

- Renewal of Existing Reservoirs
- Electrical and Mechanical Works

1.2 Institutional Roles:

Rize Municipality is responsible for the construction and maintenance of all environmental infrastructure investments in its service area. Rize Water Transmission Lines and Network Sub-Project is under the responsibility of Rize Municipality, who will be the Client for the services to be provided by the Consultant.

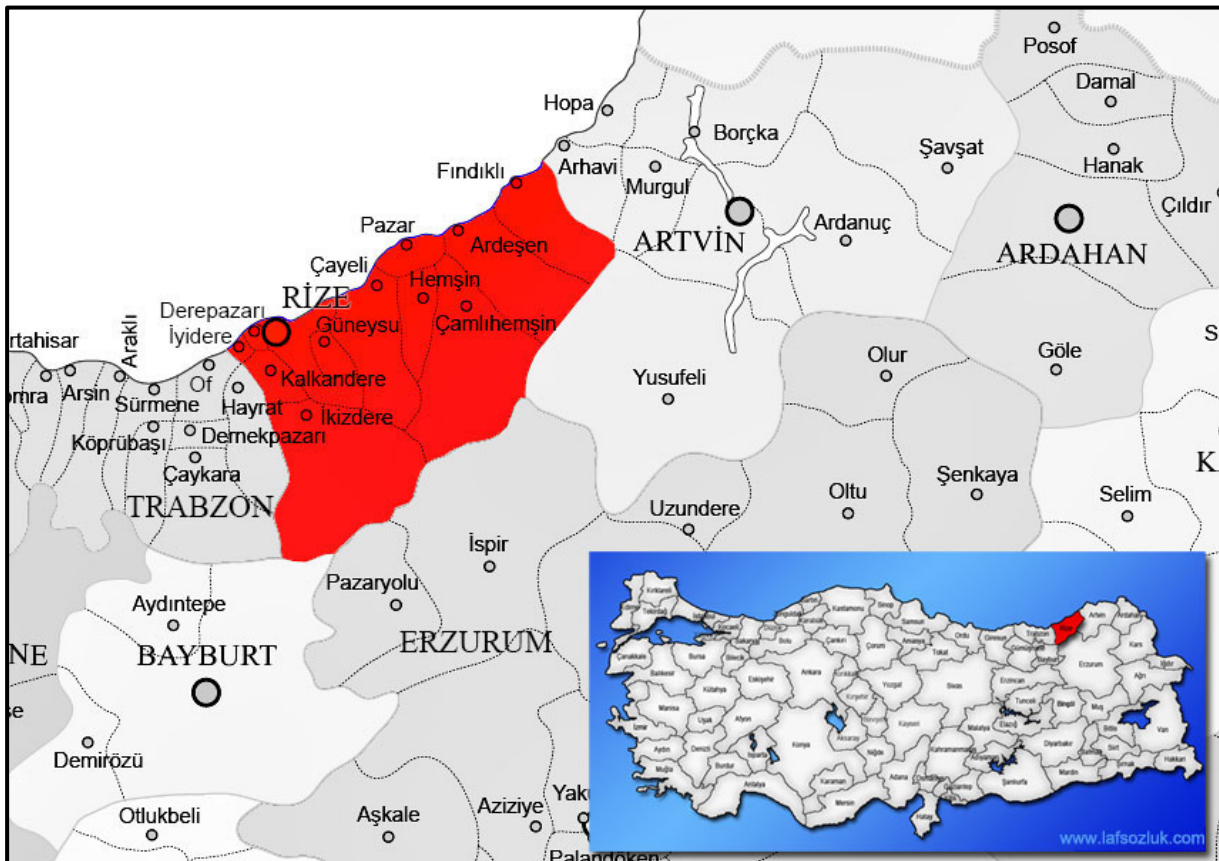
ILBANK is responsible for monitoring the implementation of the Project activities, including overseeing the execution of these activities and ensuring the achievement of desired results.

ILBANK ensures that the project complies with the World Bank's environmental and social standards, as well as procurement regulations. ILBANK will provide additional support for require procurement, implementation, and supervision to the municipalities.

1.3 Sub-Project Area:

The scope of this Contract covers water transmission lines and network project in Rize as detailed in the further Sections of this Terms of Reference. The following figures show the location of Rize province as the subject of this Terms of Reference.

Figure-1: The Location of Rize District



Rize Province is located on the east of the coastline of the Black Sea. Rize Province is surrounded by Trabzon in the west, by Erzurum and Bayburt in the south, by Artvin in the east and by Black Sea into the north.

Area of Rize is 3,835 km². The current settlements of Rize Municipality start from sea level and reach to the elevation of 360m. The highest elevations of the settlement are the upper parts of Dağsu and Ekmekçiler Neighborhoods. Rize has a very rough and mountainous terrain with 80 km length of the coastline. The width of the coastline ranges from 20 to 150 m.

Beside the Central District, Rize has 11 districts, 4 sub-districts and 350 villages. The total number of municipal towns of the province is 18 together with Kendirli and Madenli Towns. Districts are Ardeşen, Çamlıhemşin, Çayeli, Derepaşarı, Fındıklı, Güneysu, Hemşin, İkizdere, İyidere, Kalkandere and Pazar.

