

Terms of Reference (Draft)

The Access to Clean Energy Program Project Management and Supervision Consultant

Province of Khyber Pakhtunkhwa

The information is provided for better understanding of services required to client.

INTRODUCTION

1. The Government of the Province of Khyber Pakhtunkhwa in the Islamic Republic of Pakistan (the IA) has started, among others, a challenging Program to facilitate the access to electricity to remote villages and/or other off grid installations (schools and medical centres) by means of the use of micro hydro power stations.

2. With the initiative, the Government of KP shall provide electricity from clean sources to inhabitants that currently do not or have limited access to electricity, facilitate a better education to pupils by means of facilitating access to tuition after day time and also access to computerized education and extended and upgraded medical assistance in villages.

3. Pakhtunkhwa Energy Development Organization (PEDO), a statutory body within the GoKP has been appointed as the Executing Agency (EA) for this Program.

4. PEDO wishes to recruit a Project Management and Supervision Consultant (the Consultant; a firm) to assist PEDO's Project Management Unit (PMU) to implement the project to the specified standards, completed on schedule, ensure a proper monitoring of the results and with no cost overrun. The Consultant will also provide advisory and capacity development for procurement stage, project implementation and for the operation and maintenance of the system introduced under the project. The Consultant's responsibilities including but not limited to the following:

- (i) assist PMU in procurement process, including but not limited to reviewing bidding documents (already prepared) and preparing addendum to the bidding documents, if necessary, communicating with bidders, reviewing bids, conducting pre-bid meeting and bid opening, preparing bid evaluation reports, concluding contract negotiations and awards, etc.;
- (ii) assist PMU in contract management for the Developing contractors, including to issuing variation orders to the Developing contractors;
- (iii) certify payments to the Developing contractors;
- (iv) control costs, quality and schedule of contractors' works and deliverables;
- (v) on behalf of the Client, inspect and accept goods and services related to the Program;
- (vi) recommend appropriate mitigation actions when quality of deliverables does not meet the specifications;
- (vii) define and ensure that implementation by the Developing contractors of an installation safety process manual that follows local regulations, standards and best practices and are not in any way conflictive with ADB principles;
- (viii) fully operationalize and ensure the update of the Monitoring and Evaluation

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- (ix) System and the associated software¹. Produce the necessary reports; assist the Client in implementing the gender action plan and public information program
 - (x) assist the client in ensuring that all Social and Environmental provisions are met as per the local regulations in place.

5. Based on the aforementioned M&E system, the Consultant will also assist PEDO's PMU in preparing and implementing a Project Performance Monitoring System (PPMS) to evaluate effectiveness of the Project. The PPMS will measure project performance against the parameters as set out in the Design and Monitoring Framework (DMF) of the Report and Recommendations to the President. The PPMS will establish baseline data and benchmarks, collect necessary information, monitor progress, identify benefits and evaluate social impact.

6. Output and Reporting Requirements: The Consultant is required to submit the following reports to the Client and Asian Development Bank (ADB) during the Project implementation:

- (i) Inception report within 1 month of mobilization;
- (ii) Review of bidding documents and addendum (addenda) to bidding documents, if necessary;
- (iii) Bid Evaluation Reports within at least 2 months from bids opening, in compliance with ADB's requirement and format;
- (iv) Monthly progress report (short report) based on the outputs of the M&E system identifying physical progress, implementation issues, cost control/variation (if any), and outputs achieved;
- (v) Quarterly progress report (detailed report) including all aspects of contract management and supervision, as per requirements of ADB's RBL(Result Based Lending) and project agreements;
- (vi) Detailed variation orders or any other supporting documents required by the Client for approving any of the activities conducted by the consultant;
- (vii) A Project completion report within 2 months of the completion of the Project;
- (viii) A separate report on any contractual disputes or other major implementation problems that may significantly impact project costs, quality or schedules; and
- (ix) Fully functional PPMS.

7. All reports should be submitted in English

8. The following key staff will be required to accomplish the tasks in addition to other support staff. Details of the actual staffing requirement will be included in the Request for Proposal (RFP).

¹ The EA has established an M&E system that comprises a number of indicators that provide an overview of the entire Program progress and raise the necessary alarms when necessary. The system is based on a web based software that shall be implemented and maintained by the EA.

Key Staff (International)		
S. No	Availability	Position
1	Intermittent	Mini/Micro Hydropower Expert
2		Electro-Mechanical Expert
3		Contract and Procurement Expert
4		Planning, Monitoring and Tariff Expert
5		Socio-Environment & Gender Empowerment Expert
Key Staff (Local)		
S. No	Availability	Position
1	Full Time	Team Leader/Hydropower Expert
2	Intermittent	Electrical Expert
3		Mechanical Expert
4		Hydrology Expert
5		Construction Expert
6		QA & QC Expert
7		Socio-Environment & Gender Empowerment Expert
8		Material Engineer
9	Full Time	Deputy Team Leader (7 no.)
Other Office Staff		
S. No	Availability	Position
1	Full Time	Administration and Finance Officer
2		Office Assisstant
3		Autocad Operator
4		Computer Operator
5		Naib Qasid
6		Chowkidar
7		Drivers
8		Sweepers
Technical Support Staff for Regions		
S. No		Position
1	Region-1	Field Engineer
2		Site Inspector
3		Gender & Social Organiser (GSO)
4		Asstt: GSO
5		Field Environmentalist
6		Asstt: Admin & Finance
7	Region-2	Field Engineer
8		Site Inspector
9		Gender & Social Organiser (GSO)
10		Asstt: GSO
11		Field Environmentalist

12		Asstt: Admin & Finance
Sr.No.		Position
13	Region-3	Field Engineer
14		Site Inspector
15		Gender & Social Organiser (GSO)
16		Asstt: GSO
17		Field Environmentalist
18		Asstt: Admin & Finance
19	Region-4	Field Engineer
20		Site Inspector
21		Gender & Social Organiser (GSO)
22		Asstt: GSO
23		Field Environmentalist
24		Asstt: Admin & Finance
25	Region-5	Field Engineer
26		Site Inspector
27		Gender & Social Organiser (GSO)
28		Asstt: GSO
29		Field Environmentalist
30		Asstt: Admin & Finance
31	Region-6	Field Engineer
32		Site Inspector
33		Gender & Social Organiser (GSO)
34		Asstt: GSO
35		Field Environmentalist
36		Asstt: Admin & Finance
37	Region-7	Field Engineer
38		Site Inspector
39		Gender & Social Organiser (GSO)
40		Asstt: GSO
41		Field Environmentalist
42		Asstt: Admin & Finance

Note:

- 1) The staff requirement provided here cannot be deemed as final. Actual requirements will be communicated in RFP.
- 2) 70% of key personnel (local + international) will be from lead firm in case of JV.