

**TERMS OF REFERENCE
PROJECT MANAGEMENT CONSULTANTS (FIRM)**

FOR

INTEGRATED SOLID WASTE MANAGEMENT IMPROVEMENT PROJECT (ISWMIP)

I. BACKGROUND

1. The proposed Integrated Solid Waste Management Improvement Project (ISWMIP) will support the Government of the People's Republic of Bangladesh (GoB) by providing (i) SWM infrastructure investments and (ii) institutional and capacity development support to the participating urban local bodies (ULBs) as well as the government agencies. The proposed investments will cover the entire SWM value chain - waste collection and transfer systems, treatment and disposal facilities (including material recovery, composting facilities, and sanitary landfills). Through institutional and capacity development support, the Project will help strengthen the regulatory framework in the sector and build capacity among national and local actors; facilitate the development of a '*private sector*' model for SWM; deepen efforts to encourage waste minimization, recycling, and source segregation; and support vulnerable groups through the development of appropriate social inclusion and economic transition.

The Project will support up to 20 ULBs and an additional six towns under regional facilities, which have been selected based on robust and objectively verifiable criteria developed after a series of detailed discussions with the GoB and relevant stakeholders. The selection criteria considered: (i) demand for improved SWM services; (ii) project readiness, in particular, land availability for treatment and disposal infrastructure; (iii) institutional and financial capacity of ULBs.

The ISWMIP will be financed by the Asian Infrastructure Investment Bank (AIIB) and the Government of Bangladesh (GoB). The PMC engaged will prepare the project feasibility, E&S instruments, including detailed design and bidding documents, construction supervision and other reports as needed in all phases of the ISWMIP.

2. The Local Government Engineering Department (LGED) will execute the proposed investment Project. A Project Management Unit (PMU) will be established at LGED. Sub-projects will be implemented by various Implementing Agencies (IAs). The Implementing Agencies are City Corporations and Pourashavas. Each implementing agency will establish a Project Implementation Unit (PIU). The PMC will engage with the PMU for the smooth implementation of the project. The Consultant is expected to have expertise in the preparation of the project components; feasibility studies, detailed design of project components; project management, construction supervision, and administration of contracts under AIIB's Procurement Guidelines, specifically procurement contracts; implementation and monitoring of AIIB's safeguard policies and resettlement plan; environmental and socioeconomic impact assessment; and project performance monitoring of investment projects. The following expertise will be required for the project: (i) solid waste management for preparation of the feasibility studies; (ii) engineering expertise (in various disciplines) for preparation of detailed designs; (iii) procurement and project supervision specialists for review and preparation of documentation and assisting in bidding,

award, and contractual issues associated with the procurement process under the project; and (iv) resettlement, social, and environmental experts. The consultant will be required to make their own arrangements under the Consultant's Contract for appropriate English/Bangla translation and interpretation services that may be required.

II. OBJECTIVE (S) OF THE ASSIGNMENT

3. Specific objectives of the PMC are:
 - (i) Undertake feasibility studies (including technical, economic and financial, legal, social, and environmental aspects), engineering design, cost estimates, bidding documents, and evaluation for bids for each sub-project;
 - (ii) Conduct environmental and social screenings; assessment, surveys, and public consultation meetings/focused-group discussions on all subproject sites;
 - (iii) Prepare all required E&S instruments by undertaking social and environmental safeguards analysis based on detailed designs and preparation of necessary E&S instruments and documentation for the project so that the project complies with AIIB's ESP
 - (iv) Prepare bidding documents, assist in conducting the bidding process, and prepare bid evaluation reports in compliance with AIIB's Procurement Guidelines and relevant rules of the Government of Bangladesh (GoB) ;
 - (v) Construction supervision, monitoring, and contract management;
 - (vi) Review and address the potential climate and disaster risks in the subproject design;
 - (vii) Assist the PMU in preparing all project reports, including results monitoring
 - (viii) Support PMU and PIUs to monitor and supervise project implementation ensuring:
 - (a) timely implementation of Project components and activities to achieve the Project objectives and results, and regular reporting of Project progress;
 - (b) compliance with the agreed terms and provisions of the Loan Agreement between AIIB and the GoB and Project Document.

III. SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES

4. In general, the scope of consultancy services will include, but not limited to the following:
 - (i) Conduct surveys, sampling and analysis and Detail Feasibility Study Reports for subprojects;
 - (ii) Technical assessment, Detailed Design, Drawing, Specifications, Cost Estimates, Bill of Quantities, and Bidding Document for each sub-project;
 - (iii) Economic and Financial Analysis for each sub-project;
 - (iv) Climate risk and vulnerability assessment and inclusion of Climate and Disaster Risks in sub-project designs;
 - (v) Prepare site-specific-ESIAs and site-specific-ESMPs as required;
 - (vi) Prepare Resettlement Action Plan (RP) and Indigenous Peoples Development Plan (IPDP) compliance with AIIB's Environmental and Social Policy and applicable Environmental and Social Standards (ESS) version November 2022.
 - (vii) Finalize procurement packages, prepare bid documents, and bid evaluation reports in compliance with AIIB's Procurement Guidelines and relevant rules of the Government of Bangladesh (GoB);

- (viii) Construction supervision and monitoring of subproject implementation, including contract management especially the Contractor's ESHS performance is in accordance with good international industry practice and delivers the Contractor's ESHS obligations.

- (ix) The ESHS-related services include but are not limited to:
 1. Review and approve the Contractor's Environment and Social Management Plan (ESMP), including all updates and revisions (not less than once every six months).
 2. Review and approve the ESHS provisions of method statements, implementation plans, gender-based violence/sexual exploitation and abuse (GBV/SEA) prevention and response action plans, drawings, proposals, schedules, and all relevant Contractor documents.
 3. Review and consider the ESHS risks and impacts of any design change proposals and advise if there are implications for compliance with Environmental and Social Impact Assessment (ESIA), ESMP, 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 to verify the Contractor's compliance with ESHS requirements, including its GBV/SEA obligations, with and without contractor and/or client relevant representatives, as necessary, but not less than once per month.
 5. As necessary, audit and inspect the Contractor's accident logs, community liaison records, monitoring findings, and other ESHS-related documentation to confirm the Contractor's compliance with ESHS requirements.
 6. Agree on remedial action/s and their timeframe for implementation in the event of non-compliance with the Contractor's ESHS obligations.
 7. Ensure appropriate representation at relevant meetings, including site meetings and progress meetings, to discuss and agree on 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 ESHS documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation.
 10. Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ESHS issues.
 11. Establish and maintain a grievance redress mechanism, including types of grievances to be recorded and how to protect confidentiality, e.g., of those reporting allegations of GBV/SEA.
 12. Ensure any GBV/SEA instances and complaints that come to the consultant's attention are registered in the grievance redress mechanism.
 13. Any other tasks assigned by the Project Director.

