

Invitation to Submit Amplified Expression of Interest (EOI)

Date of Publication: (24th January 2024)

The Royal Government of Bhutan, Ministry of Education and Skills Development (MoESD) has received a loan from the Asian Development Bank (ADB) for Pathways for Emerging Skills and Jobs Project (PESJP) and intends to apply a portion of proceeds to recruit a consulting firm for supervision of civil works at the Technical Training Institute- Chumey, Bumthang for 31 months tentatively from April 2024 to November 2026 through Consultant Qualification Selection (CQS) Method.

The main objectives of the consultant are to assist the MoESD to:

- Full time supervision of the construction works for W-01 and W-02 at TTI-Chumey, Bumthang.
- The supervisor shall conduct all engineering activities related to the Project. In the conduct of the supervision, the supervisor shall collaborate closely with the client and other agencies associated with the Project, and the Contractor(s) executing the whole or part of the Project.
- Review and recommend contractor's work program, method statements, material sources, and safety plan to the client for approval.
- Follow-up with Design and Drawing consultant to revise the drawing/BoQ in whole or part wherever there are design/BoQ lapses within one week of identifying the faults.
- Review and recommend the revised working drawing if any to the client for approval.
- Review and recommend the quality control programs of the contractors to the client for the approval.
- Inspecting materials and works to ensure compliance with specifications and giving immediate notice to the contractor in the event that such materials and works fail to comply with the specifications.
- Accepting or rejecting any part or parts of the completed works.
- Carryout measurements of the completed item of work, verify the contractor's quantities of work completed reflected in the contractor's bill and enter measured quantities in the MB.
- Maintain all the details of work, measurement book, running account bills and any such records of the construction work for reference and which would be required during auditing of construction works.
- Certify work volume as per the details of the work volume entered in the MB and recommend for progress payments as running account bills to the client.
- Submit updated work plan and resources required to the client as and when required.
- Certifying completion of part or all of the works.
- Check the remaining quantities and undertake regular monitoring of contractor's cost periodically.
- Review and recommend to the client on variation orders, time extension, claims, and any such matters submitted by the contractor.

- Negotiate with contractor and recommend the rate for any unscheduled items of works that may be required to client for review and approval.
- Advising the client's representative on all matters relating to the execution of the works; and assisting the representative with processing the contractor's possible claims.
- Prepare and submit project completion report as per ADB's format to the client for review at the completion of the contract.
- Check and certify as-built drawings for the works prepared by the contractors.
- Responsible for supervision of works that may be required for the contractor to execute as part of the rectification work during the defect liability period and recommend for issuance of defect liability certificate by the client.
- Submit the complete records, and inception, monthly, and completion reports to the client.
- Assist the client to provide on-site training where required for the client's field staff on quality assurance and contract administration.
- Responsible to carryout required tests (both onsite and laboratory test) of materials at every stage of the construction works.
- Organize meetings (such as monthly progress meeting, etc.) at the site regarding laboratory tests of materials, progress, plans, workmanship, labour, quality assurance and quality control and specifications.
- Closely monitor and guide the contractor in the implementation of the building works of the project as per the approved standard contract drawings, specifications, bills of quantities and other documentation forming part of the contract between the client and the contractor.
- Ensure that the quality of the construction and all parts thereof is strictly in accordance with the drawings and specifications contained in the contract between the client and the contractor.
- Provide adequate necessary data to prepare environmental assessment reports and monitoring reports as per the ADB guidelines for all the scope of work under the project
- With the help of environmental experts of the project, provide on-the-job or on-site advice and training to contractors where necessary (such as when there are changes in personnel of contractors or when EMP is not being followed properly) to ensure proper implementation of the EMP.
- Ensure that all environmental safeguards aspects are implemented in accordance with the Initial Environmental Examination (IEE).
- Conduct monitoring visits along with the environmental expert to ensure effective implementation of EMP; Review the EMP and (as necessary) the EA reference documents, relevant change management documentation, loan covenants and update EMP based on the change that needs to be addressed in the EMP and accordingly inform relevant agencies and field staffs
- Report apparent unanticipated impacts, recommended mitigation measures to be implemented by the PMU (to be provided by environmental expert) and whether it is necessary to update the IEE report.
- Ensure safety working procedures and enforce them; with the help of environmental expert prepare and submit updated Occupational Health Safety status report through scheduled quarterly and semi-annual monitoring report for the project.
- Facilitate close coordination and serve as a bridge of communication between the client and the contractor.

