

Government of the people's republic of Bangladesh
Office of the Divisional Forest Officer, Sylhet Forest Division and Project Director
Reforestation and Infrastructure Development in Sylhet Forest Division to Mitigate Adverse Effect of
Climate Change project

Terms of Reference (ToR)

For

Selection of consulting firm for Detail Estimate, Plan, Design and Supervision of Construction Works and Project Management Support.

1. Background

Bangladesh Forest Department (BFD) under the ministry of Environment Forest and Climate Change has been implementing “**Reforestation and Infrastructure Development in Sylhet Forest Division to Mitigate Adverse Effect of Climate Change project**” for a period of 04 (Four) years starting from July, 2019 to June, 2024. There are provisions of new multistoried division office, other offices and residential buildings in field level including, other Civil and sanitation works at different forest areas. Wetland rich Sylhet Forest Division is situated North eastern side of Bangladesh covering four civil districts- Sylhet, Sunamganj, Moulvibazar and Hobiganj. There is some works of wetland development in forest areas for proper ecological functioning.

The fund will be provided by Government of Bangladesh (GoB). Divisional Forest officer, Sylhet Forest is the PD of the project. The Project Director (PD) will be the financial authority and will be responsible for whole physical and financial activities. The objectives of this project are to restore natural forest environment by establishing huge plantation and alleviate poverty involving local community in afforestation (participatory approach) and develop eco-tourism by increasing tourist facilities in **Sylhet Forest Division**.

There is a provision of employing a consulting firm for detail estimating, planning, designing and supervising all the civil works on behalf of Project Management Unit (PMU) as per PPR, 2008.

2. Objectives:

The main objectives of the Service are to:

Task A. Prepare detailed plan, estimate, designs and drawing and bidding documents for all works that would be included in the project;

Task B. Supervise construction of all works & play role as Engineer under the project; and

Task C. Provide regular progress report and final report to the Project Director.

All the construction works will be executed by the Contractor and the appointed team of the Consulting firm will function as the Engineers. The engineers will administer the civil work contracts and ensure that the project's construction works are executed in accordance with the provision of the contracts.

3. Scope of Work:

Before work commencement, the consulting firm or his team leader should undertake a comprehensive review of all earlier studies covering the area. The field engineers of the firm shall work under the supervision of the PD/DPD.

The main scope of the work is but not limited to the following tasks:

A. Prepare detailed design, estimate and drawing.

This task will cover the preparation of plan, detailed designs and drawing 3D perspective views component wise detailed estimates, and Tender/bidding documents for all civil works which are included in the Project. List of works has been given below:

প্রকল্পের আওতায় বিভিন্ন ধরনের ভবন ও স্থাপনা নির্মাণ কাজের প্ল্যান, ডিজাইন, এস্টিমেট ও সুপারভিশনের কনসাল্টেন্সি সার্ভিস কাজ সম্পন্ন করার কর্মপরিকল্পনা:

