

**TANZANIA ELECTRIC SUPPLY COMPANY LIMITED**

**‘We light Up Your Life’**



**TERMS OF REFERENCE (TOR)**

**FOR**

**TENDER NO. PA/001/2022-23/HQ/C/34**

**BORROWER’S REF. NO.: TZ-TANESCO-323445-CS-INDV**

**FOR**

**PROVISION OF CONSULTANCY SERVICES TO PROVIDE SUPPORT AS CONTRACT MANAGER FOR THE IMPLEMENTATION OF CORPORATE MANAGEMENT SYSTEM (CMS) UNDER THE TANZANIA - ZAMBIA TRANSMISSION INTERCONNECTOR PROJECT (TAZA) - INDIVIDUAL CONSULTANT**

**FEBRUARY, 2023**

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**P163752 – TANZANIA – ZAMBIA TRANSMISSION INTERCONNECTOR PROJECT (TAZA)**

**TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF INDIVIDUAL CONSULTANT AS CONTRACT MANAGER FOR THE IMPLEMENTATION OF CORPORATE MANAGEMENT SYSTEM (CMS) UNDER THE TANZANIA – ZAMBIA TRANSMISSION INTERCONNECTOR PROJECT**

**1. Background**

The Government of Tanzania through Tanzania Electric Supply Company Limited, TANESCO, under finance from World Bank (WB), intends to construct 400kV power transmission line from Iringa to Sumbawanga through Mbeya and Tunduma with the objective of interconnecting with Zambia. In addition, the transmission line will connect the North West regions of Tanzania to the national grid. The Project Development Objective (as stated in the Pad) is to: (i) increase power transmission capacity to southern regions of Tanzania and (ii) strengthen institutional capacity in Tanzania and of the Eastern Africa Power Pool for regional power trade.

The proposed Iringa-Kisada-Mbeya-Tunduma-Sumbawanga 400kV transmission line is among several proposed 400kV transmission lines to be constructed in the country. The transmission line will interconnect Iringa, Mbeya, Songwe and Sumbawanga regions and will be used to evacuate power from various generation sources and facilitate power distribution in the regions. It will also facilitate interregional power trade and power exchange with Zambia in the south and with Kenya and Ethiopia in the north. The proposed transmission line will have new substations at Kisada, Mbeya, Tunduma and Sumbawanga and connect with the existing substation at Tagamenda in Iringa. The proposed transmission line will be 400kV TL double circuit from Iringa to Tunduma substation. Thereafter, one circuit will go to Sumbawanga substation and the other circuit will interconnect with the Zambian Grid to the South.

The scope of the Tanzania-Zambia interconnector includes about 620km 400kV double circuit transmission line extending the Tanzanian transmission backbone

from Iringa to Sumbawanga via Tunduma, and construction of associated transmission four (4) substations (Kisada, Mbeya, Tunduma and Sumbawanga); and about 4 km 330kV double circuit transmission line extending from Nakonde to the interconnection point at the Zambian border.

In order to ensure acceptable quality of deliverables, services and works for activities implemented by TAZA, TANESCO now intends to recruit a Contract Manager to support the project on planning, management, and supervision of contracts that are expected to be entered between TANESCO and several Contractors, Consultants and Suppliers as indicated in the Section 3 - Scope of Services.

## **2. Objectives of the assignment**

The main objective of the assignment is to acquire the services of an individual consultant to support the Project Managers, Coordinator, and relevant professional staff for the Tanzania - Zambia Transmission Interconnector Project (TAZA) in planning, preparations, and management of various contract including the Implementation of Corporate Management System (CMS).

The Consultant is expected to ensure that all contracts entered between TANESCO and Contractors, Consultants and Suppliers are well planned, efficiently managed and closely supervised with due consideration to terms, conditions and other requirements indicated in the respective contracts. The following is a list of the main activities that the Contract Manager shall be involved:

### **(a) Main Activities**

- (i). Contract No.: PA/001/2018-19/HQ/W/031 for Design, Supply, Installation, Implementation, Training and Commissioning of Corporate Management System (CMS) and Supporting Infrastructure.
- (ii). Contract No.: PA/001/2021-22/HQ/C/010 for Provision of Consultancy Services for Management and Supervision of the Supply and Installation of Corporate Management System (CMS) under Tanzania - Zambia Transmission Interconnector Project (TAZA).
- (iii). Contract No.: PA/001/2021-22/HQ/C/11: Consultancy Services for Undertaking Study for TANESCO Operational and Commercial Readiness

for Regional Power Trade and Capacity Building under Tanzania – Zambia Transmission Interconnector Project (TAZA).

