reporting month and scheduled activities in the following month to be submitted and quarterly progress reports, describing in detail the implementation progress of all project components with issues highlighted.

5.4 End of assignment report:

A final report will be required not later than three weeks after the reception of the products. The final report should include, the specifications of the infrastructures realized, all as-built drawings, mechanism put in place for maintenance, difficulties encountered, lessons learnt, and methods of improvements should the same assignment be done again, amongst others.

5.5 ESHS reporting:

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

6 Client’s Input and Counterpart Personnel

6.1 Services, facilities and property to be made available to the Consultant by the Client: 23.

The Following facilities shall be provided to the Design and Supervision Consultant during the period of service:

- All the available studies, reports and documents related to the project

components.

- Uninterrupted access to the construction site for supervision of construction related works and services.
- The Consultant will be provided with the basic information about the proposed regions (North-West)
- National, Regional and Divisional maps will be made available to the consultant to enable to move around in the project areas.

6.2 (b) Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: _____ NA_____

I. Consultant's obligations:

24. It should be noted that the Design and Supervision Consultant will need to provide all the administrative, technical professional and support staff needed to carry out their services. The Design and Supervision Consultant will also be responsible for providing all other necessary facilities and logistical support for its staff, including accommodation, vehicle/ transportation during, miscellaneous transportation, office equipment, survey & investigation equipment, communications, utilities, office supplies and other miscellaneous requirements that required to render their services, effectively. The consultant shall also be responsible technical specifications for goods to be procured especially agricultural equipment, Value chain equipment, etc

7 Environmental and Social Policy

SUGGESTED CONTENT FOR AN ENVIRONMENTAL AND SOCIAL POLICY (STATEMENT)

The Works' policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence (GBV), sexual exploitation and abuse (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The Client is advised to consult with the World Bank to agree the issues to be included which may also address: climate adaptation, land acquisition and resettlement, indigenous people, etc. The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.

The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term "child" / "children" means any person(s) under the age of 18 years.

The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy and reporting requirement.

As a minimum, the policy is set out to the commitments to:

1. apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts.
2. provide and maintain a healthy and safe work environment and safe systems of work;
3. protect the health and safety of local communities and users, with

particular concern for those who are disabled, elderly, or otherwise vulnerable.

4. ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labour conventions to which the host country is a signatory.
5. be intolerant of and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for GBV, inhumane treatment, sexual activity with children, and sexual harassment.
6. incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works.
7. work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities.
8. engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people.
9. provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation and protects whistle-blowers.
10. minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works.

The policy should be signed by the senior manager of the Client. This is to signal the intent that it will be applied rigorously.

Code of Conduct

For supervision of civil works contracts:

The Code of Conduct is, taking into consideration the issues, impacts, and mitigation measures identified, , in

- project reports e.g. ESIA/ESMP
- any particular GBV/SEA requirements
- consent/permit conditions (regulatory authority conditions attached to any permits or approvals for the project)
- required standards
- relevant international conventions, standards, or treaties, etc., national, legal and/or regulatory requirements and standards
- relevant sector standards e.g. workers' accommodation
- grievance redress mechanisms.

The types of issues identified could include. risks associated with labor influx, spread of communicable diseases, sexual harassment, gender-based violence, illicit behavior and crime, and maintaining a safe environment etc.

[Amend the following instructions to the Consultant considering the above considerations.]

A satisfactory code of conduct will contain obligations on all Consultant's Experts that are suitable to address the following issues, as a minimum.

Additional obligations may be added to respond to concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term “child” / “children” means any person(s) under the age of 18 years.

The issues to be addressed include:

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

15. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith

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

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

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

Institutional Arrangements

The Project would be executed at multiple sites; in the North-West Region (Mbaw/Mbonso, Ndop, and Bafut/Tingoh Valley), in the West Region (Bangourain and Santchou), and in the Far or Extreme North Region (Maga) and therefore requires a well-coordinated management structure. The Project would have a Management Unit based in Bamenda, Regional Head Quarters of the Northwest Region.

The Project would have three Antennae Offices located as follows: one in the Northwest Region, one in the West Region and one in the Far North Region. The Project would have a Liaison Office in Yaoundé principally to facilitate the treatment and follow up of Project activities in all the concerned administrative units in Yaoundé.

The policy issues of the Project would be guided by a Steering Committee chaired by a person to be designated by the Minister of Agriculture and Rural Development.

A Special Tenders Board would be created by the Minister in charge of Public Contracts to manage the procurement activities of the Project in keeping with the rules and guidelines of the donors.

The functioning of the Project would be guided by a Manual of Administrative and Financial Procedures and Personnel Policy Document that would be developed by the Project and approved by the Donors. This manual would lay down the procedures that would be scrupulously applied in the day-to-day management of the activities of the Project, the job description of each of the personnel of the Project and the deliverables of each staff. The manual would also state the responsibility of the Project vis-à-vis the management of the funds put at its disposal by the Donors in keeping with their procedures and guidelines.

The PMU of RVCDP is made up of a Coordinator who is the overall boss and is being supported by specialists in various disciplines. The specialists shall make

input where need be into some issues on the assignment. The experts are the Agronomist, the Project Engineer, the Environmentalist, the Socio-economist in-charge of Capacity Building and Gender, the M&E officer and the Procurement Officer, the Accountant and Administrative and finance officer.

The Project Engineer shall be the manager who will act as the liaison between the consulting firm and RVCDP. He shall support the consultant during the design and construction phases of the project.

Consultants may contact RVCDP through the following means:

The National coordinator, RVCDP,
P.O. Box 1116,
Bamenda, N.W.P. Cameroon
Telephone: 23361007
Fax: 23361665
Email: muluhgn@yahoo.com
info@rvcdp.org




Muluh Gregory Nguh
NATIONAL COORDINATOR