Empresa Nacional de Administração dos Portos, S.A.

TERMS OF REFERENCE

Maritime Passengers Centres, and Rehabilitation of the Pavement of the Inter-Islands/Passenger Quays in the Port of Praia

September 2022

1. Introduction

An archipelago country made up of 10 islands, which maintain a regular and frequent maritime and air connection between them, the maritime-port system of Cape Verde represents itself as a pillar of support and development of the country's economy and a fundamental instrument for the social connectivity between its population.

The National Port Administration Company, S.A. (ENAPOR) is the entity responsible for the administration of ports in Cape Verde and it carries out the economic operations of the ports, being so far the only port operator.

The expansion and modernization of the ports in Cape Verde has deserved special attention for the Governments, and, in the last decade, except for the Port of Tarrafal, on the island of S. Nicolau, all the ports in the country deserved expansion works. Now, expansion works are underway in the Porto Inglês, on the island of Maio, and the Cruise Terminal is being built, in Porto Mindelo, on the island of S. Vicente.

Passenger traffic in the ports of Cape Verde is frequent and regular. Now with the provision of maritime transport of new and more modern ships, this traffic tends to increase. Additionally, it should be noted that the increase in maritime passenger traffic is made by the increase in national and tourist passengers.

The Table 1 shows the evolution of passenger traffic in all Cape Verdean ports. The traffic reduction in 2020 is due to the fact that the passengers' circulation between the islands was restricted because of the COVID-19 pandemic situation. Data from the first ten months of the year 2021, allow us to infer the recovery in growth even considering the highest growth verified in the year 2019.

Tabl.1: Last Five Years Passengers Traffic In Ports of Cabo Verde

Ports_CV	**2017**	**2018**	**2019**	**2020**	**2021**
FURNA	24 882	26 220	28 403	13 680	23 484
PALMEIRA	9 939	13 098	21 924	25 086	41 035
PORTO GRANDE	327 406	357 813	369 479	281 860	389 905
PORTO INGLÊS	31 751	34 345	40 486	22 898	37 656
PORTO NOVO	301 813	337 278	342 159	248 325	330 400
PRAIA	73 146	85 164	105 895	61 531	120 221
SAL-REI	6 038	6 075	20 656	25 923	39 579
TARRAFAL	15 700	21 612	29 705	31 431	52 705
VALE CAVALEIROS	48 012	53 049	60 673	29 131	54 028
Total	**838 687**	**934 654**	**1 019 380**	**739 865**	**1 089 013**

Note: The figures represent the Disembarking plus Embarking passengers.

In parallel with the construction of ports, the construction of maritime passengers' centres has also taken place. Currently, there are passengers' centres in the ports of Mindelo, Porto Novo (Santo Antão Island), Porto Vale de Cavaleiros (Fogo Island) and Porto da Praia (Santiago Island).

ENAPOR has developed a Maritime Passengers' Centres Network Guide. Its objective is to provide equal services to passengers existing in all port. Thus, it is intended that in all ports there will be passenger centres, through which the passengers will transit with equal comfort and where they will be provided with the same services aiming a quick passage through the ports to the ships and vice versa, in a comfortable and efficient way.

The Guide identifies need for the construction of Maritime Passengers Centres in the ports of PRAIA, SAL-REI, TARRAFAL and the remodelling of the existing passenger centre in the port of VALE DE CAVALEIROS.

As a preliminary study, the Maritime Passengers' Centres Network Guide identified: (i) the needs for the provision of the services to Passengers, (ii) identified the location of the constructions in the ports, (iii) identified the necessary areas within the maritime centres, and (iv) identified the standard external views of the Centres.

Based on the above, the study estimated the budget for the construction of maritime centres and the remodelling of the maritime centre at the port of Vale de Cavaleiros.

On another front, ENAPOR drew up the detailed engineering design project for the Rehabilitation of the Passenger Quays at Porto da Praia. This is a complementary to the Praia Passenger Maritime Centre project aiming to provide a quickly, efficiently, and comfortably passage of the passengers through the port. This detailed design project will be part of the Passengers Centres Project.