- (x) Review and monitor project performance for progress with the targets, indicators, assumptions, and risks described in the Design Monitoring Framework of the project.

5. The Project Management Consultant (PMC) will be engaged under the PMU for a total period of four (4) years. The consulting team will comprise a team of 1799 person-months of national consultants. The team will be headed by a Team Leader supported by a Deputy Team Leader and other experts. The consultants will be required to be located in Dhaka.

6. Expected Deliverables/ Detailed Outputs of the PMC:
- (i) Feasibility Study Reports for Sub-Projects;
 - (ii) Detailed Project Report (technical assessment, detailed design, drawing, specifications, cost estimates, bill of quantities) for each sub-project;
 - (iii) Bidding document of all sub-projects;
 - (iv) Sub-Project specific E&S due diligence reports;
 - (v) Economic, financial, gender, social, and environmental safeguard reports.

IV. TEAM COMPOSITION AND QUALIFICATION REQUIREMENT

SL. No.	Position of Professionals/ Experts	Number	Person Months
A	Key Experts		
1	Project Management Expert/Team Leader	1	24
2	Senior Municipal Engineer/Deputy Team Leader	1	36
3	Senior Solid Waste Management Specialist	1	24
4	Senior Environment and Social (E&S) Expert	1	24
5	Senior Structural Engineer	1	24
6	Senior Drainage Design Engineer	1	24
7	Urban Development Specialist	1	24
	Sub-Total (Key Experts):	7	180
B	Non-Key Experts		
1	Solid Waste Management Specialist	1	36
2	Structural Engineer	1	36
3	Drainage Design Engineer	1	36
4	Geotechnical Engineer	1	36
5	Hydrologist	1	9
6	Procurement Specialist	1	24
7	Quality Control Engineer	1	24
8	Environmental /Climate Change Specialist	1	24

9	Social Safeguard Specialist	1	24
10	Economic Specialist	1	10
11	Financial Specialist	1	10
12	Mechanical Engineer	1	24
13	Electrical Engineer	1	24
14	Community Development Specialist	1	36
15	Gender Specialist	1	18
16	GIS Specialist	1	18
17	MIS Specialist	1	18
18	Municipal Engineer	6	180
19	Field Engineer	20	720
20	Quantity Surveyor	2	60
21	Junior Social Safeguard Specialist	2	60
22	Junior Environmental Specialist	2	60
23	Landscape Architect	1	24
24	Surveyor	2	48
25	AutoCAD Operator	2	60
	Sub-Total (Non-Key Experts):	54	1619
	Total:	61	1799

TERMS OF REFERENCE (TOR) FOR EACH CONSULTANT

7. Generally, each consultant will work under the direct guidance/supervision of the designated Team Leader of the PMC Consultants through whom he/she will be responsible to the Project Director, ISWMIP. Consultants designing, implementing, and working on subprojects at the field level will keep close liaison with the Head of the respective PIU. Outline Terms of Reference (TOR) of PMC consultants are described below:

Key Experts

(SI. No. A 1) Project Management Expert/Team Leader

The Project Management Expert/Team Leader should have a Bachelor's Degree in civil engineering or a similar discipline with 15 years of working experience in municipal infrastructure design and implementation, focusing on solid waste management. A second qualification in urban and regional planning, environmental studies, or similar discipline is also preferred. His/her experience should include significant periods of time in developing countries, preferably in Asia. He/she will lead all aspects of designing and implementing subprojects. He / she must, therefore, have a broad understanding of the solid waste management urban planning, environmental, social, financial, and institutional aspects of subprojects.

The Specialist should be experienced as a team leader in urban sector projects for at least three years with proven leadership and project management capability. He/she should be familiar with

international development partners and their policies and practices and have worked on similar projects. The Specialist should have good knowledge of project management systems and procurement practices. He/she should have good communication skills, be familiar with participatory approaches to project design and implementation, and be able to assist in the capacity building and training program. Knowledge of Bangla would be an added advantage.

He/she will be responsible to the Project Director (PD), ISWMIP or designated representative for managing the following principal tasks:

General:

- (i) Manage the consultant team in all aspects of the feasibility studies, E&S due diligence, design and implementation of subprojects, and managing day-to-day coordination and liaison with members of the PIU and reporting to PD or designated representative as required;
- (ii) Manage the implementation of a Stakeholder Consultation Plan and consulting with any Stakeholder Committee(s) that may be established during the design and implementation of subprojects;

Technical:

- (i) Critically review the existing policies, plans, and proposals affecting subproject areas and surroundings;
- (ii) Develop standards for preparation and finalization of subproject concepts and proposals;
- (iii) Facilitate conducting extensive consultation with residents and business people of the subproject area and incorporating their opinions into the project design plans as appropriate;
- (iv) Facilitate all environmental and social safeguard procedures of the Government of Bangladesh and AIB;
- (v) Ensuring contractors and sub-contractors meet the required standards of construction;
- (vi) Develop and deliver relevant practitioner (on-the-job) training inputs in consultation with the PIU.
- (vii) Any other responsibilities assigned by the Project Director.

(Sl. No. A 2) Senior Municipal Engineer/Deputy Team Leader

The Senior Municipal Engineer should have a Bachelor Degree in civil engineering or similar/relevant discipline with 10 years of relevant working experience. Candidates with expertise in solid waste management/sanitation projects shall be given preference.