- Carry out timely exploration of unforeseen and incidental problems to prevent delays in the construction works, save time, money and life of the structure, and the lives of the persons involved in the project.
- Ensure the quality and workmanships on construction of the works.
- Submit the required documents and attend auditing of the Project during verification by the Royal Audit Authority and shall be accountable for lapses, if any.

The supervisor shall be responsible and accountable for all matters related to the construction works under the scope of the Project.

The detailed terms of reference (TOR) and expression of interest (EOI) form can be downloaded from ministry's website <http://www.education.gov.bt/> and www.cms.adb.org

The team composition of the consultant should be as shown below:

- Project Manager– 1 no. (15*1 per month)
- Site Engineer– 2 nos. (30*2 per month)
- Electrical Engineer – 1 no. (15*1 per month)

The eligible and qualified consulting firms are invited to submit the expression of interest in providing the supervision of civil works services. A consulting firm will be selected in accordance with the procedures set out in the ADB's Procurement Policy – Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time) and ADB's Procurement Regulations for ADB Borrower – Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time). The EOI will be assessed based on the management competence (20%), technical competence (60%) and project experiences (20%). The EOI will be evaluated based on the complete information provided by the firm/company.

The firms should meet following qualification requirements:

- Must have at least three similar assignments of the similar scope and complexity executed within last ten calendar years.

EOI should be submitted electronically on ADB's consultant management system (CMS) or in person in the attached format to the focal official mentioned below. Interested organizations are encouraged to submit their EOI through ADB's Consultant Management System (Registration and access possible through <https://cms.adb.org>). Last date of submission of EOI through CMS (online) and in person is on **22nd February 2024, 1500 hours (Bhutan time)**.

For further information, kindly contact:

Ms. Yeshey Choden, Project Engineer, STEPUP, Mobile No. +97577646347, email id: ycheden@moesd.gov.bt

Terms of Reference

No.	Outline
1 Project Background:	<p>The project aims to increase the employability of youth in Bhutan through various training programs to meet the 21st century skills. The project will support the institutional capacity of the Ministry of Education and Skills Development (MESD) to implement their strategic plan for transforming the technical and vocational education and training (TVET) system. The project will help expand the breadth and depth of TVET courses for youth, especially job seekers, females, and people with disability, considering industry demands, youth aspirations, and emerging job opportunities. The teacher training and work-based training will also be supported to improve the quality and relevance of training. Further, aesthetically appealing, and green infrastructure in selected TVET institutions will be developed to increase TVET enrollment capacities and attract more youth to participate in TVET. The project also describes the proposed administration of a grant to be provided by the Japan Fund for Prosperous and Resilient Asia and the Pacific (JFPR) for the Pathways for Emerging Skills and Jobs Project.</p>
2 Purpose of the Assignment:	<p>The purpose of hiring the consultant firm is to provide consultancy service in supervision of construction of infrastructures at TTI-Chumey, Bumthang for W-01 and W-02.</p>
3 Duration and Location of the Services:	<p>A minimum of 90 person-months of national experts are required for supervision of Construction and completion of Infrastructures at Technical Training Institute-Chumey, Bumthang (W-01 & W-02).</p>
4 Scope of Services:	<p>The consultant firm will be responsible for supervision of construction and completion of infrastructure at TTI-Chumey, Bumthang (W-01 & W-02) on daily basis till the completion, handing taking and completion of the final bill payment. The firm is responsible to ensure the timely completion of the construction work and need to provide technical advice and input to complete the construction as intended. The assignment entails all the activities related contract execution and management. The consulting firm shall ensure quality and material as per the required specification provided in the design and drawing.</p>