- (i). Contract for Design, Supply, Installation, Implementation, Training and Commissioning of Equipment for Transmission System Readiness for Interconnection, Operational and Commercial Readiness for Regional Power Trading and Capacity Building under the Tanzania – Zambia Transmission Interconnector Project (TAZA).

**(b) Supporting Activities**

- (i). Contract No. 1: PA/001/2020-2021/HQ/W/45 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of the 400 kV Iringa – Kisada – Mbeya – Tunduma –Sumbawanga Double Circuit Transmission Line under Lot 1 (400kV Iringa - Kisada double-circuit overhead transmission line (IK)).
- (ii). Contract No. 2: PA/001/2020-2021/HQ/W/45 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of the 400 kV Iringa – Kisada – Mbeya – Tunduma –Sumbawanga Double Circuit Transmission Line under Lot 2 (400kV Kisada - Mbeya double-circuit overhead transmission line (KM)).
- (iii). Contract No. 3: PA/001/2020-2021/HQ/W/45 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of the 400 kV Iringa – Kisada – Mbeya – Tunduma –Sumbawanga Double Circuit Transmission Line under Lot 3 (400kV Mbeya - Tunduma double-circuit overhead transmission line (MT)).
- (iv). Contract No. 4: PA/001/2020-2021/HQ/W/45 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of the 400 kV Iringa – Kisada – Mbeya – Tunduma –Sumbawanga Double Circuit Transmission Line under Lot 4 (400kV Tunduma - Sumbawanga double-circuit overhead transmission line (TM)).
- (v). Contract No. 5: PA/001/2020-2021/HQ/W/46 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of Iringa, Kisada, Mbeya and Tunduma 400/220/33kV Substations, and Sumbawanga 400/220/66/33kV Substation under Lot 1 (Iringa and Kisada 400/220/33 kV Substations).

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- (vi). Contract No. 6: PA/001/2020-2021/HQ/W/46 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of Iringa, Kisada, Mbeya and Tunduma 400/220/33kV Substations, and Sumbawanga 400/220/66/33kV Substation under Lot 2 (Mbeya and Tunduma 400/220/33 kV Substations).
- (vii). Contract No. 7: PA/001/2020-2021/HQ/W/46 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of Iringa, Kisada, Mbeya and Tunduma 400/220/33kV Substations, and Sumbawanga 400/220/66/33kV Substation under Lot 3 (Sumbawanga 400/220/66/33kV Substations).
- (viii). Contract No. 8: PA/001/2020-2021/HQ/W/46 for Plant Engineering Design, Manufacture, Supply, Construction, Installation, Testing and Commissioning of Tunduma 400/330kV Auto-Transformation Switchgear and the 4km spur of the 330kV Double Circuit Transmission Line from Tunduma substation to the Tanzania - Zambia Border (constructed at 400kV, but energized at 330kV).
- (ix). Contract No. 9: PA/001/2020-21/HQ/C/08 for Provision of Consultancy Services for Project Management and Supervision of the Procurement, Design and Construction of Transmission System Infrastructures under the Tanzania – Zambia Transmission Interconnector Project (TAZA).
- (x). And any other contracts as may be instructed by the Client.

### **3. Scope of Services**

The contract manager is expected perform the following activities during the course of the Contract:

- (a) Participate in the preparation of contracts for various activities under the TAZA project including but not limited to the Contracts listed in Section 2 above.
- (b) Manage the contracts during the execution of the project activities to ensure that Contractors'/ Consultants' obligations and Employer's/Client obligations are discharged accordingly.

