



SELECTION OF CONSULTANTS

TERMS OF REFERENCE

Selection of Consulting Services for: Supervision and Management of Works (AFD/EU/EIB)

Client: Kenya Power & Lighting Company Limited

Project: Kenya Power Distribution Last Mile Connectivity Project

Country: Kenya

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1.1.1 Background

Kenya Power and Lighting Company (KPLC) operates most of the electricity transmission and distribution system in Kenya and sells electricity to over 6 million customers throughout the country.

The Kenya Power and Lighting Company, under the Last Mile Connectivity Project, intends to carry out expansion works on its Medium and Low voltage electricity distribution network, involving construction of single and three phase High and Low voltage lines, installation of service cables and Energy meters in 32 counties across the Republic of Kenya.

The objective of the project is to accelerate connectivity and network expansion by adopting a new electricity supply model that will assist in overcoming existing bottlenecks in the connectivity pipeline. The model focuses on availing service connection to the customer before engaging him / her to pay for the services. It is envisaged that this will result in accelerated economic growth at the micro-economic level in line with the Government's vision 2030.

1.1.2 Project Financing

The Project will be financed by the French Development Agency (AFD)/European Union (EU), European Investment Bank (EIB) and the Government of Kenya.

1.1.3 Project Executing and Implementing Agencies

The Republic of Kenya is the borrower of the loan from the French Development Agency (AFD) / European Union, and European Investment Bank (EIB).

The Kenya Power and Lighting Company will be responsible for the implementation of the Project.

1.1.4 Scope of Works

The targeted number to be connected under the AFD/EU funding will be approximately **181,320** customers covering **3,022** distribution transformers whereas EIB funding will cover **99,155** customers covering **1,653** distribution transformers in 32 counties.

The combined funding will cover a total of about **280,475** customers covering **4,675** transformers. Out of the **3,022** distribution transformers under AFD/EU funding, **940** new transformers will be installed.

A Cluster is comprised of counties falling within the same geographical region and according to the KPLC Regions illustrated in the Project Implementation Structure (Appendix I). The Project is divided into Six (6) clusters.

AFD/EU financing is packaged into Six (6) contract Lots covering the 32 counties as under:

Lot 1; Supply of connection to approximately **34,800** customers covering **580** distribution transformers, of which **329** are existing transformers and **251** are new transformers. The following counties will be covered;

- 1 Nandi
- 2 Uasin Gishu
- 3 Trans Nzoia
- 4 Bungoma
- 5 West Pokot

Lot 2; Supply of connection to approximately **31,620** customers covering **527** distribution transformers. of which **423** are existing transformers and **104** are new transformers. The following counties will be covered;

- 1 Kisumu
- 2 Siaya
- 3 Vihiga
- 4 Busia
- 5 Kakamega

Lot 3; Supply of connection to approximately **36,180** customers covering **603** distribution transformers. Of which **460** are existing transformers and **143** are new transformers. The following counties will be covered;

- 1 Homabay
- 2 Kisii
- 3 Migori
- 4 Nyamira
- 5 Bomet

Lot 4; Supply of connection to approximately **20,460** customers covering **341** distribution transformers. of which **145** are existing transformers and **196** are new transformers. The following counties will be covered;

- 1 Nyandarua
- 2 Nakuru
- 3 Narok
- 4 Laikipia
- 5 Nyeri
- 6 Kericho

Lot 5; Supply of connection to approximately **23,760** customers covering **396** distribution transformers. Of which **302** are existing transformers and **94** are new transformers. The following counties will be covered;

- 1 Embu
- 2 Kirinyaga
- 3 Muranga
- 4 Meru
- 5 Tharaka Nithi

Lot 6 Supply of connection to approximately **34,500** customers covering **575** distribution transformers. Of which **423** are existing transformers and **152** are new transformers will be installed. The following counties will be covered;