In general terms, it is in the rugged mountainous structure. Plain areas along the coastal line and creeks valleys are the densely populated areas. The slope suddenly increases towards to south. Parallel repeating deep valleys, ridges, inclined slopes create rough topography. Areas with fewer slopes are located at the altitude of 150 – 200m. Land slopes increases rapidly after that altitude. Altitudes at areas created by parallel and sharp ridges close to each other and by deep valleys increases rapidly to 2,000m. Altitudes above 2,000 m are the region's steep terrains.

Rize is 28 m above sea level and has a warm and temperate climate; There is significant rainfall throughout the year in Rize. Even in the driest months, the amount of precipitation is quite high. The annual average temperature of Rize is 12.5 °C. Average annual precipitation is 1989 mm.

With 110 mm of precipitation, February is the driest month of the year. With an average of 247 mm of precipitation, the highest precipitation is seen in September.

Figure-1: Climate Chart of Rize

	January	February	March	April	May	June	July	August	September	October	November	December
Avg. Temp. (°C)	4	4.5	6.7	10.3	14.7	18.4	20.8	21.4	18.6	14.9	10.2	6
Min. Temp. (°C)	0.8	1	3	6.3	11	15.4	18.3	19.2	16	12	7	2.9
Max. Temp. (°C)	7.4	7.9	10	13.5	17.5	20.7	22.7	23.3	21	17.7	13.7	9.6
Precipitation (mm)	138	110	136	123	156	176	175	200	247	233	157	138
Humidity (%)	75%	75%	75%	78%	81%	82%	85%	87%	85%	83%	77%	76%
Rainy Days (days)	11	10	12	12	14	14	16	17	14	13	9	10

2 Objectives of the Assignment

The objectives of the assignment are (i) construction supervision services, and (ii) supervise the remedial works to rectify defects that arise during the Defects Liability Period (DLP) for the construction works package stated below.

- Construction of Rize Water Transmission Lines and Network Project

Further details of the Scope of Services will be outlined in the proceeding Sections of this Terms of Reference.

Information/Data to be provided to the Consultant:

The above-mentioned project has its own Project Information Documents (PID) and has full set of drawings. The designs had been prepared by local consultant firms under the administration of related Utility. Both PID and drawings will be provided to the Consultant as part of this Terms of Reference in electronic format.

As a part of the Environmental and Social Assessment, Environmental and Social Management Plan (ESMP), Stakeholder Engagement Plan (SEP), and Ex-Post Social Audit Report (EPSA) of sub-project have been prepared according to project specifications in full compliance with the World Bank Environmental and Social Safeguard Policies (Environmental and Social Standards, 2018).

3 Scope of the Services:

The Scope of Services of the Consultant under this Contract is as follows:

TASK: TO PROVIDE SUPERVISION SERVICES DURING THE CONSTRUCTION STAGE AND DEFECTS LIABILITY PERIOD

The Consultant shall be responsible to carry out all the duties and responsibilities attributed to the “Project Manager” or “Engineer” in the General Conditions of Contract (GCC), Particular Conditions of Contract and Part 2 – Work’s Requirements Sections of the World Bank’s Standard Procurement Document - **Request for Bids / Small Works**. The Supervision responsibility of the Consultant shall be for the Works Contract signed as a result of the bidding process concluded by Rize Municipality, namely for ***Rize Water Transmission Lines and Network Project*** and shall continue until the expiration of the Defects Liability Period/Warranty Period. Significant issues shall be subject to approval of the Client as indicated in the terms and conditions of the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) of the respective works contract.

As an addition to these tasks as the Project Manager, the Consultant shall:

- a. Follow-up and inform the Client about progress of the work and activities, attend any meetings reasonably convened by the Client and provide any information or evidence reasonably required by the Client at any public meetings or inquiries that might be held in connection with the Project.
- b. Inform the Client about the cost and time impact and any other consequences of any sort of his proposals (such as revisions, recommendations, etc.). In case of an arbitration in the Works Contract, to assist the Client in the preparation of the documents needed by the Client.
- c. As in compliance with the format and content determined by the Client, prepare monthly and quarterly progress reports in comparative with Contractor’s original (initial) work schedules and requirements from item "i" below and inform the Client in written for delays.
- d. Based on the approved work schedule and cash flows of the Contractor; monitor the progress compared to the initially envisaged plan/s and inform the Client about the potential/actual failures/delays, take necessary measures under the Contract.
- e. During all kinds of material approval process; establishment and acceptance of factory and material acceptances, determination and approval of the institutions or organizations (laboratories, universities, etc.) where the tests are to be conducted, approval or rejection of the materials, manage the use of approved materials at site and removal of unauthorized materials from the site and follow.
- f. Randomly collect material samples and perform relevant tests and analyzes at specified intervals without waiting the written mandate of the Client.
- g. To keep accurate and detailed site records.

