

Terms of Reference For
CONSULTANCY SERVICES FOR THE HIRING OF SUPERVISION FIRM FOR THE NEW REDEMPTION
HOSPITAL 1.2
(Reference No.: LR-MOHSW-387966-CS-QCBS)

A. BACKGROUND

The New Redemption Hospital is a 155- Bed hospital located in the Township of Caldwell, Montserrado County, Liberia. The construction works were originally financed by the World Bank through the Ebola Emergency Response Project (Grant No. D0080). The hospital was designed for maternity and pediatrics services which is still under construction. The EERP- Grant comes to an end on December 31, 2023.

There are still lot more work needed to be done on the existing structures which include finishing, electrical, lighting & plumbing installations, tiling & flooring, doors & windows installations, and site development which include landscaping and treatment plant.

The Government of Liberia, through the Ministry of Health and the International Development Association-World Bank signed a Financing Agreement for the implementation of the Institutional Foundations to Improve Services for Health Project (IFISH) Project. Part of the financing will fund the construction and supervision of the remaining works for the existing infrastructure and will also provide funding for the procurement of equipment and furniture for the hospital.

The Ministry, therefore, wishes to hire a firm with experiences in construction management and supervision services to manage and supervise the finishing works at the New Redemption Hospital. Below is summary brief of scope of works

Phase 1.2 - Construction	<ol style="list-style-type: none"> 1. Monitoring and Supervision of the works during construction. 2. Review and approve contractors ESMP in consultation with MoH Project Management team. 3. Measurement of works done. 4. Preparation and recommendation of payment certificates. 5. Preparation financial appraisals. 6. Preparation of final Accounts. 7. Review of variations and extra works. 8. Supervision of implementation of ESMP and ESS aspects on sites.
Phase 1.3 – Post construction phase	<ol style="list-style-type: none"> 9. Post construction supervision-Defects liability period

1.2.1 Construction Supervision Services:

The purpose of engaging consulting services for the supervision of the works will be to ensure that the works executed by the Contractor are of sustained quality, deliver the intended value for money for the MOH and protect the ministry from any loss that could accrue out of omission or negligence of the Contractor.

The following outputs will be expected from the Consultant during the Construction Phase:

- a. Carry out Construction Supervision of the works under taken by the Contractor.
- b. Conduct quality control to ensure that materials and products for the works conform to the specification and identify deviation for redress by the Contractor.
- c. Inspect and approve all construction building materials and reject any non-conforming materials from the site.
- d. Schedule site meetings and joint inspections and produce the requisite minutes and reports as well as maintain site records, correspondences and diaries.
- e. Certify works undertaken by the Contractor and prepare the requisite progress reports and payment certificates and submit reports accordingly.
- f. Prepare the final account and advise the Client on any other matter of relevance to the successful completion of the project.
- g. Assess claims submitted by the Contractor as well as potential claims. Advise the Client on the appropriate actions that need to be taken.
- h. Coordinate the inspection of the works during the defects liability period and record as well as report outstanding defects.
- i. Ensure that the Contractor adheres to the Environmental Social and Health Safeguards and that the Contractor's ESHS performance is to the industry standard and delivers the Contractor's ESHS obligations.

1.2.2 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 where need arises;
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 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 (including preparation of monthly progress reports)

5. Undertake environmental and social audits, monitoring and inspections of Contractor's accident and incident logs, community liaison and stakeholder engagements, 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. Supervise the establishment and maintenance of 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. Cause to issue any necessary warnings to contractor in the event of noncompliance and ensure follow up are done to achieve the corrective action
14. Carry out any other tasks related to the supervision of the works as may be requested by MOH and
15. Prepare as built drawings, maintenance manuals, projected maintenance budgets for all buildings, equipment, and services.

1.2.3 Monthly Progress Reports during Implementation Stage

The Consultant shall provide comprehensive progress reports in the first week of each calendar month, covering the progress of the previous month. The report shall include, as a minimum, schedules of contract payments and variation orders, graphical representations of physical and financial progress against program based on the approved contract schedules, charts of physical progress on site of major items, photographs and details of impediments to the works and proposals for overcoming these. The report should also include the Contractor's plant, equipment and labour deployment, E&S performance of the project against the ESIA approvals and C-ESMP, weather conditions and all relevant details and progress in settlement of payment certificates, as well as minutes of the site meeting of the previous month.

1.2.4 Review of the Contractor's Implementation Schedule

The Contractors proposed implementation Schedule shall be reviewed thoroughly by the consultant, Interrelations between the various activities shall be carefully reviewed particularly with respect to time allocation, commencement and completion dates. At the end of this procedure, an agreed implementation schedule should be provided by the contractor to the satisfaction of all parties.

It is of utmost importance that the progress of the works is in accordance with the programmed implementation schedule since the timely implementation of the project necessitates the strict adherence to the approved timetable. The consultant will keep client advised continuously as to the work progress. If any deviation from the implementation schedule occurs, the Consultant will inform client about the necessary measure to be taken to avoid dalliance of the project.

1.2.5 Quarterly Progress Report on the Consultancy Contract

The Consultant shall provide progress reports in the first week of each calendar month that immediately follows the quarter being covered. The Report shall cover progress of the previous quarter giving details on events that happened. The report shall also summarize the Consultant's staff activities, problems if any, financial statement of the Consultancy Agreement and any other relevant information considered necessary in respect of this Assignment. The report shall also not be acceptable unless it cover all the required E&S requirements of the project.