- 1 Kajiado
- 2 Makueni
- 3 Kitui
- 4 Kilifi
- 5 Kwale
- 6 Taita Taveta

EIB financing is packaged into Four (4) contract Lots covering the 32 counties as under:

Lot 1; Supply of connection to approximately **25,026** customers covering **417** distribution transformers. The following counties will be covered;

- 1 Nandi
- 2 Uasin Gishu
- 3 Trans Nzoia
- 4 Bungoma
- 5 West Pokot
- 6 Nakuru
- 7 Kericho

Lot 2; Supply of connection to approximately **25,836** customers covering **430** distribution transformers. The following counties will be covered;

- 1 Kisumu
- 2 Siaya
- 3 Vihiga
- 4 Busia
- 5 Kakamega
- 6 Homabay
- 7 Migori

Lot 3; Supply of connection to approximately **25,505** customers covering **426** distribution transformers. The following counties will be covered;

- 1 Nyandarua
- 2 Narok
- 3 Bomet
- 4 Kisii
- 5 Nyamira
- 6 Laikipia
- 7 Nyeri
- 8 Meru
- 9 Tharaka Nithi

Lot 4; Supply of connection to approximately **22,788** customers covering **380** distribution transformers. The following counties will be covered;

- 1 Kajiado
- 2 Makueni
- 3 Kitui
- 4 Kilifi
- 5 Kwale
- 6 Taita Taveta
- 7 Embu
- 8 Kirinyaga
- 9 Murang'a

1.1.5 Project Management

The Project Implementation Team (PIT) established under Kenya Power and Lighting Company Limited (KPLC) will manage the successful completion of the Project. The PIT comprises of staff from KPLC and will be full time assigned to the project and comprise of the Project Manager, Project Coordinator, Six cluster supervisors (electrical engineers), one accountant and one procurement specialist. Way leaves officers will be availed to the project on need basis

The Consultant shall assign a full time Resident Project Manager responsible for supervision and management of the project i.e. administration of contracts, supervision of contractors and liaison with Project Implementation Team. The Consultant shall also avail Six (6) cluster Supervisors who will be responsible for supervision of contractors in each of the Six (6)

clusters. The Consultant shall also avail Twelve (12) Site Supervisors to cover the Thirty Two (32) counties (as per attached organogram) to supervise the contractors on a day to day basis

The Project Manager shall report to the General Manager, Infrastructure Development, Kenya Power & Lighting Company Limited.

The overall responsibility of site supervision shall remain with the consultant.

The Project Implementation structure is attached in Appendix I.

1.1.6 Project Implementation Schedule

The overall completion of the construction of distribution system is expected to be completed within 24 months from contract commencement. However, the consultant will prepare implementation plan for commissioning of the distribution system by section.

1.1.7 Objectives of the consultancy services

The objective of the assignment is to provide implementation support to Kenya Power and Lighting Company in the implementation of the Power Distribution Line Construction works and service connections described above, also referred to as the Last Mile Connectivity Project.

The Services under this assignment have the following major objectives:

- i. Provide engineering expert service/advise in pre-construction, construction and post-construction phase of the project.
- ii. Provide technical support related to supervision of works and connections for the ten (10) contract lots.
- iii. Ensure quality and standard construction works and transparent project execution
- iv. Ensure Contractors implement the approved Environmental, Social, Health and Safety mitigations measures for the project as stipulated in respective lot specific Environmental and Social Management Plans (ESMPs).
- v. Provide Monitoring and Evaluation (M&E) expert services of the project for the individual ten (10) Contract lots.
- vi. Mitigate/resolve probable technical problems/deadlocks associated with the project and hence accelerate project execution.
- vii. Ensure technically sound project implementation and contract administration.