He/she will assist and be responsible to the Team Leader and engaged in assisting overall management of the project, such as:

- (i) Manage the consultant team in all aspects of the design and implementation of subprojects and managing day-to-day coordination and liaison with members of the PIU and reporting to the Head of PIU or designated representative as required;
- (ii) Report to the Subproject Steering Committee, in association with the Head of PIU (or his representative), as required to complete the design and implementation of subprojects;

- (iii) Manage the implementation of a Stakeholder Consultation Plan and consulting with any Stakeholder Committee(s) that may be established during the design and implementation of subprojects.
- (iv) Any other tasks assigned by the Team Leader and the Project Director.

(SI. No. A 3) Senior Solid Waste Management Specialist

The specialist should have a Bachelor Degree in civil engineering or a similar/relevant discipline with 10 years of relevant working experience in design, management, and supervision of SWM infrastructure projects. He/she should have specialized in working in developing countries, preferably in Asia. The Specialist will advise and work closely with the Team Leader on designing and implementing the solid waste management subprojects, emphasizing the design and preparation stage of subprojects. He/she should have good communication skills, be familiar with participatory approaches to project design and implementation, and be able to assist in the capacity building and training program.

He/she will report to the Team Leader, work closely with the other members of the consulting team, and implement the following principal tasks:

Overall Management of the Project

- (i) Responsible for assisting overall management of the Consultancy Services for the PMU, PIUs covered under the Project,
- (ii) Provide PMU with expert guidance in their functions and responsibilities in project development, design, and implementation;

Technical

- (iii) Review and prepare waste management pre-feasibility reports in consultation with the PIUs
- (iv) Identify problems and opportunities for the provision, operation, and management of a sustainable solid waste management system in pourashavas and city corporations (both core and fringe areas);
- (v) Select appropriate solid waste management technology options for pourashavas and city corporations (both core and fringe areas) for the entire value chain. Selection will also follow international best practices in SWM;
- (vi) Collect data on existing generation of solid waste (quantity and quality of the solid waste) in the study area and suggest best methods for collection, treatment and disposal;
- (vii) Plan and carry out surveys as required;
- (viii) Conduct feasibility for identified sub-projects as prioritized in the procurement plan;
- (ix) Prepare designs for SWM infrastructures in compliance with national and international guidelines.; and
- (x) Any other responsibilities assigned by the Team Leader and Project Director.

(SI. No. A 4) Senior Environment & Social (E&S) Expert

The Senior Environment and Social (E&S) Expert must have a Master's Degree in Environmental Engineering/Environmental Science/Natural Resource Management/Social Science/Development Studies/ Sustainable Development or similar/ relevant discipline with 10 years of relevant professional experience in E&S risk management of at least two MDB-finance infrastructure projects and proven expertise in SWM.

He/she will report to the Team Leader, work closely with the other members of the consulting team, and implement the following principal tasks:

- (i) Lead preparation of ES Framework Instruments (ESMPF, RPF/Livelihood Restoration Framework) in compliance with AIIB's ESP and applicable Environmental and Social Standards (ESS)
- (ii) Coordinate with the technical feasibility team and prepare the ESDD (screening) instruments for all subprojects as prioritized in the Plan.
- (iii) Lead preparation of subproject ES Instruments (ESIA and accompanying E&S plans such as site-specific ESMPs, RP/Livelihood Restoration Plan, Indigenous Peoples Development Plan (IPDP)
- (iv) Provide guidance and coordinate with the Environmental and Social Development Specialist to prepare the required ES required outputs and deliverables.
- (v) Responsible for the ESF functions of the Project, including planning, providing training and implementation support, monitoring and reporting of ESF implementation status
- (vi) Ensure environmental and social risks are identified, avoided, mitigated, and managed throughout project implementation.
- (vii) Monitor progress in the implementation of the project instruments, ensuring that AIIB's ESF requirements are fully complied with and the lenders' reporting requirements are fulfilled;
- (viii) Ensure social and environmental grievances are managed effectively and transparently through the grievance redress mechanism and support the establishment of grievance redress mechanism systems at respective levels;

(SI. No. A 5) Senior Structural Engineer

The Senior Structural Engineer should have a Bachelor Degree in civil engineering, or a similar/relevant discipline with 10 years of working experience in structural engineering.

He/she will assist and be responsible to the Team Leader for implementing the following tasks:

- (i) Assist in the preparation of integrated solid waste management facilities from the structural engineering perspective;
- (ii) Prepare general as well as detailed engineering designs, including specifications, drawings, and cost estimates for structural components;
- (iii) Work closely with the other experts in the team to design structural components to optimize operational efficiency and minimize capital and operational expenditures;
- (iv) Any other task assigned by the Team Leader or Deputy Team Leader.

(SI. No. A 6) Senior Drainage Design Engineer

The Senior Drainage Design Engineer should have a Bachelor Degree in civil engineering or a similar/relevant discipline with 10 years of relevant experience.

He/she will be responsible for carrying out the following principal tasks in association with the other consultants in the consultant team.

- (i) Conduct technical analysis of drainage and flood risks in subproject areas;
- (ii) Prepare initial designs and O&M arrangements for drainage and flood control at subproject sites;
- (iii) Work closely with the other experts in the team to identify relevant climate risks and incorporate climate resilience into drainage and flood control components;
- (iv) Prepare general as well as detailed engineering design, including specifications drawings and cost estimates for drainage components;
- (v) Any other task assigned by the TL or DTL.

(SI. No. A 7) Urban Development Specialist

The urban development specialist should have a Master's Degree in urban planning or a similar/relevant discipline and 10 years of working experience, including project management, urban development planning, and environmental planning and control.

He/she will be responsible to the Team Leader for project management and monitoring and carrying out the following principal tasks in association with the other consultants in the consultant team:

- (i) Critically reviewing any existing regional, urban, and local plans covering all project areas;
- (ii) Managing the preparation of any framework or urban concept plans necessary for the preparation and justification of sub-projects (including Economic Development and Social Development Frameworks and a Land Use Planning Strategy);
- (iii) Developing and supporting a program of investment in integrated solid waste management focusing on on-site/community-based SWM for fringe areas and low-income communities;
- (iv) Managing the preparation of policies and proposals specific to the needs of the Urban Poor/ Fringe areas of the ULBs;
- (v) Preparing feasible institutional arrangements to secure implementation of the subproject that the key stakeholders support;
- (vi) Developing and managing a community consultation program (in association with the Community Development Specialist) for all stakeholders in connection with the preparation of the sub-projects;
- (vii) Develop and deliver relevant practitioner (on the job) training inputs in consultation with the community development and
- (viii) Assist in any other task the supervising consultant assigns for effective project implementation.

