

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR DESIGN AND CONSTRUCTION SUPERVISION OF WORK FOR EXPANSION OF THE UGANDA MUSEUM

1. INTRODUCTION

The Government of Uganda (GoU) with support from the World Bank - International Development Association (IDA) is seeking to scale up its existing operations through the provision of Additional Financing (AF) under *the Competitiveness and Enterprise Development Project (P169435)*. This is expected to increase the original credit from US\$100 million to approximately US\$200 million. The AF is intended to complete the implementation of the land and tourism components while consolidating and enhancing the achievements realized as well as scaling up activities. Therefore, CEDP-AF project objective is to increase private sector investment in the tourism sector and strengthen the effectiveness of the land administration system.

CEDP-AF will; (i) expand the ongoing work on land zonal offices and help in securing land rights through systematic registration of communal & individual land, tackling land disputes, establishing modern survey and mapping, developing and updating the legal framework and improving land use management; and (ii) further strengthen Uganda's core tourism offerings, more effectively leveraging tourism assets and biodiversity endowments for private sector-led growth.

Component 2 of the project will support tourism competitiveness development and the activities planned for implementation include expansion and modernization of the Uganda National Museum in Kampala, and completion of main hotel expansion and reconstruction of training institute's infrastructures, refurbishment, equipping and furnishing of the related infrastructure for Uganda Hotel and Tourism Training Institute (UHTTI) in Jinja, upgrade of facilities at the Uganda Wildlife Research and Training Institute (UWRTI), and Uganda Wildlife Education Centre (UWEC). The component will be implemented by the Private Sector Foundation of Uganda (PSFU).

Objective of the consultancy Services assignment

The objectives of the consultancy services assignment are;

- a) Development of detailed designs and specifications for the expansion of the Uganda Museum
- b) Preparation of detailed designs, technical specifications and BOQs for the new building works and for the refurbishment of the old museum building
- c) Contract Management and Supervision of the works

Brief description of works to be undertaken

The Uganda Museum was established in 1908 and is the first museum in East Africa with the finest ethnographic section. The current permanent home for the Uganda Museum was opened in 1954 and since then, a few structures have been added; the Independence Gallery, Education wing, Natural History gallery, canteen, and the cultural village. The Uganda Museum is therefore recognized as a historical building not only because of its aesthetic architectural values or age but also because of the significant artifacts that it houses.

Uganda Museum compared to other museums in the region has remained under developed even with the finest/authentic collection in Africa. Government wishes to develop Uganda Museum to fit international standards by modernizing and expanding for wider experience by

tourists. This is supported by the Tourism Development Master Plan (2014-2024) which emphasizes consolidation of museum and widening the tourism product range and diversification. The assignment will entail detailed designs and BOQs for the Museum expansion and refurbishment respectively. With the long-term objective of self-sustenance, it is intended that the expanded museum shall comprise of: 5 galleries (for both permanent and temporary exhibitions), laboratory, storage, auditorium of 2000 seats and library. The design shall meet International Standards with due consideration to international guidelines on safety of museum buildings. Modernization of the Uganda National Museum will also include refurbishing the existing structures which should be aligned to the proposals made in the recently concluded Conservation Management Plan (CMP). The other aspect to consider is the perimeter wall.

2. PROJECT OBJECTIVE

Whereas the project development objective is to Support Measures that facilitate increased private sector Investment in the Tourism Sector, CEDP-AF Project objective under component 2 is to provide support to tourism industry sector, strengthening public and private sector stakeholder and collaboration to develop a competitive tourism industry. The public component under question is currently in a dire state, and cannot attract repeat visitors due to similar exhibits that have stayed for more than 50 years. Therefore, the project aims at improving the Uganda Museum to meet international standards by expanding and modernizing the old museum and its exhibitions.

These TORs seek to procure a consultant who will intervene by performing the following tasks:

- i) Development of detailed designs for the expansion of the Uganda Museum
- ii) Preparation of technical specifications and BOQs for the new building works and for the refurbishment of the old museum building
- iii) Contract Management and Supervision of the works

3. PROJECT BRIEF

The Government of Uganda received credit from the World Bank to finance the Competitiveness and Enterprise Development Project (CEDP-AF). Tourism development and competitiveness component 2 of the project, part of the funding has been earmarked for expansion and modernizing the Uganda Museum in Kampala. It is in this context that a consultancy will be hired to Review existing as-built drawings and condition assessment of the existing structures and make the necessary recommendations/proposals; deliver detailed Architectural Designs, detailed Engineering (Civil/Structural, Mechanical, Electrical, ICT) Designs, Bills of Quantities and Tender documents for expansion and renovation of the Uganda Museum.