1.1.8 Scope of the Consultancy Services

The Consultant is required to provide necessary service/support to the client in Engineering and Contract Management aspects of the project, so that above mentioned objectives shall be achieved. The specific responsibilities of the Consultant is broadly divided into the following main activities:

- i. Pre-Construction phase responsibilities
- ii. Implementation Support and Post Construction phase responsibilities.
- iii. Supervision and Monitoring of Adherence to the Environmental and Social Management Framework (ESMF) by Contractors.
- iv. Training and Transfer of Knowledge.
- v. Project and Contracts Closure.

Activity 1: Pre-construction Phase Responsibilities

Responsibilities of the Consultant under this includes, but not necessarily limited to the following:

- Review and Approval of the Contractor's designs to ascertain that they comply with the specifications and in accordance with sound engineering practice
- Review and approval of project schedule
- Review and Approval of the Contractor's screening forms, Construction ESHS-MP and HIV/AIDS Awareness and Prevention Plan.
- Prepare a Construction Supervision Manual delineating a consistent, comprehensive and uniform system of quality assurance and quality control for the works, including but not limited to systems of checks and reviews that will be enforced during construction to ensure the highest standards of quality.
- Take part in contracts clarification and kick off meetings for the ten lots.
- Prepare a Monitoring and Evaluation Plan for each of the ten contract Lots. This plan will help in tracking the progress of each lot against set targets/milestones (project time schedule, budget, number of customer connections and adherence to ESMF)

Activity 2: Implementation Support & Post Construction Phase Responsibilities

The Consultant, as the Client's Representative under the various works contracts, will Supervise construction of the project in the 32 Counties.

Responsibilities of the Consultant under this includes, but not necessarily limited to the following:

- i. Provide necessary technical support to the client on its project management, including risk management, cost control, scheduling, monitoring and reporting
- ii. Monitor construction methods and quality control; Verification of Customer information as collected by works contractors to ensure completeness and accuracy including approval of design drawings submitted by contractors, certify that the quality of works conforms to the specifications, norms, standards and drawings.

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- iii. Scrutinize and approve the detailed work programs including resource planning by all the contractors, prepare and certify cash flow forecasts to be used for Lender disbursement requests.
 - iv. Supervise and monitor construction of all project components, verify modifications of designs as required by site conditions and issue variation orders to all the contractors; check measurements for works completed and verify bills for payments to all the contractors as per the conditions of contract;
 - v. Supervise all aspects of construction work including periodical inspection of all the contractors' machinery and equipment.
 - vi. Supervise proper implementation of environmental and social specifications by the contractor, by weekly inspection of the sites, with production of E&S monitoring reports highlighting potential non-conformities.
 - vii. Factory Test Witnessing: The materials to be supplied under this project should be inspected and tested in the manufacturers testing stations. The Consultant together with the Client's personnel shall inspect and witness all factory tests for all materials supplied under all contracts. It is not required to assign permanently an inspector in the manufacturer's country. The Consultant price proposal shall include at least Ten (10) test witnessing, travel expenses (travel, hotel and allowance expenses) in the manufacturer's facility. Written reports shall be provided by the Consultant on each test witnessed by the Consultant together with the Client. The Consultant shall be responsible for quality assurance of all materials to be supplied under all contracts.
 - viii. Monitor mobilization and progress of works and services.
 - ix. The Consultant shall organize monthly meetings between the Client and all the contractors to review progress of the project, resolve any problems encountered during the progress of construction and report all wayleaves challenges to the Client. Minutes of the meetings shall be prepared by the Consultant and signed by all the participating parties. The Consultant shall be responsible to chair the meetings and handling of the minutes.
 - x. Prepare reports as described in chapter 1.1.12 Reports below clauses 1.1.12.
 - xi. Maintain detailed records of scope of the completed works.
 - xii. Take part in Joint Measurement Certifications and approve interim certificates for progress of payments and verify the quantities for such certificates and recommend for payment to the Client.
 - xiii. Verification of necessary statutory certification requirements for customer connections.
 - xiv. Verify and certify all the contractors' invoices to ascertain that the invoiced amount conforms to the works done.
 - xv. Examine the contractor's claims for variation, time extensions, contract amendments, additional compensation and prepare recommendation for approval by the Project Manager.
 - xvi. Take part in resolution of contractual issues in liaison with the Client.
 - xvii. Check and certify 'as-constructed' drawings/reports for the works prepared by all the contractors at the end of assignment and ensure that the client receives as constructed drawings for all LV & MV lines done. The 'as constructed' drawings/reports shall be maintained in the FDB system as required by the Client.
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- xviii. At the completion of the works, assist the Client in preparing a consolidated Project Completion Report in the format as prescribed by the AFD/EU/EIB.
 - xix. Inspect the works at appropriate intervals during defect liability period and recommend for certification.
 - xx. Report directly to the Lenders as and when required by the Lenders.