1.2.6 Final Project Completion Report

A report shall be submitted summarizing all aspects of the project implementation, final cost of the project, suggestions and recommendations for future design and construction techniques, technical specifications, special conditions of contract and routine maintenance practice. A set of "as-built" drawings and a reliable softcopy containing all the information contained in the final report. It shall also include the final environmental and social audit of the project. This report is to be submitted within four (4) weeks of the project completion.

1.2.7 General Reporting Requirements

Notwithstanding the above outline of reports, the Consultant may occasionally be requested to prepare additional Project Reports that may be required from time to time for the effective implementation of the Project.

Reports shall be submitted both in hard and electronic copies. Reports shall be submitted first in draft form for

the Client's comments and / or approval prior to production of the final report. At the end of the assignment, the Consultant shall not claim any right of authorship or design patent of the drawings and reports submitted during the assignment.

B. DELIVERABLES

1. Submit progress report to the Ministry of Health/PIU (Weekly and Monthly progress report, site meeting minutes, practical report, final completion report)
2. Submit Monthly Progress Reports (Specific to Environmental and Social Safeguards Screening including Mitigation Plans)
3. *Submit As Built drawings, Maintenance Plans and Manuals* (Maintenance plans, manuals and budgets for the buildings, equipment, and services.)
4. Defect Liability Period Report

C. CONSULTANT'S TEAM COMPOSITION

1. Architect
2. Civil Engineer
3. Quantity Surveyor
4. Electrical Engineer
5. Mechanical Engineer
6. Environmental and Social Safeguard Specialist

No.	Position	Professional experience	Educational Qualification	Specific Expertise
1.	Team Leader/Senior Architect	Minimum of 15 years' Experience in infrastructure projects, out of which minimum 10 years' experience in hospital construction.	Master's degree in architectural engineering and a licensed & certified Architect.	He/ She should have proven record of project management of infrastructure projects especially hospital construction. Experience in World Bank aided projects shall be given

				additional weight. He/ She should also have good overall Knowledge of planning, contract management, the FIDIC Contract and aspects of infrastructure projects especially in health sector.
2.	Civil Engineer	Minimum 10years of Experience in construction & Civil works or 20 years of experience in Civil engineering and Civil works	A master's degree in civil engineering or a bachelor's degree in civil engineering	He/ She should have worked as civil/construction engineer. Good knowledge of storm water control, sewers, water reticulation, road, concrete pavement and landscaping.
3.	Quantity Surveyor	Minimum 10 years for degree holders / 15 years for Advance diploma holders of Experience in quantity surveying, cost estimation and specification of construction materials.	A bachelor's degree in quantity surveying or Diploma in quantity surveying	He/she should have worked as quantity surveyor for at least 8 years for degree holders / 12 years for diploma holders
4.	Electrical Engineer	Minimum 10 years of Experience in Electrical Engineering or 20 years of Experience in Electrical Engineering.	Master's degree in electrical engineering or a bachelor's degree in electrical engineering.	He/She should have experience in industrial electrification
5.	Mechanical Engineer	Minimum of 15 years of experience in each discipline	Bachelor's degree in mechanical engineering	He/She should have experience in: HVAC. Plumbing and sanitary ware Water and fire reticulation Gas
6.	Environmental & Social Safeguard Specialist	Minimum of 10 years of experience	Master's degree in environmental science/Engineering	He/she should have knowledge and working experience with World Bank safeguards instruments

D. STAFF SCHEDULE &MAN MONTHS

No	Personnel	Time inputs
1.	Architect/Team Leader	8
2.	Civil Engineer	8
3.	Electrical Engineer	8
4.	Mechanical Engineer	5
5.	Quantity Engineer	8
6.	Environmental & Social Safeguard Specialist	8
	Total	45 months

E. REPORTS, DELIVERABLES, AND TIMELINE

The Consultant will prepare and submit to the Ministry of Health through the PIU the following reports in required number of copies:

Management & Supervision of remaining construction works		
<p>A. progress report to the Ministry of Health/PIU (Monthly progress report, site meeting minutes, practical report, final completion report)</p> <p>B. Maintenance Plans and Manuals (Maintenance plans, manuals and budgets for the buildings, equipment, and services.)</p>	Weekly, Monthly and at the end of the project completion	electronic and hard copies
C. Defect Liability Period		
12 months' defects liability period report	Within 180 days. 1 st inspection will be conducted in six months while the 2 nd and final inspection will be conducted at the end of the DNP.	electronic and hard copies

F.

G. CONTRACT TYPE AND DURATION

The contract type is time-based contract, and the contract will be carried out for the eight (8) months construction period with 12-month defect liability period.

H. *Qualification, competencies, and experience of Consultant/Firm*

- A registered architecture & engineering consulting firm
- At least 20 years of experience in Architecture and Engineering (firm with expertise and experience in hospital construction is an added weight)
- Experience with World Bank/African Development Bank projects
- Done similar type of projects completed in the same complexity and nature.
- Proficiency in the English language

Selection Method: A firm will be selected using Quality and Cost Based Selection. (QCBS).