5. Detailed Outputs of the Assignment:

- Full time supervision of the construction works for W-01 and W-02 at TTI-Chumey, Bumthang.
- The supervisor shall conduct all engineering activities related to the Project. In the conduct of the supervision, the supervisor shall collaborate closely with the client and other agencies associated with the Project, and the Contractor(s) executing the whole or part of the Project.
- Review and recommend contractor's work program, method statements, material sources, and safety plan to the client for approval.
- Follow-up with Design and Drawing consultant to revise the drawing/BoQ in whole or part wherever there are design/BoQ lapses within one week of identifying the faults.
- Review and recommend the revised working drawing if any to the client for approval.
- Review and recommend the quality control programs of the contractors to the client for the approval.
- Inspecting materials and works to ensure compliance with specifications and giving immediate notice to the contractor in the event that such materials and works fail to comply with the specifications.
- Accepting or rejecting any part or parts of the completed works.
- Carryout measurements of the completed item of work, verify the contractor's quantities of work completed reflected in the contractor's bill and enter measured quantities in the MB.
- Maintain all the details of work, measurement book, running account bills and any such records of the construction work for reference and which would be required during auditing of construction works.
- Certify work volume as per the details of the work volume entered in the MB and recommend for progress payments as running account bills to the client.
- Submit updated work plan and resources required to the client as and when required.
- Certifying completion of part or all of the works.
- Check the remaining quantities and undertake regular monitoring of contractor's cost periodically.
- Review and recommend to the client on variation orders, time extension, claims, and any such matters submitted by the contractor.
- Negotiate with contractor and recommend the rate for any unscheduled items of works that may be required to client for review and approval.
- Advising the client's representative on all matters relating to the execution of the works; and assisting the representative with processing the contractor's possible claims.
- Prepare and submit project completion report as per ADB's format to the client for review at the completion of the contract.
- Check and certify as-built drawings for the works prepared by the contractors.
- Responsible for supervision of works that may be required for the contractor to execute as part of the rectification work during the defect liability period and recommend for issuance of defect liability certificate by the client.
- Submit the complete records, and inception, monthly, and completion reports to the client.
- Assist the client to provide on-site training where required for the client's field staff on quality assurance and contract administration.
- Responsible to carryout required tests (both onsite and laboratory test) of materials at every stage of the construction works.
- Organize meetings (such as monthly progress meeting, etc.) at the site regarding laboratory tests of materials, progress, plans, workmanship, labour, quality assurance and quality control and specifications.

No.**Outline**

- Closely monitor and guide the contractor in the implementation of the building works of the project as per the approved standard contract drawings, specifications, bills of quantities and other documentation forming part of the contract between the client and the contractor.
- Ensure that the quality of the construction and all parts thereof is strictly in accordance with the drawings and specifications contained in the contract between the client and the contractor.
- Provide adequate necessary data to prepare environmental assessment reports and monitoring reports as per the ADB guidelines for all the scope of work under the project
- With the help of environmental experts of the project, provide on-the-job or on-site advice and training to contractors where necessary (such as when there are changes in personnel of Contractors or when EMP is not being followed properly) to ensure proper implementation of the EMP.
- Ensure that all environmental safeguards aspects are implemented in accordance with the Initial Environmental Examination (IEE).
- Conduct monitoring visits along with the environmental expert to ensure effective implementation of EMP; Review the EMP and (as necessary) the EA reference documents, relevant change management documentation, loan covenants and update EMP based on the change that needs to be addressed in the EMP and accordingly inform relevant agencies and field staffs
- Report apparent unanticipated impacts, recommended mitigation measures to be implemented by the PMU (to be provided by environmental expert) and whether it is necessary to update the IEE report.
- Ensure safety working procedures and enforce them; with the help of environmental expert prepare and submit updated Occupational Health Safety status report through scheduled quarterly and semi-annual monitoring report for the project.
- Facilitate close coordination and serve as a bridge of communication between the client and the Contractor.
- Carry out timely exploration of unforeseen and incidental problems to prevent delays in the construction works, save time, money and life of the structure, and the lives of the persons involved in the project.
- Ensure the quality and workmanships on construction of the works.
- Submit the required documents and attend auditing of the Project during verification by the Royal Audit Authority and shall be accountable for lapses, if any.
- The supervisor shall be responsible and accountable for all matters related to the construction works under the scope of the Project.

