



Tender #KBL 0035 The scope of work for external supervision

The Construction Supervision Consultant (“the Consultant”) will be fully responsible for supervising the construction works at site and managing and enforcing the construction contract. This includes but not limited to supervising and enforcing all required safety measures, ensuring all works and materials are as per the projects technical specifications, drawings, BOQs and any other relevant contractual documents, reviewing and approving contractor’s submittals such as time schedules, method statements, quality control plan and environmental and health plans, controlling project schedule and budget, studying contractor’s claims and technical proposals and reviewing and approving contractor’s invoices. In addition to all required technical and administrative staff, the consultant shall hire a full time resident civil engineer with at least **seven years of experience** (always available at site) and shall have a part time quantity surveyor with at least **five years of experience** to check project quantities and invoices and a full support team such as but not limited to (mechanical, structural, electrical, and any other engineer as required). The consultant and its resident engineers should have Work permit certificate on his specific technical field, from Ministry of labour and social affairs, Original graduation certificate (Diploma) from university (for out of country certificates, the endorsement of Ministry of higher education is required as well), TIN form (ID) and certification of requested work experience in related field for the purpose of supervising the works as mentioned in this document. The consultant work will be monitored by Mercy Corps Engineering department (client representative) who shall have an access to all project documents for review and audit purposes.

The following specific tasks are required from the consultant:

- Manage the construction contract in way that ensures timely completion of the project without exceeding the project budget or compromising its quality
- Review the detailed engineering design for its correctness and safety prior to starting works. The consultant will be ultimately responsible for the safety and functionality of the project.
- Ensure proper Implementation of Mercy Corps and its donors’ health, safety and environmental and safeguarding requirement.
- Provide technical solutions for problems/challenges faced during the construction process and for any necessary works even if not considered in the original design.
- If applicable, study third party laboratory tests including structural analysis reports and provide technical solutions to recommendations provided in these reports.
- Ensure that all works comply with the approved engineering designs and technical specifications, approved schedule and budget, terms and conditions of the contracts, standard engineering practice, and Mercy Corps policies



- Provide general guidance and issue instructions to contractor to ensure works are performed correctly
- Make engineering decisions in consultation with Mercy Corps' Engineering Team (client representative)
- Advise the client representative on work progress, quality control, and implementation issues, if any, and submit weekly and monthly progress reports and presentations to the client representative.
- Attend during client representative site visits and provide clear responses to the client representative's questions, comments or concerns.
- Ensure that the construction methods proposed by the contractor for carrying out the works are satisfactory.
- Inspect and document contractor's construction equipment; results of material and soil tests; safety of the works, property and personnel; and schedule of mitigation measures for adverse environmental impacts. Notify contractors to remedy works and materials that fail to comply with the specifications.
- Monitor and supervise (a) progress of contractors' works against contract schedule, and (b) quality of contractors' works against applicable technical specifications and design.
- Check that "as built" drawings are prepared by the contractor for all works as construction progresses.
- Ensure that safety measures are sufficient and that the contractor is applying the approved Health, Environmental and safety plan.
- Establish procedures to verify contractor performance and report progress and problems on time, including quality control reports, quantity survey records, requests for variation or change orders, and contractor's claims and invoices.
- Evaluate any proposed changes (e.g., time, scope and cost) by the contractor during the course of the Project and advise the client representative accordingly.
- Review and certify work volume, and process interim and final payments of the contractors. Ensure timely submission of contractors' interim payment certificates as stated in the contract's schedule of payments.
- Ensure project financial management procedures are in place and are strictly followed, specifically relating to payments, financial accounting, requests for time extension, and contractors' claims and invoices.
- Carry out the following duties related to environmental mitigation during construction: (a) ensure that all the environmental mitigation measures required to be implemented are incorporated in the contract documents; (b) supervise and monitor the implementation of environmental monitoring and mitigation plan (EMMP); and (c) in case of unexpected environmental impacts, coordinate with Mercy Corps' Engineering Team to recommend necessary mitigation measures.