Uganda Museum expansion is to be constructed at Uganda Museum on land measuring gross area of 9 Acres. The building is to cover an estimated total area of 12,300 square metres, whereas renovations on the existing Museum building cover an area based on results/recommendations of the condition assessment. Other works such as the perimeter wall and gatehouses will cover 761.4 metres whereas the parking yard and driveway will approximately cover 1,575 square metres.

The expansion will have facilities to include 5 exhibition galleries, a laboratory, 2 storage, an auditorium of 2,000 seating capacity, and office spaces. Modern equipment such as CCTV cameras, exhibition cabinets, and TV platforms for audio-visual exhibits will play a big role, and will therefore be included.

4. GENERAL SCOPE OF THE CONSULTANCY SERVICES

The Consultants will be required to provide a senior architectural expert, a cultural heritage architect, a quantity surveyor, engineering experts (civil, structural, mechanical, electrical, ICT, AC), landscaping services expert, and other services needed to prepare the necessary designs and documentation, undertake tender action and later supervise the construction of the works and contract management. In carrying out the consulting services, the consultant shall take into account the requirements of the project financing institution, namely the World Bank, and in particular relating to its procurement procedures and environmental and social safeguard policies.

The Consultant shall propose alternative ways to achieve the same objective and provide details of the advantages and disadvantages of each option. In this connection, the Consultants shall have to exhibit high quality of architectural and value engineering skills. The Consultant will offer innovative designs that provide sustainable solutions and low life-cycle cost of the facilities to be constructed

- a) Prepare detailed Architectural/ Engineering Drawings & Specifications and ensure that the designs are compliant with the current and future needs of the users
- b) Consultant to liaise with Ministry of Tourism, Wildlife and Antiquities (MTWA) officials and project management team at all stages of the project,
- c) Undertake consultations with other relevant stakeholders for instance Ministry of Works and Transport (MoWT), Kampala Capital City Authority (KCCA), Historical Buildings Trust (HBT), and Ministry of Lands, Housing and Urban Development (MoLHUD).
- d) The consultant will at all times also work with MoWT, MoLHUD, and KCCA to ensure that the project is in line with the urban plans of the city.

The consultant is expected to do the following;

- a) Develop detailed project briefs based on the guidelines as provided by the project management team.
- b) Inspection and evaluation of the site at Uganda Museum and,
- c) Review the Museum's recently concluded Conservation Management Plan
- d) Production of outline proposals, conceptual designs, cost estimates and Inception Report;
- e) Production of architectural/ engineering designs and drawings; *preparation of detailed working drawings and material specifications for the proposed project.*
- f) Design and production of schedules of all furniture and fittings required by the new expanded galleries, auditorium, storage, library and laboratory.
- g) Production of Maintenance strategy document
- h) Production of Bidding documents;
- i) Participation in responding to clarifications/queries during bidding period
- j) Participation in the Evaluation of Bids
- k) Engineering design reports with detailed calculations, validating final output for structural, electrical and mechanical designs.
- l) Obtaining of statutory approvals from relevant authorities;
 - i) KCCA- approvals of architectural, structural drawings & construction permits
 - ii) National Environment Management Authority (NEMA) – approval for environmental impact or scoping assessment.
 - iii) Uganda Communications Commission – approval of designs, safety and security of communications system

- iv) Ministry of Gender, Labour and Social Development for design of mechanical installations and of workplace
 - v) Uganda Police Fire Brigade – approval of designs for fire prevention and fighting
 - vi) UMEME or ERA for Electrical installations before connecting power;
- m) Construction Supervision and management during Construction Stage and Defects Liability Period. The activities carried out by the Consultant include:
- i) Check setting out of works
 - ii) Carrying out Site Inspections
 - iii) Clarifications on design and drawings
 - iv) Quality management and control
 - v) Organizing site Meetings
 - vi) Issuing Site Instructions to contractors
 - vii) Measuring of actual works done
 - viii) Consultants’ superintendence

5. DETAILED SCOPE OF THE CONSULTANCY SERVICES

Stage 1: Pre-design planning for the project and preparation of inception report

Stage 2: Reviewing, appreciating and making necessary adjustments on the existing design concept and specifications for the proposed Project to ensure that they are compliant with the current and future needs of the users.

Stage 3: The Consultants will be required to provide architectural, engineering (civil, structural, mechanical, electrical, ICT, AC), landscaping and quantity surveying services, plus other services needed to prepare the necessary designs and documentation.