5.1 Key Timelines or Milestones:

The supervision firm will supervise the construction work on daily basis and deliver all the outputs as indicated in the clause no. 5 of the TOR.

5.2 **Team Composition and Qualification Requirements for the Key Experts:**

Team composition and qualification requirements of key experts. A minimum of **90 person-months** of national experts are required for construction supervision. The positions qualifications and person-months for the key experts are presented in the table below:

Expertise	Qualification	Indicative job description and task	Person Months
Key Experts National)			
Project Manager – 1 No	B.Tech/Project Management/Construction Management with 15 years' experience (minimum of 2 similar projects) with adequate knowledge in construction management	<p>The Project Manager shall be responsible to:</p> <ul style="list-style-type: none"> • Ensure leadership and overall coordination at all levels during construction. • Ensure convergence and synergy with on-going projects, program, quality of civil works is maintained and strict compliance with the relevant national codes. • Prepare detailed project implementation schedule • Involve local resources as far as possible and develop human capital with enhanced skills viewing construction as an opportunity. • Ensure proper coordination between the Client and design supervision consultant. • Ensure overall civil works component is completed within the stipulated time with required quality. • Ensure work is carried out as per the Contract, minimise variation, track and assess variation. • Responsible and accountable for record keeping of all project related documents and auditing. • Coordinate monthly review progress meeting with the client and the contractor and submit minutes of the meeting to the client. • Review and recommend contractor's work program, method statements, material sources, and safety plan to the client for approval. • Review and recommend the revised working drawing if required to the client for approval. 	15*1

		<ul style="list-style-type: none"> • Review and recommend the quality control programs of the contractors to the client for the approval. • Submit updated work plan and resources required to the client as and when required. • Prepare and submit project completion report as per ADB's format to the client for review at the completion of the contract. • Closely monitor and guide the contractor in the implementation of the building works of the project as per the approved standard contract drawings, specifications, bills of quantities and other documentation forming part of the contract between the client and the contractor. • Ensure safety working procedures and enforce them; with the help of environmental expert prepare and submit updated Occupational Health Safety status report through scheduled quarterly and semi-annual monitoring report for the project. • Submit the required documents and attend auditing of the Project during verification by the Royal Audit Authority and shall be accountable for lapses, if any. 	
Site Engineer- 2 Nos (W-01 and W-02).	BE/B.Tech Civil with 7 years relevant experience/Diploma in Civil Engineering with 12 years relevant experience.	<p>The Site Engineer shall be responsible to:</p> <ul style="list-style-type: none"> • Ensure that overall civil works component is completed on time and to the required quality. • Ensure that quality of construction and all parts is strictly in accordance with the drawings and specifications. • Inspecting materials and works to ensure compliance with specifications. • Making measurements and keeping measurement records • Responsible and accountable for record keeping of all projects related documents and auditing. • Review and recommend contractor's work program, method statements, material sources, and safety plan to the client for approval. 	30*2