ক্রমিকনং	নির্মাণ ও পূর্ত কাজের বিবরণ:	একক	পরিমাণ
১.	বিট অফিস/ ক্যাম্প অফিস নির্মাণ ১৬টি	ব.মি.	৮০০
২.	ওয়াচার সেড পাকা (আরসিসি পিলারের উপর মাচাং টাইপ, রীড ল্যান্ড এলাকা) ১৪টি	ব.মি.	১১২০
৩.	৬ তলা ভিত্তির উপর ২তলা বিভাগীয় বন কর্মকর্তার অফিস কমপ্লেক্স নির্মাণ (এসিএফ, রেঞ্জ কর্মকর্তা ও ভারপ্রাপ্ত কর্মকর্তার অফিসসহ) (প্রতি ফ্লোর ৩৬৭ ব.মি.) (আরসিসি পাইল/মেট ফাউন্ডেশনসহ)	ব.মি.	৭৩৪
৪.	এসিএফ অফিস নির্মাণ ১টি	ব.মি.	১২০
৫.	রেঞ্জ অফিস নির্মাণ ৮টি	ব.মি.	৯৬০
৬.	আরসিসি রোড নির্মাণ ১০০০ মিটার (৪মিটার চওড়া)	মিটার	১০০০
৭.	কালভার্ট নির্মাণ	সংখ্যা	৫
৮.	সাইড ড্রেন নির্মাণ	রা.মি.	৩০০
৯.	গভীর নলকূপ স্থাপন সাবমার্সিবল পাম্প এবং পানি সরবরাহ লাইনসহ	সংখ্যা	২
১০.	স্যালো নলকূপ স্থাপন সাবমার্সিবল পাম্প এবং পানি সরবরাহ লাইনসহ (শাহী ঈদগাহ রেস্ট হাউজ এর জন্য)	সংখ্যা	১
১১.	পুরাতন রেস্ট হাউস সংস্কার (আদমপুর ও মাধবী রেস্ট হাউস)	সংখ্যা	২
১২.	রিটেইনিং ওয়াল নির্মাণ (৪মিটার উচ্চতা) ৫০০মিটার	মিটার	৫০০
১৩.	পাবলিক টয়লেট (পুরুষ, মহিলা ও প্রতিবন্ধি) জাফলং গ্রীণপার্ক এবং মাধবকুন্ড ইকোপার্কের জন্য অতিরিক্ত চাহিত ২টি টয়লেট কাম চেঞ্জ রুম প্রতিটি ২৫.০ লক্ষ হারে)	সংখ্যা	২
১৪.	মাধবকুন্ড ইকোপার্ক ট্যুরিস্টদের জন্য আরসিসি ভিজিটিং প্লেস নির্মাণ	ব.মি.	১৮৬
১৫.	মাধবকুন্ড জলপ্রপাতের শেষ প্রান্তে আরসিসি প্রটেকশন বেড়া নির্মাণ (১৬ মিটার লম্বা ও ৩ মিটার উচ্চতা)	মিটার	১৬
১৬.	গাইড ওয়াল নির্মাণ, মাধবকুন্ড ইকোপার্ক	রা.মি.	৪০০
১৭.	বাউন্ডারী ওয়াল (২মিটার উচ্চতা), ৭৫০ আরএম	আর.এম.	৭৫০
১৮.	রাতারগুলো প্রবেশ পথের ২টি ঘাটে ০৫জন ব্যবহারকারী পাকা গণসৌচাগার নির্মাণ (মাচাং টাইপ)	সংখ্যা	২
১৯.	রাতারগুলো ২টি ঘাটে ৯০ ফুট X ৬০ ফুট আয়তনের আরসিসি পার্কিং প্লেস নির্মাণ (মাচাং টাইপ)	সংখ্যা	২
২০.	রাতারগুলো ২০ জন পর্যটক বসার জন্য ২টি ঘাটে পাকা পর্যটক ছাউনি কাম ট্যুরিস্ট সপ নির্মাণ (মাচাং টাইপ)	সংখ্যা	২
২১.	মাধবকুন্ড জলপ্রপাত এলাকার ছড়া পুনঃ খনন	কিঃমিঃ	১
২২.	জলাশয় খনন	সংখ্যা	১৯

Project Director has the authority to include or exclude any item and decrease or increase the amount of work in the above list.

B. Supervise construction of all works as Engineer under the project

The field engineer will be responsible for all construction supervision of contracts including reporting to PD. Being designated as the Engineer for the civil works the engineers/Consultant team will be responsible for inspection and supervision of the construction works, installation of equipment and testing of construction material. The Firm will assist Project Director to ensure that procurement of civil work in accordance with the guidelines, Rules and regulations of the Government of Bangladesh, (PPA 2006 and PPR, 2008).

C. Project Management Support.

The Consultant team will provide support to project management in activities such as preparation of project implementation and procurement planning, annual expenditure planning, technical assistance, training of project office if needed, carrying out financial management, contract management, monthly reports and annual reports or work programs as required by the Government of Bangladesh and financiers of the project.

4. Deliverables and Schedule of Deliverables:

During the construction period consulting firm or his representative will visit and monitor the progress on site. Following the visit, the consultant will prepare and submit a report to the PD, which will cover the situational analysis on site, list any deviations observed or variations needed, supported by argumentation. The reporting requirements shall be as per the following Table:

Sl. No.	Report	Frequency	Due period
1	Inception Report	One time	Within 1(one) month after commencement date.
2	Monthly Report	Monthly	10th of the month following the reporting month.
3	Quarterly Report	Every 3 months	10th of the month following the reporting quarter.
4	Annual Report	One Time	1(one) month after the commencement month every year
5	Construction and Maintenance Report	One time	After completion of construction plus Defect liability period.
6	Draft Project Completion Report	One time	At the commencement of Defects Liability Period
7	Project Completion Report	One Time	At the end of the assignment

5. Implementation Arrangements:

- The Consulting firm or his representative team will work closely with the Project Director (PD) of the Project.

- At the inception stage the Consulting firm shall prepare a detailed schedule and task-flow diagram, which depicts the interrelationship of various tasks in the assignment which lead to the completion works and mechanism of coordination with the client and other related entities. This would be kept and be updated throughout the Project period.

-PD will coordinate all interfaces with the Consultant team.

-PD also assists the Consulting firm or his staff in resolving various administrative issues which may arise during the implementation.

-The Consulting firm's Team Leader will be the principal contacting person and will be expected to be readily available during project implementation.