Note: Approval by the Employer: The Consultant will be required to obtain specific approval from the Client before taking any of the following actions specified below:

- Issuing variation orders.
- Contract amendments.
- Approving contract time extensions.

Activity 3: Supervision and Monitoring of Adherence to the Environmental and Social Management Framework (ESMF) by Contractors

As per the Environmental and Social Management Framework (ESMF), Environmental and Social Screening will be done by the contractors per site and finally prepare lot specific Environmental and Social – Health and Safety Management Plans (Construction ESHS-MPs). The lot specific Construction ESMPs will be reviewed by the Consultant and approved by KPLC as per the ESMF.

The Consultant shall ensure that all the Environmental and Social impact mitigation measures included in the ESMF and lot specific Construction Environmental and Social – Health and Safety Management Plans (ESHS-MPs) are executed by the contractor and make written reports on any non-conformity of work with E&S specifications

The Consultant shall perform Environmental and social monitoring during all stages of the Project. The Consultant shall perform, among others, the following activities during the pre-construction and construction phases of the Project for each contract, through weekly inspection of the sites;

- a. Checking proper storage and operation of equipment facilities and maintenance by the contractor.
- b. Ensure that during the commissioning and operation phase the contractor has undertaken the final cleanup operation,
- c. Ensure that the contractor prepares an acceptable, detailed Construction ESHS-MP and an HIV/AIDS Awareness and Prevention Plan prior to commencement of site preparation and construction activities,
- d. Ensure that all the construction contractors implement the detailed Construction ESHS-MP and HIV/AIDS Awareness and Prevention Plan and adhere to sound construction management guidelines,
- e. Ensure the safety measures are followed during the implementation of the project.
- f. Review site specific screening forms from contractors and lot specific Construction Environmental and Social and Health and Safety Management Plans (ESHS-MPs) for KPLC's approval.

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- g. Ensure implementation of the approved lot specific ESHS-MPs in (f) above by the contractor for the duration of the project.
 - h. Ensure Contractors adhere to OSHA Regulations
 - i. Review of all E&S documentation of the contractor, including follow-up documentation on non-conformities, on recruitments, on internal grievance management, on waste management, and all other documents as per the works contract, and check the quality of E&S reporting by the contractor.
 - j. Management of all E&S or H&S non-conformities as per corresponding section of the works contract.

The Consultant shall include in his quarterly report activities performed concerning all Environmental, Social, Health and Safety related issues. The reports shall be verified by KPLC as per the ESMF guidelines.

Activity 4: Training and Transfer of Knowledge

The Client considers this Consultant services contract as an opportunity for knowledge transfer to a number of their staff and contractors' staff through formal courses combined with on-the-job training while the Client's staff monitor the Consultant and contractors.