- h. For construction works, conduct conformity monitoring of Environmental and Social liabilities including Occupational Health and Safety (OHS) issues mentioned in the Environmental and Social Impact Assessment (ESIA) and/or Environmental and Social Management Plan (ESMP). All regular reporting obligations mentioned in these documents, including on incidents (using the World Bank Environmental and Social Incident Response Toolkit [ESIRT] format for reporting) shall be followed for the construction activities.
- i. Ensure implementation and reporting of ESIA/ESMP, RP/Ex-Post Social Audit Report (EPSA) and SEP as required, in a manner acceptable to the Bank and make sure that no construction activity shall commence before the land acquisition process completed for the privately-owned land and permits/licenses received to use/transfer rights of public lands.
- j. Following up the grievance mechanism of the TEFWER Environmental and Social Management Framework that has been disclosed on ILBANK's website in July, 2022, consulted upon and re-disclosed on February 19, 2024, and supporting preparation of the biannual Resettlement Action Plan Progress Report for Client (ILBANK/Municipalities/Utilities), as relevant. These reports will be submitted by Client to the ILBANK and these issues should also be included in the progress reports to be prepared.

The Services will be carried out under the following Parts:

Part 1: Tasks prior to start of construction works will include but not be limited to:

- a. Review the qualifications of the proposed key management personnel of the Contractor and make appropriate recommendations to the Client;
- b. Ensuring submission of the Quality Assurance/Quality Control (QA/QC) Plan submitted by the Contractor, checking and approving its compliance with the contract requirements;
- c. Receive from the Contractor, check for compliance with contract requirements and advise the Client on all performance certificates, insurance certificates or policies and guarantees relating to the contract before submitting to the Client for acceptance;
- d. Before the start of the works and during the works, facilitate any communication and attend any meeting between Contractor and the owners of facilities (water, telephone, electricity, gas) sharing the road right-of-way; in particular, give advice on proposed modifications by the owners of facilities;
- e. Ensuring the submission of site mobilization and layout plans by the Contractor, checking and approving their compliance with the contract requirements;
- f. Ensuring the submission of method of statements and work schedule by the Contractor, checking and approving their compliance with contract requirements;
- g. Ensure that Environmental and Social (ES) provisions and OHS provisions set out in the contract documents are fulfilled including to check if the necessary E&S capacity (including OHS) is provided by the contractor, and reporting thereof;
- h. Ensuring submission of all sub-management plans addressed in sub-project specific E&S assessment reports including OHS Management plans, traffic management plans, and other required E&S management plans submitted by the Contractor,

- checking and approving their compliance with the contract requirements before commencing the works and periodically during the works, and reporting thereof;
- i. Ensuring the submission of material and equipment procurement program submitted by the Contractor, checking and approving their compliance with the contract requirements;
 - j. Check correctness of coordinates and levels of all survey reference markers and require the Contractor to make an independent check;
 - k. Check the Contractor's setting out and levels of the designed works;
 - l. Verify estimated quantities in the Price Schedules and promptly advise the Client of any prospective Time and Cost effects and make appropriate recommendations; and
 - m. Take measures for and ensure the proper implementation of LMP and SEP including the grievance mechanism.

Part 2: Tasks during construction will include but not be limited to:

2.1 Supervision tasks

- a. Approve and monitor the Contractor/s' work program and the source of materials;
- b. Approve and monitor the implementation of the Contractor/s' Quality Assurance/Quality Control (QA/QC) Plan;
- c. Approve and monitor the implementation of the Contractor/s' Method Statement;
- d. Approve and monitor the implementation of the Contractor/s' Health and Safety Plan;
- e. Explain and/or adjust ambiguities and/or discrepancies in the Contract Documents in advance in order to avoid any dispute;
- f. Inspect for approval all shop drawings and as-built drawings prepared by the Contractor;
- g. Supervise inspection and testing of materials and works to ensure compliance with specifications, and/or removal and substitution of improper materials and/or work as required;
- h. Ensure the Contractor/s' compliance with the agreed Environmental and Social Management Plan; to control and appraise the progress of the works, to order suspension of works and to authorize, with the Client's approval, extensions of the period for completion of the works; The Consultant shall take necessary measures for environmental, social, and occupational health and safety aspects. In this context the most recent Turkish environmental and safety regulations as well as the Client and WB Environmental and Social Standards and WBG's General and Sector Specific EHS Guidelines, Environment, Social, Health and Safety (ESHS) policies are required to be taken into consideration particularly during the supervision of the construction works. Within this scope, the Consultant shall also be responsible for the supervision of the Contractor's environmental and social management practices/plans (grievance mechanism, stakeholder engagement, waste management, noise, resettlement plan etc.) and ESHS obligations and report to the Client in his monthly progress reports. The details of the Environmental, Social, Health and Safety (ESHS) Management and the responsibilities of the "Consultant" shall also be detailed in the Contractor's contract. The Consultant shall have the

responsibility for relevant supervision, oversight and instruction of the applications to the Contractor.

All regular reporting obligations mentioned in these documents, including on incidents (using the World Bank Environmental and Social Incident Response Toolkit [ESIRT] format for reporting) shall be followed for the construction activities.

- i. Provide assistance in administering and resolving grievances;
- j. Issue interim certificates for payment to the Contractor on the basis of measured work items or to certify the completion of the works or parts thereof;
- k. Carry out generally all the duties of the Project Manager as specified in the Contract, within the limitations specified therein;
- l. Advise the Client on all matters relating to additional works, scope change, variations, and claims reported by the Contractor and make recommendations thereon;
- m. Attend to the work inspections carried out by the State Authorities in accordance with the Turkish Law;
- n. Organize taking over and performance certificate and submit all supervision documents to the taking-over committee according to the Contract and Applicable Law;
- o. Issue the Certificates of Completion of the Works and Defects Liability Certificates;
- p. Assist the Client in taking over the site of the works.
- q. The Consultant will assist and provide the necessary technical information about the projects to the Client/İLBANK for their assessing the energy efficiency and Greenhouse Gas (GHG) Emissions and Calculations if requested by the Client/İLBANK.

