



**REPUBLIC OF MOZAMBIQUE
MINISTRY OF PUBLIC WORKS, HOUSING AND WATER RESOURCES**



**WATER SERVICES AND INSTITUTIONAL SUPPORT PROJECT II
(WASIS II)**

IDA Grant. IDA D110

CONTRACT MANAGEMENT ADVISOR

Contract Nr. FIPAG/WASIS II/CON-17/18

TERMS OF REFERENCE

December 2019

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TABLE OF CONTENTS

1	BACKGROUND.....	1
2	SCOPE OF WORKS AND SPECIFIC RESPONSIBILITIES	2
3	OUTPUTS	3
4	QUALIFICATIONS AND EXPERIENCE REQUIRED	4
5	TIME REQUIREMENTS.....	4
6	REPORTING	4
7	FORM OF CONTRACT AND PAYMENTS	4

TERMS OF REFERENCE FOR CONTRACT MANAGEMENT ADVISOR

1 BACKGROUND

1.1 General

The Republic of Mozambique has received a credit from the International Development Association toward the cost of the **Water Services and Institutional Support II Project (WASIS II)**, and it intends to apply part of the proceeds of this credit to payments under the Contract for the **Contract Management Advisor**.

The Government of Mozambique (GoM) is implementing reforms in the urban water supply sector aimed at improving coverage, quality and efficiency of services. The reform program has involved the reorganisation of sector Governance mechanisms, which have facilitated a transition towards decentralised water supply operations and management, including service regulation, investment planning, and private sector participation in operations.

More specifically, the GoM has taken steps to provide for:

- Reduced operating costs and increased efficiency, particularly through involving private sector in operations for water supply services in 21 major cities; Maputo, Matola, Boane, Beira, Quelimane, Nampula, Pemba, Dondo, Chokwe, Xai-Xai, Inhambane, Maxixe, Tete, Moatize, Chimoio, Manica, Gondola, Lichinga, Cuamba, Angoche and Nacala;
- Tariff adjustments that support financial sustainability; and
- Establishment of a Regulatory Board for the sector, which considers both service quality and financial performance.

The program for urban water supply also includes investments in rehabilitation and extension of systems. The GoM's implementation agency for the new urban water program is Fundo de Investimento e Património do Abastecimento de Água– FIPAG (Investment Fund and Water Supply Asset Holder).

FIPAG is responsible for the fixed assets of 21 city water supplies and for the future investment in the systems, including Beira and Dondo. It has the mandate to ensure that the public receives an adequate and safe water supply that meets Mozambique standards for health and hygiene (the public service obligation), and is empowered to ensure these systems achieve autonomous, efficient and financially sustainable water supply operations.

The WASIS II Project, supported by the World Bank, has its objectives to improve the performance, sustainability and coverage of water supply services in the five cities of Beira, Dondo, Tete, Moatize, Nacala and Pemba.

2 SCOPE OF SERVICES AND SPECIFIC RESPONSIBILITIES

The Contract Management Advisor will be directly contracted to FIPAG and based in the FIPAG Head Office in Maputo. He/she will focus primarily on the WASIS II Project funded by the World Bank under implementation in Beira, Dondo, Tete, Moatize, Nacala and Pemba, however, the consultant support may be also be required on GMWSP and other project from time to time. This will require regular visits to the WASIS II Project where FIPAG have on-going construction or projects to start, including site visits. He/ she will be required to liaise closely with the FIPAG Projects and Investments Directorate and other FIPAG staff.

Contract Management Advisor shall assist and advice FIPAG on all matters related to the contract management and development of projects. Specific responsibilities include:

- Regularly review specifications and materials used in order to standardize stock and work methodology, while keeping up with the most appropriate technology.
- Prepare Bidding Document Specifications and Terms of References for the identified services, works and goods.
- Assist in the preparation of commercial aspects of tender documents and in the evaluation of tenders for water supply projects.
- Assist FIPAG on developing and implementation of procedures for contract management in compliance with project policies;
- Provide guidance on contractual matters to Project Management Unit staff,
- Assist FIPAG to maintain deadlines on deliverables and communicate on an ongoing basis with relevant stakeholders about contractual issues;
- Assist FIPAG on contract close-out or extension, developing a database and record the lessons learned as well as contractor/consultant performance;
- Support in the engineering assessment of preliminary and detailed designs.
- Support in preparation of simplified studies for water supply systems.
- Assist and advise FIPAG to fulfil its obligations as the Employer in the commercial management and completion of the various consultancy and construction contracts.
- Liaising effectively with all parties including ARAs, AURA, Municipalities, NGOs, Consultants, Contractors, and Financial Agencies involved with FIPAG to ensure smooth implementation of projects.
- Check the contractor's payment claims procedure and ensure by random inspection that the appropriate procedures are followed.
- Advise FIPAG on the completion of all commercial matters such as final measurements, agreement of claims, disputes and variations before approval of final accounts and issuance of the Certificates of Final Completion.
- Advise FIPAG in the processing of variation orders issued to contractors and the assessing of claims received from contractors.