The Consultant will ensure that the designs incorporate, among others; CCTV and PA systems, and door security systems especially for the galleries which will house important irreplaceable items. Fire extinguishing system should also be in-built.

Presentation of the designs shall have to be made to the stakeholders and resultant applicable adjustments done accordingly. The resultant architectural and engineering designs shall furthermore be submitted to the relevant Authorities like KCCA for final approval.

Therefore, it is expected that the Consultant shall propose alternative ways to achieve the same objective and provide details of the advantages and disadvantages of each option. In this connection, the Consultants shall have to exhibit high quality of architectural and value engineering skills. The Consultant will offer innovative designs that provide sustainable solutions and low life-cycle cost of the facilities to be constructed.

Stage 4: Preparation of tender action document

- 1) The Consultant shall ensure provision of tender package comprising “Statement of Works” and “Technical Specifications” to aid in the tender phase comprising the following: -
 - Detailed Architectural and Engineering design/drawings;
 - Detailed Technical specifications;
 - Detailed Bills of Quantities;
 - Prepared confidential schedules of rates and/or quantities for tendering purposes;

- Prepared bidding documents in accordance with the World Bank templates (Most Recent Versions) and Standard Bidding Documents amended as necessary to accommodate any specific requirements of the civil works.
- Prepared specific conditions of contract for general and /or specialised works arising from the recommended designs and specifications.
- Prepared confidential construction cost estimate;
- Guide CEDP-AF/PDE in evaluation and award of tender to the most compliant and competitive bid in line with World Bank procurement guidelines.

Stage 5: Construction Supervision and management during construction stage and Defects Liability Periods

5.1.Stage 1: Inception and Conceptual Planning

Within two weeks of the commencement date, the consultant shall commence work for this stage , and shall visit the sites to get acquainted with the requirements of the Terms of Reference, collect and carry out complete evaluation of site investigations and surveys including: -

- (i) Meeting with the respective staff to understand the nature of the site, and requirements to make the site fit international standards.
- (ii) Preliminary analysis of existing architectural/engineering conceptual drawings/sketches, specifications for the proposed Project to verify that they are practical and compliant with the current and future needs of the users.
- (iii) Site evaluation with attention to ground soil conditions, cadastral and topographical survey parameters, Site Access, Condition of existing structures, Existing services (water supply, electricity supply, wastewater system, drainage, under cables, etc.).
It may be noted that geotechnical/soil investigation and structural integrity studies were already done and the reports are in place. Equally, both the topographical and cadastral surveys have been done.
- (iv) Presentation of the pre-design findings and consequent design proposals to stakeholders.
- (v) Preparation of final Project Brief.
- (vi) Concept development

5.1.2. Reporting requirements

The consultant shall submit the Inception and Conceptual Design Report consisting of the following:

- (i) The inception report including a quality assurance plan shall be submitted within two weeks of commencement of the assignment. The report shall outline the Consultant's mobilization, the work plan, strategy, methodology and timetable for the services. The quality assurance plan shall include the following
 - a) A quality policy statement setting out the objectives of the plan;
 - b) The personnel who will implement the plan, their responsibilities and authority;
- (ii) Project Concept Report, with Drawings in A3 format;
- (iii) Schedule of dilapidations.
- (iv) The Site Plan and location Map, sketch drawings/mock-ups in appropriate scales in A1 format;
- (v) The consultant shall submit all report and Plans/ drawings in 5 copy sets plus digital format on 1 Flash Disk.

5.2.Stage 2: Scheme design Stage

The consultant shall:

- (a) Prepare all architectural and engineering production drawings, including details and schedules sufficient for construction work to be undertaken.
- (b) Prepare final Bills of Quantities, Specifications and other tender documents necessary for tendering the works. The tender documentation will follow the format in the World Bank guide lines.
- (c) Prepare a **confidential pre-tendercost estimate** and implementation plan.
- (d) Prepare prequalification dossier for building contractors.
- (e) Submit a report on (a) – (c) above to the Client for approval.