During the Consultant's services contract, the Consultant shall organize the following training and transfer of knowledge sessions:

- Pre-construction: Organize a 2-day classroom training course on the Construction Supervision Manual, for at least 11 Client staff that would include engineers, financial management specialists, procurement specialists, environmental specialists and socials management specialists. The goal of the session is to receive feedback and comments on the Manual, and to discuss
- Construction: One (1) month after mobilization of all contractors: Organize a 1-day classroom training course on the Construction Supervision Manual, for at least 2 key staff from each contractor and approximately seven (7) Client staff.
- Construction: Six (6) months after mobilization of all contractors: Organize a 1-day classroom training course on the Construction Supervision Manual, for at least 2 key staff from each contractor and approximately 7 Client staff. The goal of the training session is to review current questions and issues on the procedures in the Manual, and receive suggestions and feedback on how to improve the Manual, including management of E&S and H&S risks.
- Construction: Twelve (12) months after mobilization of all contractors: Organize a 1-day classroom training course on on-the-job training provided by Consultant to the Client and contractors for at least 2 key staff from each contractor and approximately 7 Client staff. The goal of the training session is to review current questions and issues on the lessons learned on knowledge transfer through on-the-job training.

The cost of this training shall be borne entirely by the Consultant (conference/training rooms, coffee breaks, audio-visual support, printed supports, software, fees for trainers, etc.). Per Diem, accommodation and transportation of KPLC staff will be covered by KPLC.

After the delivery of the formal courses, during the remainder of the pre-construction phase and continuing into the construction phase of the consultant's assignment, the consultant should continue with transfer-of-knowledge program to Client staff and contractors' staff.

The Consultant should name a coordinator for the proposed program of formal and on-the-job knowledge transfer.

For the technical proposal, the Consultant shall describe the transfer of knowledge (training) program for both: (a) formal classroom courses and (b) follow-up on-the-job-training. The proposed program will be scored during technical evaluation in terms of: (i) the relevance of training program, (ii) training approach and methodology, and (iii) qualifications of the trainers (both consultant's own experts and experts from external institutions), as is also indicated on the Instructions to Consultants (ITC) Data Sheet.

Activity 6: Project and Contracts Closure

In order to facilitate Project and Contracts closure, the Consultant will perform the following;

- a. Issuance of operation certificates and completion certificates.
- b. Determine Snag list per lot and ensure that the snags are attended by the contractors.
- c. Verify digitization of the constructed Medium Voltage (MV) and Low Voltage (LV) networks in the KPLC Facilities Database (FDB).
- d. Enforcement of replacements/ repairs by the contractor within the defects liability period.
- e. Verify As-Built drawings before being submitted to KPLC.
- f. Final Contracts (per lot) Bill of Quantities (BoQs) determination.
- g. Materials reconciliation.
- h. Financial reconciliation.
- i. Advice and arrange sites handover to KPLC upon commissioning.
- j. Advice KPLC on release of retentions upon operationalization of the sub-projects (lots).
- k. Prepare Project Closure Report as stipulated in clause 1.1.12 (d).

1.1.9 Facilities to be provided by:

1. KPLC

The “Client” will provide access to relevant information to the Projects.

The “Client” will NOT provide office accommodation or transport.

2. Consultant

The Consultant shall provide the following;

a) Office Accommodation

The consultant will establish a minimum of six (6) offices one of which will be the head office and located in Nairobi.

The offices will be used by the staff supervising work in each of the six clusters and will cater for both the Consultant’s and the Client’s staff. The head office in Nairobi will also cater for the management of cluster 6.

The Client’s staff in each of the six (6) cluster offices will be composed of the following;

- Cluster Supervisor (Engineer) – 1 No.
- Wayleaves Officer – 1 No.
- Office Assistant -1 No

Office Locations to be as follow;

- i) Head office and Cluster 6 management Office – Located in Nairobi
- ii) Cluster 1 management office – Located in Eldoret
- iii) Cluster 2 management office – Located in Kisumu
- iv) Cluster 3 management offices – Located in Embu
- v) Cluster 4 management office – Located in Mombasa
- vi) Cluster 5 management office – Located in Nakuru

b) Transportation

The consultant shall provide seven vehicles. One of these will be used by the Consultant’s Project Manager at Head Office in Nairobi and the other six will be based in each of the cluster offices.

