

Terms of References

for

Project Manager

(Package-CWSIP/S9)

Chattogram Water Supply Improvement Project (CWSIP)



Terms of References
for
Project Manager
(Package-CWSIP/S9)

1.0 Background: The Government of the People's Republic of Bangladesh (GoB) has received a credit/loan for "Chattogram Water Supply Improvement Project (CWSIP)" from the International Development Association (IDA) and intends to apply a part of the proceeds of this credit for hiring a **Project Manager (PM)**.

(a) **Objective of the Project:** The PDOs are to (i) increase access to safe and reliable water supply in Chattogram; and (ii) improve operational performance and financial sustainability of the CWASA.

b) **OBJECTIVES OF THIS ASSIGNMENT:** The main objective of the consulting services is to provide assistance to the PMU to ensure comprehensive and efficient management for the implementation of the World Bank financed Chattogram Water Supply Improvement Project (CWSIP) on time and within budget.

2.0 SCOPE OF WORK

The Scope of Services of the **Project Manager** includes, but not limited to:

A. General

1. Study all project documents, especially the Project Implementation Manual (PIM), and other documents used and produced during preparation
2. Update/modify (if necessary) Project Implementation Manual (PIM) for CWASA's approval, reflecting the full scope of the project and items mentioned in this ToR as needed;
3. Identify all necessary documents required for the fulfillment of the conditions of the effectiveness of the different contracts under CWSIP and assist CWASA in this regard.
4. Organize a kick-off meeting with the relevant consultants/contractors to set up a line of communication.
5. Initiate separate meetings with all contracted consultants and contractors and discuss difficulties (if any) they face in the carrying out of their duties. Identify any bottlenecks for the project and bring these to the attention of Chattogram WASA, together with recommended solutions;
6. Propose efficient procedures for verifying consultants and contractors' performance and reporting progress and problems in a timely manner, including critical path program management and tracking system (such as MS Project or Primavera), quality control reports, quantity survey records, requests for variation or change orders, submittals and claims and invoices, etc.
7. Develop and implement a document management system, and a monitoring and reporting system for the project;
8. Review in detail, the project schedules in the PIM and detail the implementation schedule showing all critical path activities for year 1 (and carry out every year such planning) (also see Task C below);



B. Contract management and reporting Support to PMU

The PM shall support the PMU with managing all the contracts with the consultants/ contractors for the project. In addition, the PM will work to protecting CWASA's interest, in assessing recommendations made by other consultants/contractors, especially if such recommendations are related to any conflict resolution between CWASA and the consultant/ contractor. The PM in close consultation and coordination with the PMU, is expected to perform the following sub-tasks:

1. Verify, report, follow-up the provision and their timely mobilization of human resources, equipment, materials, etc. by Firms/ Contractors/ Consultants;
2. Assist the PMU to check, supervise, manage other Firms/ Contractors/ Consultants participating in the Project implementation to ensure timely progress and other compliance measures including social, safety, environmental, etc. as required;
3. Assist the PMU to verify, govern the progress by contractors in accordance with the provisions of the signed contracts;
4. On behalf of the PMU, review, verify and record works diaries, periodic reports (daily, weekly, monthly etc.) and other reports by Firms/Contractors/ Consultants, summarize findings and report any problems to the PMU;
5. Review lines of communication with all parties important for the project and plan any contacts needed with any of the parties in the future;
6. Prepare and Review Letter and reports as advised by the PMU, received from consultants, contractors and vendors of CWSIP and other CWASA and GOB agencies, and advise the PMU and CWASA on implications and provide recommendations;
7. The PM shall check and verify, if the other consultants are following/incorporating Chattogram WASA's and the World Bank's comments in all concerned documents.
8. Assist the M&E Specialist of the PMU in developing Monitoring and Evaluation Framework and arrangements for collecting and reporting data for M&E
9. Prepare and share periodic monitoring reports on project implementation progress across different contract packages divided between works, goods and services contracts
10. Assistant the E&S Specialists of the PMU in safeguards compliance reviews of the project works and help in preparing various compliance monitoring reports
11. The PM will use the Project Implementation Manual (PIM) as its main guidelines. The draft PIM includes inter alia, the Project reporting templates, guidelines for preparation of annual and other periodic plans, regular reporting, assisting with financial administration, assistance with IT tasks, assistance with capacity enhancement/training plans, assistance with stakeholder consultation, assistance with implementing communication strategy, assistance with legal issues. The PM shall be responsible for keeping the PIM updated, and other Project documentation as needed.
12. Carry out all other tasks as needed for efficient contract management for the project.

C. Coordination Support

The PM will provide coordination support to enable CWASA to implement the project efficiently. The PM is expected to assist the PMU with (but not limited to) the following:

1. At the direction of the PMU, convene, attend and record meetings between Chattogram WASA and any other authorities/ agencies and prepare agenda, minutes and follow-up reports for such meetings;



2. Prepare information required and follow on advice of the PMU, the best method of communicating the information to the meeting (e.g. through handouts, power point presentations, guest experts, etc.) and follow up on further actions for which Chattogram WASA is deemed to be responsible;
3. Attend (if required) internal Chattogram WASA meetings on project progress, prepare minutes of meetings and action points, including timeline of actions to be taken;
4. Represent, as advised by the PMU, the project in meetings with Govt. and other stakeholders;
5. The PM shall play an active role in these meetings, review planning schedules in the meetings and bring any actions to be taken by Chattogram WASA or others to the attention of the meeting;
6. The Consultant shall assist CWASA where and when possible in solving problems of any kind between different parties/stake holders in the project, including govt. and non-govt./community stakeholders, or with unexpected occurrences and exigencies;
7. Hold stakeholder consultations to explain the CWSIP implementation plans and how it will minimize impact on the general public during construction works;
8. As needed, coordinate with other divisions and departments within CWASA, on behalf of the Project;
9. Carry out all other activities necessary for proper coordination with other agencies and authorities, for smooth implementation of the project.

3.0 Required Educational Qualification and Experience:

a) Educational qualifications:

- i. B.Sc. in Engineering
- ii. Having advanced Masters and/or professional qualification in Project Management will be an added advantage.

b) General Experience: 20 (Twenty) years of general experience in Project Management

- i. **Specific Experience:** 10 (Ten) years of relevant experience in a project management/ leadership position especially in water supply and sanitation or urban management projects in medium to large cities (sound understanding of principles underlying good project management practices and familiarity with international agencies' guidelines; understanding of Government's procurement Act/Rules; analytical capability in identifying and resolving project issues);
- ii. Proven working experience in World Bank's or other Multilateral Development Bank's funded projects, managing teams of at least 10 specialists.
- iii. Experience in internationally advertised complex supply & installation/works packages, and consulting services.
- iv. Proficiency in using Project Management Software, and excellent written and communication skills in English and Bangla

4.0 Duration: The duration of the consultancy services is tentatively 60 (sixty) months.

5.0 Remuneration: The Consultant will be paid on a monthly basis (inclusive of local taxes that will be added during the negotiation along with the consultant's take home remuneration).

6.0 Reporting: The consultant will reportable to the Project Director.

7.0 Selection Method: Selection of the Consultant will follow the procedures for Selection of Individual Consultants as described in the World Bank Procurement Regulations for IPF Borrowers, Fifth Edition, September, 2023.