		<ul style="list-style-type: none"> • Follow-up with Design and Drawing consultant to revise the drawing/BoQ in whole or part wherever there are design/BoQ lapses within one week of identifying the faults and provide the revised/rectified drawing to the contractor at the earliest. • Review and recommend the revised working drawing if any to the client for approval. • Review and recommend the quality control programs of the contractors to the client for the approval. • Inspecting materials and works to ensure compliance with specifications and giving immediate notice to the contractor in the event that such materials and works fail to comply with the specifications. • Accepting or rejecting any part or parts of the completed works. • Carryout measurements of the completed item of work, verify the contractor's quantities of work completed reflected in the contractor's bill and enter measured quantities in the MB for all running account and final bills. • Maintain all the details of work, measurement book, running account bills and any such records of the construction work for reference and which would be required during auditing of construction works. • Negotiate with contractor and recommend the rate for any unscheduled items of works that may be required to client for review and approval. • Check and certify as-built drawings for the works prepared by the contractors. • Submit the complete records, and inception, monthly, and completion reports to the client. • Responsible to carryout required tests (both onsite and laboratory test) of materials at every stage of the construction works. • Organize meetings (such as monthly progress meeting, etc.) at the site regarding laboratory tests of materials, progress, plans, workmanship, labour, 	
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		<p>quality assurance and quality control and specifications.</p> <ul style="list-style-type: none"> • Closely monitor and guide the contractor in the implementation of the building works of the project as per the approved standard contract drawings, specifications, bills of quantities and other documentation forming part of the contract between the client and the Contractor. • Ensure that the quality of the construction and all parts thereof is strictly in accordance with the drawings and specifications contained in the contract between the client and the contractor. • Ensure that all environmental safeguards aspects are implemented in accordance with the Initial Environmental Examination (IEE). • Ensure safety working procedures and enforce them; with the help of environmental expert prepare and submit updated Occupational Health Safety status report through monthly progress report. • Facilitate close coordination and serve as a bridge of communication between the client and the contractor. • Carry out timely exploration of unforeseen and incidental problems to prevent delays in the construction works, save time, money and life of the structure, and the lives of the persons involved in the project. • Ensure the quality and workmanships on construction of the works. • Submit the required documents and attend auditing of the Project during verification by the Royal Audit Authority and shall be accountable for lapses, if any. 	
Electrical Engineer- 1 No	BE/B.Tech Electrical with 7 years' experience/Diploma in Electrical Engineering with 12 years' experience.	<p>The Electrical Engineer shall be responsible to:</p> <ul style="list-style-type: none"> • Supervision of all electrical works • Ensure that quality of electrical works is strictly in accordance with the drawings and specifications. 	15*1

		<ul style="list-style-type: none"> • Ensure safety working procedures and enforce them. • Inspecting materials and works to ensure compliance with specifications. • Review and recommend contractor's work program, method statements, material sources, and safety plan to the client for approval. • Follow-up with Design and Drawing consultant to revise the electrical drawing/BoQ in whole or part wherever there are electrical design/BoQ lapses within one week of identifying the faults and provide the revised/rectified drawing to the contractor at the earliest. • Review and recommend the revised working drawing (electrical) if any to the client for approval. • Inspect materials and works to ensure compliance with specifications and giving immediate notice to the contractor in the event that such materials and works fail to comply with the specifications. • Accepting or rejecting any part or parts of the completed works. • Carryout measurements of the completed item of electrical works, verify the contractor's quantities of work completed reflected in the contractor's bill and enter measured quantities in the MB. • Maintain all the details of work, measurement book, running account bills and any such records of the construction work for reference and which would be required during auditing of construction works. • Negotiate with contractor and recommend the rate for any unscheduled items of works that may be required to client for review and approval. • Check and certify as-built drawings for the works prepared by the contractors. 	
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Outline

		<ul style="list-style-type: none">• Submit the complete records, and inception, monthly, and completion reports to the client.• Responsible to carryout required testing of electrical works.• Closely monitor and guide the contractor in the implementation of the building works of the project as per the approved standard contract drawings, specifications, bills of quantities and other documentation forming part of the contract between the client and the contractor.• Ensure that all environmental safeguards aspects are implemented in accordance with the Initial Environmental Examination (IEE).• Ensure safety working procedures and enforce them; with the help of environmental expert prepare and submit updated Occupational Health Safety status report through monthly progress report.• Facilitate close coordination and serve as a bridge of communication between the client and the contractor.• Carry out timely exploration of unforeseen and incidental problems to prevent delays in the electrical works, save time, money and life of the structure, and the lives of the persons involved in the project.• Ensure the quality and workmanships on electrical works.• Submit the required documents and attend auditing of the Project during verification by the Royal Audit Authority and shall be accountable for lapses, if any.	
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No.**Outline****5.3 Reporting Requirements and Time Schedule for Deliverables**

At a minimum, list the following:

1. The supervision firm will submit the progress report (both financial and physical progress) to the PMU by first week of the following month.
2. The report format will be based on the work plan submitted by the contractor and approved by the PMU.
3. Submit the verified bills to PMU for necessary payment within two weeks from the date of receiving from the contractor.
4. Final work completion report within 15 days from the date finalizing the final bills.

