

**TERMS OF REFERENCE FOR TECHNICAL OFFICER/CLERK OF WORKS –
(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-Hobyo feeder road).

The MPWR&H, therefore, is seeking to recruit an experienced Technical Officer/Clerk of Works 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 Technical Officer/Clerk of Works 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 Technical Officer/Clerk of Works 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 civil engineering principles, specifications and standards. The Technical Officer/Clerk of Works will support the MPWR&H in preparing their operating budget and work plans and provide civil engineering and project supervision expertise to the technicians in the MPWR&H. He/She will provide a Clerk of Works supervisory service for construction and rehabilitation contracts in meeting the work load demands of the MPWR&H

and 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 supervisions and 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 plan.
- Contribute to site supervision of construction works to ensure ~~in~~ compliance with the contract documentation, drawings and specifications.
- Regular liaison with design consultant team members, contractors and operatives in discussing scheduling of works and targets
- Recording, measurement and inspection of road construction and rehabilitation projects from early construction stages through to the end of the defect's liability stages where applicable
- Quality monitoring of operations. Contribute to management of site to ensure the safety of public and staff involved in the construction process
- Provide support in monitoring and reporting actual progress of works against programme to the project teams and /or line manager on a regular basis. Attendances and contribution at regular site or office meetings.
- Provide support in updating and maintaining auditable project records and quality assurance filing systems. Maintain electronic records and operate planned maintenance systems.
- Compliance with Health and Safety (H&S) policy, ensuring project works are carried out safely and that they follow approved risk assessments and method statements.
- Provide assistance to engineering surveyors when carrying out surveys; assist ~~in helping~~ with measurement of works executed and information gathering.
- Must be able to liaise with other professions when dealing with technical matters that may arise on road construction and rehabilitation projects. Provide support in responding to enquiries, investigations and assist with remedial actions.
- Checking that works are progressing as programmed and defects are resolved at the post contract stages (where applicable)
- Participate in carrying out measurements, surveys, resolving repairs, maintenance or for any other information gathering or reporting
- Assist with taking samples on site to ensure that the work and the materials meet the specifications and quality standards
- Liaise closely with the consultant's and contractor's staff, while maintaining independence.
- Provide support in checking and verifying 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 sharing knowledge on civil works construction
- 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.
- Prepare work plan, inception report, monthly progress reports, quarterly progress reports, annual reports, etc. Prepare 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 or HNC or HND in Civil Engineering, Highway Engineering or a related discipline from a recognised institution and at least two (2) years work experience in road/infrastructure projects. As an alternative to University Bachelor's Degree or HNC or HND, have had at least six (6) years satisfactory supervisory experience of civil works.
- b) At least 1 year experience of working on similar project and has worked on at least one (1) similar project in a developing country preferably in Africa in the transport sector (road/infrastructure studies and construction)
- c) Experience of carrying out inspections, surveys; keep detailed records and prepare relevant reports. Have strong relevant technical capability
- d) Experience of involvement in road construction and rehabilitation of varying sizes
- e) Experience of measurement using suitable instruments and equipment
- f) Experience of quality control and field testing of earthworks and pavement construction to ensure compliance with contract specifications
- g) Experience of quality control and supervision of laboratory testing of concrete, soils samples and bituminous products to ensure compliance with contract specifications
- h) Be capable of writing clear and concise reports, keeping works records
- i) Experience of supervision of civil works and the interpretation of construction drawings and specifications for civil works. This will include:
 - earthworks: Cut and fill operations (cut-to-fill, borrow-to-fill, cut-to-spoil) ensuring suitable handling of materials and soil improvement
 - concrete works: This will include the use of mass concrete and structural/reinforced concrete for foundations, bridges, piers, abutments, wing walls, headwalls, culverts and drainage structure, bridge approach slabs
 - flexible pavement construction with surfaces of gravel, bituminous seals, asphalt; underlying base course and sub-base course of compacted laterite or cement stabilised soil
- j) Have a good knowledge of Health and Safety (H&S) legislation and requirements
- k) Have a strong sense of ownership of their work and attention to detail. Deal with the public, consultants, contractors and other stakeholders

- l) Computer literacy in standard software such as Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, etc.) is mandatory
- m) Excellent interpersonal, oral and written communication skills (English Language)
- n) Ability to work and deliver results in an environment with multiple and challenging tasks
- o) 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 Technical Officer/Clerk of Works 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 Technical Officer/Clerk of Works 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 Technical Officer/Clerk of Works's remuneration will include their professional fees, accommodation, transport, medical fees, etc.

11. Duty Station

The Technical Officer/Clerk of Works will be based in the MPWR&H, Mogadishu, Somalia and will be expected to travel frequently on missions within Somalia as may be required.