2.2 Administration of the Civil Works Contracts

The responsibility of the Consultant shall include, but not limited to, the following tasks:

- a. Financial management of the Civil Works Contract. Based on (i) the Contractor's programme of works and cash-flow predictions which should be revised at required time intervals and, (ii) upon own judgement, the Project Manager shall prepare monthly, as part of monthly reports, disbursement tables showing the status of previous disbursements and a tentative prediction of future disbursements on a monthly basis;
- b. Monitor validity of the Contractor's insurance policies and guarantees and timely advice the Client on their expiry dates, necessity to request the extensions of the validity and where necessary change the amount of the insurance policies and guarantees;
- c. Provision and administration of the Project Management Information System (PMIS) for management of project correspondence and documents in accordance with the approved PMIS plan and procedures, and timely updates of the records and reports thereof;

- d. Continuous follow-up of the Contractor work programme and monitoring cash-flow in relation to the planned schedules and alert immediately the Client if any change occurs in the progress of disbursements;
- e. Day-to-day measurement and recording of quantities of works carried out by Contractor;
- f. Daily recording of work site events in a work site logbook;
- g. Remeasurement of quantities of work carried out monthly for each contractual item of work;
- h. Monthly comparison of actual progress against progress as scheduled;
- i. Review Contractor's Monthly Statements and issue the corresponding Payment Certificates as appropriate;
- j. Attendance at periodic site meetings and monthly progress meetings and ensuring minutes signed by all parties are recorded.

The required procedures to carry out the site supervision and contract administration tasks shall be prepared by the Consultant and submitted for the approval of the Client in a Consultant's Site Supervision Procedures Manual.

2.3 Administration of Environmental, Social, Health and Safety (ESHS)

The Consultant shall ensure that the Contractor's ES (Environmental and Social) performance is in accordance with good international industry practice and delivers the Contractor's ES obligations.

The ES related services include those of the Project Manager's as referred in the World Bank's Standard Procurement Document - Request for Bids / Small Works (If needed as a result of the cost estimates, the Standard Procurement Document could change). Services to be provided by the Consultant will include but are not limited to the following:

1. Review and approval of the Contractor's Environmental and Social Management Plan (C-ESMP) including all updates and revisions, as well as sub-management plans (if any) (not less than once every 6 months);
2. Review and approve ESHS provisions of method statements, implementation plans, drawings, proposals, schedules and all relevant Contractor's documents;
3. Review and approve ESHG provisions of any design change proposals and the implications for compliance with project specific ESMP/RP/SEP/GM, consent/permits and other relevant project requirements;
4. Undertake audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities related to the Works, in order to ensure and verify the Contractor's compliance with ESMP requirements, with and without Contractor and/or Client relevant representatives, as necessary;
5. Undertake audits and inspections of Contractor's Occupational Health and Safety (OHS) provisions (including mitigation/preventive actions related to COVID19 or other communicable diseases), OHS logs and safe working environments, records of all environmental and social practices specified in the ESMP, stakeholder engagement activities carried, community liaison records including all grievances received and resolved, monitoring findings and other ESHS related documentation, as necessary, to confirm the Contractor's compliance with ESMP requirements;

The duties and responsibilities of the consultant regarding OHS management will include the following:

- a) Checking the compliance of the Contractor's OHS documents and the OHS legislation and requirements within the framework of the ESMP on a daily basis including site OHS checklists, observation reports, work permits to ensure that the unsafe conditions and behaviors detected are corrected by, informing the Contractor and the Employer in case of non-compliance,
 - b) Ensuring that workers' health reports and personal files are complete and all relevant OHS trainings are completed, site OHS plan, risk assessment, emergency management plan are prepared and emergency drills are conducted according to legislation, restricting workers' access to the field in case of detecting inappropriate working environments,
 - c) Presence of an OHS specialist in areas where high-risk work is carried out (e.g., excavation, indoor work, crane work, etc.),
 - d) Ensuring that the construction machinery and equipment used are in compliance together with machine operator's appropriate license with the legal legislation and preventing their use in case of non-compliance
 - e) Notifying the Employer within 48 hours of any damage or accident related to the Project, including serious health and safety injuries and road accidents, that has or may have a serious adverse impact on the environment, affected communities, the public or employees, and provide adequate information on the relevant and immediate measures and measures to be taken
 - f) Participating in regular OHS meetings of the contractor and contributing when necessary
6. Agree on corrective action/s to be taken for minor; level 1 level 2 and level 3 non-compliances and their timeframe for implementation in the event of a noncompliance with the Contractor's ESHS obligations set out in the ESMP;
 7. Attend meetings including site meetings, progress meetings to discuss and agree appropriate actions to ensure compliance with ESHS obligations;
 8. Check that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
 9. Review and critique, in a timely manner, the Contractor's ES documentation (including regular reports and incident reports) submitted to Project Manager and to provide advice to ensure the accuracy and efficacy of the documentation;
 10. Ensure the follow-up of the activities specified in the Stakeholder Engagement Plan (SEP) and Resettlement Framework¹ documents and the regular follow-up of the grievance mechanism, providing support to the Administration for resolving the grievances;
 11. Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues, and report to the Client;
 12. Ensure no construction activity is initiated before the implementation of the Land Acquisition and/or Resettlement Plans (land acquisition process, compensation/supports, permits/licenses for use/transfer rights of public lands, etc.)

