

National Road 13 North Project Implementation Support and Work Supervision (ISWS) Consultancy Services

Terms of Reference

(7 August 2018)

A. Background

National Road 13 is the most important highway in Lao PDR, connecting Laos with China in the North and Cambodia in the South, for a total length of 1,500 km. The proposed project road (the “Project Road”), which is part of the National Road 13 North (NR13N), runs from Vientiane Capital to Phonhong and is 58-km long. It is a critical stretch serving high traffic volumes. The section of the Project Road close to Vientiane Capital has a higher traffic volume, while the volume decreases farther from Vientiane Capital.

The project is proposed to be financed by the World Bank (WB), the Nordic Development Fund (NDF), the Asian Infrastructure Investment Bank (AIIB) and the Government of Lao PDR (GoL). The WB, AIIB and NDF will finance over half the cost of the improvement and rehabilitation of the Project Road. The GoL, through the Road Maintenance Fund (RMF), will finance the remaining part of the project.

The project covers improvement of the quality, including climate resilience, as well as maintenance and safety of two sub-sections of the Project Road with two physical works and maintenance packages. Package 1 being the upgrading of the roadway from 2 to 4 lanes from km 12+000 to km 31+400 (just north of Nam Houm bridge); and Package 2 being upgrading the two-lane sub-section from km 31+400 to km 70 (Phonhong), with cycle lanes and associated infrastructure. All roads are to be constructed new with concrete pavements, and each package contains two bridges to be constructed, along with maintenance of existing bridges. The World Bank (Standard Procurement Document) Output- and Performance-based Road Contract (OPBRC), October 2017 version, has been adopted as the form of contract to be applied for carrying out the works under the Project. The two physical works packages will be awarded through International Competitive Bidding.

OPBRC using Design Build Maintain Operate and Transfer methodology (DBMOT) expands the role of the private sector from the simple execution of works to the management and maintenance of road assets. The contractor is paid through a combination of output payments for defined improvement works along with periodic performance-based lump-sum payments for bringing the road to a certain service level and then maintaining it at that level for a relatively long period. The Ministry of Public Works and Transport (MPWT) is planning to award two 10-year contracts for the works with climate resilient improvement and rehabilitation carried out over the first 3-year period (the “Construction Phase”) and a subsequent 7-year period of operations and maintenance (O&M) by the Contractor(s). The payments for the construction phase will be made if the contractor meets or exceeds the performance indicators for defined fully finished road sections (“milestones”). The quarterly O&M payments will be based on the Contractor’s performance in meeting or exceeding the defined Service Levels.

O&M payments will only start after full completion of the Construction Phase. However, the contractor is still required to deliver O&M works during the Construction Phase along the entire contract road. Payment during the Construction Phase will be on the basis of

completed road subsections (milestones) and against works certification issued by the Implementation Support and Work Supervision (ISWS) consultant.

The Department of Roads (DoR), under MPWT is responsible for project implementation including overall technical oversight, execution and management of the project. DoR, which will be the Employer for the OPBRC, has appointed a dedicated team (Project Management Unit or PMU) that will be responsible for the day to-day implementation, and operation of the project, including contracting and supervision of all consultants.

This assignment (the “Assignment”), as outlined in these Terms of Reference (“TOR”), covers the first 5 years of the OPRBC/DBMOT (construction 3 years plus O&M 2 years), taking into account that DoR to continue supervision (directly or outsourced) up till the end of the 10-year OPBRC.

B. Objectives of the Assignment

The objective of the Assignment is to support the Employer in overall implementation and supervision of the project. The services include but are not limited to: (a) review and recommendations on the approval of the detailed designs prepared by the Contractor; (b) monitoring compliance with minimum requirement of technical specifications of the works (rehabilitation and improvement, O&M) on the Project Road; (c) monitoring compliance with performance indicators during the O&M period up till the end of the Assignment; (d) advising the Employer on all facets of project implementation; (e) strengthening the capacity of DoR/MPWT to implement and monitor OPBRCs (the “Services”); (f) review and recommend approval of the Contractor’s Site-Specific Environment and Social Management Plan (SS-ESMP); (g) monitor the Contractor’s compliance with the project safeguards requirements; (h) engage external service from a certified iRAP (international Road Assessment Programme) consultant for post-construction safety assessments; and (i) engage external service from a certified laboratory for environmental instrumental monitoring of air quality, noise and water quality, if and when required. The Services shall be carried out in compliance with best international practices.

C. Scope of the Assignment

The tasks include:

- i) Review and recommend for approval detailed designs prepared by the contractor (including any adjustments, compliance with design standards and international best-practice in terms of climate resilience, recommendations on road safety from road safety audits, etc.) and monitor compliance with minimum requirement of technical specifications of the works, O&M until full completion of the Construction Phase; and safeguard requirement of all phases;
- ii) Monitor compliance with services levels of the subsequent O&M period up till the end of the Assignment, including providing advice to MPWT on technical designs, cost estimates, contract management, and safeguard activities;
- iii) Monitor Gender-Based Violence (GBV), sexual harassment, child protection, and HIV/AIDs awareness campaigns;
- iv) Strengthen the capacity of DoR/MPWT to implement and monitor OPBRC contracts and climate resilient road construction and maintenance;
- v) The Consultants shall arrange management meetings, site inspections and other jobs conferences in liaison with the OPBRC Contractor;
- vi) Engage external service from a certified iRAP consultant to perform post-construction assessments and star ratings for Project Road;
- vii) Engage external service from a certified laboratory for environmental instrumental monitoring of air quality, noise and water quality; and
- viii) Other tasks as necessary in the project implementation.

The above tasks are further detailed under Part D.

The civil works for the Project Road comprise the improvement of the quality, climate resilience, maintenance and safety of two road sections:

- Vientiane Capital -Songpeuay (km 12+000 to km 31+400): upgrade from 2 to 4-lane, with 23m right-of-way, land acquisition of 1.5m required on each side; and
- Songpeuay -Phonhong (km 31+400 to km 70): improve 2-lane, with 15m right-of-way, no land acquisition required.

The works will include constructing a Portland Cement Concrete (PCC) pavement, including required road structures. The existing road side drainage will need to be improved or reconstructed. In addition to the pavement, the works include, but are not limited to, replacement or repair of existing cross drainage, as well as the construction of new culverts, 4 new bridges (15-30m in length) over rivers, and 6 new overhead pedestrian bridges.

During project implementation, the Consultants shall carry out all activities in accordance with relevant project documentation.

The Consultants shall arrange a schedule of management meetings, site inspections and other jobs conference in liaison with the Contractor and notify those expected to attend. The Consultants shall take and circulate minutes thereof.

The Consultants shall: (a) Maintain orderly files for correspondence, reports of site visits and meetings and material submissions, reproduction of the original OPBRC, documents including all addenda, eventual emergency works, site instructions, information and drawings issued subsequently to the start of the OPBRC, as well as the Consultants' clarifications and interpretations of the contract documents, progress reports and other related documents; (b) Keep a diary or log book, recording the Contractor's works main achievements, data related to questions, list of visiting officials, daily activities, decisions, observations in general, and specific observations in more detail such as in the case of observing test procedures on a sampling basis; and (c) maintain a set of drawings, "as built drawings", recording all details of the works and maintenance actually executed.

D. Detailed Tasks

D.1. Task 1: Review of the Detailed Design (RDD)

The Contractor shall present for approval of the Consultant, within 14 days of receipt, a work plan for the design activities, with scheduled dates for each development stage of the detailed design. The below listed suitable stages are to be considered.

The Consultant shall review the detailed design prepared by the Contractor, according to the work plan approved.

At the suitable stages listed below, systematic reviews of the detailed design shall be performed in accordance with planned arrangements:

- i) To assess the accomplishment of the final design work plan and its adequacy;
- ii) To evaluate the ability of the results of the design to meet the requirements;
- iii) To evaluate the capability of the existing resources as well as of the results gathered; and
- iv) To timely identify any problems and propose necessary actions.

Suitable stages

- Program for data gathering, taking into consideration existing data from Feasibility Study (FS) and Conceptual Design (CD)
- Interpretation of the data gathered. Selection of design parameters
- Incorporation of the design parameters into the design process
- Design and analyses methods, including design calculations, geotechnical surveys and testing for road structure, bridges and major structures,

- Adequacy of the designed solutions (e.g. geometric design; drainage; earthworks; pavement; road safety furniture; traffic signs and marking; bridges; environmental devices).

Participants in such reviews shall include representatives of functions concerned with the design and development stage(s) being reviewed. Records of the results of the reviews and any necessary actions shall be maintained.

D.2. Task 2: Data Collection

The Consultants shall carry out the following tasks upon mobilization:

- i) Collect and review all available technical documentation related to the Project Road (e.g. digitalized topographic maps, as-built drawings, elevation and cross-sections, hydrographic data, input data and results of HDM-4 evaluations, previous studies, etc.);
- ii) Review iRAP baseline report (for existing situation of the Project Road) and Road Safety Audit report (RSA) of the detailed designs to see if the recommendations for safety improvements have been adequately incorporated, and provide additional recommendations as necessary;
- iii) Make videos of the entire Right of Way prior to commencement of construction and then at intervals not exceeding 3 months throughout the Construction Phase, and at 6 monthly intervals thereafter up till the end of the Assignment. These videos shall be geographically coded and provided with software to enable remote viewing. Relevant data should be provided to DoR in a format that allows for easy input into the Road Maintenance System (RMS).