6. Client's Input and Counterpart Personnel

1. **Support Services and Facilities (to be provided by the Client).** The following services and facilities will be provided by the Client: (i) all the available studies, reports and data, drawings, etc. relevant to the project; (ii) liaison with local authorities and other stakeholders; (iii) One site engineer from the Department as the counterpart official.

2. **Support Services and Facilities (to be arranged by the Consulting Firm).** The consulting firm shall arrange the following at the site as a part of the supervision consultancy contract:

- (i) Site office with adequate facilities for the consultant's supervisor at the site.
- (ii) Office furniture, equipment and monthly operating allowances, including electricity, telephone, computer and its accessories, printer and a photocopier.
- (iii) Office stationeries required during the project period.
- (iv) Transportation for the supervisor: To facilitate easy and unrestricted movement, a designated 4WD vehicle must be provided to the site office.
- (v) Adequate telecommunication, internet and e-mail facilities at the site office.
- (vi) Safety equipment for the supervisor.

7. Basis of Payment

- The payment will be based on the time sheet verified by the client. The client shall make one-time payment for fixed/establishment expenses to the Supervision consultant as soon as the contract is signed and upon verification of items in the site office by the client.

8. A signed CV (**template attached**) shall be submitted for each key personnel and certified copy of degree(s) or diploma(s) shall be attached with the CV.

9. **Contract duration.** The form of Contract used will be Time-Based Contract. The Contract duration for the supervision will be for duration of **31months** from the date of **Notice to Proceed**. The contract duration may be extended depending on the completion of the construction project and the services of the consultant required for supervision of the work which may be extended on mutual agreement by both the parties and renew the contract under the same scope of services for the extended period.

10. **Commencement of work.** Within **seven days** from the date of Notice to Proceed, the supervising consultant shall mobilise required resources and move to the project site and establish site offices to ready the assignment as soon as the contractor is deputed for execution of the project. The Supervisor, in consultation with the contractor shall submit for the client's approval a detailed Project Implementation Schedule for the stipulated time of the contract within **fifteen days** of issue of work order to the contractor.
11. **Supervision.** While conducting supervision designated as "Services" in the Standard Conditions of Contract, the Supervisor shall be responsible for carrying out the work program for the client as per the Implementation Schedule. The Supervisor shall refer to the specification and/or drawings of each item of work in the contract between the client and the contractor to maintain the work quality specified therein. The client shall assist the supervisor wherever it can, and provide continuous inputs in the form of approvals and/or comments.

Project Management

12. **Coordinating the work and maintaining team effectiveness.** The Supervisor shall manage the Project and shall be responsible for coordinating the work, maintaining access to outside suppliers, monitoring implementation progress, conducting site meetings, reviewing and discussing the findings of the site meetings, and coordinating between the contractor and client.
13. **Supplying the Contractor with any missing information on the project.** Wherever required, the supervisor shall supply the contractor with any information missing from original contract documents/drawings without creating any impact on its original design, specifications and cost.
14. **Monitoring the quality of work and implementation progress.** The supervisor shall ensure that the quality of work in terms of the materials used and workmanship is maintained as per the specifications and drawings laid down in the contract between the client.
15. **Work program and submission of Reports to the Client.** Based on the implementation schedule approved by the client, the supervisor shall break down and program the work on monthly basis and produce a monthly progress report in an acceptable format approved by the client. In order to update the client and guide the contractor on the planning and progress of the project, a copy of monthly work program and progress shall be submitted to them.

Materials Management

16. **Quality control on materials used.** The supervisor shall be fully responsible for conducting quality tests of the materials procured by the contractor(s) for the project. Any substandard materials shall be rejected.
17. **Inspection visits to agents/suppliers.** In the event of the contractor's inability to produce samples of items before procurement, the supervisor shall, if necessary, with the consent of the client visit the agent/supplier to verify the quality of materials specified in the contract. The cost of such visits shall be borne by the consultant.