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to be prepared in accordance with the Resettlement Framework (İLBANK, 2023) is completed in case of legal or illegal users are identified on private and/or public lands; and

13. Prepare a brief monthly report that describes the work that the Project Manager's ES Key Expert/s have undertaken, the issues (including any Contractor/s' ES noncompliance) identified and the actions taken to address the issues.

Limitations of the Consultant's Authority

- A. The Consultant shall have no authority to relieve the Contractor of any of their duties and obligations under the Works Contracts.
- B. The Consultant is under obligation to seek the Rize Municipality's/ İLBANK's concurrence before agreeing to or implementing any modification or waiver of the terms and conditions of the Contract including granting an extension of the stipulated time for performance.
- C. The Consultant will seek prior written approval of the Client for the following:
 - a. issuing / approving any Payment Certificates (PC) for the Contractor's Payments;
 - b. agreeing / instructing any changes in the project design;
 - c. approving or issuing of any Contract Variation, except in an emergency situation as determined by "Project Manager" in accordance with the Conditions of Contract;
 - d. in the event of additional work, the Consultant shall report on the relative merits of tendering vis-a-vis issuing a variation for such additional works;
 - e. approving a proposal for Variation submitted by the Contractor;
 - f. making variations in work quantities which bring the total cost in excess of the value of the Contract Price specified in the relevant contract provisions;
 - g. determining any new rate or price with respect to any Variation;
 - h. approving any extension of the Intended Completion Date;
 - i. approving any compensation event for any additional cost including any cost associated with extension of the Intended Completion Date;
 - j. suspending the Works in accordance with the Conditions of Contract;
 - k. approval of the subcontracting of any part of the works;
 - l. approval of equipment and material manufacturers and models to be used within the scope of work.

Any response by the Project Manager which requires Client's approval, except as otherwise expressly specified, shall be notified in writing to the Contractor within 28 days of receipt. (14 days for the Project Manager, 7 days for the Client, then 7 days for the Project Manager to consider Client's comments).

Supervision during the Commissioning, Defects Liability and Maintenance Period:

- a. The Consultant shall continue to be responsible for the supervision and inspection of the construction and completion of the Works during the Defects Liability Period as defined in the works contract. The level of supervision shall be appropriate to the scale of the works being carried out. These inspections and supervision are to ensure

that works, agreed to be carried out during the Defects Liability Period, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the Client and take required actions to rectify the defect.

- b. A report of these inspections shall be submitted to the Client, which shall include all details of any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed. Moreover, the Consultant shall submit quarterly report/s summarizing all the activities during subject quarter of Defects Liability. A final report shall be submitted at the end of the Defects Liability Period giving full details of all works carried out during that period. This report shall be submitted by the Consultant to the Client at least 30 days prior to the Consultant's issuing Defects Liability Certificate for the completed Works. The Consultant will provide minimum number of technical staff acceptable to the Client during the Defects Liability Period. Defects are expected to be minimum for a competent Consultant Firm during Defects Liability Period.
- c. The Consultant is required to provide perfect supervision/inspection services during the period, to prepare defect lists and monitor correction of defects. If required, Consultant will instruct the Contractor and closely inspect the repair of works in the Defects Liability Period. Until the finishing of Defects Liability Period, the Consultant shall execute all interim controls, inspections. In demand of Client, the Consultant shall deal with determined defect or failure. The Consultant will inform the Client and Contractor in case of finding defects in interim audit/controls.
- d. The Consultant should prepare and submit to the Client's approval a report providing all information about the "as-built-conditions" including calculations, drawings, specifications, final cost analysis etc.
- e. The Consultant should prepare demobilization of the Contractor should be as per the mobilization plan and this process should be supervised and monitored.

4 General Obligations and Tasks of the Consultant:

General

- a. To carry out its duties and responsibilities by suitably qualified engineers and other professionals (experience of staff has been stated at Section-8 (Team Composition & Qualification Requirements for the Key Experts) who are competent to carry out the duties described within this document.
- b. To co-operate with the other consultants and join the meetings whenever required by the Client.
- c. To carry out all the Services with all due diligence, care and in a timely manner so as not to cause any delay. It is deemed that the Consultant familiarized himself with the nature of Project and is expected to take all sorts of precautions during the performance of Services to fulfil his tasks in a timely manner and to get the works completed by the Contractor/s on time.
- d. Assist/support the PIU in updating the procurement plan of Projects as per the approved/revised work schedules of the Contractor and his Contract.

5 Time Schedule:

During the courses of the services, the Consultant shall note that all designs/details/calculations/reports/specifications and other documents submitted to the Client for approval will be reviewed by the Client and approved or returned for revision and/or resubmission in 10 business days, which in turn as part of the relevant tasks of the Consultant, it needs to do the same review before this period expires and the Client has time to review and analyze the Consultant’s findings and consolidate with its own findings.