D.3. Task 3: Rehabilitation and Upgrading Oversight

The Consultants will set up a suitable organization to ensure that the works are completed in accordance with the OPBRCs, including sufficient staffing and the availability in the field of such staff. Specifically, the Consultants will be required to perform *inter alia* the following tasks:

- i) Assist DoR/MPWT to administer the execution of the improvement works in accordance with the OPBRC; prepare certificates of payments for the milestone payments, as required by the OPBRC; enter and maintain complete records of progress payments. The Team Leader of the Consultant will be the Engineer's Representative as outlined in the OPBRC;
- ii) Check that the setting out of the road centerline by the Contractor is correct;
- iii) Review and recommend approval of the Contractor's work program and proposals, method of statement, calculation notes if any, working drawings, specifications, maintenance method or technology, proposed materials, traffic detours, contingency plan, etc. to the extent required by the OPBRC, while ensuring that the designs take into account climate resilience measures where necessary building on international best-practice and the vulnerability data provided by MPWT; advise on modifications where necessary and approve these proposals as appropriate;
- iv) Inspect and oversee the activities of rehabilitation, upgrading and maintenance of the Contractor, noting the primary responsibility for supervision is with the Contractor's own engineering team;
- v) Ensure the approved systems of measurement of the Contractor for payment during the Construction Phase are followed, and provide the relevant certificates;
- vi) Make recommendations to the Employer on the Contractor's claims (in case of emergency works, for example), extension of time and other matters, based on the Contractor's requests substantiated with detailed information;
- vii) In the event of variations to the works being required (in case of emergency works, for example), review the necessary documents prepared by the Contractor, consult with the Contractor and submit to the Employer with recommendation for approval or rejection;
- viii) Monitor the operations (including maintenance of the road under contract to ensure traffic flow safety) and works activities in the field of the Contractor to ensure quality of workmanship and compliance with the OPBRC;
- ix) Review as appropriate the road tests in the field / laboratory which will be provided and operated by the Contractor under the OPBRC during the Construction Phase; analyze and endorse the results;

- x) Maintain detailed daily diaries, photographs and other documents concerning relevant events and activities; and call and keep minutes of routine site meetings between the parties to the OPBRC;
- xi) Review conformity reports prepared by the Contractor and report to the Employer. Propose any rectification work or solution accordingly for implementation and check that it is implemented;
- xii) Prepare brief monthly and consolidated quarterly progress reports for the civil works contracts in a form acceptable to the Employer and the World Bank. These reports will include, as a minimum, details of the physical and financial status of the contract, details of delays and the budgetary effect of particular problems, with suggested solutions and comments on the quality of works in accordance with the contract;
- xiii) Review for accuracy the 'As-Built' drawings prepared by the Contractor for all the works, and convert the 'As-Built' information to a suitable form for input into the RMS. This includes, where appropriate, documents of a scale and layout suitable for scanning and consolidation into computer graphics data base for later use by the Employer for planning, programming and maintenance of the road system (once the OPBRC has been completed); Once the last milestone payment has been processed, inform the Contractor the date of beginning of the O&M Phase;
- xiv) Prepare a Completion Report for the improvement and rehabilitation phase of the OPBRC, when the Construction Phase has been completed;
- xv) Recommend and report to the Employer with respect to carrying out the works following any possible appeal to arbitration or litigation related to the works; and
- xvi) Provide any other specialized services as may be necessary and agreed upon with the Employer, and any other services as may be requested by the Employer;
- xvii) Monitor the Contractors' safety implementation, precautions on the sites and safety training of their staff and laborers;
- xviii) Undertake an iRAP post construction assessment of the completed road before public traffic is allowed to use the road, including an evaluation of the road's physical elements and their interaction with road users, and provide star ratings;
- xix) Assist the Department of Transport (DOT), Traffic Police, (Department of Public Works and Transport of province/capital (DPWT) and Office of Public Works and Transport of district (OPWT) along project road to establish and implement a road safety awareness program for the road. It is expected that this program will emulate road safety initiatives under way in other parts of the Lao road network and make use of public awareness programs and materials already developed on other Lao Road Sector Projects.

D.4. Task 4: Review of the Contractor's Programs of Works

The Consultants shall review the Contractor's Program of Works, including but not limited to:

- i) Review the Program of Works submitted by the Contractor for the execution of the works to determine whether the methods, arrangements, order and timing of activities are realistic and coherent, in relation to the conditions pertaining to the site and contractual timelines;
- ii) Identify from the approved program the necessary information to be provided to the Contractor and ensure that it is made available in a timely manner, including information on climate change impact forecasting, vulnerable road sections etc.;
- iii) Ensure that the Program of Works includes: time for mobilization, field investigations and tests where needed; deadlines for rehabilitation per km, monthly activities, critical path activities, regulatory clearances and permissions; planning for maintenance works; quality control of works; allowance for adverse weather conditions; planned public, political or social events; a general description of the works method(s) the Contractor intends to adopt; and, the major stages in the execution of works;
- iv) Record and ensure that the Contractor is making available all documents in accordance with the contract;
- v) Ensure that the Contractor conforms with contract requirements, standards, national and local requirements, and agreements with authorities and approvals regarding: choice of

materials and resources; list of authorized sub-contractors; method logistics including earth moving related issues and materials; concrete pavement where so needed; adequate responsibilities of foremen and key staff responsible for the works; environmental effects; health and safety issues including the fight against HIV Aids and contribution to the fight against gender-based violence (GBV), sexual harassment and child abuse; and proper management of hazardous materials such as explosives.

D.5. Task 5: Review of the Contractor's Quality Assurance Plan

The Consultants shall review the Quality Assurance Plan of the Contractor, including but not limited to:

- i) Organization of the quality assurance tasks, the responsibility and authority for the management, who can sign letters and claims with responsibilities for quality assurance;
- ii) Attendance in meetings with the Consultants and/or the Employer;
- iii) Records and reporting;
- iv) Improvement of road conditions with measurements;
- v) Contract administration documents, archiving and as-built drawings;
- vi) Management of suppliers and sub-contractors;
- vii) Inspection and testing of the works to ensure compliance with quality requirements, control method, extent of method, acceptance criteria; procedures to rectify any case of non-compliance;
- viii) Control of the quality and quantity of materials and timely delivery;
- ix) Non-conformance reports and proposed remedies;
- x) Internal audit with remedies in case corrective actions are proposed by auditors.

D.6. Task 6: Review Claims for Time Extension and Payment for Emergency Works

The Consultants shall review and analyze claims for Time Extension and Payment for Emergency Works, including but not limited to:

- i) Advise and assist the Employer on issues relating to changes to the Contract, including but not limited to any addition, extension and litigation/arbitration and assist on resulting consequences;
- ii) Review, investigate and prepare report on claims submitted by the Contractors within 21 days of the submission, establish admissibility to determine legitimate and justified costs and recommend, where appropriate, settlements;
- iii) Advise the Employer on the claims with proposed solutions.

D.7. Task 7: Review the Contractor Works Progress Reports

The Consultants shall verify and make recommendations on the work progress during the Construction Phase. In case of Emergency works, the Consultants shall verify that work orders are delivered as per the expectations of the Employer and in full conformation with the Project requirements and provide recommendations as appropriate. Monthly progress reports should include an analysis of the improvement of roughness and deflection of the road pavement with clear indication of interventions made during the reporting period. Such reports should comment on pattern of traffic, road alignment, prevention of accidents and include proposals to improve traffic safety.

D.8. Task 8: Review the Contractor's Milestone and Substantial Completion Report

The Consultants shall review the reports on completed milestone prepared by the Contractor and advise DOR, as appropriate, to make the related payment. At time of review, the Consultants shall ensure completeness of the reports submitted by the Contractor to include an overall description of the implementation, major delivery events, and achievements. The Reports (issued at the completion of each Milestone for payment to the Contractor) shall include, but not be limited to:

- i) A brief executive summary;
- ii) Description of works implementation for the relevant Milestone section;
- iii) Details of works executed, including any major works difficulties encountered;
- iv) Design changes, if any, for the relevant Milestone section and clear information whether

- similar changes are proposed for future Milestone sections;
- v) The Consultants' appraisal of Contractor performance;
- vi) A summary of Contractor Safeguards Implementation Compliance Status;
- vii) Works records;
- viii) Tests carried out and their results and compliances with the performance specifications;
- ix) Conclusions.

The Completion report issued at the end of the Construction Phase shall include, but not limited to:

- i) An executive summary;
- ii) Mobilization details; description of the works implementation; detailed financial cost of emergency works, if any; Details of works executed, technique employed and types, quality, quantity and sources of materials used, including any major works difficulties encountered. This shall include information on specific activities and designs related to sections identified as specifically vulnerable to climate change impact based on relevant vulnerability mapping or road crashes prone locations;
- iii) Design changes(from approved by the Employer), if any;
- iv) The Consultants' appraisal of Contractor performance;
- v) Assessment of any complaints, accidents, disputes;
- vi) Occupational health and safety statistics (man-hours worked without Lost-Time Injuries (LTIs), number and gravity of LTIs and number of fatalities, etc.)
- vii) Reported implementation status of community health and safety (cases of sexual harassments, code of conduct);
- viii) Critical studies with remedies on significant technical problems which may have arisen during the improvement and rehabilitation period;
- ix) A summary of Contractor Safeguards Implementation Compliance Status;
- x) Works records;
- xi) As-built drawings;
- xii) Details on payments made under the construction phase;
- xiii) Conclusions.

