

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
Secondary and Higher Education Division, Ministry of Education

Terms of Reference
for
Consultancy of Design and Supervision Engineer (SD-513)

1. Background

Access and gender parity in the primary and secondary education has been ensured in the country. This has led to steady increase in the number of students completing higher secondary education and has placed a growing pressure on the tertiary education sector to absorb a large and increasing population of eligible secondary students in recent years. Still Tertiary education has some challenges like access, planning, governance, management, quality, relevance and financing.

With a view to addressing the above-mentioned challenges the main objectives set by the CEDP are to- (a) strengthen the strategic planning and management capacity of the college education subsector (b) to improve the teaching and learning environment of participating colleges including 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) (BMRI) and National Academy for Educational Management (NAEM), National University (NU) etc. under the CEDP.

For the CEDP National University (NU) is the main implementing agency in collaboration with other implementing agencies such as the Directorate of Secondary and Higher Education (DSHE), Bangladesh Open University (BOU), and National Academy for Education Management (NAEM). In addition, project Management Unit (PMU) has been established to support the implementation of the CEDP.

A part of the GOB fund will be utilized for payments of an individual (National) Design and Supervision Engineer (DSE) who will provide technical inputs for the effective execution of Design, Renovation, Refurbishment, Maintenance, Supervision and Procurement activities for 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) and National Academy for Educational Management (NAEM), National University (NU) etc. under the CEDP. As one of the key staff of CEDP, DSE will be appointed as the lead person of the Management Section of the CEDP to ensure and facilitate the Design, Supervision, Maintenance and Procurement activities to the implementation of all the tasks of CEDP following PPA-2006 and PPR-2008. The consultant will be a core member of the CEDP, PMU and work closely with the PMU focal person and all members of the PMU team.

2. Objective of the Consultancy

The main objectives of this consultancy are to:

- Undertake the required studies and surveys for the final interior design, renovation and refurbishment of the smart classrooms, labs, auditoriums etc for 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) and National Academy for Educational Management (NAEM), National University (NU) etc under the CEDP.
- Prepare the interior designs for the smart classroom, labs, auditorium etc for 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) and National Academy for Educational Management (NAEM), National University (NU) etc under the CEDP using the information produced by the surveys and studies, as reviewed and accepted by the client.
- Support the preparation of the bidding documents for the smart classroom, labs, auditorium etc.
- Ensure that the smart classrooms, labs, auditoriums etc. are renovated and refurbished in accordance with the approved designs and specifications.

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3. Scope of Services

The Scope of Services include, but are not necessarily limited to the following:

- Develop the preliminary designs and technical specifications. The designs should allow for the future installation of utility services.
- Finalize the designs and technical specifications, based on feedback from the PMU and other relevant stakeholders
- Prepare official estimates for procurement packages as well as to prepare Bill of Quantities (BOQ) and technical specifications to be attached in the tender documents
- Prepare bidding documents and support the bidding process, including the evaluation of bids and the preparation of contract documents for the interior design, renovation and refurbishment works
- Coordinating with architects, structural engineers, and other relevant parties to integrate various design elements seamlessly
- Supervise and monitor all interior, renovation and refurbishment works implemented under the Project by the Authority
- Monitor the contractor's Programme of works and actual progress made.
- Review payment requests from the Contractor
- Will be responsible for quality output of the works as per specification and requirements
- Ensure that adequate quantity and quality recording is carried out at the field level
- Closely liaise with contractor's team staff with respect to quality control, correct interpretation of interior design, renovation and refurbishment drawings and identification of problems requiring timely rectification.
- The consultant will be required to work in consultation with the Authority to match actual work being carried out by the contractor.
- Assist to prepare working drawings for implementation of relevant interior works, renovation and refurbishment
- Set up and manage a quality assurance system to ensure that the work of the Contractor complies with the designs, technical specifications and contract documents
- Prepare and submit regular progress report in accordance with the provisions of the project under the guidance of Project Director.
- Conduct regular site visits to provide support and supervision to ensure the progress of the works according to the work plans.
- Prepare drawings through AutoCAD
- Assist the Project Director to prepare final Report which should include lessons learnt on the interior design, renovation and refurbishment as well as recommendations on a maintenance plan of the smart classrooms, labs, auditoriums etc.
- Carry out any other relevant duties that may be assigned by the Project Director from time to time.