-At the site, Resident Engineers, appointed by the Construction Consultants with a team of specialists and inspectors will supervise the Contract.

-The Consulting firm shall be responsible for all aspects of performance of services as set forth in the preceding sections of this TOR.

6. Selection Procedure and Form of Contract:

The Consulting firm would be selected following Fixed Budget Selection criteria using the PPA 2006 and Public Procurement Rule 2008 and form of contract would be Simple Lump Sum Based Contract under this TOR.

8. Duration of the Assignment:

Duration of the contract would be 4 (Four) years. However, the duration may be increased or decreased based on the performance and needs of the civil works.

9. Team Composition:

In order to complete the assignment, the Consultant will assemble a multi-disciplinary team of technical experts with substantial experience and adequate educational backgrounds to ensure that the services are carried out in a professional and timely manner. The team will include, but may not be limited to:

Sl. No.	Position	No	Academic & Experience Requirement	Description of Input (Core responsibilities)
1	Team Leader	01 (One)	At least bachelor degree in civil engineering from any reputed University. Holding post-graduate qualification (certificate/ diploma/ degree) will be added advantage. At least 5 (five) years of practical working experience in design, planning, project management and implementation of rural infrastructure construction and maintenance works.	Lead and manage inputs of consultant team; responsible for overall product delivery and for timely and quality execution of services; primary contact point for contract execution. Have to work under the supervision & direction of PD or his authorized officer.
2	Design Engineer	01 (One)	Minimum bachelor degree in Civil/ Structural Engineering from any reputed University. At least 5 (five) years of practical working experience in planning, design, construction supervise works of rural physical infrastructure (roads, bridges, culverts, buildings, river bank protection works etc.) and shall be fluent in latest Structural Code Requirement for structural design.	Have to prepare work plan, detailed design, estimation, drawing etc. for the project.

3	Electrical Engineer	01 (One)	At least Bachelor degree in Electrical Engineering. S(he) must have at least five (5) years of experience in Electrical analysis and design of electrical works.	Electrical analysis and Design required for the project.
4	Architect	01 (One)	At least bachelor degree in architecture from any reputed University. At least 5 years of practical working experience as an Architect or equivalent position on construction and maintenance works.	Preparation of preliminary and final architectural drawings for the project including plans, 3D perspective views, elevation, sections and all architectural details as per design criterion outlined and requirement of the project.
5	Sub-assistant engineers cum Supervision Engineer	03 (Three)	At least diploma or equivalent degree in civil engineering from any reputed institute. At least 5 years of practical working experience in construction supervise works of rural physical infrastructure (roads, bridges, culverts, buildings, river bank protection works etc.) having good interpersonal skills and proven multi-discipline team work skills.	Closely Supervise and monitor all construction works and have to do any other allied work as need based for the Project under the direction of Team leader.

10. Submission of EOI

Expression of Interest shall include;

(i) **Legal Status**

- At least 5 years of professional experience in the relevant field of civil engineering;
- Documentary evidences such as up-to-date Trade License, VAT Registration, Up-to-date Income Tax certificate, Bank solvency certificate and Experiences certificate(s) need to be submitted.
- At least 2 work completion certificates of similar nature in the last 5(five) years.

(ii) **Key Professionals Qualifications**

- The intending consulting firm shall have adequate knowledge to perform such a job with qualified Architects, Engineers and other Technical key personnel as per ToR

(iii) **Financial Soundness**

- Audit and Accounts records of 3 years;
- Average Annual Turnover of last 3 years.

(iv) **Institutional Soundness**

- Office Space;

- Equipment's and logistics.

11. Institutional Arrangements:

Divisional Forest Officer (DFO) of Sylhet Forest Division as well as the PD represents the Client for this assignment. The Consultant will work under the direct supervision of the DFO of Sylhet Forest Division. S(he) will support the Consultants that the objective of the assignment, as detailed in the ToR, would be achieved within the agreed time schedule. Any unresolved issues, either technical or otherwise, will be taken up with Conservator of Forest Central Circle.

12. Consultant Responsibilities:

Personnel, facilities and services will be provided by the Consultant as detailed in this ToR. The Consultant will mobilize the necessary expertise for the effective delivery of the services as stipulated in the scope of works and ToR. The Consultant will carry out the services in the best interest of the Client with reasonable care, skills and diligence in line with sound professional, administrative and financial practices. Field surveys and field data collection will be carried out in coordination with field officers of BFD (Division/Range/Beat Officers). The Consultant will be responsible to the client for the execution of the contract according to the terms and conditions spelled out therein.

Divisional Forest Officer, Sylhet Forest Division and

PD Reforestation and Infrastructure Development in Sylhet Forest Division to Mitigate Adverse Effect
of Climate Change project