D.9. Task 9: Review Health and Safety Issues with the Contractor

The Consultants shall, when reviewing the Contractor documents and report and at the time of site visits, ensure that none of the safety regulations have been violated or otherwise ensure that appropriate measures are applied to prevent safety and security breaches resulting in accidents (including to members of the public). The Consultants' review of safety issues shall include, but is not limited to:

- i) Collect information on all applicable safety regulations;
- ii) Monitor and supervise health and safety issues on the same level as technical issues;
- iii) Review the incident and accident reports, including cause analysis or other forms of analysis, and occupational health and safety (OHS) statistics;
- iv) React in a timely way when seeing breaches of the safety regulations or make timely and practicable recommendation on the spot when there is a prevailing event that may result in an accident;
- v) Stop the works if the way of execution is endangering the life or limbs of any people;
- vi) Inform the Employer immediately and within 24 hours if any event or condition that caused or has the potential to cause serious/significant/material harm to the environment, affected persons, workers or community members, the type or extent of impact that would require an urgent response, e.g. clearing of sensitive areas, chemicals (oil, lubricant) spills etc. This including serious accident cases and fatality;
- vii) Inform the Employer as soon as practicable about any major accident;
- viii) Request the Contractor to remove any person employed on the site or works if the person persists in any conduct which is prejudicial to safety, health, in protection of environment or in the case of complaints of GBV, sexual harassment, or child abuse;
- ix) Make sure that the Contractor is taking all the road safety measures to prevent any traffic

- crashes on site while civil works are under construction;
- x) Request the contractor to keep a log of all incidences which should be regularly reviewed together in order to improve practices.

D.10. Task 10: Review and Monitor Health and Safety Management Plans of the Contractor

The Consultants shall review the Health and Safety Management Plans proposed by the Contractor. The Consultants shall ensure that reports on such Plans include, but are not limited to:

- i) Systematic identification of existing and new hazards on the works site;
- ii) Minimization of significant hazards, where elimination and isolation are both impractical;
- iii) Update method statements to describe and implement new work procedures as required to minimize hazards;
- iv) Ensure the provision and use of appropriate protection measures and the availability for workers to be properly protected with safety supplies including, but not limited to, emergency kits with drugs and medicines, safety shoes, safety hats and appropriate protective clothing;
- v) OHS induction training material and on-going training modules, as well as specialized trainings for hazardous activities (e.g. operation of heavy machinery, working in confined space, lifting, etc.)
- vi) Pre-determined and known to workers emergency procedures dealing with accidental spillage, pollution or imminent danger;
- vii) Ensure regular review and assessment of each hazard identified and monitor employees' exposure to these hazards;
- viii) Incident and accident reporting procedure and methodology for statistics compilation for OHS performance
- ix) Ensure reporting and recording of work site incidents so health and safety problems can be addressed quickly and regularly;
- x) Proper preventive signs significantly ahead of works zone for drivers to be informed of reduced speed and detours;
- xi) Report to the Employer any significant issues related to Health and Safety;
- xii) Recommend sanctions in case of non-compliance with Environmental, Social Health and Safety (ESHS) measures.

D.11. Task 11: Review the Emergency Procedures and Contingency Plan of the Contractor

The Consultants shall review the Emergency Procedures and Contingency Plan to be submitted by the Contractor to ensure the Plan at the least includes:

- i) An effective communication and event recording system;
- ii) The name, contact number and specific duties of the Contractors' nominated Emergency Duty Officer who shall be fully authorized to respond to an emergency event 24/7;
- iii) Availability of priority contact numbers in case of emergency, e.g. police, hospitals, ambulances, fire brigades and others as may be needed;
- iv) Response procedures for emergency events including road crashes during works;
- v) Possible detour routes in the event of road closure.

D.12. Task 12: Review of Technical Documents Prepared by the Contractor

The Consultants shall review all technical documents submitted by the Contractor within 14 days of receipt. The Consultants shall promptly provide the Employer with report/s, analysis and interpretations and provide in a reasonable time the **proposed** decisions on all claims, disputes and other matters in questions relating to the execution or progress of work or the interpretation of the contract documents.

D.13. Task 13: Supervise Variations

The Consultants shall:

- i) Consider and evaluate the Contractor's proposals for any modifications of drawings or specifications and report them to the Employer with recommendations, considering that

- any variation approved will be remunerated within the limits of the Milestone lump sum payments (Emergency works, if any, would be paid based on unit costs provided in the Contractor's bid, and would not impact the Milestone payment);
- ii) Inform the Employer of intended variations including effects on time schedule, quality, durability and function including on design features specifically for climate change impacts, and get Employer approval for the intended variation;
 - iii) Examine the Contractor's proposals for changes and provide recommendations to the Employer for approval, in case of substantial changes (because of the nature of the OPBRC, there would be no changes to the Milestone payments);
 - iv) Under exceptional conditions, such as emergency works, issue variations by instructions to the Contractor including, but not limited to, time schedule, payment terms, and any technical deviations and quality requirements;
 - v) Supervise any works carried out with respect to a variation and maintain detailed records of any such works;
 - vi) Ensure that all relevant project documentation, including site drawings, is updated to reflect the variation and given to Contractors and the Employer;
 - vii) Be responsible to follow up on all works under a variation and final acceptance at completion;
 - viii) At completion of a variation, ensure that the payments to the Contractor are in line with the variation and in line with the rates and prices set out in the original contract;
 - ix) In the event of disagreements on rates and prices between the Employer and the Contractor, the Consultant shall recommend rates and prices to be approved by the Employer and confirmed by an Amendment to the original contract; reasonable adjustments should consider the actual costs with evidence included.

D.14. Task 14: Relocation of Utility Services and Removal of Encroachments

The Consultant shall in conjunction with the Contractor oversee changes in existing services and encroachments and liaise closely with the responsible authorities concerned in case of any relocation of such services. Detailed proposals will be drawn up by the Contractor for their relocation by the Utility Service Providers or by the Contractor. Any official dealings with any service agency shall be done through the Employer. Where practical, the Consultants will assist the Contractor in ascertaining, from the relevant service authorities, the layout and nature of existing services, both above and under the ground, and together shall develop contingency plans for necessary protection/diversions or otherwise incorporate safeguards to protect existing services against damage or destruction during rehabilitation, upgrading, maintenance or under emergency works.

D.15. Task 15: Monitor Quality Control of Materials and Workmanship

The Consultants shall monitor the Contractor's testing of the quality of the materials and works to verify compliance with all specified requirements.

D.16. Task 16: Verification of Materials Quality

While under OPBRC the performance responsibility is with the Contractor, the Consultants shall verify (on a sampling basis) that the Contractor is:

- i) Performing laboratory and/or field tests on the quality of the materials or have obtained from its suppliers, satisfactory materials specifications and quality assurance, testing and warranties;
- ii) Using materials of satisfactory technical characteristics, quality and quantity and that the extraction is in conformance with the legislation and, as required, has obtained extraction authorization;

D.17. Task 17: Compliance with Construction Standards and Levels of Service for the Works

The Consultants understands that there be will compliance requirements during the Construction Phase, including for any Emergency Works ordered by the Employer. The Contractor is responsible for compliance with the construction standards and service level. The Consultants

shall review, comment and make recommendations on the adherence to construction standards and service levels by the Contractor. Subject to contract provisions for the Contractor, non-compliance with construction standards and/or service levels would result in delay of Milestone payments to the Contractor or, in case of major and/or consequential and/or repetitive lack of performance and compliance, to contract termination. The Consultants shall determine the level of compliance with the contracted service levels at all times during the Assignment.

D.18. Task 18: Monitor and Control Costs

The Consultants shall monitor and control quantities/costs for the contract, noting that the primary payment mechanism under the OPBRC is for completion of milestones during the Construction Phase, and for meeting of performance standards during the maintenance period (i.e. the Contractor is not directly paid for the quantity of inputs, apart from Emergency works or potential variations). The Consultant shall make accounts of current quantities executed and related cost estimate for the works executed, including for issuing Interim, Final and Maintenance Payment Certificates, work orders and other invoices. In case of variation orders, accounts shall provide a summary of the agreed scope of the works that may be issued by the Employer. The Consultants shall:

- i) Agree with the Contractor on drafts for the payment certificates and make recommendations to the Employer on payments;
- ii) Receive and record evidence of payments. The Interim Construction Payments (for milestones) shall be numbered consecutively, following completion of 1/10, 2/10, etc. and full completion of the works during the Construction Phase.

The Consultants shall make a thorough check of the payments certificates and their enclosures and attachments including checks on quantities and amounts. Any review of payment claims for the Contractor shall be in accordance with the OPBRC legal and technical conditions. Upon review and within a maximum of 14 days of receipt of claims, the Consultant shall forward the applications to the Employer with recommendations for payment. With respect to Emergency Works as well as any possible additional works improvement approved, the Consultants shall ensure that all applications detail the actual quantities and value of works completed to date compared with the Work Order and unit rate for each item and in accordance with the Contract. The Consultants shall also ensure that applications account for payment due to the Contractor including payment reduction, discounts if any, and retention for:

- a) Emergency Works; and
- b) Other payments to which the Contractor is entitled.

D.19. Task 19: Payment Performance Regime

Liquidated Damages are applied in the case of non-compliant delays or quality requirements concerning implementation of works including, but not limited to, the Service Level Requirements under the OPBRC. The Consultants shall evaluate and determine the liquidated damages in accordance with the Conditions of Contract and shall recommend to the Employer the procedures to be followed. In addition, as needed, the Consultants shall prepare Defects Correction Certificates.

D.20. Task 20: Emergency Works

Lao PDR is subject to floods and other natural disasters. In addition to supervising the planned improvement works, emergency works, either recommended by the Consultants, the Contractor or by the Employer, shall be dealt with urgently. In such cases, emergency designs and cost estimates based on the contracted rates for emergency works shall be submitted to the Employer for timely approval and issuance of work orders.