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4. Qualifications

The following qualifications and skills must be met by the engineer in order to be considered eligible to undertake the tasks laid out under the Scope of Services.

- (i) Design and Supervision Engineer shall be a qualified civil engineer, minimum bachelor degree in civil engineering from any reputed University, holding post-graduate degree may be considered as advantage.
- (ii) At least 10 (ten) years' Proven experience at national levels in the field of civil engineering,
- (iii) At least 05 (five) years' experience in engineering design, project management and construction supervision work.
- (iv) The candidate is expected to demonstrate proficiency in the published Rate Schedule (i.e., PWD, LGED, etc.) for the preparation of Bills of Quantity (BoQ). It is essential to provide details of significant assignment done in which these rate schedules were employed.
- (v) Have specialized knowledge and experience in preparing Bill of Quantities and technical specifications.
- (vi) Knowledge of procurement, tendering (offline and electronic), contract processes can be considered as added advantage.
- (vii) Knowledge of design of construction works like building/ roads/ bridges/ culverts/river bank protection works etc. could be added advantage.
- (viii) Sound knowledge of construction techniques, materials, and relevant regulations.
- (ix) Familiarity with sustainability principles and their integration into engineering designs is desirable
- (x) Experience with the ability to address and manage all aspects of monitoring of a construction (finely conversant with Standard Contract Clause, construction technologies etc.) and follow-up.
- (xi) Proficiency in standard design software and tools (e.g., AutoCAD, SAP2000, STAAD Pro, etc.) may be considered as added advantage
- (xii) Should have excellent competence in computer operation;
- (xiii) Have ability to work independently and should have excellent communication skills in English and Bangla, both written and spoken.
- (xiv) The Maximum age limit of the consultant shall be 50 years on the date of deadline of submission of the EOI.

5. Counterpart Support

CEDP will provide office space, logistics and institutional support. The consultant will work closely with the Procurement unit or any other staff member/stakeholder assigned by CEDP authority in carrying out the assignment as listed above.

6. Reporting Arrangement

The Design and Supervision Engineer will be responsible to the Project Director for discharging all assignments of interior design, renovation and refurbishment of the smart classrooms, labs, auditoriums etc for 14 Teacher's Training Colleges (TTC), Bangabondhu Muktijuddha Research Institute (Gopalganj) and National Academy for Educational Management (NAEM), National University (NU) etc under the CEDP. The consultant will assist the Project Director to ensure that all interior design, renovation and refurbishment activities are completed on time and in accordance with the plan deadlines. The consultant will be required to provide the following reports other than those specified under the Scope of Services. The reports must highlight status of tasks, issues and how they have been addressed and resolved.

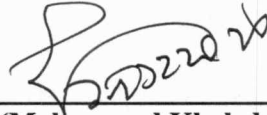
- ✓ Provide weekly reports to the PMU on the status of the tasks;
- ✓ Provide monthly reports on completed tasks on a monthly basis
- ✓ Provide a Final Report, within 30 days after completion of the assignment.

7. Duration of the Consultancy

The consultancy will be for a period of 12 (twelve) months starting from the date of signing of the contract. However, this assignment may be increased or decreased subject to satisfactory performance or per the requirement of the project.

8. Payment Schedule

This is a time-based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediately preceding month) supported by the submission of timesheets by the consultant. The negotiable contract ceiling (that is, the total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.



(Mohammad Khaled Rahim)

Project Director (Additional Secretary)

College Education Development Project (CEDP)

Tel: 02-55138526

E-mail: cedp.pmu@gmail.com