

TERMS OF REFERENCE

Works supervision

Project: Building a Future: Make it in The Gambia – TEKKI FII

Location: NBR, URR, LRR and CRR

Position: Consultant

Reports to: to be designated

Languages: Fluency in English (conversation, reading and writing). Good conversation skills in at least two local languages.

IMVF - Instituto Marquês de Valle Flôr is a Portuguese non-governmental organization for development whose mission is to promote economic and cultural development. Its main areas of work are Cooperation and Education for Development, Decentralized Cooperation with Municipalities and Technical Assistance. It is present in west African countries for 3 decades.

Introduction and background

The project *BUILDING A FUTURE: MAKE IT IN THE GAMBIA* led by IMVF and funded by the European Union Emergency Trust Fund for Africa (EUTF for Africa)¹ is implemented since January 2019. Its overall objective is to contribute to socio-economic development and to nurture positive prospects for local populations and returning migrants in The Gambia, namely in Central River, North Bank, Lower River and Upper River regions. The specific objectives of the action are:

- to boost economic development with a focus on attractive employment and revenue generation in regions prone to migration;
- To promote a conducive socio-economic environment for an effective and sustainable reintegration of former migrants and to improve the attractiveness of rural areas.

The action's core targets are youths and women, including potential migrants and returnees.

The scope of these terms of reference is focused on **water supply intervention works within** the activities A1.2. Support to rural agroenterprise development and A1.3 – Fostering Agribusiness at Farm Level foreseen under Result 1, and activity 2.3 Schools for social cohesion program, under Result 2.

Act. 1.2 Support to rural agroenterprise development

On September 27th, 2019, Tekki Fii Grants were launched as part of a YEP/GIZ/IMVF approach on access to finance. The aim of the grants is to facilitate the in-kind acquisition of equipment, materials, licences and other business critical inputs and assets for: the creation of new businesses; promotion of start-ups; or the expansion of established small-scale businesses. Two funding amounts are available: a) Tekki Fii Mini-Grant – up to GMD 50,000; Tekki Fii Agro-Grant – up to GMD 250,000.

Act. 1.3 - Fostering Agribusiness at Farm Level. Under this activity the project has been supporting 32 community vegetable gardens in NBR and CRR at production and group level. The gardens have benefited from inputs, material, equipment, and training (Farmer Field School and Group and Financial

¹https://ec.europa.eu/europeaid/regions/africa/eu-emergency-trust-fund-africa_en

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Management). It is also foreseen that some of the gardens will benefit from infrastructures, namely fence and water supply. Water is a major issue in most of the gardens, because it is either not available at all or is insufficient to meet the demands of the farmers. Some gardens have temporary wells (dug every season, sometimes more than once) while others have boreholes that either do not work or do not provide water to the whole garden for the whole year.

Act 2.3 - Schools for social cohesion program. Under this activity the project supported 25 vegetable gardens in 25 schools with training, inputs, material and equipment. From a need assessment conducted in all schools, water came as the most required intervention. In this case water can be used either for the school and/or for the vegetable gardens.

Objective and responsibilities of the Works Supervision

Objective: Supervise the water supply intervention works in 17 sites located in CRR-N, CRR-S, URR and LRR, divided in 3 Lots, each of them might be awarded to a different contractor. The supervision will report directly to the Procuring Organisation. A daily base contact is expected to be maintained with the Procuring Organisation, with the use of digital resources (emails, WhatsApp, videos, photos etc.);

Responsibilities of the Supervisor:

- General follow-up and supervision of the water supply intervention works contract(s) in 17 sites located in CRR-N, CRR-S, URR and LRR, divided in 3 Lots, ensuring their proper execution;
- Prepare weekly and monthly reports on the status of the works and issuance of payment certificates to serve as base for the contractor's intermediate invoices;
- Approval of material and equipment on site;
- Supervision of boreholes drilling and wells digging, pumping tests, pressure and equipment tests of the SWSS, and concrete foundations of the elevated towers;
- Oversee the on-site training provided to the beneficiaries;
- Taking – Over Certificate and report (scheduling assessment, verification of work, preparation of minute/report and issuance of certificate).

