TERMS OF REFERENCE

SUPERVISION AND QUALITY ASSURANCE OF WATER DAM AND BUILDING CONSTRUCTION/RENOVATION WORKS IN NORTHERN TANZANIA

BMZ CLIMATE CHANGE ADAPTATION PROJECT

WWF TANZANIA

May 2021
1. PROJECT OVERVIEW

These Terms of Reference refer to a consulting mission for a civil/water engineer, responsible for the regular inspections of construction/rehabilitation works of water dam and buildings as part of the WWF/BMZ Climate Adaptation Project, to ensure compliance with quality standards, health and safety requirements as well as risk mitigation at selected sites as outlined below.

Title: BMZ Climate Adaptation Project

Implemented by: WWF Tanzania, Arusha Office

Goal: Improved conservation of key ecosystems and enhanced climate resilience of local communities

Project area: Wildlife management areas (WMAs) and selected community areas in Northern Tanzania

Duration: 30 days in June/July 2021

2. PROJECT CONTEXT

WWF Tanzania Country Office (WWF-TCO) is a Non-Government Organization dealing with environmental protection in Tanzania since 1990 and it has supported the Government of Tanzania in implementing various projects on Marine, Forest, Fresh Water, Energy and Wildlife. WWF global mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by: (a) conserving the world's biological diversity; (b) ensuring that the use of renewable natural resources is sustainable and (C) promoting the reduction of pollution and wasteful consumption

Due to climate change impacts of frequent and prolonged droughts in the Wildlife Management Areas (WMA) in Lake Natron in Longido district, Ikona in Serengeti district, Enduimet in Longido District, and Makao in Meatu District as well as and Kisima village in Same District and Karamba-Ndea village in Mwanga District at the periphery of Mkomazi National Park, high level of environment degradation has been witnessed over the years which are impacting negatively on rural communities’ livelihoods and wildlife management. As a result of water scarcity, livestock is forced to move long distances resulting in high livestock mortality and Human Wildlife Conflict (HWC). In 2009 for instance over 70% of livestock was lost due to drought in the project area.

WWF Tanzania Country Office (WWF-TCO) secured funding from the Federal Ministry for Economic Cooperation and Development (BMZ) for supporting the protection of key ecosystems, increased resilience and adaptation for sustainable use by local communities.

WWF-TCO intends to apply part of its budgetary allocation to fund the construction/rehabilitation of water points and buildings at the following locations:

1. Rehabilitation/construction of five water dams in the Makao, Enduimet WMAs, in Lake Natron area and in the Mwanga and Same districts and the drilling of a borehole in the Ikona WMA;
2. Construction of a ranger outpost and office building in the Makao WMA;
3. Construction of an office and community information building in the Enduimet WMA;
4. Renovation of a building to be used as a hostel for visitors in Enduimet WMA
3. **RATIONALE OF THE CONSULTANCY**

WWF Tanzania is concluding the process of contracting eligible construction companies for construction and restoration activities of water dams and building as part of the BMZ Climate Adaptation Project.

For additional supervision and to ensure quality work, WWF is seeking a civil engineer to be contracted as consultant for a period of 30 days. The consultant/engineer will be responsible for routinely inspecting progress and quality of building materials and construction work at different sites to ensure it meets quality standards in terms of used building materials, construction methods, health and safety requirements and to mitigate environmental and social risks.

4. **TASKS AND RESPONSIBILITIES**

4.1 **General Tasks and Responsibilities**

Under the overall supervision of the WWF Project Manager, the consultant engineer will supervise the

1. Rehabilitation/construction of five water dams in the Makao, Enduimet WMAs, in Lake Natron area and in the Mwanga and Same districts and the drilling of a borehole in the Ikona WMA;
2. Construction of a ranger outpost and office building in the Makao WMA;
3. Construction of an office and community information building in the Enduimet WMA;
4. Renovation of a building to be used as a hostel for visitors in Enduimet WMA

according to the approved specifications, will advise the contractors involved, will provide weekly reports on progress, will flag any problems, risks or other deviations from agreed plans to the WWF Project Manager and contractor and will recommend and follow up on corrective measures.