D.21. Task 21: Benefits Monitoring & Evaluation

The Consultant will develop and implement a Monitoring and Evaluation (M&E) framework to monitor the project performance, in line with the results framework in the World Bank Project Appraisal Document (PAD), and evaluate the project's benefits in comparison with those initially

expected. The M&E framework shall include specific language and indicators (if appropriate) on climate resilience measures.

D.22. Task 22: Compliance with Specified Levels of Service for the O&M Period

The Consultants will monitor the Contractor's compliance with the levels of service specified in the OPBRC during the O&M period. The Consultants will also supervise any Emergency Works, as ordered by the Employer. The responsibility for compliance with the service levels will be on the Contractor. Therefore, the Consultants shall review, comment and make recommendations on the adherence to service levels by the Contractor. Subject to contract provisions with the Contractor, the remedy for Non-compliance with service levels may result in reductions (through penalties) of the quarterly availability payments to the Contractor. In case of major and/or consequential and/or repetitive lack of performance and compliance, the Employer may terminate the OPBRC subject to contract provisions. The Consultants shall inform the Employer on any significant lack of levels of service and propose remedies. The Consultants shall issue notification and follow up on remedies approved by the Employer and report on these, with evidence given whether the Contractor reacted fully to such notification. For determination of service level compliance, the Consultants shall:

- i) Check the compliance with the performance indicators specified in the OPBRC. These indicators are expected to cover routine maintenance (potholes, vegetation, drainage etc.), durability (roughness, strength, etc.) and management (reporting, data supply etc.);
- ii) Make recommendations on the magnitude of any penalty deductions based on the assessed performance;
- iii) Work with the Contractor to identify ways to address any ongoing non-compliance issues.

D.23. Task 23: Strengthen the Capacity of DoR/MPWT to Implement and Monitor OPBRCs

Over the course of the Assignment the Consultants will strengthen the capacity of DoR/MPWT to implement and monitor OPBRCs. This will include:

- i) During the Construction Phase: strengthen the capacity of DoR/MPWT to undertake reviews of the detailed design developed by the Contractor, including activities specifically aimed climate resilience and road safety,, and to implement and supervise the works under an OPBRC; and
- ii) During the O&M period: strengthen the capacity of DoR/MPWT to supervise the services of a contractor performing O&M under an OPBRC, including the monitoring of a contractor's compliance with contracted levels of service with attention paid to remedies targeting forecasted climate change impacts.

The Consultants shall perform capacity building activities with DoR/MPWT staff that cover Tasks 1 – 21 of these TOR. These activities will include, but not be limited to: workshops and seminars, presentations, and the preparation and dissemination of written materials. The Consultants will consult with DoR/MPWT throughout the Assignment on the scope, intensity and format of the capacity strengthening, the range of activities and their timing. DoR/MPWT will assign staff to participate in these capacity strengthening activities.

D. 24. Task 24: Supervise and Monitor Implementation of Environmental and Social Management Plan of the Contractor

This will include:

- i) Provide guidance to the Contractor during the development of the Contractors' Site-Specific Environment and Social Management Plan (SS-ESMPs) which shall be completed at least three months prior to the start of construction. Due attention shall be given to ensure compliance with the Guidelines for a Code of Conduct and Action Plan to prevent Gender-Based Violence (GBV) and Violence Against Children (VAC) (see Attachment 1 of this TOR).
- ii) Review the environmental and social instruments and develop a work plan and methodology to supervise and monitor the implementation of the Environmental and Social Management Plan (ESMP) by the Contractor, including key performance indicators to measure the compliance of the Contractor and efficiency of all mitigation and management measures;

- iii) Review and approve the Contractors' SS-ESMPs in order to be compliant with the (a) environmental and social requirements of the construction contracts as reflected in the project ESMP (see Attachment 2 of the TOR), (b) environmental and other related laws of Lao PDR, (c) relevant World Bank Safeguard Policy Statement, and (d) MPWT's Environmental and Social Operation Manual;
- iv) Review and approve Environmental, Social, Health and Safety (ESHS) requirements and provisions of methods plans, proposals, schedules and all relevant Contractor's documents;
- v) Review the Contractor's Management of Change (MoC) procedure to address environmental and social risks and impacts induced by changes in design, planning and activities;
- vi) Review the detailed design and work plan to be prepared by the Contractor to ensure that all operation areas, activities and material are generally considered in the Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP) and make recommendation for additional studies if required;
- vii) Review ESHS risks and impacts of any design change proposals and the implications for compliance with the project ESMP, consent/permits and other relevant project requirements;
- viii) Review the environmental and social screening for siting of auxiliary and temporary facilities and Conduct a due diligence of the borrow pits proposed for use by Contractor to ensure that the borrow pits meet requirements set out in the project ESMP;
- ix) Before excavation works and removal of the existing pavement commences, review the re-utilization plan for removed material and undertake an inspection of and approve the contractors' disposal sites to ensure that the ESMP criteria for such sites are met.
- x) Review documentation, resolution and reporting of non-compliance issues and complaints. Supervise day-to-day implementation of the ESMP of the contractor.
- xi) Carry out periodic environmental quality monitoring e.g. noise level, water quality, and air quality as specified in the project ESMP (see Attachment 2 of the TOR) and attached to the bidding document.
- xii) Prepare Environmental and Social Monitoring and ESMP Implementation reports as required by the World Bank and/or GoL (per IEE/EIA Procedures). As part of the report, document environmental and social issues and complaints and maintain a photographic record of key issues identified and actions and timescales agreed upon for their resolution.
- xiii) Review and monitor employment of local labors and communities, specifically women and ethnic minorities and working conditions during construction and ensure that core labor standards and code of conducts are followed and monitored during implementation. This includes integrating necessary provisions in bidding documents and contracts to ensure that Project goals can be reached and indicators measured.
- xiv) The Consultant will review and monitor all aspects of the establishment and operationalization of the Grievance Redress Mechanism (GRM), building on the existing local structure, including grievance redress procedures, budget and staffing, and a grievance tracking and reporting system
- xv) Coordinate and work closely in all of the environmental and social issues with the Project environmental and social monitoring staff from Public Works and the Environment Research and Disaster Protection Division of the Transport Research Institute (PTRI)/Environmental and Social Division (ESD) of MPWT, Project Resettlement Committee (PRC), local authorities, and concerned government agencies.

D.25. Task 25: Supervise and Monitor the Implementation of the Resettlement Action Plan (RAP)(This task shall be carried out in coordination with RAP implementation support consultant in the implementation of the RAP provisions by MPWT (and consultant(s) appointed under the RAP consultancy financed by the Asian Infrastructure Investment Bank (AIIB)'s Special Fund to support implementation).

- i) Review and provide recommendations to the PTRI/ESD) and DOR/Project Management Unit (PMU) and PRCs to improve a monitoring and reporting system for the RAP if needed.

- ii) Review and assess the inventory, valuation, compensation and livelihood and income restoration measures applied to ensure that compensation has been fully paid, necessary support provided in accordance with the RAP to ensure livelihood and income are restored at least up to the pre-project level.
- iii) Assess and certify the compensation for land and assets lost, construction of structures to replace the lost ones, (if any), against the standards laid out in the Resettlement Action Plan (RAP), and the requirements of the involuntary resettlement policies of the World Bank and Asian Infrastructure Investment Bank (AIIB).
- iv) Monitor and report on progress made in the implementation of the RAP, prepare and submit progress reports on RAP implementation and policy compliance on a monthly basis or as needed. The reports should include, but not be limited to implementation status of RAP and compensation, issues and challenges encountered, solutions and action taken, records or evidence of compensation provided to Project Affected Person (PAPs)/Project Affected Household (PAHs), summary of grievances received and addressed.
- v) Review and monitor all aspects of the establishment and operationalization of the GRM, as pertains to resettlement issues, building on the existing local structure, including grievance redress procedures, budget and staffing, and a grievance tracking and reporting system.
- vi) At the end of the Project, prepare and submit RAP monitoring report to PTRI/ESDESD, DOR/PMU and the Project financiers. The report should include lessons learned from the RAP implementation, suggestions and recommendations for future resettlement to be carried out the roads and other land transport in Lao PDR.

D.26. Task 26. Supervise and Monitor Ethnic Group Engagement Plan (EGEP)

- i) Review and provide recommendations for the PTRI/ESD and DOR/PMU to improve their monitoring and reporting system for the EGEP;
- ii) Monitor and report on progress made and policy compliance and EGEP implementation on a monthly basis or as needed. The reports should include, but not be limited to implementation status of EGEP issues and challenges encountered, solutions and action taken, summary of grievances received from the ethnic PAHs/PAPs and addressed.
- iii) Review and monitor all aspects of the establishment and operationalization of the GRM tailored for the ethnic groups, building on the existing local instruments, including grievance redress procedures, budget and staffing, and a grievance tracking system and reporting lines;
- iv) At the end of the project, prepare and submit an EGEP completion report on findings on the policy compliance and EGEP implementation to PTRI/ESDESD, DOR/PMU and the Project financiers. This report should include lessons learned from EGEP implementation, suggestions and recommendations for any future or similar activity in Lao PDR.

D.27. Task 27: Safety Assessment of Road Infrastructure

The Consultant shall verify if the Contractor took into consideration and implemented agreed road safety measures, according to the recommendations from iRAP baseline assessment and RSA report for the detailed designs. A report will be produced to highlight existing situation of the Project Road and how the detailed designs were updated based on RSA and iRAP recommendations.