Non-Key Experts

(SI. No. B 1) Solid Waste Management Specialist

The Solid Waste Management Specialist should have a Bachelor's Degree in civil engineering or a similar/relevant discipline with 7 years of relevant working experience.

He/she will assist and report to the Senior Solid Waste Management Specialist and Team Leader for implementing the following principal tasks:

- (i) To collect data on existing systems of solid waste (quantity and quality of the solid waste) in the study area and suggest the best methods for collection, treatment, and disposal;
- (ii) Develop and deliver relevant practitioner (on-the-job) training inputs in consultation with the Team Leader.
- (iii) Assist in any other task the supervising consultant assigns for effective project implementation.

(SI. No. B 2) Structural Engineer

The Structural Engineer should have a Bachelor's Degree in civil engineering or a similar/relevant discipline and 7 years of working experience in structural engineering.

He/she will assist the Team Leader in implementing the following principal tasks:

- (i) Assist in the preparation of a set of design guidelines for integrated solid waste management facilities from the structural engineering perspective;
- (ii) Prepare general as well as detailed engineering designs, including specifications, drawings, and cost estimates for structural components;
- (iii) Work closely with the other experts in the team to design structural components to optimize operational efficiency and minimize operational expenditures;
- (iv) Assist in any other task assigned by the TL or DTL.

(SI. No. B 3) Drainage Engineer

The Drainage Engineer should be a Bachelor Degree in civil engineering or similar/relevant discipline with 7 years of relevant working experience.

He/she will be responsible for carrying out the following principal tasks in association with the other consultants in the consultant team, especially the senior drainage design engineer and the urban development specialist:

- (i) Conducting technical analysis of drainage and flooding in subproject areas;
- (ii) Prepare detailed designs and O&M arrangements for drainage and flood control subprojects;
- (iii) Work closely with the other sectoral experts in the team to examine and incorporate climate resilience into drainage and flood control components;
- (iv) Support the calculation of incremental costs of incorporating climate change adaptation and resilience principles in drainage subprojects;
- (v) Assist environmental/climate change specialist engineer in identifying places for public toilets, wash stations, transfer stations, and sludge disposal to ensure unhindered, safe drainage;
- (vi) Prepare detailed engineering designs, including specifications, drawings, and detailed cost estimates for drainage components;
- (vii) Manage the preparation of the tender documentation, advising on the selection of contractors and other companies/agencies essential to implementing the subproject proposals and for all procurement-related matters in general;
- (viii) Prepare the project management documentation, including a detailed project management timeline and other detailed project management-related tools and
- (ix) Contribute to the preparation and implementation of a Stakeholder Consultation Plan;
- (x) Assist in preparing/updating the drainage plan of Project Pourashavas, and;
- (xi) Assist in any other task the supervising consultant assigns for effective project implementation.

(SI. No. B 4) Geotechnical Engineer

The Geotechnical Engineer should have a Bachelor's Degree in Civil Engineering or a similar/relevant discipline with 7 years of working experience in Geotechnical Engineering.

He/she will assist the Team Leader in implementing the following principal tasks:

- (i) Assist in the preparation of a set of design guidelines for integrated solid waste management facilities from the geotechnical engineering perspective;
- (ii) Prepare general as well as detailed engineering designs, including specifications, drawings, and cost estimates for geotechnical components;
- (iii) Work closely with the other experts in the team to design geotechnical components to optimize operational efficiency and minimize operational expenditures;
- (iv) Assist in any other task assigned by the TL or DTL.

(Sl. No. B 5) Hydrologist

The Hydrologist should have a Master's degree in Geology or Hydrology or similar/relevant discipline with 7 years of relevant experience.

He/she will be responsible for carrying out the following principal tasks in association with the other consultants in the consultant team:

- (i) Examine the records of existing operational production tube wells (PTWs) and test wells to be installed by the Department of Public Health Engineering (DPHE);
- (ii) Review the groundwater regimes of the aquifer and the potentiality of surface water in the study area;
- (iii) Carry out the groundwater quality tests for selected sample PTWs, HTWs, and Ring wells (RWs);
- (iv) Carry out pumping efficiency tests of the PTWs and examine the overall maintenance/rehabilitation requirements;
- (v) Review and evaluate all arsenic mitigation measures in place and see to the execution of specific studies such as recharging of deeper aquifers;
- (vi) Provide necessary data/info/recommendations to DPHE for drilling proposed PTWs, HTWs, and RWs in the project areas;
- (vii) Develop and deliver relevant practitioner (on the job) training inputs in consultation with the community development specialist and
- (viii) Assist in any other task the supervising consultant assigns to effective project implementation.

(Sl. No. B 6) Procurement Specialist

The Procurement Specialist should have Bachelor Degree in civil engineering or similar/relevant discipline with 7 years of relevant experience. The specialist will undertake, but not limited to, the following tasks:

- i) Review procurement plan of the Program agreed upon between AIIB and GoB, procurement threshold, procurement methods and approval requirement in connection with procurement of goods and works under the Project and advise PMU accordingly;
- ii) Prepare specifications and bid documents for procurement of goods and works for use of PMU and PIUs following AIIB and GoB guidelines;
- iii) Assist PMU in preparing procurement plans including annual procurement plans for goods and works and suggest methods to be used by the executing agency;
- iv) Assist PMU in bid evaluation and contract award process;
- v) Assist PIUs in bidding and evaluation process;
- vi) Any other tasks assigned by the Team Leader and the Project Director.

(SI. No. B 7) Quality Control Engineer

The Quality Control Specialist should have a Bachelor's Degree in civil engineering or a similar/relevant discipline and 7 years of experience supervising construction work.