5.3.Stage 3: Final Design Stage

After obtaining the client's approval of the Scheme Design Stage reports with any comments, the Consultant shall: -

- (a) Prepare the detailed designs with drawings from the approved preliminary design. These shall cover all Architectural, Engineering and Services detailed design drawings; with the corresponding detailed calculations to the relevant National or other acceptable standards.
- (b) Design and produce schedules of all furniture and fittings required by the new expanded galleries, auditorium, storage, library and laboratory.
- (c) The Consultant shall design for closed circuit tv, public address systems and ICT (LAN for Voice and Data) in the buildings to cater for communication, and incorporation of LIS. Details shall be indicated in form of detailed working drawings and specifications.
- (d) Finalise the Bills of Quantities and Specifications, cost estimate including the movable equipment and furniture;
- (e) Finalise the implementation program;
- (f) Seek full planning permission from respective local authorities as required by the statutory building laws.
- (g) Maintenance strategy

5.3.1.Reporting Requirements

The Consultant shall submit, for Client's approval, a final design stage report before proceeding to the next stage. The Final Design Stage Report shall consist of the following: -

- (i) Five (5) sets of the Detailed Design Report covering all aspects listed in 5.3 above with the architectural and engineering drawings in A3 format and in acceptable digital CAD format on Flash Disk;
- (ii) Five (5) copies of the Approved Detailed Architectural and Engineering working drawings in blue print - A0 size format and bound with water proof protection.

5.4.Stage 4: Tender Documentation Stage

On receiving approval of the Final Design Stage Report, the Consultant shall prepare the following: -

- a) Detailed Architectural and Engineering design/drawings;
- b) ICT drawings;

- c) Prepare all specifications;
- d) Prepare Bills of Quantities;
- e) Prepare schedules of rates and/or quantities for tendering purposes;
- f) Prepare bidding documents in accordance with the World Bank templates (Most Recent Versions) and Standard Bidding Documents amended as necessary to accommodate any specific requirements of the civil works.
- g) Prepare confidential construction cost estimate;

The consultant shall also participate in the evaluation of bids.

5.4.1. Reporting Requirements

The consultant shall submit a tender documentation stage report consisting of tender documents including bills of quantities, specifications, confidential construction cost estimate, schedules of rates and conditions of contract.

5.4.2. Consultant's Quality Assurance Manual

During the course of the tender period the Consultant shall make preparations for his role in the construction phase by preparing and submitting for approval, at least one month before the commencement of the works, a project specific Quality Assurance Plan and Project Control Plan.

This manual shall at a minimum describe the methodology and procedures to be followed in attaining the desired quality of the service at each stage. The report should also detail assignment of responsibilities with regard to quality assurance to the respective personnel in the team.

5.5. Stage 5: Construction Supervision and management during construction stage and Defects Liability Periods

5.5.1 - Construction Stage

5.5.1.1 Detailed Scope of Services

The assignment will involve supervision and Management of the contractor during implementation of the works and supply and installation of goods. It shall also include monitoring of the Defects Liability Period. Services will be carried out under a Time-Based Contract.

The Consultant Firm shall act as the Project Manager, as defined in the World Bank's Standard Contract for Works, in supervision of the contractor in all aspects of construction activities on the site, including management, co-ordination and control of the construction of the works. The Consultant shall do the following as part of Stage 5, in relation to the signed construction contract:

- a) Be responsible for the supervision of all construction work. The Consultant will administer the Construction Contract and ensure that the contractual clauses, with respect to both quality and quantity of work are respected and the works are constructed in accordance with the provisions of the Construction Contracts. The Consultant will be required to nominate a Representative who will be full time resident on the Project.
- b) Make all necessary measurements and control the quality of works. The Supervision Consultant will make all engineering decisions required for the successful and timely implementation of the Construction Contracts in consultation with the CEDP.

c) Undertake a review of the Construction Contracts for the purpose of identifying any omissions, which compromise the completeness or consistency of the design. This review shall be carried out immediately after the services commence and shall be completed within two months. On completion of the review, the supervision consultant shall prepare a report on this review which sets out all findings and recommendations for making good any omissions identified. Notwithstanding the above, the Supervision Consultant shall immediately inform the CEDP of any omission which may have a substantial impact on the Project at the time the omission is uncovered. The Supervision Consultant shall submit four copies of the review report to the CEDP.

d) In addition to or as an expansion of the activities and responsibilities required of the CEDP, as detailed in Construction Contracts, the Supervision Consultants' detailed roles will include but not be limited to the following:

a. Project Inception

1. At this stage the Consultant shall conduct a preliminary review of standard contract documents, and where available; drawings, specifications, materials reports and status of the work for the proposed contract to obtain understanding of the scope and complexities of the assignment. This exercise will also include familiarization with the Environment and Social Framework (ESMF) and Environment Management Plans (EMP) with the assistance of, ESH Specialist of CEDP.

2. The Consultant will also have discussions with the key stakeholders determined by, in consultation with, CEDP to understand implementation approach, the various manuals and guidelines prepared for the project, specific concerns of CEDP (if any) and the nature and frequency of various field tests to be performed on civil works and reporting arrangements.