Upon completion of civil works, during years 4 and 5, an iRAP rating assessment will be performed through a drive-through inspection on the road. The inspectors / consultants will need to hold iRAP accreditation to perform the test. The inspection will involve a continuous record of road infrastructure elements, including a video-based inspection to record images at specified intervals. At the completion of the inspection, the consultants will prepare a final report that summarizes road characteristics and safety conditions and assigns a start rating for each 100-meter section of the road. The target is on average to reach 3 start or higher rating for the total length of the road.

E. Time Schedules and Budget Management for Works

The TOR for Consultant covers the improvement works and O&M periods for an estimated 5 years.

The Construction Phase under the OPBRC will be approximately 3 years. The O&M period of the OPBRC will be 7 years, following completion of the improvement works. There will be no O&M payments during the Construction Phase. However, the Contractor is required to deliver O&M services on the entire project road from day 1 of the contract period, to keep the road safe and open at all times for traffic movement of people and goods. Any completed road subsection should meet (or exceed) the same performance indicators specified for the O&M period.

F. Consultants' Reporting Obligations

F.1. Inception Phase

Inception Report: The Consultants will produce an inception report that will include a detailed work plan and schedule of tasks based on the consultancy contract and a time table for the mobilization of the key experts, the non-key experts and the support staff, including safeguards reporting. The Inception Report is due 6 weeks from the commencement of the services.

F.2. Reports on the Rehabilitation and Improvement of NR13N

Monthly Progress Reports: The Consultants shall prepare a concise monthly progress report, in a format to be agreed with the Employer. These reports will be sent to the Employer within one week of the end of the month. Such reports shall summarize the activities of the Consultants, the progress of the OPBRC, all contract variations and design changes, the status of Contractor claims (if any), brief descriptions of the technical and contractual problems being encountered (and solutions recommended) progress and issues related to the implementation of environmental and social safeguards and other relevant information.

Quarterly Reports: The Consultants shall prepare a comprehensive quarterly report summarizing all activities including financial aspects of the OPBRC, at the end of each quarter (not later than the 14th day of next quarter), and at other times for the Periodic Report when considered necessary by either the Consultants or the Employer because of delays in the construction works or the occurrence of technical or contractual difficulties. The quarterly report shall also summarize the performance of the Consultant's staff in implementing their monitoring supervision responsibilities. In addition, the report will also include progress and issues related to the implementation of environmental and social safeguards.

Benefit Monitoring Evaluation (BME) Reports: The Consultants shall prepare three Benefit Monitoring Reports during the Assignment providing updates on economic analysis and key performance indicators of the project as defined in the M&E framework, comparisons with corresponding baseline information and subsequent analysis. The 1st BME report shall be submitted at the early project commencement as a baseline report, the 2nd report shall be submitted in time for the midterm project review mission, and the 3rd report at the completion of the Construction Phase.

Accident Reports: Reports of the circumstances of any significant accident occurring on the sites shall be promptly forwarded to the Employer with all due dispatch.

ESHS: The Consultants shall ensure the immediate reporting to the Employer of complaints related to GBV and/or child abuse, any pollution incident/accident, any fatality and/or bodily harm affecting Project (including contractor) staff or project affected people, any public opposition, and

the issuance of any notice or fine for breach of environmental, labor, health or safety laws and regulation.

Claims Reports: Reports detailing the assessment of every claim by the Contractor and submitted to the Employer.

Defect Liability Certificates: Subject to approval by the Employer, the Consultants shall prepare Defect Liability Certificates for portions of rehabilitation and improvement works in compliance with the OPBRC.

Construction Phase Completion Report: The Consultants shall prepare a comprehensive Construction Phase Completion Report when the Construction Phase has been completed. The report, which shall be submitted immediately after the works completion, shall summarize the methods of construction, the field and laboratory tests carried out, the monitoring supervision services performed, and recommendations for improvement for future projects of a similar nature to be undertaken by the Employer, including specific recommendations on improvements relating to climate resilience.

Road O&M Performance: The Consultants shall prepare monthly concise O&M reports and quarterly comprehensive reports on project monitoring and the condition of the project road in relation to O&M requirements for all sections of the road that have had milestone payments for the improvement works approved. During the Construction Phase, the Executive Summary of the standalone O&M report is to be incorporated into the Monthly Progress Reports and Quarterly Reports for the project.

Climate Resilience Assessment Report: The Consultants will prepare a special report on the results of the climate resilience measures that have been applied in both the Construction Phase and the O&M phase in order to mitigate negative effects of increased precipitation and flooding. The climate resilience measures will likely include improving capacity and quality of drainage systems, elevated profiles in flooding-prone sections as identified through vulnerability mapping, strengthened approach-road sections to bridges, slope protection, and strengthened inlets and outlets of culverts. The cement-concrete pavement design will make the road surface more resilient to potential flooding damages. The report will assess how the climate resilience measures have helped/will help reduce damages and disruptions to transport. The report will furthermore assess if enhanced performance requirements have been incorporated into maintenance procedures to make road transport infrastructure resilient in the present and over time (as per relevant climate change forecasting) to weather challenges.

Road Safety Report 1: The Consultant shall prepare a report to present the current state of the road from a safety perspective, and proposed improvements. This report will cover consultant's review of iRAP baseline report and RSA report detailed design, both provided by MPWT, and how specific recommendations were integrated into detailed designs. The safety aspects highlighted in this report will be including the layout of junctions, position of signs, carriageway markings, lighting provision and other issues.

Road Safety Report 2: At the completion of the works, the Consultants will prepare a final report that summarizes road characteristics and safety conditions, and assigns a star rating for each 100-meter section of the road. This will be performed by a certified iRAP provider. The target of the star rating is on average to reach 3 stars or higher rating for the total length of the Project Road, for years 4 and 5 of this TOR.

F.3. Environmental and Social Monitoring Reports (semi-annual and annual):

The Consultants shall prepare and submit to the World Bank (within 14 days after the end period or as agreed with the World Bank) a consolidated semi-annual and annual monitoring report summarizing all environmental and social safeguard activities (ESMP, RAPs, EGEP, etc.) including progress and records on GRM and other aspects related to road safety, workers OHS, employment, community health and safety, etc. The report shall also summarize the performance of the Consultant's staff in implementing their supervision responsibilities. Preparation of a separate RAP implementation and/or other monitoring reports may also be required during the Assignment as requested by the World Bank and/or GoL.

F.4. Copies of Reports and Language:

The numbers of hard and electronic copies of each report, and the distribution list will be advised by the Employer. It is envisaged that only a limited number of hardcopies will be required and that distribution of electronic copies would be by email. Reports shall be written in English. All reports shall be provided in both MS Office (Word, Excel etc.) and PDF format. A copy of all reports will be also instantly shared with WB, AIIB and NDF.

F.5. Proprietary Information

The Consultants shall safeguard all proprietary information made available to any of their staff, personnel, employees, contracted persons or sub-consultants or any person or entity involved in delivering the services.

G. Level of Efforts (LOE)

G.1. Estimated LOE

The Consultant shall employ qualified engineers and other professionals who shall be competent to carry out the duties in accordance with responsibilities and/or authorities that are specified in these Terms of Reference.

Prior to mobilization of any member of the Consultant's team, the consultant will obtain DOR permission.

Consultant staff will be mobilized only after the notice to commence the works has been issued to Contractor and only then on an as-needed basis, depending of the Contractor work program and his mobilization efforts.

The Consultant shall manage staff inputs and reassign staff from time to time and as necessary, with permission from the Employer, to reflect the actual progress of the works.

The Consultants shall assign the following key personnel:

Key personnel	Number
Team Leader	1
Design Engineer	1
Civil Engineer for Output and Performance Based Road Contract	1
Materials and Pavement Engineer (MPE)	1
Materials engineer (ME)	1
Senior Resident Engineer	1
Road Safety Specialist	1
Senior Surveyor	1
Senior Social Safeguards Specialist (SSSS)	1
Social Safeguards Specialist (SSS)	1
Senior Environmental Safeguards Specialist (SESS)	1
Environmental safeguards specialist (ESS)	1
Occupational Health and Safety Specialist (OHSS)	1
Benefits and Monitoring Expert	1

The Consultant shall support the key personnel specified above with an appropriate number of non-key experts and other support staff, as necessary to properly perform the services timely and orderly. The CVs of the key personal will be only evaluated.

Total input for the **key personnel** is estimated at 160-person months.

The key personnel shall comply with the following minimum requirements:

H. Key Experts – Tasks and Minimum Qualifications

Position	Tasks	Required Qualifications
<p>1. Team Leader/ Civil Engineer (TL)</p>	<p>As the Consultant's representative, the TL will supervise all activities and tasks stated in these TOR, and all Experts, Personnel and Support Personnel under the consultancy contract for the monitoring supervision of the road improvement works and O&M phases of the OPBRC/DBMOT.</p> <p>The TL shall ensure that the works are constructed, maintained and road operated in accordance with the provisions therein. The TL will have the powers defined in Works Conditions of Contract as being “the Engineer Representative”, except for the following, which will be retained and exercised by the Employer, generally as advised by the Engineer:</p> <ul style="list-style-type: none"> • Issuing the order to commence the works; • approving variation orders(e.g., in case of emergency works) that have financial implications; • approving variations in design and potential additional works; • approving subletting of any part of the works; and; • approving Extensions of Time. <p>In addition to all the duties necessary for the adequate monitoring supervision of all activities on site included in the civil works contract,, the TL’s responsibilities as the Consultant also include:</p> <ol style="list-style-type: none"> i) Preparation of formal contract execution documentation on implementation; and ii) Evaluating the OPBRC administration. iii) iv) In detail, the TL’s responsibilities as the Consultant include, but are not limited to: <ol style="list-style-type: none"> 1) Acting as Engineer’s Representative as defined in the World Bank Procurement Framework¹; 2) Assisting DoR/MPWT Management in overall project implementation activities and in approving the contractor’s work program, method statements, material sources, etc., including ensuring that relevant climate resilience measures are adopted for vulnerable and other sections of the Project Road; 3) Preparing and issuing reports as outlined in these TOR as well as additional reports defined subsequently; 4) Approving working drawings, approving the setting out of the works in field, and instructing 	<p>Minimum preferable qualifications as Team Leader:</p> <ul style="list-style-type: none"> • Bachelor degree in civil engineering; • 15 years of proven relevant international experience; • 10 years’ experience as Team Leader (highway engineer) leading road construction and/or maintenance projects; having managed performance-based contracts or availability payment projects will be an asset; • At least 2 team leadership assignments; work experience of 2 assignments in Lao PDR or countries with similar geographical or economic conditions will be considered as an advantage • Fluency in written and spoken English is mandatory.