He/she will assist the Team Leader in implementing the following principal tasks:

- (i) Assist the PMU/PIU and TL/DTL in the implementation of all activities of the project;
- (ii) Ensure quality control/assurance of civil works of the project;
- (iii) Prepare annual work plan for supervision and monitoring of civil works;
- (iv) Arrange laboratory testing of materials used for construction work in LGED laboratories/ elsewhere, as required;
- (v) Arrange field testing of construction materials/activities;
- (vi) Design monitoring procedures/formats for quality control/assurance of civil works;
- (vii) Collect, compile, and analyze test results of civil works and submit reports to the PMU;
- (viii) Oversee and supervise the work of the Field Engineer;
- (ix) Undertake regular field visits to review implementation and supervision of the civil works, and contribute to resolving any issues arising with regard to quality;
- (x) Ensure contractors and sub-contractors meet the required standards of construction;
- (xi) Monitor and check on a continuous basis, through regular visits and on-site inspections, the performance of laboratory and on-site testing, and advise on remedial actions as needed;
- (xii) Provide continuing advisory support, through the PMU and PIU's, to laboratory and on-site supervision staff, on improvements in quality control procedures;
- (xiii) Assist in preparing the monthly, quarterly, annual, and mid-term progress reports and project completion report with regard to quality and its adherence to the projects;
- (xiv) Prepare Quality Assurance Manual. Ensure the use of a Quality Assurance Manual for assuring Quality of Material and Work;
- (xv) Develop and deliver relevant practitioner (on the job) training inputs in consultation with TL/DTL; and
- (xvi) Any other tasks assigned by the Team Leader and the Project Director for effective project implementation.

(SI. No. B 8) Environmental/Climate Change Specialist

The Environmental/Climate Change Specialist should have a Bachelor's Degree in civil engineering or a similar/relevant discipline and 7 years of relevant working experience.

He/she will assist the Team Leader in implementing the following principal tasks:

- (i) Prepare Sub-Project Level Documents: Initial Environmental Examination (IEEs)/Environmental and Social Impact Assessments (ESIAs);
- (ii) Ensure all site-specific ESMPs measures are included in the tender documents and respective works contracts;
- (iii) Ensure compliance with all relevant national laws as well as Bank policies;
- (iv) Interact with the sector specialists, especially the GIS Specialist, to determine impact vectors and integrate environmentally sound practices into the feasibility reports and detailed design of project components;
- (v) Provide support to clients on the national legal framework as well as AIIB's policy requirements for environmental safeguards, provisions for consultations, and disclosure;

- (vi) Prepare activity plans as identified in IEE/ESIA (includes site management plan and waste management plan, sludge management and disposal plans, and occupational safety plans);
- (vii) Dialogue with the potentially affected communities and ensure that the environmental concerns and suggestions are incorporated into respective safeguards instruments;
- (viii) Respond to any public grievance on any of the proposed sub-projects;
- (ix) Provide inputs at both pre-feasibility and detailed design stages to mitigate any likely impacts both on sub-projects through climate change-induced events as well as impacts sub-projects on GHG emissions;
- (x) Prepare a set of design guidelines and restoration advice for applying climate change adaptation and resilience principles to SWM project design for use by public and private stakeholders and estimate sub-project GHG emissions in comparison to business-as-usual scenario to arrive at potential reductions as inputs for overall economic analysis and potential client submission for additional green financing;
- (xi) Prepare Site Specific Environmental Monitoring Plan; and
- (xii) Assist in any other task assigned by the supervising consultant in relevance for effective project implementation.

(SI. No. B 9) Social Safeguard Specialist

The Social Safeguard Specialist must have a Master's Degree in sociology or social anthropology or a similar/relevant discipline and 7 years of working experience designing projects, preparing E&S frameworks, conducting Social Impact Assessments (SIA), and developing E&S Management Plans, including implementing resettlement plans/livelihood restoration plans and Indigenous Peoples Development plans.

The specialist should be well conversant with laws relating to land acquisition, state procedures in the implementation of resettlement packages, and LGED procedures.

He/she will assist the Team Leader in implementing the following principal tasks:

- (i) Prepare Framework Documents: ESMPF/RPF Livelihood Restoration Framework;
- (ii) Conduct initial social screening of possible social impacts of all identified priority sub-projects and contribute to preparing the ESDD report as part of the pre-feasibility study;
- (iii) Prepare Sub-project Level Social Documents: ESIA, ESMPs, and other applicable social instruments Resettlement Plans (RPs)/Livelihood Restoration Plan;
- (iv) Conduct social risk and impact assessment and stakeholder analysis relevant to social concerns in the SWM value chain to inform the preparation of framework, ESDD screening, and subproject ES instruments preparation.
- (v) Prepare Social Impact Assessment and Management Framework/Plans;
- (vi) Undertake a review of potential social and economic risks and impacts, both positive and adverse, associated with the Project/subprojects, not limited to land requirement;
- (vii) Assess any risks or impacts related to women and/or other vulnerable groups (informal waste pickers), including IPs/Tribal Groups;
- (viii) Prepare an approach to minimize social and economic disruption caused by the project sub-project activities;
- (ix) Design and manage a detailed socioeconomic survey of all those affected by subprojects
- (x) Assist the Project in the establishment of a Grievance Redress Mechanism that is accessible, understandable, and well-documented for regular monitoring and reporting.

(SI. No. B 10) Economic Specialist

The Economic Specialist should have a Master's Degree in Economics or a similar/relevant discipline and 7 years of relevant working experience.

He/she will be responsible to the Team Leader and assist other consultants in the consultant team in implementing the following principal tasks:

- (i) Preparation of economic assessments of all sub-projects in accordance with LGED and AIB requirements and regulations;
- (ii) Supporting other team members in the review and possible redesign of sub-projects to ensure all sub-projects are designed in accordance with economic requirements;
- (iii) Identify mechanisms to maximize revenue generation from sectorial subprojects and develop innovative approaches for private sector participation;
- (iv) Assist in any other task assigned by the Team Leader/Deputy Team Leader in relevance to effective project implementation.