4.2 **Tasks and Outputs:**

The tasks of engineer of BMZ Climate Adaptation Project involves but not limited to the following:

a) Measuring and quality checking of building materials to comply with approved standards and as specified in the respective proposals, Bill of Quantities and technical drawings and to flag any discrepancies and/or sub-standard materials immediately to the contractor and the WWF TCO water engineer for correction;

b) Ensure proven quality of all materials used on the selected sites(material test and data records);

c) Verifying for proper site-specific designs and layouts;

d) Ensuring structural drawings, architectural drawings, service drawings and B.O.Q are clear, complete and understood by all personnel involved in on-site construction/restoration work;

e) Ensuring all executed works are carried out according to structural, services architectural drawing as per B.O.Q specification;
f) Ensure that the daily records are kept in on-the-site workbooks; monitor the site
workbook and request signature from the site engineer;
g) Inspecting construction work and ensure compliance with drawings and specifications;
h) Identifying defects and liaising with contractors/engineers and suggesting ways to
correct them;
i) Checking that building regulations, health and safety, legal and ecological/environmental requirements are met and that related risks are mitigated;
j) Monitor and record the works in accordance with the technical specifications, bills of
quantities and drawings among others;
k) Ensure proper completion and final approval of construction phases as a pre-condition
for the disbursement of funds
l) Photograph and record completed works before District authorities provide approval
certificate for payment. Take pictures and collating these in digital formats for the
records and duly maintain an electronic library of photos of the progress of the works;
m) Verifying payment certificates;
n) Monitor the work plans and inform the Engineer for any deviation;
o) Maintain a filing system for all site memos and instructions, meeting notes among
others;
p) Attend weekly site meetings and take minutes of meetings to be given to the Engineer
and BMZ-Climate Adaptation Management weekly;
q) The consultant engineer shall submit weekly and monthly reports to the WWF Project
Manager and to the contractor according to agreed format and content. Narrative parts
of the reports must be written in good English and must be proof read before
submission;
r) Carry out any other related tasks as agreed with the WWF Project Manager.

The deliverables includes but not limited to:

a) Weekly and monthly reports which will include quality checking of building materials,
daily records, inspection of construction work compared with drawings and
specifications; identified defects and corrected measures undertaken; photograph and
record of completed works, District water engineers approval certificates for payment;
b) Approved district certificates from the start of construction to the end; and
c) Final report including assessment of overall quality of work carried out at the different
sites and risk mitigation measures implemented.

5. QUALIFICATION PROFILE

5.1 Academic, experience and language requirements:

a) Degree in civil/water engineering or similar related to the assigned tasks;
b) 5 years of post-university experience in the construction or the building sector;
c) 3 year of site experience as clerk of works/ construction supervisor;
d) Fluency in spoken and written English and fluency in Swahili;
e) Valid registration/membership with the relevant professional association; and
f) Competency in computer use

5.2 Competencies
Other than the specific and technical competencies required in order to perform the duties described above, the following personal and general competencies will be needed:

a) Overall Professionalism, Integrity, Enthusiasm & Commitment;
b) Good problem-solving skills; ability to apply good judgment in the context of assignments given;
c) Ability to plan own work and meet tight deadlines;
d) Able to work efficiently with minimal direction;
e) Remains calm, in control and good humoured even under pressure;
f) Demonstrates integrity by behaving according to the engineers values and ethical standards;
g) Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with sensitivity and respect for diversity

6. SUBMISSION OF PROPOSALS

The application documents as well as all correspondence and documents relating to the application shall be written in English and proposed salary currency used shall be in US$ or TZS and not any other. Submit both technical and financial proposals as separate documents by email. Supporting documents and printed literature provided by the applicant shall be in English;

Applications should be supported by evidence of the past similar experience, please, send your hard copy application through the bellow address (in # 10-optional) and soft copy applications through e-mail to procurement@wwftz.org;

Evaluation of the consultancy will be done based on WWF procurement guidelines and that & WWF Tanzania is not bound to accept any lowest or highest bid

All applications should be submitted by 5 pm, May 28, 2021 (Tanzania local time). Only the successful applicant will be contacted.

For enquiries only please contact:

Secretary,
Procurement Committee,
WWF Tanzania Country Offices
Plot 252 Kiko Street, Off Mwai Kibaki Road, Mikocheni,
P. O. Box 63117, Dar es Salaam, Tanzania.
E-Mails: procurement@wwftz.org
http://www.panda.org/jobs