



**TERMS OF REFERENCE
FOR
TECHNICAL ASSISTANT PROJECT MANAGEMENT SUPPORT TO MOWT
(INDIVIDUAL CONSULTANT)**

NAMIBIA TRANSPORT INFRASTRUCTURE IMPROVEMENT PROJECT – PHASE II (TIIP-II)

1. BACKGROUND AND INTRODUCTION

- 1.1 The Government of the Republic of Namibia (GRN) is carrying out the Transport Infrastructure Improvement Project – Phase II (TIIP-II), the objective of which is to enhance the trade competitiveness of Namibia and the SADC sub-region, through improvements in the logistics value chain, through addressing the bottlenecks in the railway transport infrastructure that impedes rail services provision. The Project is financed by GRN with support from the African Development Bank.
- 1.2 The Project comprises four components; (i) Component 1: Railway Upgrading Works; (ii) Component 2: Technical Support Services; (iii) Component 3: Skills Development and Institutional Support and (iv) Component 4: Resettlement and Compensation. The Ministry of Works and Transport is the Executing Agency for the Project.
- 1.3 The Ministry of Works and Transport plans to engage a qualified and suitably experienced Individual Consultant (the Consultant) to undertake project management support services under these Terms of Reference (TOR) in support of the Ministry.
- 1.4 The consultancy services to be undertaken under this ToR involve carrying out and administering the project management activities required for implementation of the Project, i.e., (TIIP-Phase II: Section 1 – Kranzberg to Otjiwarongo (~ 224 km)) in accordance with the Project's covenant documents to ensure that the management process enables the proceeds of the loan to be used economically, efficiently, and solely for the purposes of which they are intended for.
- 1.5 The specific project scope for TIIP Phase II is to upgrade Section 1: Kranzberg to Otjiwarongo railway line.

2. PROJECT DESCRIPTION

- 2.1** The TIIP-II Project is a successor to the Transport Infrastructure Improvement Project (TIIP) that commenced in 2017. The scope of the TIIP included the railway upgrade intervention covering the railway line between Walvis Bay and Kranzberg (210km), The Government now plans to upgrade a further about +/-224 km of railway line from Kranzberg to Otjiwarongo under TIIP-II.
- 2.2 The general project scope is divided into in three sections viz;
(i) Section 1 – Kranzberg to Otjiwarongo (~ 224 km),
(ii) Section 2 – Otjiwarongo to Tsumeb (~ 196 km) and
(iii) Section 3 – Otavi – Grootfontein (~98 km). Sections (ii) and (iii) are planned for the future.
- 2.3 The TIIP Phase II is one of priority interventions in the short term forming part of the upgrade of the Walvis Bay – Tsumeb (612 km) Railway line. The Walvis Bay – Kranzberg section (210 km) forms the spine of the railway network in Namibia with the link to the port of Walvis Bay for both the north-south (both Trans-Cunene and Trans-Zambezi corridors) and the east-west line (Trans-Kalahari corridor) has been upgraded.
- 2.4 The overall objective is to upgrade the railway line Kranzberg to Otjiwarongo section to comply with the SADC standard to 18.5 ton/axle.
- 2.5 Under Component 1 of the Project, the civil works for the rail upgrading have been divided into three distinct packages; (i) Earthworks, (ii) Perway works and (iii) Bridges.
- 2.6 The earthworks are divided into four lots each Lot ~ 50 kms in length; ES1 – Lot 1 (Km 0 – 50), ES2 - Lot 2 (Km 50 – 100), ES3 - Lot 3 (Km 100 – 150) and ES4 - Lot 4 (Km 150 – 200). The perway works is to be undertaken in two Lots: Package PS1 – Lot 1 (Km 0 – 100) and PS2 - Lot 2 (Km 100 – 200).
- 2.7 The scope of works also includes the construction of 22 No. new bridges (on the new alignment/ realignment), this to also be done under separate packages.
- 2.8 The rails and turnouts shall be procured separately as Goods. The total required under the project is 55,000 tons, for the entire 518 km railway upgrade as identified. The rails are to be supplied under two Lots of 30,000 tons and 25,000 tons.

Implementation Arrangements

- 2.10 To ensure effective and efficient implementation of the Project activities, the Ministry of Finance and Public Enterprises and National Planning Commission as key stakeholder play a crucial role by providing the

overall policy and strategic direction in the implementation of the AfDB funded Projects,

- 2.11 At a sectoral level, the Department of Transport under MWT is responsible for providing overall sectoral guidance.
- 2.12 At Project level, the Project Implementing Unit (PIU) is in charge of the day-to-day Project implementation through the Directorate of Railway Infrastructure Management.

3. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment is:

- (i) To support the MoWT, as the Executing Agency, in ensuring the successful implementation of the project.
- (ii) To manage and carry out the project and contractual management activities required for implementation of the Project in accordance with the Project's covenant documents such as the Financing Agreement.
- (iii) To set up a project and contract management system
- (iv) To build the project management capacity of the project implementation team in order to ensure long-term sustainability of the project outcomes. This is to ensure adequate capacity development/ knowledge transfer, by supporting and guiding the end-users in the preparation of good quality ToRs, technical specifications, standard bidding documents, etc.

4. SCOPE OF SERVICES

The services of the Technical Assistant are aimed at providing overall engineering/management support to the Ministry of Works and Transport in planning, procurement, implementing, managing and monitoring the tasks and activities associated with the project, so that the above mentioned objectives are achieved.