Supervision of Payments to Contractor

18. **Measurement of completed work.** The Supervisor shall be responsible for measurement, entry of the measured quantities in the measurement book for the completed item of work and verify the contractor's quantities of work completed reflected in the contractor's bills.
19. **Verification of the Contactor's claims (Running Bills or Advances).** As soon as the quantity verification is complete, the Supervisor shall cross check the rate entries in the contractor's bill to ensure it is as per the contract Bill of Quantities, and if there is any admissible advance claimed by the contractor, the Supervisor shall verify as per the clauses of the Contract Document.
20. **Forwarding of the Contractor's claim and progress report to the Client.** After complete verification, the supervisor shall enclose the bills of claim in appropriate format (with proportionate deduction against any advance taken) and submit the bills of claim to the client for approval and release of payment. This must be supported by the progress report and summary sheet reflecting the details of the Project.

Maintaining Records

21. The Supervisor shall maintain all books of accounts at site as per the requirement of the Financial Manual and the Procurement Rules and Regulations of the Government. The supervisor and the consulting firm shall be responsible to keep records of all project related documents, test results and certificates, measurement books and bills for auditing and record purpose. The supervisor and the consulting firm shall be responsible to answer all audit queries during auditing by Royal Audit Authority which shall be arranged to be carried out within defect liability period.

Documents to be Provided by the Client

22. The client shall provide the following documents to the supervisor free of cost: (i) 1 copy of Tender Document, and (ii) a set of working drawings.

Payment to Construction Supervision Consultant

23. The payment of reimbursable expenses for the supervision to the consultant shall be made upon acceptance of monthly itemized invoices submitted to the client. The client shall make one-time payment for fixed/establishment expenses to the supervision consultant as soon as the contract is signed upon verifying the availability of such items at the site office as required.

24. Criteria for the Evaluation of the EOI

1. The criteria for evaluation have been specified below:

1. EVALUATION CRITERIA		Max.
		Weight
I. Management Competence		20
a.	Single Firm	20
	Quality of Firm's Management (company's profile)	10
	Proposed Management Coordination	5
	Proposed Quality Control	5
b.	Association or Joint Venture	20
	Lead Firm	15
	Quality of Management of association or JV	5
	Proposed Management Coordination	5
	Proposed quality control	5
	Associates or JV Partners	5
	Contribution of association or JV partners to management	5
II. Technical Competence		60
a.	Single Firm	60
	Firm's specialization vis à vis the sectoral focus of the assignment	10
	Firms experience vis à vis the assignment's TOR	30
	Number of similar projects undertaken where firm as lead partner	15
	Number of similar projects undertaken where firm as sub-consultant	5
b.	Association or Joint Venture	60
	Lead Firm	40
	Lead firm's specialization vis à vis the sectoral focus of the assignment	5
	Lead firms experience vis à vis the assignment's TOR	10
	Number of similar projects undertaken where firm as lead partner	20
	Number of similar projects undertaken where firm as sub-consultant	5
	Associates or JV Partners	20
	Technical rationale for association or JV	5
	Associates or JV partners experience vis à vis the assignment's TOR	15
III. Project Experiences		20
a.	Single Firm	20
	Firm's experience with RGoB	15
	Firm's regional experience	5
b.	Association or Joint Venture	20
	Lead Firm	10

	Firm's experience with RGoB	5
	Firm's regional experience	5
	Associates or JV Partners	10
	Associates or JV partner's experience with RGoB	5
	Associates or JV partner's regional experience	5
	Total Score	100

A firm with the best evaluated amplified Expression of Interest (EOI) will be requested for combined submission of **Technical and Financial Proposal**, and subsequently, invited for the negotiation of the contract and the firm will be engaged if the negotiation is successful.

Expression of Interest (EOI) Consulting Firms

Project Number	
Project Name	
Project Country	

I. Consulting Firm Information

CMS No. ¹ / date:	Country of Incorporation: ²
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position

Associations (Joint Venture or Sub-consultancy)

CMS No. ¹	Consultant	Acronym	Country of Incorporation ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

Documentation regarding our corporate structure including beneficial ownership has

¹ If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

² The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

been attached.