(SI. No. B 11) Financial Specialist

The Financial Specialist should be a Master's Degree in finance or similar / relevant discipline with 7 years of relevant working experience.

He/she will be responsible to the Team Leader and assist other consultants in the consultant team in implementing the following principal tasks:

- (i) Preparation of financial assessments of all sub-projects in accordance with LGED and AIB requirements and regulations;
- (ii) Supporting other team members in the review and possible redesign of sub-projects to ensure all sub-projects are designed in accordance with financial requirements;
- (iii) Identify mechanisms to maximize revenue generation from sectorial subprojects and develop innovative approaches for private sector participation;
- (iv) Assist in any other task assigned by the Team Leader/Deputy Team Leader in relevance to effective project implementation.

(SI. No. B 12) Mechanical Engineer

The Mechanical Engineer should have a Bachelor's Degree in mechanical engineering or a similar/relevant discipline and 7 years' experience in the design, selection, and installation of mechanical/electro-mechanical devices.

He/she will be responsible to the Team Leader and assist the consultant team in implementing the following principal tasks:

- (i) Examine the requirements for the electro-mechanical installations, power needs, and facilities to match the requirements for the smooth operation of the installed devices for integrated solid waste management facilities;

- (ii) Prepare preliminary cost estimates, specifications, and design reports;
- (iii) Assist in any other task assigned by the supervising consultant in relevance for effective project implementation.

(SI. No. B 13) Electrical Engineer

The Electrical engineer should have a Bachelor's Degree in electrical engineering or a similar/relevant discipline with 7 years' experience in the design, selection, and installation of electrical devices.

He/she will be responsible to the Team Leader and assist the consultant team in implementing the following principal tasks:

- (i) Examine the requirements for the electrical installations, power needs, and facilities to match the requirements for smooth operation of the installed devices for integrated solid waste management facilities;
- (ii) Prepare preliminary cost estimates, specifications, and design reports;
- (iii) Assist in any other task assigned by the supervising consultant for effective project implementation.

(SI. No. B 14) Community Development Specialist

The Community Development Specialist should have a Master's Degree in sociology or social anthropology or social welfare or a similar/relevant discipline and 7 years of relevant working experience.

He/she will be responsible to the Team Leader and assist other consultants in the consultant team in implementing the following principal tasks:

- (i) Prepare detailed social impact assessments (SIA)s for any sub-projects where required in compliance with AIB ESP and the requirements of GOB;
- (ii) Prepare an approach to minimize social and economic disruption caused by short-term temporary dislocation as a result of the building processes;
- (iii) Assess any gender related issues and problems related to the design and implementation of subprojects and identify solutions;
- (iv) Design and manage a detailed socio-economic survey of the properties affected by the subprojects;
- (v) Preparing and implementing any consultation (in association with the Urban Development Specialist) a consultation program for each sub project or group of subprojects;
- (vi) Develop and deliver relevant practitioner (on the job) training inputs in consultation with the community development specialist;
- (vii) Assist in the establishment and training on GRM at the subproject level; and
- (viii) Assist in any other task assigned by the Team Leader/Deputy Team Leader in relevance to effective project implementation.

(SI. No. B 15) Gender Specialist

The Gender Specialist should have a Master's Degree in sociology or social anthropology or a similar/relevant discipline with 7 years of relevant working experience.

He/she will assist and be responsible to the Team Leader/ Deputy Team Leader in implementing the following principal tasks:

- (i) Assist PMCU and PIUs on the identification and involvement of disadvantaged women, the poor, and indigenous communities in the project activities and the generation of benefits for them;
- (ii) Provide guidance in developing policy, programs and procedures of the project to implement the Gender Action Plan and enhance contribution to social development;
- (iii) Assess the progress on key social issues in project implementation through regular field visits and inspections, report to the Team Leader and advise on actions to address significant problems arising;
- (iv) Ensure implementation and monitoring of the Gender Action Plan;
- (v) Assist in installing a gender-based monitoring system at all levels in collaboration with the PMCU and PIUs;
- (vi) Assist the Team Leader in planning, designing, preparing curriculum, delivering, monitoring and evaluating training/orientation programs on gender and social analysis, and support incorporating gender aspects in the training for the project targeted participants;
- (vii) Provide social and gender inputs for all the training both at the institution and community levels;
- (viii) Prepare monthly, quarterly, semi-annual and annual progress, and project completion reports on social, gender and poverty aspects;
- (ix) Any other tasks assigned by the Team Leader and the Project Director in relevance to effective project implementation.

(SI. No. B 16) GIS Specialist

The GIS Specialist should have a Bachelor's Degree in civil engineering or urban planning or geography or a similar/relevant discipline and 7 years of relevant working experience designing and operating GIS systems in the engineering sector.

He/she will assist and be responsible to the Team Leader for implementing the following principal tasks:

- (i) Prepare GIS-based maps required for subprojects;
- (ii) Assist the consultant team in preparing and analyzing the GIS database and maps;
- (iii) Provide GIS material for presentation purposes;
- (iv) Provide support and advice to all PIUs on all mapping and GIS activities;
- (v) Assist in any other task assigned by the supervising consultant for effective project implementation.

(SI. No. B 17) MIS Specialist

The MIS Specialist should have a Bachelor's Degree in Computer Science or a similar/relevant discipline with 7 years of relevant working experience.

He/She will be responsible for providing needful analysis relating to progress monitoring, analytics depicting trends, and statistical analysis from data harnessed from MIS, Web GIS/ Secondary sources/Primary sources in real-time. The incumbent will be responsible for keeping updated information on progress monitoring with respect to statistical highlights, preparing PowerPoint presentations, and catering to the analytical requirements of the implementing authorities. She/he will also be responsible for data generation, submission, and validation processes followed in the project. She/he will assist in the preparation of survey formats and analysis of survey results required for the project.

(Sl. No. B 18) Municipal Engineer

The Municipal Engineer should have a Bachelor's Degree in civil engineering or a similar/relevant discipline and 7 years of relevant working experience.