- Check the contractor's payment claims procedure and ensure by random inspection that the appropriate procedures are followed.
- Ensure timely reporting to all parties concerned on the progress of implementation of projects, data on operation and maintenance of the water supply facilities and project audit reports.
- Participate in WB's missions for the WASIS II Project.
- Prepare annual activity plans and budgets.
- Contribute to the quarterly FIPAG Project Management Report.
- Establish and monitor a forecast cost to completion system for all projects.
- Advise on Donor Agency rules and procedures in respect to commercial matters.
- Review O&M manual as per the contract requirement.
- Participate in the commissioning of the plants as well as review the commissioning report.
- Advise FIPAG on weakness on project implementation tools for project and contracts.
- Ensure the implementation of works under the safety, environmental and social safeguards.
- For the period, elaborate the manual for cost estimate for different type of infrastructure and goods.
- Support in preparation of Quality Assurance Plans for the implementation of the activities.
- Implement certification and payment monitoring system. Ensure and certify the final account of each contract.
- Revise and update the FIPAG contract management practices and procedure manual.
- Provide mentorship or training to FIPAG's staff to ensure that contract management skills are well captured by staff.
- Other assistance that may be reasonably requested.

3 OUTPUTS

- Contributions to the preparation of FIPAG Monthly Report.
- Quarterly contributions to the preparation of the Project Management Report.
- To prepare specific Departmental reports as and when required.
- Produce mission reports each time he/she visits the construction projects in the cities to highlight on works progress, performance of contractor, supervision consultant and challenges being faced.
- A brief Assignment Report at the end of the period including activities executed during the assignment, recommendations for further inputs and outputs produced.
- Review and update FIPAG contract management practices and procedure manual.
- Other documents, reports, training materials, presentations, etc. as and when required to meet the key responsibilities defined above.

4 QUALIFICATIONS AND EXPERIENCE REQUIRED

The Contract Management Advisor shall possess the following qualifications and experience:

- A degree in Civil Engineering/Hydraulic. An applicable advance degree in Management from an internationally recognized tertiary institution would be a plus.
- At least ten years of experience in the construction (preferably in the water sector including experience in developing of engineering designs and water resources) of which at least five should be at a senior level.
- Experience in contract management for construction of water treatment plants, transmission mains, pumping stations and network, with the management of at least 3 similar contracts.
- Experience with World Bank funded projects, however experience with other externally funded projects (AfDB, French Development Agency, Millennium Challenge Corporation, etc.) is an advantage.
- Experience in contract management using FIDIC documents.
- Experience in developing countries preferably in Sub-Saharan countries. Experience in Mozambique is an advantage.
- Fluency in Portuguese and English.

5 TIME REQUIREMENTS

The consultant will be required full time, based in Maputo, for a total duration of 24 months and the Contract can be renewed if agreed by both parties.

6 REPORTING

All documents, correspondence, communications, etc. related to the Project shall be in English language.

The Consultant will report formally to FIPAG's Director General, Mr Pedro Paulino or his designated representative and liaise with the FIPAG's Projects and Investments Director and his designated representative and counterpart.

7 FORM OF CONTRACT AND PAYMENTS

The Contract will be a time-based assignment for the provision of technical assistance. Payment will be based on Consultant's invoices which will be submitted on a monthly basis.

The payment of remuneration fees will be subject to local taxes which will be shown separately on the bid and in the monthly invoices. The local taxes will be paid by FIPAG. Reimbursable costs and miscellaneous expenses will be refunded for expenses actually and reasonable incurred, if provided for and accepted in the Financial Proposal.

Applications for the post should be made on the basis of all-inclusive costs, which include accommodation, transport, subsistence, travel (including air travel to and from Maputo) and all other expenses. The total amount that will be paid to the Consultant shall not exceed the ceiling amount reflected in the Contract.

Transport from accommodation to FIPAG office shall be the responsibility of the Consultant. Any travel to sites when required will be provided by FIPAG. If any travel away from Maputo is required, this and any overnight lodging will be paid for by FIPAG.