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- (c) Establish Long Term Service Agreements and Budgets for the projects that will require after project support such as Enterprise Resource Planning (ERP) systems.
- (d) Conduct regular meetings to update TANESCO management and other stakeholders on the performance of the contractors against the projected contractual milestones provided in the Project Implementation Schedule (PIS).
- (e) Administer all contractual provisions and correspondences such as claims, amendments, performance guarantees, liquidated damages, penalties, and others.
- (f) Preparation of contracts, regular review of contracts' performance, contract administration, and regular updates/reporting (weekly, monthly, quarterly, semi-annual, and annual) to the TANESCO Management and relevant external stakeholders.
- (g) Provide input to the preparation of the contracts by identifying the subject of the project, stakeholders, way of implementation, main project phases, procurement strategy, timelines and risks and responsibilities;
- (h) Check the consistency between various documents and contract conditions prior to compilation of contract documents for signing;
- (i) Support in the preparation of the Notification of Intention to Award and Contract Award;
- (j) Provide support to TANESCO management in keeping oversight (in terms of the quality, timelines, and cost) on contract management by tracking implementation progress as per agreed terms and conditions of the contract;
- (k) Reviewing and ensuring that all the requirements for the contract preparation like studies, surveys, designs, site, permissions, and financing are available;
- (l) Prepare and update a Contract Management Plan (CMP) for monitoring and reporting of each contract. Provide periodic updates on the progress and reasons for delays (if any), contractual issues, and their remedial actions;
- (m) Help in identifying and explaining the Employer's Risks, the Shared Risks and the Contractor's Risk;
- (n) Provide support in reviewing the conditions of contract effectiveness and ensure that all conditions are met prior to effectiveness and commencement;

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- (o) Review, explain and reporting on the roles and responsibilities of the Employer and the Contractor;
- (p) Provide support in maintaining communication in writing with Contractor, Employer and Stakeholders;
- (q) Collaborate with TANESCO and Stakeholders draft contracts with all required provision to manage the projects;
- (r) Actively monitor the activities on Critical Path and propose proactive measures for any issues and deviations in timelines;
- (s) Manage the performance of the contract on frequent basis;
- (t) Administer the contracts to ensure that all the contractors and client obligations are adhered to and resolve any issues and challenges that arise to ensure effective and timely implementation of the contracts;
- (u) Provide support in preparing and signing of contract amendments;
- (v) Provide input to the payment requests and deliverable submission as per the conditions of the signed contract. Review, monitor and report that all required insurances for risk coverage are in place and valid;
- (w) Review, monitor and report that all Securities/ Guarantees required in contract are available and valid during the contract implementation;
- (x) Review and monitor the portion of subcontracting (if any) under the contract.
- (y) Help in reviewing and responding to Contractor's Claims;
- (z) In Consultation with the Client (M/s Tanzania Electric Supply Company Limited (TANESCO)) and in close collaboration with the Management and Supervision Consultant for Transmission Infrastructure Extension help in reviewing and responding to complaints during contracts implementation;
- (aa) Support the Client on facilitation and review of contracts close out and completion reports prepared by supervision consultants for respective contracts under Transmission Infrastructure Extension;
- (bb) Review, monitor and report whether all the requirements related to Environmental and Safeguards (ES) and Occupational Safety, Health, and Sanitation (OSHS) are in place and being implemented during contracts execution;
- (cc) Provide support in suspension or termination of contract, if needed;
- (dd) Provide support in Post Completion activities like Operation, Defect Liability and Auditing;

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- (ee) Report performance of the contracts, including but not limited to the ones listed in Section 2 of this Terms of Reference (ToR), to the High Management Level of TANESCO and other Project Stakeholders;
- (ff) Monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed Schedules and seek to resolve issues in a timely manner in appropriate consultation with Management and/ or relevant external stakeholders;
- (gg) Mentor TANESCO Staff by sharing knowledge in Contract Management Services;
- (hh) Provide Capacity Building in Contract Management to TANESCO Staff responsible in Management and Supervision of various Contract of different scale with emphasis, among others, on the World Bank Contract Management Practice Published in September 2018 – First Edition;
- (ii) Preparation of Contract Management Plan for all ongoing contracts and participate in Contract monitoring and administration by ensuring that are efficiently managed, monitored, and timely completed in order to get the value for money (good quality at a reasonable cost);
- (jj) To enhance the efficiency and effectiveness of the Contracts Data/ Information Management System and in particular set up a filing and record keeping system that ensures that Contracts records are easily retrievable and available for Contracts Audits; Maintain complete Contracts files and records including all correspondence related to Contract Management activities; and seek legal advice where appropriate;
- (kk) Assist in preparing timely contract amendments/variation orders;
- (ll) Prepare and update the Contracts Register (List of all Contracts Awarded);
- (mm) Preparation of Annual of Work Plan and Budget and ascertaining the same is submitted to World Bank before end of the Month of May of each Calendar Year, and updating the implementation of the same after three (3) months; and
- (nn) Any other duties that may be assigned by Superiors from time to time in furtherance of the above responsibilities.