¹ World Bank Procurement Framework and Regulations are available at:

<http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

	<p>the contractor, as required;</p> <ol style="list-style-type: none"> 5) Checking measurements and keeping measurement records; 6) Maintaining records, correspondence, and diaries; 7) Certifying work volume and recommending interim certificates for construction payments; 8) Maintaining consolidated project accounts, and preparing financial statements and withdrawal applications for submission to IDA; 9) Certifying completion of part or all the works, including milestones and O&M payments; 10) Processing the contractor's possible claims (e.g., in case of emergency works); 11) Ensuring minimum disruption/damage to the environment and local settlements by approval of contractors' work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to the Employer and IDA in the monthly, quarterly and final progress reports, as well as ad hoc as requested by the Employer or IDA; 12) Providing the Employer with complete records and reports, and approving the contractors' as-built drawings for the works; 13) Providing advice and on-the-job training to DoR/MPWT staff in contract administration; 14) Providing assistance to DoR Management to ensure smooth implementation of all programs and activities under the OPBRC; 15) Carrying out performance monitoring and evaluation for the Project, with support from the Performance-Based Maintenance Engineer, during the first five years of the OPBRC period, being responsible for all aspects of the consulting engineers' services leading to the successful implementation of the project, including compliance with the specified service level (measured through the contractual performance indicators). The TL will issue certificates and vet invoices for payment of the road improvement milestones and quarterly availability payments to the Contractor during the O&M period. <p>TL Leadership: The TL will lead the ISWS team to undertake the following to achieve the objectives of the Project:</p> <ol style="list-style-type: none"> 1) Review engineering designs and other designs for the project road and review, where needed, revised engineering designs, cost estimates; 2) Function as "Engineer Representative " in administering the OPBRC during the road improvement period, ensuring completion of construction, in accordance with the contract provisions and evaluation on performance of the contractor, and monitoring compliance with the specified performance indicators upon completion of each milestone of improvement works and during the first two years of the O&M period; 3) Support DoR/MPWT in the implementation of the Sexual Harassment and HIV/AIDS Awareness and Road Safety Programs; 4) Assist the MPWT in ensuring that the Project is implemented consistent with the GoL laws and regulations related to environmental and social safeguards as well as meeting the 	
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	<p>environment and social obligations and/or requirements by the WB and GoL;</p> <p>5) Provide on-the-job training to MPWT staff in civil works construction, administration and other aspects of professional engineering skills including good environmental code of practices during construction and supervision;</p> <p>6) Carry out performance monitoring and evaluation of the civil works at all times, and in particular after physical completion of each milestone of the improvement works;</p> <p>7) Carry out performance monitoring and evaluation of road condition, including compliance with the contractual performance indicators.</p>	
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Position	Tasks	Required Qualifications
<p>2.</p> <p>Design Engineer (DE)</p>	<p>Services by this DE are to be provided throughout the final detailed design phase.</p> <p>The detailed design includes: geometric design; drainage; earthworks; pavement; road safety furniture; traffic signs and marking; bridges; environmental devices). The DE should have the required capacity to assess the development of the design stage, being responsible for:</p> <ol style="list-style-type: none"> 1) Review the detailed engineering design prepared by the Contractor, considering the Conceptual Design provided by the Employer as a minimum requirement; 2) Identify sensitive points in each of the sections of the design, and timely propose remedial actions; 3) Taking into consideration the review carried out, validate all the design process, aiming at recommending to the Employer the approval of the Final Detailed Design presented by the Contractor. 	<p>Minimum qualification requirements as Design Engineer:</p> <ul style="list-style-type: none"> • Bachelor degree in civil engineering; • 15-year international experience in road design, of which 5 year experience as lead design specialist of design teams, familiar with quality management systems and requirements.

Position	Tasks	Required Qualifications
<p>3.</p> <p>Civil Engineer for Output-Based and Performance Roads Contract (OPBRC) (CE-OPBRC)</p>	<p>Tasks:</p> <ol style="list-style-type: none"> 1) Establishing O&M monthly reporting formats and preparation of O&M monthly reports for first 5 years; 2) Monitoring compliance with O&M standards 3) Training to MPWT and Contractor on Performance-Based Maintenance concepts; 4) Working with the contractor to address ongoing areas of non-compliance with regard to O&M standards; 5) Preparing certificates and invoices, as appropriate, to be issued by the TL, for the quarterly availability payments to the Contractor during the O&M period; 	<p>Minimum qualifications as Civil Engineer for OPBRC:</p> <ul style="list-style-type: none"> • Bachelor degree in civil engineering; • 6years' experience working in road performance based maintenance projects, including cement concrete pavements. <p>Work experience in at least one relevant assignment in Lao PDR or countries with similar</p>

	6) Review and recommend approval of the Inspection and Testing program presented by the Contractor in carrying out the assessment of the Initial Pavement Condition and Performance Indicators (after completion of construction phase).	geographical/economic/climatic areas, will be advantage. Fluency in written and spoken English is mandatory.
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Position	Tasks	Required Qualifications
<p>4. Materials and Pavement Engineer (MPE)</p>	<p>Tasks: The civil works comprise the replacement of existing Double Bituminous Surface Treatment (DBST) NR13 North road with a Portland Cement Concrete road, including placement as necessary of sub-base and road base, using unbound materials or stabilized materials for the road pavement, as defined by engineering design. The works also involve replacement or repair of existing cross drainage and the placement of new culverts, as well as bridge inspection, maintenance, rehabilitation and construction. The MPE will be experienced in the materials and process involved for the improvement/new construction of the project road including the use of unbound (aggregate and natural materials) and hydraulically-bound pavement materials as well as the construction of Portland cement concrete pavements. The MPE will work with recycled and hydraulically-stabilized (and other) materials for the maintenance of road pavements and will be fully aware of the needs for proving materials in the laboratory, including durability of stabilized materials and construction techniques in the field. The MPE will also be fully experienced with materials selection and processing for cross drainage structures and all other concrete works, including bridges.</p> <p>The MPE will:</p> <ol style="list-style-type: none"> 1) Review existing information and conduct site visits, review materials sources proposed by the Contractor; 2) Review the detailed engineering pavement design prepared by the Contractor, considering the Conceptual Design provided by the Employer as a minimum requirement; 3) ; 4) During the construction (intermittently) oversee the use of materials to ensure they meet quality standards required; 5) Determine the materials requirements for cement concrete pavement, if specified in the engineering design (for example, in flood prone areas); 6) To ensure always that a suitably competent and experienced materials engineer is on-hand during the construction period; 	<p>Minimum preferable qualifications as Materials and Pavement Engineer:</p> <ul style="list-style-type: none"> • Bachelor degree in civil engineering; • 15 years' international experience as the materials/design engineer working in road construction and /or maintenance projects of cement concrete pavement; • 2 assignments as the Materials/Design Engineer; • Work experience in 2 assignments in Lao PDR or countries within similar geographical/economic areas, will be an advantage. Fluency in written and spoken English is mandatory.

	<p>7) Evaluate if the pavement detailed design requirements and performance indicators for the construction stage are met and supervise the required works correction when needed;</p> <p>8) Evaluate after road completion if the initial performance requirements for the O&M stage are met.</p>	
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Position	Tasks	Required Qualifications
<p>5. Materials Engineer (ME)</p>	<p>Tasks: The duties as the ME is to assist the Materials and Pavement Engineer (MPE) for the preparation of materials aspects for the review of detailed design and during the construction stage to guide (and undertake, if required) laboratory and field investigations to prove the quality of materials used in the Project. He/she will be expected to take a leadership role and fully support the Project in the selection, assessment and approval of materials for use by the contractor.</p>	<p>Minimum Qualification Requirements as Materials Engineer:</p> <ul style="list-style-type: none"> • Minimum of Bachelor’s degree in civil engineering; • With 7 years of experience as the materials engineer. • The expert is preferred to have a minimum of 2 assignments project experience of road rehabilitation or construction with cement concrete paving; • Fluency in written and spoken Lao is an advantage • Fluency in written and spoken English is mandatory.

Position	Tasks	Required Qualifications
<p>6. Senior Resident Engineer (SRE)</p>	<p>Tasks: The SRE will be assigned to the civil works, as well as to monitoring performance during the first two years of the O&M period, ensuring compliance with the specified performance indicators. The SRE will be experienced in similar responsibilities and legal aspects of the works. The SRE will be supervising the contractor and will report to the Team Leader.</p>	<p>Minimum preferable qualifications as Senior Resident Engineer:</p> <ul style="list-style-type: none"> • Bachelor degree in civil engineering; • 10-year experience as the resident engineer working in road construction and/or maintenance projects with concrete pavement; • 2 assignments as the Resident Engineer of road rehabilitation and improvement (or construction) projects of cement concrete pavement in Lao PDR; • Fluency in written and spoken Lao is an advantage • Fluency in written and spoken English is mandatory.