3. After the initial study and discussions, the Consultant will prepare and submit a Project Inception Report, within 14 days of commencement. The Inception report will include items like:

- a. Detailed methodology for execution of the assignment, including the various tests that will be conducted and outlining quality execution procedures.
- b. Detailed methodology for checking compliance to Environment and Social Management Framework (ESMF) including the EMPs and applicable laws pertaining to environment protection and labour welfare.
- c. Progress review plan, clearly identifying the progress review stage for each type of work.
- d. Overall team deployment schedule
- e. Reporting formats including schedule of reporting and verification of compliance to observations.

b. General

- i. administer the construction contracts, approve materials, issue orders to the Contractors in consultation with the CEDP and ensure that the quality of the works is in accordance with contractual specifications;
- ii. approve/suggest modifications in the Contractor's work program, material sources, etc;

- iii. monitor progress of the Works, identify causes, or potential causes, of any delay and advise the CEDP of suitable corrective actions in a timely manner;
- iv. review and approve Contractor's proposed personnel for positions nominated in the Contract;
- v. provide assistance to the CEDP-PCU in respect of contract implementation claims and other matters;
- vi. advise and assist the CEDP-PCU with respect to disputes, appeal of disputes or litigation relating to the works, whenever required;
- vii. provide other specialist services relevant to the Project as may be agreed to during negotiations or ordered by the CEDP-PCU;
- viii. ensure effective communications amongst the Consultant, the Employer, the Contractor and other parties;
- ix. ensure that the construction methods as proposed by the Contractor for carrying out the works are satisfactory, with particular reference to the technical requirements of sound environmental standards, inspection of Contractor's construction equipment, safety of the works, property, personnel, and general public.
- x. establish a Project Cost Control Estimate (PCCE) for capital costs of the project and notify the Client of any variations in cost.
- xi. Assist the Employer, when requested, with the presentation of project information to the public and external agencies, including financiers.
- xii. prepare and issue the following reports, the format and content for each report is to be acceptable to the CEDP-PCU;
 - a. an Inception Report, to be submitted within 14 days of commencement of services, 4 copies to be submitted to the CEDP-PCU;
 - b. a brief monthly progress report, which should be limited to 10 pages and be submitted within 7 days of the end of each month, 4 copies to be submitted to the CEDP-PCU;
 - c. a detailed quarterly report, to be submitted within 14 days of the end of each quarter. Quarterly reports should include description of project activities illustrated by progress/completion photographs, status of any delays and contractual claims and details of all latest financial projections , 4copies to be submitted to the CEDP-PCU;
 - d. a detailed Contract Completion Report of which, 5 copies to be submitted to the CEDP-PCU;
 - e. a Quality Assurance Manual, detailing all QA/QC procedures, to be submitted within 10 days of commencement of services, 5 copies to be submitted to the CEDP-PCU;
- xiii. ensure that working drawings as issued to the Contractor are complete consistent and coherent across the entire project;

c. Construction Supervision

- i. assist CEDP in properday to day monitoring of progress of works and implementation of the project through computer aided project management techniques;
- ii. approve Contractor's proposed designs/drawings for temporary works;
- iii. check Contractor's setting out for conformance with the working drawings;
- iv. inspect at regular intervals the Contractor's plant and facilities, for both construction production work and workers accommodation, to ensure that they conform with both the conditions of contract and all government regulations;

- v. inspect all the Contractor's safety measures, including labour welfare, notify immediately both the Employer and the Contractor of any infringement or violation;
- vi. maintain records, working/as-built drawings, test data, details of various correspondence and diaries in the formats approved/specified by the CEDP;
- vii. at the completion of the contract verify the "as-built drawing" as true record of the works as constructed;
- viii. assist CEDP in coordination work with different agencies and hold meetings for proper and timely implementation of the Project;
- ix. liaise and coordinate with relevant authorities to remove all obstacles and encumbrances from the project site, including utility relocation and tree cutting, as required.

d. Environmental and Social framework Implementation

The Consultant will be responsible to ensure that the contractor maintains all the EMP as per contractual clauses and any supporting detailed annexes.

The Consultant will further be responsible to ensure that the contractor implements all the Environmental and Social Management Plan (ESMP) actions as per contractual clauses and any supporting detailed annexes, and that the Contractor adheres to the Environmental Social and Health Safeguards and that the Contractor's ESHS performance is to industry standard and delivers the Contractor's ESHS obligations.