The specific responsibilities of the **Individual Consultant** (hereafter **Consultant**) who shall report directly to the Project Coordinator, shall be, but not necessarily limited to following:

- a. Provide overall engineering/managerial support to the MoWT for implementation of works and services related to the upgrading of the railway line between Kranzberg to Otjiwarongo.
- b. Provide guidance to the MoWT on a day-to-day basis with regard to the works and services on the project implementation and contract management matters, compliance with the Bank's requirements on project implementation and project reporting.
- c. Support the Project Coordinator in all engineering and project implementation responsibilities.
- d. Ensure technically sound project implementation.

- e. Assist MoWT in introducing internationally accepted standards and good practices for overall project management during the implementation the project and ensure that their delivery meets timelines and quality requirements for the projects;
- f. Assist in monitoring the contract terms for all works and services contracts under the project, and ensure that conditions of contract are fully met by all consultants or contractors.
- g. Advise and support in management of disputes, should they arise, according to the agreed procedures;
- h. Advise and provide guidance to the MoWT in procurement of construction works required during project execution.
- i. Advise the MoWT in the procurement of services, to include short listing and evaluation of technical and financial proposals of the consultants;
- j. Undertake visits of project sites when necessary, assess progress of the works and provide guidance to the Ministry on the project activities as well as suggestions and recommendations for enhancing project efficiency;
- k. Assist the Ministry to ensure smooth project implementation and execution within the allocated budget and time-frame;
- l. Review of the Project Implementation Plan and Programme in consultation with the Consulting Engineers and the Client and advise in the review or evaluation of procurement tenders in accordance with technical specifications;
- m. Assist to prepare and submit the project status report, progress report and other reporting requirements in the African Development Bank format in a periodic manner and as assigned by the Project Coordinator
- n. Assists and supports with other technical and managerial activities as instructed by the Project Coordinator
- o. In consultation with Project Coordinator, the Project Engineer, the TA shall assist with prepare and update the Project's Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services.
- p. Participate in bid/proposal opening sessions, bid and proposal evaluations and ensure that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts;
- q. Assist the Project Coordinator to monitor and ensure timely responses to project implementation queries.
- r. Assist the Project Coordinator to update the Results/Log FrameWork of the outcomes and outs of the project.
- s. Provide advice, mentoring, coaching and providing on-the-job training for relevant project management staffs in the PIU, and advise them to plan and execute all stages of the project cycle.
- t. Provide guidance to Railway Directorate staff in supervising contracts in accordance with the respective contract agreements.

- u. Carry out any other relevant duties that may from time to time be assigned by the Project Co-ordinator.

5. QUALIFICATION AND CRITERIA REQUIREMENT

For an individual to be eligible for the services, they should meet following minimum requirements:

(i)	Eligibility	Resident of Regional Member or Non-member Country
(ii)	Qualification	University degree in engineering Civil/Structural Engineering or Construction Management with at least 10 years' experience in the related field.,
(iii)	Professional Registration	Registered with a legally recognized engineering professional body
(iv)	Experience	BoQ interpretation, Detailing, Specifications, Contract management, Quality Control and Structural and Geotechnical tests;
	(a)	
	(b)	Providing a service as an independent individual consultant, as a Technical Assistant during project implementation.
(iv)	MDBs	Experience in African Development Bank or other development partner/donor-funded projects is preferable

6. FACILITIES TO BE PROVIDED BY THE CLIENT

The **Consultant** will be provided with:

- i. Office space with furniture will be provided in Windhoek
- ii. Internet access

7. DURATION OF SERVICES:

a) Duration of Initial Contract

- i. The Consultant will be assigned initially for a period of 48 months subject to review of performance after a period of 8 months.
- ii. The Consultant shall be based in Windhoek and will be required to frequently visit the construction/works sites.

8. PAYMENT

- 8.1 The Consultant shall be provided with remuneration and benefits as per the contract signed with the Ministry. The contract will mention a lump sum amount of remuneration per month as may be agreed between the parties.

- 8.2 The Consultant shall be entitled to three (3) working days of leave per month which includes 1 day as sick leave and 2 days as home leave, except the public holidays. Such leave must be taken upon a prior approval of the Executing Agency. However, such leave must be taken before the end of the mission and cannot, under any circumstances, be converted into compensation.
- 8.3 The Consultant shall be responsible for all taxes and duties including income tax applicable as per the Government of Namibia rules and regulations.
- 8.5 The Consultant shall be reimbursed at the actual cost of reimbursable that are agreed to and approved by the Ministry.

b) Supervisor:

The **Consultant** (TA) shall be under the immediate supervision of and will report to the Project Coordinator at the Ministry of Works and Transport. S/he shall work closely with the Project Coordinator, engineers and engineering consultants.

9 DELIVERABLES

The **Consultant** shall prepare all necessary reports (monthly, quarterly and other reports) as prescribed by the Ministry of Works and Transport and/or the African Development Bank.

	Deliverable	Due Date
1	Inception Report –outlining the understating of the assignment and work plan	4 weeks after commencement
2	Project Implementation Monthly Reports – including Monitoring Plan (Outcome and Output-Performance Indicators as well as Risk matrixes amongst other project aspects)	2 months after commencement and every month thereafter
3	AfDB Quarterly Reports (including Monitoring Plan (Outcome and Output-Performance Indicators as well as Risk matrixes amongst other project aspects such as Interim Financial Report and Environmental and Social Implementation Report)	Every quarter.In accordance with the AfDB Reporting requirements, using the appropriate Bank's reporting template and format (with lessons learned and recommendations
4	Institutional Support & Capacity Building Report	Every quarter
5	Annual Project Appraisal Report - Overall Project performance on annual basis	12 months after commencement
6	Project Completion Report	In accordance with the AfDB Reporting requirements, using the appropriate Bank's reporting template and format (with lessons learned and recommendations

The content of each report to be agree upon during the inception meeting with the Client, based on AfDB requirements.

10 LANGUAGE OF THE ASSIGNMENT

The language of the assignment shall be English Language.