He/she will assist and be responsible to the Team Leader for implementing the following principal tasks:

- (i) Assist the PMU/PIU and TL/DTL in the implementation of all activities of the project;
- (ii) Assist the PMU/PIU and TL/DTL in developing standard contract documents for the project's civil works, contract packaging, preparation of bidding documents, and evaluation of bids for the civil works;
- (iii) Oversee and supervise the work of the Field Engineer;
- (iv) Oversee and support the engineering survey (Topographical Survey and Detailed Road Condition Survey) and data collection for all infrastructure improvement subprojects, including sample site inspections, and recommend remedial actions to the PMU as and when problems arise;
- (v) Monitor the progress and quality control of the improvement activities of subprojects;
- (vi) Undertake regular field visits to review implementation and supervision of the civil works, and contribute to resolving any issues arising;
- (vii) Guide and oversee the work of Environment/Climate Change Specialist and check the effectiveness of the environmental mitigation measures;
- (viii) Any other tasks assigned by the Team Leader and the Project Director.

(Sl. No. B 19) Field Engineer

The Field Engineer should be a Bachelor degree in Civil Engineering or similar/relevant discipline with 7 years of relevant working experience

He/she will be responsible to the Team Leader and work closely with the members of the consultant team and engaged in assisting on all matters relating to the following principal tasks:

- (i) Assist in management and contract administration of the assigned project packages.
- (ii) Carry out close supervision of all works as per approved method statements;
- (iii) Examine Contractor's preparation and the completed position of work as per "request for inspection," and promptly advise the contractor;
- (iv) Monitor closely and regularly the progress of work and report to the TL/Representative of the Procuring Entity.
- (v) Scrutiny, checking and verification of setting out data;

- (vi) Carry out regular inspection of Contractor's equipment, plant, machinery, installations, housing and medical facilities.
- (vii) Supervise the Contractor on all matters concerning the safety of works, workmanship and environmental aspects and labor welfare;
- (viii) Witness sampling and testing being carried out by staff of the Contractor and undertake additional audit tests to ensure quality;
- (ix) Monitor and review the test results/ certificates for all construction materials and/or sources of materials, and report to TL;
- (x) Review "as-built" drawings prepared by the Contractor and maintain record of tests of all data and records;
- (xi) Maintain a permanent record of all measurements for the works /quantities to be paid for and payment dates.
- (xii) Report regularly to the PMU and TL/ on progress and performance of civil works, and identify any critical issues which require attention;
- (xiii) Any other tasks assigned by the Team Leader and the Project Director in relevance to effective project implementation.

(Sl. No. B 20) Quantity Surveyor

The Quantity Surveyor should have a Bachelor's Degree in Civil Engineering or a similar/relevant discipline with 7 years of relevant working experience

He/she will be responsible to the Team Leader and work closely with the members of the consultant team and engaged in assisting on all matters relating to the following principal tasks:

- (i) Assist in conducting the engineering survey and data collection for all infrastructure improvement activities;
- (ii) Preparation of cost estimate and Bill of Quantities of all subprojects in accordance with LGED and AIB requirements;
- (iii) Maintain the record of all measurements for the works /quantities of the civil works;
- (iv) Any other tasks assigned by the Team Leader and the Project Director.

(Sl. No. B 21) Junior Social Safeguard Specialist

The Junior Social Safeguard Specialist should have a Master's Degree in sociology or anthropology, or a similar/relevant discipline and 7 years of relevant working experience.

He/she will work with the Team Leader and other members of the consulting team and be engaged in assisting on all matters relating to social safeguards.

Any other tasks assigned by the Team Leader and the Project Director.

(SI. No. B 22) Junior Environmental Specialist

The Junior Environmental Specialist should have a Bachelor's Degree in Environmental Engineering or civil Engineering or environmental Science, or a similar/relevant discipline and 7 years of relevant working experience.

He/she will be responsible to the Team Leader, work closely with the other members of the consulting team, and assist in all matters relating to environment /climate change for preparation and design consultancy services.

Any other tasks assigned by the Team Leader and the Project Director.

(SI. No. B 23) Landscape Architect

The Landscape Architect should have a Bachelor's Degree in Architecture or a similar/relevant discipline with 7 years of relevant working experience.

He/she will report to the Team Leader and will be responsible for implementing the following principal tasks:

- i) Prepare schematic and detailed landscape and architectural designs for sub-project structures and installations,
- iii) Developing landscape and architectural design guidelines to be adopted for minimizing the possible negative aesthetic impact of sub-projects on surrounding landscapes and urban areas;
- iv) Participate in consultations with local stakeholders and incorporate feedback into landscape and architectural designs; and
- v) Any other tasks assigned by the Team Leader and Project Director

(SI. No. B 24) Surveyor

The Surveyor should have a Diploma in Civil Engineering or a similar/relevant discipline with 7 years of relevant working experience

He/she will be responsible to the Team Leader and work closely with the members of the consultant team and engaged in assisting on all matters relating to the following principal tasks:

- (i) Conduct the engineering survey and data collection for all infrastructure improvement activities;
- (ii) Any other tasks assigned by the Team Leader and the Project Director in relevance to effective project implementation.

(SI. No. B 25) AutoCAD Operator

The AutoCAD Operator should have a Diploma in civil engineering or a similar/relevant discipline and 7 years of relevant working experience.

He/she will be responsible to the Team Leader, working closely with the other members of the consulting team, and be engaged in assisting on all matters relating to computer design and output.

Any other tasks assigned by the Team Leader and the Project Director.

V. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

The PMC Consultant will assist the PMU within the LGED to prepare and submit Quarterly Progress Reports (every three months) to AIIB and through the PMU Project Director. The Quarterly Progress Report format will be developed by the Consultant in consultation with PMU and will meet the requirements of AIIB and the GOB. An Inception Report, Mid Term Report, and Implementation completion report will be prepared. A Draft Project Completion Report will be submitted to AIIB three months before quarter completion. AIIB comments and the comments of the GOB will be received before the start of the final month of the Project, and a Project Completion Report will be presented before Project completion. In addition, any report required in relation to the project is to be submitted as requested by the PMU Project Director.