The ESHS related services shall 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 any sites where the Contractor is undertaking 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

5.5.2. Post Construction Stage

During the Defects Liability Period, the Consultant shall:

- (a) Acquire/compile maintenance and operational manuals, occupation permits, fire protection certificates, Factory Inspector's Certificate for the proper commissioning of the completed built premises;
- (b) Prepare Final Account to be signed by the Contractor and Consultant and approved by the Government before being adopted;
- (c) Prepare a list of, and supervise the rectification of any, defects noticed during the defects liability period.
- (d) Periodically check the completed work and notify the Contractor and the Employer of any defect in the completed works which require rectification.
- (e) Arrange with the Contractor the remedial action required for defects identified. Shortly before the expiry of the mandatory Defects Liability Period, check the completed work and verify that all noted defects have been corrected.

6. SCHEDULE OF DELIVERABLES (CONSTRUCTION AND POST CONSTRUCTION STAGE REPORTS)

The Consultant shall prepare and submit the following reports in a format agreed with the client:

- 6.1 Inception and Conceptual Planning Report (4 hard Copies and 1 Soft Copy)
The inception and conceptual planning report shall summarize the Consultant's and Contractor's state of mobilization, Contractor's obligations, and the frequency of reporting, site meetings, site record keeping and a Quality Management Plan. To be submitted within two weeks after commencement.
- 6.2 Monthly Progress Reports (4 hard copies, 1 Soft Copy)
The Consultant shall prepare and submit to the Employer short comprehensive progress reports in the first week of each calendar month. The reports shall include records of site meetings, site visits, Contractor's plant, equipment and labour deployments, weather conditions, schedule status with percentage completion stated for all significant current activities; progress of the works against programme, progress photographs, summarized materials testing results, consultant's staff on site, site problems, financial status of the contract and cash flow forecast, problems encountered and how they have been dealt with and other relevant details.
- 6.3 Routine Construction Documentation
The Consultant shall obtain from the Contractor daily, shift, weekly and other reports necessary to record all activities on site, including weather conditions, crews, and numbers of staff, vehicles, plant, and equipment working and volumes of work done. This information shall be retained by the Consultant for the duration of the Contract. The information shall be available at all times to the Employer and shall be handed over to the Employer at the end of the Consultant's contract.

- 6.4 Quarterly Report on Consultancy Services (4 hard copies, 1 soft copy)
The report, to be submitted no later than the 15th day of the first month in the following quarter and shall summarize the Consultant's staff activities, financial status of Consultancy Agreement and any other relevant information considered necessary in respect of this assignment.
- 6.5 Construction Completion Report (5 hard copies and 1 soft copy – All as-built-drawings to be in Auto CAD release 2008 or later)
Within 60 days of the issue of the certificate of Completion, the Consultant shall prepare a Completion Report summarizing the work carried out, major problems encountered and how they were solved and incorporating the as-built records and drawings prepared by the contractor and checked by the Consultant. Deviations from contract requirements shall be noted, with the reasons for approval of such deviations, other relevant details on the works.
The Completion Report shall also include complete details of payments under the contractor's contract.
- 6.6 Final Project Completion Report – consultancy report(5 hard copies and 1 soft copy)
This report shall summarize all aspects of the project implementation including the consultancy services and all financial matters, suggestions and recommendations for future design and construction techniques, comments on Technical Specifications, Special Conditions of Contract and the Operation and Maintenance Manual prepared by the contractor and checked by the Consultant. To be submitted within four weeks of end of defects liability period.
- 6.7 Defects Liability Period: Quarterly Inspection Reports (5 hard copies)
The quarterly reports during the defects liability period shall detail any identified defects, proposals for remedial measures, remedial instructions given to the contractor and progress on remedies instructed during the previous quarterly inspections. To be submitted not later than the 15th day of the first month in the next quarter.
- 6.8 Consultancy Completion Report
The Consultant shall prepare and submit three draft and ten final copies of Consultancy Completion Report at the conclusion of the defects liability period under phase 2. It will be a comprehensive report on the consultancy services throughout the Project (or Contract (s)). It will describe the aims of the service and the achievements obtained. It will also give progress on the Final Account of the consultancy services and that of the construction works, which will be appended. Finally, it will give details of the Consultant's visits and activities during the defects liability period for each site/contract. The report shall also highlight any challenges faced with the lessons learnt and recommendations for future projects.

All the reports and drawings (under all phases) shall be submitted to the World Bank Task Team Leader and to the PSFU/CEDP in two separate volumes. All the final reports shall be accompanied by soft copies written on Flash disk and appropriately labelled as it will be required by the client.