The foreseen water supply intervention works must be technically adequate, cost-effective and adapted to the local context. The foreseen interventions are the following:

Lot	Region	Identification	Type of Intervention	Intervention Description
Lot 1	North Bank Region	Fandama Garden	New SWSS	1- Installation of pulleys in existing MOW's 2 - New BH with 30 m ³ /day solar pump and associated elevated tank of 5000 L, connected to new distribution network with 5 taps and associated reservoirs of 3 m ³
		Bakolong Garden	New SWSS	New BH with 30 m ³ /day solar pump and associated elevated tank of 5000 L, connected to new distribution network with 6 taps and associated reservoirs of 2 m ³ .

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Lot	Region	Identification	Type of Intervention	Intervention Description
		Afang Caramo Ceessay Garden	New SWSS	New BH with 30 m ³ /day solar pump and associated elevated tank of 5000 L, connected to new distribution network with 5 taps and associated reservoirs of 2 m ³ .
Lot 2	North Bank Region	Minyanta Garden	Expansion and improvement of existing SWSS	1- Controller installation in existing pump 2- New BH with 50 m ³ /day solar pump and associated elevated tanks of 2 x 5000 L, connected to distribution network with 9 taps and associated reservoirs of 2 m ³ , and an extra reservoir in the existing tap.
		Gambia Returnees form the Backway	Repair and improvement of existing SWSS	1 - Install new pump of 10 m ³ /day with controller 2 - Extension of distribution network with 1 tap and associated reservoir of 3 m ³
		UB and SS School of Ndungu Kebbe	New SWSS	1- Installation of pulley in existing MOW 2 - New BH, with a 8 m ³ /day solar pump and associated elevated tank of 2000 L, connected to a network of 2 taps, one associated to reservoir of 2 m ³
		Isatou Jadama Farm	Repair and improvement of existing SWSS	New BH with 8 m ³ /day solar pump.
		UB and SS School of Ngeyen Sanjal	Improvement of existing SWSS	1 - Existing well protection 2 - Optimize tank inlet and outlet 3 - Controller installation
Lot 3	Central River Region - North	UB and SS School of Charmen	Repair and improvement of existing SWSS	1 - Install new pump of 8 m ³ /h with controller 2 - Rehabilitation of tank elevated structure
		UB and SS School of Karantaba	Improvement of existing SWSS	1 - Fix Hand pump (change head) 2 - Controller installation 3 - Improvement of distribution system
	Upper River Region	UB and SS School Bajadaji	New SWSS	New BH, with an 8 m ³ /day solar pump and associated elevated tank of 2000 L, connected to a network of 3 taps, one associated to reservoir of 2 m ³
	Central River	Toubanding Garden	New caption	1- Installation of pulleys in existing MOWs 2- Two new MOW (10 m) with pulley

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Lot	Region	Identification	Type of Intervention	Intervention Description
	Region - North	Tabanani Garden	New caption	1- Installation of pulleys in existing MOWs 2 - Two new MOW (12 m) with pulley
		Madina Umfally Garden	New SWSS	New BH with 30 m ³ /day solar pump and associated elevated tank of 5000 L, connected to new distribution network with 5 taps and associated reservoirs of 2 m ³
	Low River Region	UB and SS School of Nyoro Jattaba	Repair and improvement of existing SWSS	1 - Install new pump of 8 m ³ /day with controller 2 - Extension of distribution network with one tap associated with a 2 m ³ reservoir
		UB and SS School of Kwinella	Repair and improvement of existing SWSS	1 - New BH with 4 1/2" 2 - Optimize pumping inlet
		UB and SS School of Kyang Karantaba	Improvement of existing SWSS	1 - Replace damaged solar panel 2 - Pump controlling improvement 2- Substitute existing tank

As a resume, the interventions will consist on six (6) new Small Water Supply System (SWSS), five (5) reparation and improvement of totally/partially in operational SWSS, three (3) improvement of existing SWSS, 1 (one) expansion and improvement of existing SWSS and two (2) new captions.