#### **4. Key-Performance Indicators**

The Consultant shall be evaluated using the following indicators:



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- (a) Qualities and timely submission of Contracts Management Plan, Contracts List Register, Annual Work Plan and Budget, Annual Procurement Plans and Monthly Progress Reports are timely prepared in close Consultation with Deputy Managing Director – Planning, Research and Investment and Overall Project Manager/ Project Coordinator for TAZA prior to submitting to the Managing Director;
- (b) Submission of quality weekly, monthly, quarterly, semi-annual and annual Contracts Management status reports/updates and submitted to the Managing Director;
- (c) Monthly update of procurement monitoring form to be provided to all user departments to be filled and submitted timely provide input into Monthly Contracts Implementation Status reports, with updated to Contract Management Plan, for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract;
- (d) Provide list of TANESCO staff, on monthly basis, that are mentored;
- (e) Quality and timely submission of consolidated Activities (Project Implementation Timeline) of all Contracts in Microsoft Project Professional 2019 Software;
- (f) List of Capacity Building offered to TANESCO staff including relevant Stakeholders related to Contracts Management and the number of TANESCO staff attended;
- (g) Ascertaining that the contracts that need time extension, the initiation of the same, is done at least two months ahead of expiry date;
- (h) The Advance Payment Bank Guarantee/Security and Performance Bank Guarantee/Security are maintained and where necessary their validity period is extended prior to expiration of the same;
- (i) Acceptable Record Keeping System of Contracts is in place within Two (2) Months after commencement of Service;
- (j) Capacity Building to TAZA Project Implementation Unit (PIU) Staff on World Bank Contract Management Practice Published in September 2018 – First Edition; and
- (k) Ten (10) Minimum Number of Staff Trained in Contracts Management Semi-Annually.

## **5. Qualification of Consultants**

- (a) Minimum Bachelor's Degree in Engineering, Procurement, Business Administration, Commerce, Economics, Finance, or any other related field from a recognized institution coupled with extensive and demonstrated experience managing power transmission infrastructure works contracts of 132kV voltage level and above.
- (b) A strong experience of at least ten (10) years' work experience managing large contracts for power transmission infrastructure works at 132kv and above.
- (c) Knowledge of the relevant FIDIC guidelines will be an added advantage;
- (d) Good oral, written and fluent communication skills in English Language;
- (e) A high level of interpersonal and management skills and ability to work independently, unsupervised and also with teams in the organization at all levels;
- (f) Must be able to work under pressure with tight deadlines;
- (g) Computer knowledge and skills in MS Word, MS Excel, is a mandatory requirement;
- (h) Excellent in Project Management Using Microsoft Project Professional 2019 Software at minimum;
- (i) Proven integrity and confidentiality in handling public resources and in executing duties; and
- (j) The candidate should be Eligible and have no Conflict of Interest (CoI) as per World Bank's Procurement Regulations for IPF Borrowers, Fourth Edition, November 2020, Section III – Governance; Sub-section 3.21 for eligibility and Sub-section 3.14 to 3.16 for Conflict of Interest.

## **6. Required Core Competencies**

- (a) Integrity, Leadership, and People Management.
- (b) Attention to details.
- (c) Proactivity.
- (d) Responsiveness.
- (e) Customer focused.

## **7. Duration of the Assignment**

The assignment shall be on full-term basis for a period of two (2) years, subject to a probation period of six (6) months and satisfactory performance. The contract may be extended subject to satisfactory performance and depending on need. The consultant will be required to obtain his/her insurance during the contract period and the same shall be deemed included in the remuneration.