Documentation regarding our Board of Directors has been attached.

A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.³

II. Assignment Specific Qualifications and Experience

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

A. Technical Competence

Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

B. Geographical Experience

Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

³ Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

D. Other Information (maximum of 500 words)

E. Project References

Please select most relevant projects to demonstrate the firm’s technical qualifications and geographical experience (maximum 10 projects).

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

III. Comments on Terms of Reference

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IV. Comments on Budget Adequacy

--

V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

--

VI. Key Experts

List of experts is only required for Consultants' Qualifications Selection (CQS). Attach CV of each expert.

SN	Name	Email	Position/Title	Nationality
1				
2				
3				
4				
5				

(Please insert more rows as necessary)

VII. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	

(Please insert more rows as necessary)

VIII. Eligibility Declaration⁴

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

8 August 2018

⁴ Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers 2013 or ADB Procurement Policy 2017 and Procurement Regulations for ADB Borrowers 2017, as relevant.

CURRICULUM VITAE (CV) FOR NATIONAL EXPERTS

1.	Proposed Position:	<i>[TOR Expertise]</i>
2.	Name of Firm: <i>(Do not abbreviate or use symbols in any portion of the firm or individual name)</i>	<i>[Insert name of firm proposing the expert, if applicable]</i>
3.	Name of Expert: <i>(Do not abbreviate or use symbols in any portion of the firm or individual name)</i>	<i>[Consultant Name]</i>
4.	Current Residential Address:	
	Telephone No.:	
	Fax No.:	
	E-Mail Address:	
5.	Date of Birth:	
	Citizenship⁵:	
	Type of government ID and ID Number. <i>(please attach a copy of the ID to this form)</i>	
6.	Education:	<i>[Indicate college or university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]</i>

⁵ For proposed national experts who are individuals of ADB member countries and have appropriate authorization to legally reside and work in the country of the assignment, but do not hold the nationality of that country, provide supporting documentation as a TECH-6B attachment.

7.	Membership in Professional Associations:	
8.	Other Trainings:	<i>[Indicate significant training since degrees under 5 - Education were obtained]</i>
9.	Countries of Work Experience:	<i>[List countries where expert has worked in the last 10 years]</i>
10.	Languages:	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]</i>
11.	Employment Record	<p><i>[Starting with present position, list in reverse order every employment held by expert since graduation, providing for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i></p> <p>From <i>[Month/Year]</i>: _____</p> <p>To <i>[Month/Year]</i>: _____</p> <p>Employer: _____</p> <p>Positions held: _____</p>

12. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 12.]

Name of assignment or project: _____

Month and Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience;
- (ii) I am not a current employee of the Executing or the Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH-6 provided team mobilization takes place within the validity of this proposal;

- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment;
- (v) I do not have conflict of interest in accordance with ITC 3.0;
- (vi) I am not subject to any national or international sanctions, temporary suspension or debarment by ADB or other multilateral development banks (MDB);
- (vii) I certify that I have been informed by the firm that it is including my CV in the Proposal for the *[insert name of project and contract]*. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.
- (viii) I have not been found guilty or convicted of any violation of law that is not a minor traffic violation.
- (ix) I can accept payments through the international banking system or otherwise discharge ADB's obligation upon initiation of wire transfer.
- (x) I understand that it is my obligation to notify the Client and ADB should I become subject to any national or international sanction, including becoming ineligible to work with ADB or other MDBs, cannot accept payments through the international banking system, should integrity issues including conflict of interest arise and/or should we or the proposed consultant be convicted of an offence excluding minor traffic violations

If the answer to any of the declarations above is NO, please provide details:

If the CV is signed by the firm's authorized representative, insert:

- (xi) I, as the authorized representative of the firm submitting this Proposal for the *[insert name of project and contract]*, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of expert or authorized representative of the firm]⁶ Day/Month/Year

⁹ This CV can be signed by the authorized representative of the Consultant provided during proposal submission. If the Consultant's proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.