The Consultant shall submit all the documents in a timely manner to complete the services on time without any delay. Time schedule for the completion of the Consultant’s services for the various parts of the work as mentioned below shall be submitted to the Client.

All activities under the Scope of Services shall be completed within 32 (Thirty-two) months (including the Defects Liability Period) from the signature date of the first works contract within the scope of consultancy services.

Project Completion Schedule for each of the construction contract packages is drafted in the following table.

6 Timetable

Figure-3: Timetable

Item / Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32		
Works Contract Signing and Construction Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20														
Defects Liability Period (DLP)																						1	2	3	4	5	6	7	8	9	10	11	12	

Supervision of Construction and Engineering Services and Defects Liability

Under normal conditions, the scheduled construction period is 20 (twenty) months for Rize Water Transmission Lines and Network Project and the defects liability period is 12 (twelve) months.

Contract Type

The contract shall be time-based for the activities under this ToR

7 Change in The Scope of Consultant’s Services:

The Construction commencement dates of Works may vary due to unexpected reasons. The Consultant shall wait for the finalization of the respective tender evaluation/s and commencement of the Construction Works and shall not request any payment or compensation for the tender in question. In any case, the Consultant Services Contract shall be commenced concurrently upon the signature of the Works Contract.

If the Works Contract is not tendered or is not awarded by the Client, the Client may decide:

- i. To terminate the Contract signed with the Consultant. No payments will be made to the Consultant and the Consultant shall not request any payment or compensation in this regard since the Contract signed in between the Client and Consultant shall only become effective when the respective works Contract has been signed.

- ii. In agreement with the Consultant; to suspend the services of the Consultant until awarding of Construction Contract. In such case the Consultant shall not be paid by the Client during the period between suspension and commencement date of the Construction Contract/s, and the Consultant shall not request any payment or compensation for the duration mentioned above.

At every 6 months from the effectiveness of the Contract the Client and the Consultant shall review the staff input for the next 6 months and based on the agreed staff plan the Consultant shall mobilize its personnel.

8 Team Composition & Qualification Requirements for the Key Experts:

The Consultant shall typically comprise a firm with experience in carrying out similar tasks, specifically to include the following minimum qualifications;

- Experience as Consultancy Company in the last ten years, preferably in projects financed by international financing institutions,
- Experience in the construction supervision consultancy services that are similar to the required services in size, similarity and complexity in the last 10 years, preferably in supervision of environmental infrastructure projects, i.e., water transmission lines and network projects (including SCADA),
- Experienced in the water transmission lines and network designs,
- Experience in the region (for each JV partner).

The Consultant's team shall include at least the following suitably qualified engineers and other professionals who are competent to carry out the duties described within this document. The number of staff will be determined by the Consultant Firm and also approved by İLBANK to comply with the strict duration limitation of the contract. The Consultant is free to propose additional professional experts as deemed necessary for successful completion of the assignment. The Consultant shall provide adequate staff in terms of expertise and time allocation, as well as needed equipment in order to complete the activities required under the scope of work and to finally achieve the objectives of the project in terms of time, costs and quality.

The minimum required number and experience of proposed professional staff is:

For Construction Supervision of Sub- Projects		
KEY STAFF	Professional Experience (Years)	Specific Experience on Related Assignment (Years)
MAIN CONSULTANT SITE OFFICE		
Project Manager	>15	>10
Site Manager	>10	>5
Payment Certification Control, Quality Control and Cost Engineer	>8	>5
Mechanical Engineer	>10	>5
Electrical Engineer	>10	>5
Survey Engineer	>5	>3

Environmental Specialist	>5	>3
Social Specialist	>5	>5
Occupational Health and Safety (OHS) Specialist	>8	>5
Sub Total - 1		
For Construction Supervision of Defects Liability Period*		
Project Manager		
Payment Certification Control, Quality Control and Cost Engineer		
Mechanical Engineer		
Electrical Engineer		
Sub Total - 2		
Geotechnical Engineer	>5	>5
Mechanical Technician	>5	>5
Electrical Technician	>5	>5
Junior Engineer - 1 total	>4	>4
Junior Engineer - 2 (pipe laying works)	>4	>4
Junior Engineer - 3 (civil works)	>4	>4
Survey Technician	>5	>5
<u>Defects Liability Period Staff Requirement:</u>		
(*) Staff-months for DLP shall be proposed as well and demonstrated in the Staffing Schedule.		
(**) Technicians/Junior Engineers will not be evaluated as key expert. The CVs of these staff will be submitted to the Client for approval after contract award.		
Following the contract award, the Technicians experienced for at least 5 (five) years or the Junior Engineers experienced for at least 4 (four) years in their respective fields shall be proposed.		
Note: Support staff for the administration services shall be proposed additionally as required (surveyors, clerks, drivers, secretary etc. if these necessities approved by Client).		