Project Manager - Medium duty utility, 4x4, 2500-3000 cc station wagon with complete with air conditioning, of latest design in the class, robust construction Designed for light duty specifications, capable of operating in tropical conditions of mud and dust and most suitable for operating on both "on and off" road conditions.

Cluster Supervisor - A standard production Double cabin, 4x4, utility vehicle,
Designed for medium duty specifications, capable of operating in
tropical conditions of mud and dust and most suitable for operating
on both "on and off" road conditions.

The consultant shall provide

- Competent licensed drivers for each vehicle
- All necessary fuel, lubricant, tools, spares, full maintenance
- temporary replacement vehicles for any vehicle under repair or maintenance for more than forty-eight (48) hours;
- Permanent replacement vehicles for vehicles beyond repair or during extensive repair period;
- Insurance and licences for normal operation on and off site and on and off duty

The price for the vehicles and associated costs shall include all expenses required for the duration of the Consultancy Service Contract such as insurance, registration and plate fees, and local customs, duties charges, etc. The local customs and duty charges should be quoted separately in the local currency.

The cost of the vehicles and its associated running costs for the Last Mile Connectivity Project shall be included in the consultancy service costs.

NB: Transport for each of the 12 Site Supervisors based at the Counties shall be provided by the Construction contractor.

The Construction Contractors will supply the vehicles within three (3) months after receiving the advance payments.

The Construction Contractors shall cover all the related costs to those supplied vehicles (insurance, maintenance, fuel, drivers, etc.) during the project supervision phase.

1.1.10 Conduct of Work

The consultant will be expected to be fluent in English and be able to work closely with the Kenya Power staff, Contractors and other third parties associated with the implementation of this project.

All documentation shall be in English.

Standards for design and equipment used shall be based on IEC, IEEE, EIA/TIA, recommendations and/or other National standards approved by Kenya Power, modified for Kenyan environmental conditions and the Kenya Power practices.

Operations shall be under the Kenyan Law and statutes, including EMCA 1999, NEMA, NCA, KCA, WATER ACT, and ENERGY ACT.

1.1.11 Qualification and Experience

The consultant shall select the best key personnel to meet the specific requirements of the assignment. The Project manager, Project Cluster Supervisors, SHE Officers, Monitoring and Evaluation Expert and Social Expert are considered as the key experts.

The team shall comprise of the **following minimum mandatory requirements** but not limited to:

1) Project Manager - 1 No

a) General Qualification

Minimum requirement:

- B.Sc. degree in Electrical Engineering.
- 15 years' experience in electrical power systems,
- 10 years' experience in Distribution power network design of up to 33kV.
- 10 years in project management.
- Must not be more than 60 years old.

b) Adequacy

- Experience in leading/Managing the implementation of at least two (2) Distribution power lines projects of up to 33kV having multiple sites in the last ten years.

c) Language proficiency and experience in the Sub-Saharan African countries

- Fluency in English
- At least one (1) project in Sub-Saharan African countries

2) SHE Officer – 3 No.

a) General Qualification

Minimum requirement:

- B.Sc. degree in B.Sc. degree in Environmental engineering.
 - 8 years' experience in Environmental assessment.
 - 5 years' experience as a safety, health and environment officer
 - 2 years in project management.
 - Must not be more than 60 years old.
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- Language proficiency in English language.

3) Project Cluster Supervisor – 6 No.

a) General Qualification

Minimum requirement:

- B.Sc. degree in Electrical Engineering.
- 8 years' experience in electrical power systems.
- 5 years' experience in Design and Construction of power line network up to 33 kV.
- 2 years in project management.
- Must not be more than 60 years old.

b) Language proficiency in English language.

4) Site Supervisors – 12 No.

a) General Qualification

Minimum requirement:

- Technician Diploma in Electrical Engineering,
- 6 years' experience in electrical power systems,
- 4 years' experience in Design and Construction of power line network up to 33 kV.