The PMC Consultant includes the following on ESHS reporting:

- (a) “The Consultant shall provide immediate notification to the Client should any incident in the following categories occur while carrying out the Services. Full details of such incidents shall be provided to the Client within the timeframe agreed with the Client.
 - (i) confirmed or likely violation of any law or international agreement;
 - (ii) any fatality or serious (lost time) injury;
 - (iii) significant adverse effects or damage to private property (e.g. vehicle accident);
or
 - (iv) any allegation of sexual exploitation or assault (SEA), sexual harassment or sexual misbehavior, rape, sexual assault, child abuse or defilement, or other violations involving children,
- (b) Ensure that contractor immediate notifications on ESHS aspects are shared with the Client immediately.
- (c) Immediately inform and share with the Client any immediate notification related to ESHS incidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting.
- (d) Share with the Client in a timely manner the Contractor’s ESHS metrics, as required of the Contractor as part of the Progress Reports.”

Sl. no.	Deliverable	Month of Delivery	Summary of Contents
(i)	Inception Report	Within 60 days of mobilization.	Initial findings, detailed approach, and methodology, detailed work plan. 10 hard copies and a soft copy.
(ii)	Monthly report:	Within 1st week of every month.	Monthly progress, detailed by sub-project location. 2 hard and soft copies.
(iii)	Quarterly report	#3 ,#6, ..., #48	A brief summary of the accomplishments over the previous three months, including details of physical progress, capacity building, and any issues and resolution of these, and a work plan for the following three months; 10 hard copies and soft copies.
(iv)	Semi-Annual Safeguard Monitoring Reports (Environment and Social)	Within one month from the end date of the reporting period. Semi-annual reporting periods will be every 6 months from the effective date of the loan.	Based on the template provided in the EARF (for environment) and RF (for social). 2 hard copies and soft copy.
(iv)	Annual Report	#12 ,#24, #36, #48	Based on Quarterly Reports information, summarizing all activities to date, any issues and methods for resolution of these, and planning to achieve future implementation targets; 10 hard copies and soft copy.
(v)	Mid-term Review Report	Middle of the project period;	10 hard copies and soft copy.
(vi)	Draft Final Report	Three month before of end of assignment.	10 hard copies and soft copy.
(vii)	Final Report (Project Completion Report)	End of the assignment.	10 hard copies and soft copy.
(viii)	Additional Reports	TBD	Special reports as may be reasonably required by the Project Director.

VI. CLIENT'S INPUT AND COUNTERPART PERSONNEL

8. The LGED confirmed to provide the following support on a no-cost basis to the consultant's team. LGED will provide access to LGED's Geographic Information System (GIS) and LGED Library. They will also be provided with previously available reports, data, and information relevant to their assignments.
9. All counterpart support, facilities, and information detailed above would be provided by the Government in kind and would be free of charge to the Consultant.
10. The client will provide the following inputs, project data, and reports to facilitate the Proposal preparation: Upon request from the Consultants, the client will provide the Consultants with all available data on studies of the PPTA related to the project preparation (PPTA Final Report), design manuals, standard designs of roads and structures, standard specifications (<http://oldweb.lged.gov.bd/UnitPublication.aspx?UnitID=4>), etc.

VII. ENVIRONMENTAL AND SOCIAL POLICY

The Works' policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, sexual exploitation and assault (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The Client is advised to consult with the Bank to agree the issues to be included which may also address climate adaptation, land acquisition and resettlement, indigenous people, etc. The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.

The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term "child" / "children" means any person(s) under the age of 18 years.

The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy and reporting requirement.

As a minimum, the policy is set out to the commitments to:

1. Apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts.
2. Provide and maintain a healthy and safe work environment and safe systems of work.
3. Protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable.
4. Ensure that terms of employment and working conditions of all workers engaged in the Works meet the requirements of the ILO labor conventions to which the host country is a signatory.
5. Be intolerant of and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for SEA, inhumane treatment, sexual activity with children and sexual harassment.
6. Incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works.
7. Work cooperatively, including with end users of the Works, relevant authorities, contractors and local communities.
8. Engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled and elderly people.
9. Provide an environment that fosters the exchange of information, views and ideas that is free of any fear of retaliation, and protects whistleblowers.
10. Minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS associated with the execution of the Works.

VIII. CODE OF CONDUCT

A satisfactory code of conduct will contain obligations on all Consultant's Experts that are suitable to address the following issues, as a minimum. Additional obligations may be added to respond to particular concerns of the region, the location and the project sector or to specific project requirements. The code of conduct shall contain a statement that the term "child" / "children" means any person(s) under the age of 18 years.

The issues to be addressed include:

1. Compliance with applicable laws, rules and regulations.
2. Compliance with applicable health and safety requirements to protect the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including subcontractors and day workers (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment).
3. The use of illegal substances.
4. Non-discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant's Experts, the Client's personnel, and the Contractor's personnel, including subcontractors and day workers (for example, on the basis of family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic or health status).
5. Interactions with the local community(ies), members of the local community(ies), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions).
6. Sexual harassment (for example, to prohibit use of language or behavior, in particular toward women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate)
7. Violence, including sexual and/or gender-based violence (for example, acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty).
8. Exploitation including sexual exploitation and assault (for example, the prohibition of the exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior or abuse of power)
9. Protection of children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior toward children, limiting interactions with children and ensuring their safety in project areas).
10. Sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas).

11. Avoidance of conflicts of interest (such that benefits, contracts or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family or personal connection).
12. Respecting reasonable work instructions (including regarding environmental and social norms).
13. Protection and proper use of property (for example, to prohibit theft, carelessness or waste).
14. Duty to report violations of this Code.
15. Non-retaliation against personnel who report violations of the Code, if that report is made in good faith.

The Code of Conduct should be written in plain language and signed by each Expert to indicate that they have:

1. received a copy of the code;
2. had the code explained to them;
3. acknowledged that adherence to this Code of Conduct is a condition of employment;
and
4. understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

Appendix 1**Support Staff**

The following support staffs are required during the consultancy located in PMU and PIU offices:

Position	Number	Person Months
Office Engineer	1	48
Estimator	2	72
Surveyor	2	72
CAD Operator	2	72
Office Manager cum Accountant	1	48
Secretary cum Computer Operator	1	48
Office Assistant	3	144