

**TERMS OF REFERENCE FOR HIGHWAY/INFRASTRUCTURE ENGINEER –  
(LOCAL)  
(PROJECT: ROAD INFRASTRUCTURE PROGRAMME SOMALIA)**

### **1. Project Background**

The Federal Government of Somalia (hereinafter called Grant Recipient) has applied for financing from the African Development Bank (AfDB) and the European Union toward the cost of the Road Infrastructure Programme Somalia, and intends to apply a portion of the proceeds of the grant to eligible payments under the contract for the consultancy services for the Technical Assistant (TA) to the Ministry of Public Works, Reconstruction and Housing (MPWR&H) in Somalia.

Road Infrastructure Programme Somalia has the strategic objectives to improve: (i) the management of the road sector at the national level through technical assistance and capacity building, and (ii) transport connectivity for road users through road rehabilitation and construction works.

The roads identified for intervention (in the Federal Member States of Galmudug, Hirshabelle, Jubaland and Puntland) are: (i) 82km (BeledWeyne-Kalabeyr 22km; and Dhusamareb-Qaradhi 60km) of the existing 327km, 7.3m wide BeledWeyne-Galkayo paved road, (ii) 85 km (Galkayo-Faratoyo) of the existing 240km, 7.3m wide Galkayo-Garowe paved road, (iii) existing 80km, 7.3m wide Luuq, Ganane-Dolow earth road, and (iv) 100 km, 7.3m wide Galkayo-Elgula (part of 241km Galkayo-Hobyoad feeder road).

The MPWR&H, therefore, is seeking to recruit an experienced Highway/Infrastructure Engineer who will support the MPWR&H in the preparation, supervision and monitoring of road and infrastructure related tasks, provide quality technical assistance as well as assist with capacity building and strengthening of the MPWR&H. The Highway/Infrastructure Engineer will also assist the MPWR&H in the day-to-day project administration and management relating to road/infrastructure design and construction.

### **2. Overall purpose**

The overall purpose is to contribute to the effective implementation of policies and programs/projects in Somalia through participation in the areas of policy dialogue, monitoring and supervision of infrastructure development in close collaboration with the national authorities, implementing/development partners and other stakeholders.

### **3. Job Summary**

The Highway/Infrastructure Engineer will be responsible for assisting with the delivery of the projects and ensuring that the assignments performed by the consultants and works carried out by contractors adhere to sound engineering principles, specifications and standards. The Highway/Infrastructure Engineer will support the MPWR&H in preparing their operating budget and work plans and provide engineering and project management expertise to the

technicians in the MPWR&H. He/She will ensure timely delivery of the activities set out in the Terms of Reference and also ensure alignment with the national priorities.

#### **4. Key Duties and Responsibilities**

- Carry out day-to-day project management duties in the MPWR&H as directed by the delegated officer of the MPWR&H
- In consultations with the designated officer in the MPWR&H, review, modify (where appropriate) and monitor implementation of the project procurement plan.
- Provide engineering and contract management expertise to the technicians in the MPWR&H
- Provide support in organising pre-bid and pre-proposal meetings and coordinate receipt of bids and proposals (technical and financial). Participate in the opening of bids, proposals and expressions of interest
- Participate in evaluation of expressions of interest, quotations, bids and proposals (technical and financial) and contribute in preparing bid and proposal evaluation reports
- Make arrangements and participate in contract negotiations for consultancy services, goods and works and in technical discussions for works where applicable
- Check and verify invoices submitted by the consultants for assignments performed. Check and verify Interim Payment Certificates together with the associated measurements of works executed by the contractors contracted to carry out the civil works
- Check and verify the setting out of the road alignments and levelling (by the design consultants and works contractor) during authorised missions to the site of the works
- Support capacity building efforts and mentor colleagues by sharing knowledge on procurement of goods, works and services
- Participate in consultation/stakeholder workshops including consultation/stakeholder workshops to be held by Design Consultants and other Consultants.
- Participate in validation workshops to validate: i) preliminary engineering designs, studies and reports; and ii) detailed engineering designs/studies, draft final reports, draft bidding documents, technical specification, etc.
- Participate in review of deliverables submitted by consultants (inception report, draft final report, final report, master plan, environmental and social, surveys and design reports, technical specifications, summaries, etc.)
- Prepare work plan, inception report, procurement monthly progress reports, quarterly progress reports, annual reports, etc. Prepare procurement presentations, reports and briefs as required by the designated officer of the MPWR&H
- Carry out any other duties as may be assigned from time to time
- Inform the AfDB, EU Delegation and the Government of any event likely to affect or delay the progress of the project
- Report immediately to the Government, the Bank and the EU Delegation to Somalia any noted fraud and corruption or governance issues with staff, bidders and consultants

#### **5. Qualifications, Skills and Experience**

- a) A University Bachelor's Degree in Civil Engineering, Highway Engineering or a related discipline from a recognised university and at least 8 years work experience in

road/infrastructure projects. OR, Masters' degree in Transportation/Highway Engineering, Construction Management, Project Planning and Management from a reputable university and at least 6 years' experience in road/infrastructure project. OR a University Bachelor's Degree in Civil Engineering, Highway Engineering or a related discipline from a recognised university together with a professional qualification (Chartered Engineer, Professional Engineer, Registered Engineer) and have at least 6 years' experience in road/infrastructure project.