Expected results from the Works Supervisor

The Works Supervision must carry out the due follow up and monitoring of the works in accordance with the contractor(s)' contract(s) and the elements that complement it (The Project of the intervention, including Bill of Quantities) in the foreseen interventions on the sites water supply. The follow-up should therefore include checking the conformity of the works, draw attention to the contractor in case of any non-conforming situation, as transmitting guidelines to the contractor (such as hygiene and safety procedures, etc.). The main activities of the Works Supervision are:

1. Approve the contractor's work schedule, including daily schedule, work methodology, material suppliers, etc. In case of delay in an activity or activities, the supervisor must review the work program together with the contractor and report to the client to safeguard the completion date of the activities.
2. Visit all the active work sites of each Lot at least twice a week, to supervise, assess and record with detail the works. Safety and hygiene measures should also be supervised and, if necessary, orientations should be given to the contractor to ensure safety at work.
3. On-site approval of the equipment, namely if it complies with the provisions of the contract and documents that complement it (Technical Specifications, Contractor's technical and financial proposal, etc.), as well if they are in good conditions.

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4. On-site approval of the materials, namely if they comply with the provisions of the Contract and documents that complement it (Technical Specifications, Contractor's technical and financial proposal, etc.), as well as if they are in good condition.
5. On-site supervision of borehole drilling (borehole completion, casing and annular feeling), well digging, pumping tests and pressure tests of the Small Water Supply Systems (SWSS) and construction of the concrete foundations for elevation towers.
6. Produce synthetic works development reports on the status of the work (weekly), based on the visits to the work sites, where you must report the receipts of material and equipment, as well as the supervision indicated in the previous point.
7. Produce monthly reports of the status of the works, including receipts of material and equipment, supervision of works indicated in 5., payment certificates issued, project changes (if applicable), extra works (if applicable), delays (if applicable), etc
8. Provide the Procuring Organisation with recommendations or solutions to be adopted in relation to any problems that may arise in or within the scope of the contract(s), during the intervention works;
9. Periodic assessment with the contractor of the level of execution of the Works, at least monthly (if the works development justifies it, it should be done every 2 weeks or when the intervention in one site is finished), and correspondent issuance of payment certificates (according to contractor's invoices);
10. Assess the Taking-Over of the works, making the proper detailed verification of the works, and produce of a report/minute containing, when necessary, the works still required in for the approval. When works are considered approved, issuance of the Taking-Over Certificate.
11. Determine the responsibilities in relation to the type of defects that may be found before the completion date (12 months after the taking-over); Issuance of the final completion certificates.
12. Guarantee that the foreseen onsite training to beneficiaries (2 per site) is implemented by the contractor and that the repair & maintenance set is given to them.

Period of execution and location of the Supervision

- The Supervision shall start before the works begin and finish after its conclusion, being that the expected duration of the works is 12 weeks. Therefore, the expected duration of the supervision is to be approximately 16 weeks, assuming a preparatory phase prior to the start of the works with an estimated duration of 15 days and the phase corresponding to the preparation of the final report once the construction works are completed, also lasting 15 days
- The Supervision should be at the works site according to a planning that is defined together with the contractor(s) and shared and approved by the Procuring Organisation. This way, the supervisor presence will be guaranteed for all the required receptions and verifications *in loco*, together with follow-up meetings and general supervision of the work, including the hygiene and safety conditions implemented.

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Duration, schedule, and products

Steps	Calendar	Products
Submission of proposal	16 th May	Technical, finance proposal, and CV
Service contract signature	18th May	
Supervision of the interventions at the sites and final inspection	May/June/july 2022	Monthly reports of implementation
Final report	August 2022	Final report of implementation

Reporting Procedures

The Supervisor shall report directly to the person(s) to be designated by the Procuring Organisation.

Supervision profile requirements

Professional Experience

- Technical or academic education in the areas of Water Supply, Civil Construction, Construction works Design and/or Budgeting (proven professional experience in actions in these domains, may replace the academic level);
- Proven professional experience in the supervision of Water Supply Works (including boreholes drilling) of at least 5 years in a similar context.

Other skills

- Autonomy to perform the tasks for which will be responsible.
- Capacity to work under limited conditions.
- Knowledge of local languages.

Application Process

Proposals shall include:

1. **Financial proposal**, discriminating service fees and transportation and mobilization costs, expressed in the currency of The Gambia.
2. **Technical proposal including supervision schedule**
3. **Detailed description of logistic requirements must include all transportation and mobilization aspects.**

Proposals shall be submitted for the email tekkifii@gm.imvf.org with the subject **APPLICATION FOR WORKS SUPERVISION #WATER**.

For clarifications, write to: tekkifii@gm.imvf.org.

The deadline for the submission of a proposal is 16th May, 2022.

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