Language proficiency in English language.

5) Social Expert – 1no

a) General Qualification

Minimum requirement:

- B.Sc. degree in Social Education or equivalent.
 - 5 years' experience in social work.
 - Must not be more than 60 years old.
- Proficiency English language, Proficiency in Swahili will be an added advantage.

6) Monitoring and Evaluation Specialist 1No

b) General Qualification

Minimum requirement:

- Master's degree in Social Science or Equivalent.
 - Minimum of 5 years' experience in Monitoring and Evaluation in other donor funded projects.
 - Must not be more than 60 years old.
- Proficiency in English language

1.1.12 Reports

a) Inception report

The Consultant shall submit inception reports within one month of the contract award. The report will outline the Consultant's work plan.

b) Monthly Progress Reports

The consultant shall compile, summarize and submit monthly progress report on the activities carried out during the month. The progress report will include work charts as against scheduled timeframe of implementation. Challenges (including E&S-H&S non-conformities) encountered during project implementation shall be highlighted and the respective corrective measures adopted (or to be adopted) shall be documented. For cases where KPLC's intervention is required in order to resolve/ mitigate the challenge(s), the report shall document the date when the challenge was communicated to KPLC, whether it has been resolved and how long it took to be resolved.

c) Quarterly Progress Reports (QPRs)

The Quarterly Progress Reports shall cover all aspects of Project implementation: - disbursement schedules, project progress vis-à-vis Monitoring and Evaluation Plan (as per requirement in activity 1) and implementation of environmental and social mitigation measures in respect of ESMF (Environmental and Social Management Framework). The QPRs shall also highlight issues affecting Projects implementation and proper corrective actions. The QPRs should be received by the Bank no later than 45 days after the end of each quarter.

All reports shall be submitted in 3 copies. The reports shall also be submitted in electronic form. Format of the report shall be discussed and agreed upon with the Project Manager. QPR shall be submitted within two weeks of completion of the quarterly reporting period.

d) Project Completion Report (PCR)

Upon completion of the project construction activities, the Consultant shall prepare a Project Completion Report (PCR) in accordance with AFD/EU and EIB requirements. The PCR will form a comprehensive record of the design, construction and erection works accomplished including: -

- i) Project achievements against set objectives,
- ii) A description of changes or modifications to the designs,
- iii) Problems encountered and solutions adopted, including a specific section concerning environmental, social, health and safety issues
- iv) Overall construction volume, quantities and costs and
- v) Lessons learned

The reports shall be submitted as mentioned below;

Report	No. of Copies	Due Date	Submitted To
Inception Report cum supervision manual	4 + (soft copy)	Within one month of contract agreement	Project Manager
Monthly Implementation Progress Reports	4 + (soft copy)	First week of succeeding Month	Project Manager
Quarterly Progress Reports	4 + (soft copy)	Within Two weeks of completion of Quarterly reporting period.	Project Manager
Project Completion Reports	4 + (soft copy)	One Month from completion of works	Project Manager
Other Reports		As requested by Project Manager	Project Manager

1.1.13 Person-Month Allocation

The consultant shall indicate in his proposal sufficient person-months for proper execution of the Project. Considering the technical and financial evaluation, contract shall be awarded to a single consultant whose entire result reflects the evaluation criteria.

The consultant shall provide a schedule with breakdown for various activities called for in the TOR, including the home office and field activities.

The minimum proposed person-months by the consultant shall not be less than the estimated person-months by the Client as follows;

No.	Key Staff	Estimated Person-months
1.	Project Manager	30
2.	SHE Officers (3 No.)	72
3.	Consultant Cluster Supervisors (6 No.)	180
4.	Consultant Site Supervisor (12 No.)	360
5.	Social Expert	24
6.	Monitoring and Evaluation Specialist	30
	Total Person-months	696