The description below provides further details on the roles, responsibilities, and required qualifications of the key expert positions:

Project Manager (Civil Engineer), in addition to defining and supervising the activities of other members of the consultancy team and liaising with the PIU, this key expert is expected to provide key technical inputs, conduct quality assurance, ascertain consistency of results across individual tasks, and be the day-to-day single point of contact and party ultimately responsible to the Employer for the Tasks as defined in this ToR. Project Manager will be Civil Engineer holding a suitable undergraduate degree (BSc or above) and have at least 15 years' professional experience. S/he shall have minimum 10 years of specific experience in Supervision stage with 5 years' experience as Supervision Project Manager especially in the infrastructure projects. The Supervision Project Manager shall be preferably fluent in written and spoken English.

Site Manager holding a suitable undergraduate degree (BSc or above / preferably Civil Engineer) and have at least 10 years professional experience. S/he shall have minimum 5 years

of specific experience in Supervision stage as Site Manager or equivalent position in the supervision stage of environmental infrastructure projects preferably in drinking water sector. The Site Manager shall be preferably fluent in written and spoken English.

Payment Certification Control, Quality and Cost Engineer holding an undergraduate degree (BSc or above / preferably Civil Engineer) and have at least 8 years professional experience. S/he shall have minimum 5 years of specific experience in Supervision stage as Payment Certification Control, Quality and Cost Engineer or equivalent position in the supervision stage of environmental infrastructure projects preferably in drinking water sector. The Payment Certification Control, Quality and Cost Engineer shall be preferably fluent in written and spoken English.

Mechanical Engineer holding an undergraduate degree (BSc or above) and have at least 10 years professional experience. S/he shall have minimum 5 years of specific experience in Supervision stage as Mechanical Engineer or equivalent position in the Supervision stage of environmental infrastructure projects in drinking water sector. The Mechanical Engineer shall be preferably fluent in written and spoken English.

Electrical/Electrical Engineer holding an undergraduate degree (BSc or above) and have at least 10 years professional experience. S/he shall have minimum 5 years of specific experience in Supervision stage as Electrical / Electrical Engineer or equivalent position in the Supervision stage of environmental infrastructure projects, preferably in drinking water sector. The Electrical / Electrical Engineer shall be preferably fluent in written and spoken English.

Survey Engineer (Survey Engineer) holding an undergraduate degree (BSc or above) and have at least 5 years professional experience. S/he shall have minimum 3 years of specific experience in Supervision stage as Survey Engineer or equivalent position in the Supervision stage of environmental infrastructure projects preferably in drinking water sector. The Survey Engineer shall be preferably fluent in written and spoken English.

Environmental Specialist holding an undergraduate degree (BSc or above / preferably Environmental Engineer) and have at least 5 years professional experience. S/he shall have minimum 3 years of specific experience in Supervision stage as Environmental Specialist or equivalent position in the Supervision stage of environmental infrastructure projects. The Environmental Specialist shall be preferably fluent in written and spoken English.

Social Specialist holding a suitable (social sciences, public relations, communication) undergraduate degree (BSc or above) and have at least 5 years professional experience. S/he shall have minimum 5 years of specific experience in Supervision stage as Social Expert or equivalent position in the Supervision stage of environmental infrastructure projects. The Social Expert shall be preferably fluent in written and spoken English.

A Class Occupational Health and Safety (OHS) Specialist holding an undergraduate degree (BSc or above) and have at least 8 years professional experience. S/he shall have minimum 5 years of specific experience in Supervision review as Occupational Health and Safety (OHS) Expert or equivalent position in the Supervision stage of environmental infrastructure projects. The Occupational Health and Safety (OHS) Specialist shall be preferably fluent in written and spoken English.

9 Reporting Requirements and Time Schedule for Deliverables:

Reports

The Consultant shall prepare and submit to the Client each calendar month a report, including progress charts and photographs in color giving all information regarding the progress of the Works, actual extent and nature of the Works completed as well as details of any delay in the works, reason and remedial of the delay, any other problems relating to the Works and substantiating documentation if required. The Consultant shall also clearly indicate in the report whether the delay (if any) of any part of the Works will cause any delay in the completion of the whole Works. The Consultant should prepare an Inception Report including but limited with the Consultant's Site Supervision Procedures Manual within three (3) weeks at the start of the project.

The monthly report/s shall include the percentages of the Work items completed and planned, and also the actual and planned cash-flows for each work item as of the reporting period prepared in the project planning tools (such as MS Project, Primavera, etc.) accepted by the Client.

The monthly report/s shall also include records of materials, equipment and plant tested with copies of the test results and, statistical evaluation of the test results in table or graphical form. Action taken with regard to poor results shall be stated.

The said report shall give a detailed review of the Works to be performed during the following month and a general listing of the works to be performed during the following two months.

The report shall also give information about personnel employment status of the Consultant.

The report shall also include the environmental and social (including grievance mechanism) and OHS management and ESMP compliance/non-compliances followed to mitigate the environmental and social impacts of construction works, and appropriate deadlines for the completion of such nonconformities and information on closing non-compliances from previous periods.

The report shall be submitted to the Client by the tenth day of following month. Any comment by the Client on the report shall be reviewed and the report shall be modified and re-submitted to the Client within a week.

Due to the urgent nature of the project and short construction time, the Consultant shall also prepare a report in table form showing summary of cumulative progress in main work activities on weekly basis. The report shall be submitted to the Client in an acceptable format on Monday of each week via electronic mail and as hard copy.

In addition, the Consultant shall record views from at least 5 different points for the construction site, on a weekly basis, showing the progress on the site with dates and record them with acceptable format on CD and submit to the Client.