Position	Tasks	Required Qualifications
<p>7. Road Safety Specialist (RSS)</p>	<p>The Road Safety Specialist will:</p> <ol style="list-style-type: none"> 1) Review the detailed engineering designs with focus on road safety issues; 2) Review iRAP report and road safety audit report (RSA) of the detailed designs to see if RSA's recommendations for safety improvement have been adequately incorporated; 3) Prepare Road Safety Report 1, which covers Consultant's review of iRAP report and RSA report on detailed designs, and how recommendations were integrated in updated detailed designs; 4) During the construction (intermittently) monitor and advise the contractors' performance with focus on road safety; 5) Prepare Road Safety Report 2 upon completion of civil works (during years 4 and 5), as post-construction iRAP assessment, and provide star ratings; 6) Assist the Department of Transport (DOT), Traffic Police and Department of Public Works and Transport of provinces (DPWT) and Office of Public Works and Transport of districts (OPWT) along project road to establish and implement a road safety awareness program for the road. 	<p>Minimum qualifications for Road Safety Specialist:</p> <ul style="list-style-type: none"> • Bachelor degree in highway engineering (preferably road safety subject); • Shall have a minimum of 10 years experiences in road design and road safety audits; • Experience in Lao PDR or countries with similar geographical/economic conditions is an advantage; • Fluency in written and spoken English is mandatory.

Position	Tasks	Required Qualifications
<p>8. Senior Surveyor (SS)</p>	<p>Tasks:</p> <ol style="list-style-type: none"> 1) Conduct topographic and other surveys, as required, to monitor the detailed design and progress of works; 2) Support the resident engineer at the commencement, progress and completion of civil works at the project road, including to check that measurements performed by the Contractor meet the required accuracies. 	<p>Minimum preferable qualifications for qualified professional as Senior Surveyor:</p> <ul style="list-style-type: none"> • Bachelor degree in geodetic engineering (or related civil engineering degree); • With a 7-year experience as surveyor or senior surveyor; • Preferred to have minimum 2 assignments project experience of road construction with pavement construction and rehabilitation; • A minimum of 1 assignment experience working with international organizations; • Fluency in written and spoken Lao. • Fluency in written and spoken English is required.

Position	Tasks	Required Qualifications
<p>9. Senior Social Safeguards Specialist (SSSS)</p>	<p>Tasks: Part time basis with 7 months inputs during the first year, and 45 days spread over the period of the remaining 4 years with more input required during the initial years and gradually reduced. The role of the SSSS is expected to:</p> <ol style="list-style-type: none"> 1) Assist the PTRI/ESD and DOR/PMU to establish a functioning monitoring and reporting system for the RAP and EGEP; 2) Review and assess the compensation, livelihood and income restoration measures, applied to ensure that compensation has been fully paid, necessary support provided in accordance to the RAP to ensure livelihood and income are restored at least up to the pre-project level; 3) Review and assess progress made in the implementation of social impact mitigation measures outlined in the EGEP; 4) Assess and certify the compensation for land and assets lost, construction of structures to replace the lost ones(if any), against the standards laid out in the RAP, and the requirements of the involuntary resettlement policies of the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB); 5) Monitor progress made in the implementation of the RAP and EGEP, prepare and submit progress reports on policy compliance and RAP and EGEP implementation on a monthly basis or as needed. The reports should include, but not be limited to implementation status of RAP and compensation, issues and challenges encountered, solutions and action taken, records or evidence of compensation provided to PAPs/PAHs, summary of grievances received and addressed; 6) At the end of the project, prepare and submit RAP and EGEP completion reports to PTRI/ESD, DOR/PMU and the Project financiers. The report should include lessons learned from the RAP implementation, suggestions and recommendations for future resettlement to be carried out generally and in Lao PDR. 	<p>Minimum and desired qualifications as Senior Social Safeguards Specialist:</p> <ul style="list-style-type: none"> • A minimum of Master Degree in a relevant social science; • A minimum of 10 years’ experience in the management and monitoring of resettlement for infrastructure particularly road improvement; • Knowledge of the WB social safeguard policies (Involuntary Resettlement and Indigenous People policies) and relevant national legislation. An understanding of Lao PDR’s legislation such as Decree 84, 2016 on compensation and resettlement; Ministry of Natural Resources and Environment (MONRE)’s Instructions on ESIA and IEE, 2016, Land Law 2003 would be advantageous but is not essential; • Ability to effectively communicate and produce reports and documents in English of acceptable quality; • Ability to speak Lao would be an advantageous; • Leadership, organizational and interpersonal skill. • Fluency in written and spoken English is mandatory.

Position	Tasks	Required Qualifications
<p>10. Social Safeguards Specialist (SSS)</p>	<p>Tasks: Full time for the first year and part time with 85 days spread over the period of the remaining 4 years with more input required during the initial years and gradually reduced. Under the supervision of the SSSS , the SSS will:</p> <ol style="list-style-type: none"> 1) Support the SSSS in providing assistance to the PTRI/ESD and DOR/PMU to establish a functioning monitoring and reporting system for RAP and EGEP; 2) Review and assess the compensation and livelihood and income restoration measures applied to ensure that compensation has been fully paid, necessary support provided in 	<p>Minimum qualifications as Social Safeguards Specialist:</p> <ul style="list-style-type: none"> • A minimum of Bachelor Degree or Diploma in sociology, social development, economics, anthropology or other related field of expertise; • A minimum of 8years’ experience in resettlement and monitoring of resettlement of infrastructure projects for particularly road improvement;

	<p>accordance to the RAP to ensure livelihood and income are restored at least up to the pre-project level;</p> <p>3) Assess and certify the compensation for land and assets lost, construction of structures to replace the lost ones,(if any), against the standards laid out in the RAP, and the requirements of the involuntary resettlement policies of the World Bank and Asian Infrastructure Investment Bank (AIIB);</p> <p>4) Monitor progress made in the implementation of the RAP, prepare and provide the SSSS inputs for progress reports on policy compliance and RAP implementation on a monthly basis or as needed. The reports should include, but not be limited to implementation status of RAP and compensation, issues and challenges encountered, solutions and action taken, records or evidence of compensation provided to PAPs/PAHs, summary of grievances received and addressed;</p> <p>5) At the end of the project, provide input for RAP completion report to PTRI/ESD, DOR/PMU and the Project financiers. The report should include lessons learned from the RAP implementation, suggestions and recommendations for future resettlement to be carried out generally and in Lao PDR.</p>	<ul style="list-style-type: none"> • Knowledge on the WB social safeguard policies (Involuntary Resettlement and Indigenous People policies) relevant national legislation such as Decree 84, 2016 on compensation and resettlement; MONRE’s Instructions on ESIA and IEE, 2016, Land Law, 2003 • Ability to effectively communicate and produce reports and documents in English. • Organizational and interpersonal skill with cultural sensitivity; • Female candidates are encouraged to apply. • Fluency in written and spoken Lao. • Fluency in written and spoken English is mandatory.
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Position	Tasks	Required Qualifications
<p>11. Senior Environmental Safeguards Specialist (SESS)</p>	<p>The SESS will be engaged on a part-time basis, with 3 months spread over the first year of construction (The SESS to be on boarded after Contractor’s contract awarded) and 2 months per year for the second and the third year. More input will be required during the initial years and gradually reduced.</p> <p>During the supervision stage the SESS will prepare a detailed action plan including environmental and social monitoring checklists to be completed by the ESS to ensure that the Environmental and Social Management System is established, implemented, maintained and will monitor its performance. He/she will also take care of all environmental and social issues during construction works. He/she will also conduct environmental and social training and briefings to provide environmental awareness on World Bank and the government environmental safeguards policies, requirements and standard operating procedures in conformity with the government’s regulations and international practice; ensure baseline monitoring and reporting of Contractor’s compliance with contractual environmental and social mitigation measures during the supervision stage.</p>	<p>Minimum qualifications as Senior Environmental Safeguards Specialist:</p> <ul style="list-style-type: none"> • Degree or diploma in environmental sciences or equivalent; • Preferably 12years’ experience in ESIA preparation, implementation supervision and monitoring of projects including roads/highway projects funded by international Financing Institutions; • 8years’ international experience; • Ability to effectively communicate and produce reports and documents in English of acceptable quality; • Working knowledge in Lao Language and experience in Southeast Asian countries would be an advantageous; • Leadership, organizational and interpersonal skill.