The Client shall review and provide comments on the Consultant's reports and call for meetings if need arises.

The Consultant shall submit both written (in English) and electronic copies at each stage for review and / or approval to PSFU/CEDP. The required reports have been indicated at each stage as summarized in Table 4.

Table 4. Reports and Time Schedules					
Stage	Name of Deliverable	Copies of Reports		Estimated Time for submission of reports from the commencement of assignment Stage (weeks)	Review by Client (Weeks)
		Hard Copies	Soft Copies Flash disk		
Construction					
1	Inception Report	4	1	2 wks after the end of the mobilization period	
2	Monthly Progress Report	4	1	Monthly	
3	Daily Construction Reports	1	1	Always available to be handed over at end of consultancy contract	
4	Quarterly Progress Report	4	1	Quarterly	
5	Construction Completion Report	5	1	End of Construction	
6	Quarterly progress reports (Defects Liability Period)	5	1	Quarterly	
7	Final Project Completion Report	5	1	End of defects liability	
8	Consultancy Completion Report	5	1	4 Weeks after end of Defects Liability	

At the end of the assignment, the Consultant shall not claim any right of authorship or design patent of the reports submitted during the assignment.

7. STAFFING

The Consultant shall field a team of suitably qualified end experienced personnel. The Architect/Team leader must, in addition to relevant technical background, also have broad based experience in architectural design of public buildings and regional experience in the African context.

The Consultant's team shall consist of the following experts:

1. Team Leader (Architect)
2. Project Architect
3. Conservation Architect
4. Civil/Structural Engineer
5. Quantity Surveyor
6. Electrical Engineer
7. Mechanical Engineer
8. Information and Communication Technology (ICT) Engineer
9. Environmental Expert

10. Social Safeguards Expert
Support staff
11. Resident Engineer/Clerk of Works
12. Land Surveyor

7.1. Qualifications and experience Staff

Key experts:

1. **Team Leader (Architect);** The lead consultant shall be a registered practicing Architect with a valid Certificate and Holding Bachelor's degree in Architecture plus Master's degree in Architectural studies or its equivalent, plus experience as Lead Consultant of five similar assignments (in nature, complexity and magnitude) in the last 10 years. Prior experience in Interior and Landscaping designing is highly desirable.
2. **Project Architect;** shall be a registered practicing Architect with a valid Certificate and holding Bachelors and Master's degree in Architecture or its equivalent, plus experience of similar assignments (in nature, intricacy and magnitude) in the last 10 years. Prior experience must include Interior and Landscape designing. Also experience in Heritage Conservation will be added advantage.
3. **Conservation Architect;** shall be a practicing Conservation Architect holding a bachelor's degree in Architecture inclined to Built Heritage Conservation with a minimum of 10 years' experience in Built Heritage Conservation and Maintenance of Buildings and at least 2 years should be in the East African region. A masters in degree in Architecture inclined to Built heritage conservation will be an added advantage. Prior experience must include Maintenance and supervision of Institutional or Public infrastructure and Landscaping; Proven technical competence in Conservation Architecture Project Management is paramount.
4. **Civil/Structural Engineer;** shall be a registered practicing Engineer with a valid Certificate and Holding at least Bachelor's degree in structural/civil engineering. Possession of Master's degree in engineering or construction related studies will be added advantage. Experience as Structural/Civil Engineer of five similar assignments (in complexity and magnitude) in the last 10 years, is a must.
5. **Quantity Surveyor;** shall be a registered practicing Quantity Surveyor with a valid certificate and holding a Bachelor's Degree in Quantity Surveying/Building economics or equivalent, plus experience of five similar assignments (in nature and magnitude) in at least 10 years.
6. **Electrical Engineer;** shall be a registered practicing Engineer with a valid Certificate and holding a Bachelor's Degree in Electrical engineering or its equivalent, plus experience in five similar assignments (in nature and magnitude) in at least 10 years.
7. **Mechanical Engineer;** shall be a registered practicing Engineer with a valid Certificate and holding a Bachelor's Degree in Mechanical engineering or its equivalent, plus experience in five similar assignments (in nature and magnitude) in at least 10 years