The requirements for the submission of reports, drawings and other documentation are given below. Reports shall be prepared in Turkish; upon request of İLBANK, English version may be asked. The metric system of weights and measures shall be used.

Submission shall be as follows:

Format of Reports: A4 or A3, including where appropriate drawings reduced to A3 size.

Format of Drawings: A1 and/or A0 size.

A draft copy (Turkish 3) of all reports shall firstly be submitted to the Client for discussion purposes following which the Consultant shall be required to prepare the final copy, incorporating any amendments arising from such discussions.

Construction Supervision & Completion and Defects Liability Stages Reporting Requirements

1. The Consultant shall prepare minutes of meetings, reports, documents, and several documents for the activities of the project. Aim of these documents is to record the important milestones and activities of the project. These documents will be used to support reports for the Client.
2. Below documents shall be prepared:
 - 2.1. Weekly minutes of meetings for the subject construction contract.
 - 2.2. Monthly report/s (contains summaries for the activities of construction site, including but not limited to physical progress and the Consultant's Rize office activities).
 - 2.3. Quarterly reports for summarizing activities, project plan, cash-flow information in the previous three months period.
 - 2.4. Quarterly progress reports to summarize previous 3 months in compliance with ESMF, RF (including the performance related to subproject-specific ESMPs and RPs), SEP, performance of grievance mechanism).
 - 2.5. Support the preparation of the quarterly progress reports by Utility's Project Implementation Unit (PIU) for the sub-project site and monitor quality of reporting throughout the duration of works.
 - 2.6. Construction Completion Reports.
 - 2.7. Final Completion of Contract Report that combines sections of contract completion report in a single report also including additional information for completion of construction works.

The Consultant shall submit his reports in compliance with the below table;

No	Report	Last Submission Date	English**	Turkish
1	Monthly Progress Reports	In the first week of current month (for the past month activities) after signing of each construction contract	-	3
2	Quarterly Reports	Second week of the month after each quarter period of each works contract	-	3
3	Construction Completion Report	Four weeks upon the issue of a Certificate of Completion (Taking Over Certificate) of each works contract.	-	3
4	Interim Inspection Reports	Two weeks following up of each interim audit in Defects Liability Period of each works contract	-	3
5	Contract (Final) Completion Report	4 (four) weeks upon the issue of a Final Acceptance (Performance) Certificate of each works contract	-	3

***Note: Documents/Reports stated above might be demanded to be prepared in English upon request of the Client or İbank without any additional costs to the Client.*

The Consultant shall also submit soft copies of all reports, projects and tender documents following their approval.

Those of the documents and reports not mentioned above but either specified or implied in the contract related to the Construction Supervision Stage and Completion and Defects Liability Period shall be submitted in 3 copies in Turkish.

In relation to the ongoing stages of the Consultancy Services, the submission requirements given above should be followed by the Consultant as a guideline for the extent and type of documentation that will be required by the Client during the performance of the Services. However, the Consultant shall allow in its fee for the submission of all reports, drawings, documents, etc. either specifically requested in these Terms of Reference or those that may be implied there from and the Contractor/s' contract/s. The Client may however vary such requirements during the course of the Services to be performed.

Should additional copies be required extra over to those stated above or to be implied from these Terms of Reference, these shall be supplied by the Consultant(s) at the cost of reproduction of such documents, reports or drawing. Additionally, after finalizing the reports and "as built" drawings, these shall be submitted to the Client in one (1) set of CDs and in the software format acceptable by the Client. Each copy shall be durably bound in a volume or volumes depending on bulk, and the transparent copies shall have a suitable protective cover/box. All copies shall be labeled in accordance with the needs of the Client.

Upon the completion of Works, the Consultant shall submit all the original copies of correspondences, documents, test results, drawings etc. relating to the Services and Works, to the Client together with indices in acceptable files and forms by the Client.

10 Client's Input and Counterpart Personnel:

The Client will timely provide to the Consultant the inputs and facilities, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

The following items shall be provided free of charge by the Client to the Consultant: The existing designs and/or sketches, maps, topographic plans, analysis results, relevant documents and reports of the design drawings etc. The Consultant shall return all such drawings and documents received to the Client upon the completion of services.

In addition, the Client shall, where possible, assist the Consultant in obtaining approvals, permissions from the Municipalities and other State Authorities in respect of the Services to be performed.

The Civil Works Contractor's bidding documents shall be arranged by Rize Municipality to incorporate clauses to provide temporary office area to the Consultant at the construction site depending on the size and location of the construction site, the size and number of rooms shall be jointly determined by the Client and the Consultant considering the needs of the Client as well. However, these will be constructed by the Contractor and will take some time. The Consultant will be fully responsible for providing their central office in Rize until the contractor is in place to make these site offices available. The central office shall be furnished and equipped by the Consultant, whereas the site office shall be furnished by the Contractor. All sort of running expenses except water and electricity (to be provided by the Contractor) shall be under the Consultant's responsibility. The Consultant shall be required to deliver any equipment and materials provided by the reimbursable expenses and which have been used for the Services to the Client.

All local transport for the Consultant staff including the site supervisory staff shall be provided by the Consultant and shall be included in the proposal submitted.