## **8. Reporting Arrangements**

The consultant shall administratively report to the TANESCO's Managing Director who shall have overall responsibility for approving his/her outputs/deliverables. On day-to-day basis the consultant, will work closely with TANESCO's Deputy Managing Director Research, Planning and Investments (DMD – RPI) and TANESCO PIU for the TAZA Project.

## **9. Improvement of the Terms of Reference**

The Consultant may offer suggestions for improvement to this Terms of Reference (ToR), which he/she considers would result in better implementation of the corresponding activities as stipulated in this ToR. Such suggestions/proposals if accepted by the Client shall form the Final Terms of Reference of the assignment which shall then be Part of the Contract. The comments to the Terms of Reference for improvement must be discussed during Pre-Contract Award Discussion/ Negotiation, otherwise they shall not be legally enforceable.

## **10. Duty Station**

The Contracts Manager will be based in Dodoma, Tanzania or as may be instructed/ guided by the Client, and may be required to travel frequently to the project sites to engage with stakeholders.

## **11. Deliverables: The consultant shall be required to provide the following:**

- (a) Weekly, Monthly, Quarterly, Semi-Annual and Annual update to the management on the progress/issues of ongoing contracts in terms of quality, time and cost. The Specialist shall be responsible in preparation of Executive

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Progress Reports and detailed Progress Reports covering the reporting period.

- (b) Weekly update of Contract Management Plan.
- (c) Daily and Weekly monitoring of all ongoing contracts with the principal assignment of identifying the ones that are on Critical Path and advise the management accordingly.
- (d) Timely preparation, signing, and issuance of contract amendments and/ or change orders of all contracts.
- (e) Monthly review of all securities and guarantees under the contracts to ensure that they remain validity as per Terms and Conditions of the respective Contract.
- (f) Monthly review of all insurances under the contract to ensure that they remain validity as per Terms and Conditions of the respective Contract.

**12. Selection and Evaluation Criteria**

The following criteria will be used to evaluate the submitted CVs

<b>S/No</b>	<b>Criteria</b>	<b>Weights</b>
1	General qualification and suitability of the task to be performed.	10%
2	Understanding and Experience of Contract Management	25%
3	Experience in managing projects: (a) Experience in managing similar large projects or programs contracts of value greater than \$10 million (20%). (b) At least 10 (ten) years' experience in contract management (15%). (c) Track record of managing and delivering contracts of at least 3 large projects (20%).	55%
4	English language proficiency	5%
5	Writing and Presentation skills	5%
<b>TOTAL</b>		<b>100%</b>

### **13. Mode of Payments to Consultant**

- (a) The Consultant shall be paid a Time-Based amount of remuneration per month, which shall include all overheads and other associated cost without breakdown (e.g. transport allowance for to and from duty station, house allowance, all insurances, etc.);
- (b) The Consultant shall be responsible for all taxes and duties including income tax and VAT applicable as per the Prevailing Tax Laws and Regulations of Tanzania. Therefore, the remuneration shall be deemed inclusive of With-Holding Tax (WHT), Value Added Tax (VAT), Duties, etc); and
- (c) In case of travel requirement outside of Duty Station and outside of Tanzania for related assignments under this Contract, the consultant shall be paid travel expenses based on the actual expenditure and suitable determined subsistence allowance including hotel accommodation to cover all other cost.

### **14. Handling of Clarification Queries**

The Clarification Queries must be submitted to the address provided in the Request for Expression of Interest (REOI).

### **15. How to Apply**

Qualified and interested candidates who meet the required qualification and experience are invited to submit updated Curriculum Vitae (CV) and cover letter on or before **Friday, 17<sup>th</sup> March, 2023 at 14:30 Hours East African Time**, explaining their motivation and why they are suited for the assignment. The letter be addressed to the following address:

#### **Secretary Tender Board**

Tanzania Electric Supply Company Limited  
Umeme Park Building, Third Floor, Room No. 310  
Morogoro Road, Ubungo Area,

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Dar es Salaam, TANZANIA

**Attn:** Ms. Rehema O. Shabani

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**Important Note:** The submissions must be done through TANEPS. Interested Candidates should register on TANEPS for accessing the system and submission. **The submission deadline is Friday, 17<sup>th</sup> March, 2023 at 14:30 Hours East African Time, and must be submitted to the address provided in the REOI.**