8. **Information and Communication Technology (ICT) Engineer;** shall be a practicing Engineer and holding a Bachelor's degree in Communications Engineering or IT systems or another related field from a recognized Institution, with a valid practicing certificate. Must have at least 5 years working experience in design and supervision of ICT installations (telephones, IT networks and systems) in public/institutional buildings.
9. **Environmental Expert** should be a holder of a postgraduate qualification in disciplines such as environmental and natural resources sciences, environmental engineering with additional trainings in Environmental Impact Assessment. He/ she must have over 10 years' experience in managing Environmental aspects for infrastructure development projects and be a registered Lead Environment Practitioner with the National Environment Management Authority as provided in the National Environment (Conduct and Certification of Practitioners) Regulations of 2003. Familiarity with World Bank and/or other development partner safeguards policy requirements is essential to this assignment.
10. **Social Safeguards Expert; should** possess a degree in Sociology, Social works and Social administration, Arts or any other relevant qualification. He/she should have not less than 8 years' experience in the assessment of social impacts, carrying out of socio-economic surveys, studies and other relevant expertise in similar works. He/she must have experience with Bank safeguards Policies.

NB. All the experts shall be highly skilled and experienced with modern office facilities and registered with the relevant Registration Boards in their respective fields of expertise with valid practicing certificates as indicated above.

Support Staff

The clerk of works shall be of the following qualifications:

(i) Clerk of Works (1 No)

- (i) Must possess a higher diploma or degree in Civil/Structural Engineering,
General professional experience
- (ii) The Clerk of Works will have at least 10 years professional experience including working knowledge of the disciplines involved for similar assignments.
Specific professional experience
- (iii) The Clerk of Works will have a minimum of 05 years' experience in Supervision of Buildings and at least 5 years should be in developing countries.
- (iv) Proven technical competence in construction site management construction materials, the design and maintenance of structures;
- (v) Relevant experience from the region preferably including Uganda would be an added benefit.

The Consultant is free to field any other number of people to include Land Surveyor, to enable the timely delivery of the assignment and to the required standard.

(ii) Land Surveyor - shall be of the following qualifications:

- (i) Must possess a degree in Land Surveying;

- (ii) A Post Graduate Degree in a related field from a recognized institution will be considered an advantage

General professional experience

- (iii) The Land Surveyor will have at least 10 years professional experience including working knowledge of the disciplines involved for similar assignments.

Specific professional experience

- (iv) The Land Surveyor will have a minimum of 07 years' experience in cadastral surveying, topographical surveying and digital mapping and at least 3 years should be in Uganda.
- (v) Proven technical competence in Civil Engineering Surveys and mapping using modern surveying equipment and software;

The proposal of the Consultant shall be set out in detail showing the list of experts required for each stage of the assignment and the duration (man / days) for which the services are required. The Consultant shall present the staffing schedule in a manner that makes it clear as to which personnel will be involved in a specific activity. A staff organogram reflecting the envisioned activities should therefore be presented.

At the end of the assignment, the Consultant shall not claim any right of authorship or design patent of the reports submitted during the assignment

All the experts shall be highly skilled and experienced in the design and implementation of modern ceremonial facilities and registered with professional associations in their respective fields of expertise. Each Key staff shall score a minimum of 75%. Key Staff with scores of less than 75% shall have to be replaced if the Consultant progresses to negotiations stage.

The proposal of the Consultant shall be set out in detail showing the list of experts required for each stage of the assignment and the duration (man / days) for which the services are required. The Consultant shall present the staffing schedule in a manner that makes it clear as to which personnel will be involved in a specific activity. A staff organogram reflecting the envisioned activities should therefore be presented

It is estimated that approximately **19.35 man-months** of key professional staff will be required for the entire Consultancy service. Some indications are given below of the minimum qualifications and experience, which are likely to be required by the Consultant's professional staff.

The following table shows the estimated input of each staff: **Construction Phase-2**

Key Staff	Staff Man Months
Team Leader	4.00
Architect	2.25
Conservation Architect	1.00
Structural/Civil Engineer	3.00
Electrical Engineer	1.25
Mechanical Engineer	1.35
Quantity Surveyor	3.50
ICT Specialist	0.50
Environmental Expert	1.25
Social Safeguards Expert	1.25
Total	19.35

8. PROJECT DURATION

The assignment is estimated to take **36calendar months**, i.e., 6 months for the development of detailed designs and tender documents, 18 months of construction supervision and 12 months for supervision of the defects liability period.

9. DATA, SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT

The Client shall provide the consultant with the ESIA Report (s) on commencement of the assignment.

10. PREPARATION OF FINANCIAL PROPOSAL

The Consultant shall cost the design phase separately from the construction supervision phase. However, the two should be summed together to make the offer price.

A Lump Sum contract shall be signed with the successful Consultant for the design phase. A Time-based contract may be signed for the construction supervision phase upon satisfactory completion of the design stage.