	<p>The SESS will review and advise the relevant person (of the Engineer) on the ESHS risks and impacts of any design change proposals and the implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements.</p> <p>The SESS will also help with the development of the Contractors SSESMPs (at least three months prior to the start of construction). The SESS will prepare Quarterly Environmental Reports providing details of the Contractors activities (such as training programs, community meetings, etc.) and compliance with the ESMP and SS-ESMP.</p> <p>The SESS will conduct a due diligence of the borrow pits proposed for use by contractor/provide advice to the ESS and Occupational Health and Safety Specialist (OHSS) in conducting the due diligence to ensure that the borrow pits meet requirements set out in this ESMP.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1) Provide supports to the Team Leader or Senior Resident Engineer, lead environmental and social safeguards supervision tasks, and provide guidance to the ESS and OHSS to ensure contractor compliance to the project ESMP; 2) Prepare a detailed action plan including environmental and social monitoring checklists to be completed jointly by the ESS and OHSS to ensure that the Environmental and Social Management System is established, implemented, maintained and will monitor its performance; 3) Help with the development of the Contractors SS-ESMPs (To be prepared at least three months prior to the start of construction); 4) Conduct a due diligence of the borrow pits proposed for use by contractor or guide the ESS and OHSS in conducting the due diligence to ensure that the borrow pits meet requirements set out in NR 13 N Project's ESMP; 5) Conduct environmental and social training and briefings to provide environmental awareness on World Bank and the government environmental safeguards policies, requirements and standard operating procedures in conformity with the government's regulations and international practice; 6) Ensure baseline monitoring and reporting of Contractor's compliance with contractual environmental and social mitigation measures during the supervision stage; 7) Undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ESHS related documentation, as necessary, 	<ul style="list-style-type: none"> • Fluency in written and spoken English is mandatory.
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	<p>to confirm the Contractor’s compliance with ESHS requirements;</p> <p>8) Review and advise the relevant person (of the ISWS) on the ESHS risks and impacts of any design change proposals and the implications for compliance with the Project ESIA, ESMP, consent/permits and other relevant project requirements;</p> <p>9) Agree remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor’s ESHS obligations;</p> <p>10) Check that the Contractor’s actual reporting (content and timeliness) is in accordance with the Contractor’s contractual obligations;</p> <p>11) Review and criticize, in a timely manner, the Contractor’s ESHS documentation (including regular reports and incident reports) submitted to the Engineer and to provide advice to ensure the accuracy and efficacy of the documentation; and</p> <p>12) Prepare a quarterly report that describes the work that the Engineer’s ESS 1, ESS 2 and Occupational Health and Safety Specialist (OHSS) have undertaken, the issues (including any Contractor’s ESHS noncompliance, details of the Contractor’s activities (such as training programs, community meetings, etc.) and compliance with the ESMP and SSESMP), and identified and the actions taken to address the issues.</p>	
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Position	Tasks	Required Qualifications
<p>12. Environmental Safeguards Specialist (ESS)</p>	<p>The ESS will be a full-time position over the duration of the construction period.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1) Support the SESS with tasks above, and conduct them under remote guidance of the SESS when he/she is not on site; 2) Supervise the contractors' compliance to ESMP / SS-ESMP and complete detailed action plan including environmental and social monitoring checklists prepared by the SESS; 3) Review all documents and reports regarding the integration of environmental and social including contractor’s environmental and social action plan; 4) Conduct a due diligence of the borrow pits proposed for use by contractor to ensure that the borrow pits meet requirements set out in this ESMP; 5) Undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, to verify the Contractor’s compliance with ESHS requirements, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month. NESS to monitor the Contractor’s implementation of his SSESMP via weekly inspections of the Contractor’s camps and work sites; 	<p>Minimum qualifications as Environmental Safeguards Specialist:</p> <ul style="list-style-type: none"> • Degree in environmental sciences or equivalent; • Preferably 5 years’ experience in conducting environmental and social impact assessments and implementation of environment and social mitigation plans and/or monitoring implementation of environmental and social mitigation measures during implementation of projects including highway projects funded by developing partners. • Knowledge on the WB safeguard policies and relevant national legislation such as MONRE’s Instructions on ESIA and IEE, 2016,

	6) Prepare monthly compliance reports; and 7) Provide support to the SESS and Team leader and Senior Resident Engineer to ensure compliance to the project ESMP requirements.	<ul style="list-style-type: none"> • Ability to effectively communicate and produce reports and documents in Lao and English; • Organizational and interpersonal skill with cultural sensitivity; • Fluency in written and spoken Lao. • Fluency in written and spoken English is mandatory. •
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Position	Tasks	Required Qualifications
13. Occupational Health and Safety Specialist (OHSS)	<p>The OHSS will be engaged on a full-time basis over the duration of the construction period.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1) Help prepare the Occupational Health and Safety (OHS) Plan which forms part of the Contractors overarching SSESMP; 2) Perform OHS tasks as described in section D: Detailed Tasks: (D.10. Task 10: Review and Monitor Health and Safety Management Plans of the Contractor, and D.11.Task 11: Review the Emergency Procedures and Contingency Plan of the Contractor); 3) Prepare health and safety monitoring checklists to ensure that the OHS Plan is implemented and maintained throughout the contract period; 4) Take care of all OHS issues during construction works including conducting OHS training and daily toolbox briefings to provide OHS awareness; 5) Review and advise the relevant person (of the ISWS) on the OHS risks and impacts of any design change proposals and the implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements; 6) Prepare Quarterly OHS Reports providing a summary of the reporting periods monitoring checklists, incident and accident reports, non-compliance reports, training programs, etc. 	<p>Minimum qualifications as Occupational Health and Safety Specialist:</p> <ul style="list-style-type: none"> • A relevant, recognized OHS qualification (such as NEBOSH / IOSH / OSHA or another regionally recognized qualification); • Preferably 5 years' experience as an OHS practitioner during implementation of large infrastructure projects including road/highway projects; • Experiences in road projects funded by International Financing Institution would be an advantage; • Working knowledge of Lao is required; • Fluency in written and spoken English is mandatory. • Ability to effectively communicate and produce reports and documents in English; • Organizational and interpersonal skill with cultural sensitivity.

Position	Tasks	Required Qualifications
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<p>14. Benefit and Monitoring Expert (BME)</p>	<p>Tasks: Under the overall direction of the Team Leader (TL), the BME will lead the benefit monitoring activities to ensure that there are the economic analysis reports that can be used as the baseline for the road improvement mid- term review, and final completion of the road improvement works. The activities of this position include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1) Visit the project road rehabilitation and upgrading sections and discuss with MPWT staff and other development partners, etc. to obtain data necessary for the tasks. As such, the BME will collect existing traffic volume data of recent years, to determine the daily average traffic volumes, and forecast traffic volume growth; 2) Collect a set of basic road deterioration and road user related data, to determine the economic indicators to suit the current situation and necessary for the Highway Design and Management (HDM-4) analysis; 3) Conduct economic analysis of the NR13N road based on HDM-4 model, using the results of the engineering design and baseline data; and conduct risk and sensitivity analyses in line with IDA's Guidelines; 4) Adopt a life cycle cost approach, make an analysis to determine the economic benefits of the project. In case the final engineering design prepared by the Contractor differs from the engineering design used during the bidding process, review the economic analysis accordingly; 5) Draft a summary report outlining the issues, the proposed project, its inputs, outputs, outcome and impacts, and its budget and general implementation arrangements; 6) Provide an economic analysis report as the baseline, the midterm report, and draft final report of satisfactory quality, to be in the form of main text for a final report and appendixes of a NR13 North Implementation Completion report (ICR) of the road improvement works. 	<p>BME is qualified in economic analysis in road projects.</p> <p>Minimum qualifications as the transport economist:</p> <ul style="list-style-type: none"> • Bachelor degree in economics or civil engineering; • 8-year experience as an economist; • 2 assignments as the transport economist working in internationally-financed road construction projects; • Similar work experience of assignments experience working with international organizations in Lao PDR would be an advantage; • Fluency in written and spoken Lao would be an advantage. • Fluency in written and spoken English is mandatory.
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I. Facilities to be provided by the Employer

- i) Full time Project Manager, under DoR, a single point of contact within the MPWT for all communications and requests, as well as a technical staff person designated by him/her for daily administrative or support needs;
- ii) Necessary project documents;
- iii) Assistance for international consultation experts to get visas, residence permits and other permits for the consultancy);
- iv) Permission for consultation experts to enter relevant offices and construction sites and, where needed, MPWT staff to cooperate with them;
- v) Consultation experts will be allowed to get all the data sources, project documents that are not-restricted and not containing proprietary and/or confidential information, reports, drawings and maps; for such access, the consultant experts will sign a Confidentiality Agreement for all information to remain confidential during the time of the Consultancy and for five years after the completion of the Consultancy.

J. Facilities to be provided by the Consulting Firm, the Consultants

- i) Rented Office for all team members of the ISWS team in Vientiane, including furniture such as desks and chairs, and access to conference rooms for e.g. team meetings; Office connections to utilities and well as security;
- ii) The office equipment (computers, printers, telephone, fax, photocopying equipment, bidding machines, etc.);
- iii) Living accommodations for all international experts;
- iv) Transportation as may be needed to fulfill the consultancy contract;
- v) All survey instruments;
- vi) The support staff;
- vii) Translation as required.

K. Taxes, Duties, Income Taxes in Lao PDR

The Consultants, at time of submitting Expression of Interest (EOI) and/or, after being short listed, thereafter at time of preparing technical/financial proposals, are invited to seek information from the Ministry of Finance (MOF) on Taxes and Duties, Income Taxes and any others that may be payable.

L. Training on Performance-based Contracting (OPBRC)

The MPWT is planning to design, implement and organize training/information sessions in Vientiane aiming at improving the overall knowledge and understanding of the project, OPBRCs and the role of the private sector under such contracts. These sessions, in fact lectures and workshops on OPBRCs, will be coordinated and delivered by the Consultant with support from MPWT. These sessions may be available to GoL staff and academia, as well as potential local consultant and contractors who may be interested in future OPBRC projects.

Enclosure:

Attachment 1:

Guidelines for a Code of Conduct and Action Plan to prevent Gender-Based Violence (GBV) and Violence Against Children (VAC)

Attachment 2:

Environmental and Social Management Plan (ESMP)

Attachment 3:

Works and Services' Requirements attached to the Bid Documents