- b) At least 3 years' working on similar project and has worked on at least 2 similar projects in a developing country preferably in Africa in the transport sector (road/infrastructure studies and construction)
- c) Experience in carrying out construction supervision of road/infrastructure projects of similar nature funded by Donors (such as AfDB, World Bank, European Union, etc.) is highly desirable
- d) Computer literacy in standard software such as Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, etc.) is mandatory
- e) Experience in preparation of construction and consultancy bidding documents, evaluation reports and contracts is required
- f) Proven experience in managing civil works and consultancy services contracts is an essential requirement
- g) Excellent interpersonal, oral and written communication skills (English Language)
- h) Ability to work and deliver results in an environment with multiple and challenging tasks
- i) High level of integrity, confidentiality in handling public resources, must be highly motivated, innovative and a committed team player

## 6. Reports and Deliverables

The deliverables and their timescales are specified below. All reports and deliverables shall be written in English Language and delivered in electronic copies (Word Format and PDF) and in four (4) hard copies: 1 hard copy each to MPWR&H, AfDB, EU Delegation to Somalia and the PCU (Project Coordinating Unit) Project Manager/Coordinator. The Reports will be reviewed by stakeholders.

No	Deliverables	Timescales
1	Inception Report	14 days after start of the assignment
2	Monthly Progress Reports	Monthly: within 7days after the end of the reporting month
3	Quarterly Progress Reports	Quarterly: within 7days after the end of the reporting quarter
4	Annual Reports	Annually: within 7days after the end of the reporting year
5	Mission Reports	Within 3 days after return from mission
6	Draft Final Report	Within 21 days prior to end of contract
7	Final Report	Within 7 days after end of contract

**Inception Report:** outlining the approach and methodology and work plan to fulfil the Terms of Reference for the assignment. This will include a breakdown of work, timelines, risks, and an overview of stakeholders to be engaged during the assignment. The Inception Report shall be reviewed, discussed and agreed with the MPWR&H, AfDB and EU Delegation to Somalia and the PCU Project Manager/Coordinator.

**Monthly Progress Reports:** summarising progress and key achievements in the reporting month; planned activities for the coming month; problems identified and solution proffered during the reporting period.

**Quarterly Progress Reports:** updating activity and staff schedule showing actual against planned progress and achievement of deliverables; description of work completed in the reporting period and planned activities for coming quarter; summary of issues addressed; identifying potential problems, delays, etc.

**Annual Reports:** outlining progress against agreed work plan, activities and outcomes, challenges, risks and options to mitigate them; update on costs, recommendations.

**Mission Reports:** addressing mission discussions, decisions reached and actions points.

**Draft Final Report:** detailing actual progress against original planned activities, inputs, key issues raised and addressed during the assignment; outstanding issues; lessons learned and recommendations.

**Final Report:** updating Draft Final Report by incorporating comments, feedback and suggestions from the stakeholders. The report should be complete with objectives, methodology, key findings, and recommendations with annexes of relevant information.

## **7. Reporting**

The Highway/Infrastructure Engineer will work under the supervision and guidance of the designated officer in the the MPWR&H and in collaboration with the PCU staff, AfDB Somalia team, EU Delegation to Somalia.

## **8. Duration of Assignment**

The input of the Highway/Infrastructure Engineer will be 40 person-months. An initial Contract will be issued for a period of one (1) year, with a probation period of six (6) months and may be extended for a period of one (1) year and renewable annually subject to satisfactory performance, budget availability and operational needs.

## **9. Services and Facilities to be Provided by the Client**

The Client will be responsible for provision of the following:

- Office space equipped with access to Internet, local telephone line, printers, personal computer, photocopier, fax machines and document binding
- General office supplies, stationeries
- Access to necessary documents

## **10. Remuneration**

The Highway/Infrastructure Engineer's remuneration will include their professional fees, accommodation, transport, medical fees, etc.

## **11. Duty Station**

The Highway/Infrastructure Engineer will be based in the MPWR&H, Mogadishu, Somalia and will be expected to travel frequently on missions within Somalia as may be required.