In face of the above, ENAPOR intends to carry out the economic and environmental studies for the maritime stations, prepare the architectural and engineering projects, incorporate the project for the Rehabilitation of the Porto da Praia Passenger Quays in the Maritime Passengers Centres Project and prepare the documents for an International Competitive Bid (ICB) for the selection of Contractor - according to The World Bank Group procurement rules.

The Funding for the preparation of the studies, projects and tender documents comes from the Credit made available to the Government of Cape Verde by The World Bank, for this specific purpose.

2. Task objectives

It is intended to select a Consultant for the preparation of studies and projects for the construction of four Maritime Passengers Centres and the remodelling of an existing one. Among the works it is also intended that the Consultant prepare the tender documents for the selection of Contractors.

Thus, for the purpose of these terms of reference, the following are identified as objectives:

a. General Objective.

ENAPOR intends to select and hire a Consultant to prepare the Technical and Financial Feasibility studies and Environmental Impact Assessment studies for the construction of the Maritime Passenger Centres at the ports of PRAIA, SAL-REI, TARRAFAL and the remodelling of the existing Maritime Passenger Centre at the Port of VALE DE CAVALEIROS and the rehabilitation of the Pavement of the Inter-Islands/Passenger Quays at the Port of Praia. Also, ENAPOR requests the Consultant to prepare the Architecture and Detailed Engineering Design of the Stability

Calculation and Specialties for the Construction of the Works. Tender documents for ICB should be prepared.

b. Specific Objectives

Below are defined the specific objectives to which the Consultant should not be limited to, and It should consider all aspects necessary to achieve the general objective, thus, inter-alia, the specific objectives are:

- The aim is to obtain, in a single volume, the study of the Technical and Financial Feasibility of the investment to be carried out in the aforementioned Centres and, in the case of Porto da Praia, it is included the Rehabilitation of the Pavement of the Inter-Islands/Passenger Quays. The study will be organized by a part common to all Centres and second part with individual analysis of each Passenger Centre, taking into account the technical operation of the services to be provided to passengers and the economic and financial indicators of the operation at each Centre.
- It is intended, in a single volume, to obtain the Environmental Impact Assessment Study and the Environmental Management Plans for the works to be carried out, in accordance with the Environmental Legislation in force in the country – translation into Portuguese included. The Environmental Impact Assessment study and the Environmental Management Plan will be organized by a common part for all Centres and with individual analysis and plans for each Centre.
- Without changing the philosophy of work stipulated in the Maritime Passenger Centres Network Guide and without promoting major changes, carry out a critical analysis and propose any updates to the previous study.
- Without changing the Pavement Rehabilitation Project of the Inter-Islands/Passenger Quays at Porto da Praia, review it confirming its technicality and the Bill of Quantities.
- It is intended, in a single volume, to obtain the preparatory studies for the elaboration of the Architecture, Stability Calculations and Specialties projects of the Passenger Centres. The Preparatory Study will be organized by a part common to all Centres and with individual studies and surveys for each Centre.
- The intention is to obtain the Architectural Projects and Detailed Engineering Construction Projects for the Maritime Passenger Centres at the Ports of Praia, Inglês, Sal-Rei and Tarrafal and for the Remodelling of the existing Centre at the Port of Vale de Cavaleiros.
- According to The World Bank procurement rules, the intention is to obtain the Tender Documents for the Selection of Contractor for the construction, remodelling of the Centres and the rehabilitation of the Pavement of the Inter-Islands/Passenger Quays of the Port of Praia

3. Scope of the works

The work to be developed by the Consultant relates to financial, environmental, architecture and engineering subjects, will be presented to ENAPOR, which will assess its quality. The assessment will be made in accordance with the delivery plans specified below.

Regarding the Architecture and Engineering projects, ENAPOR requires a high-quality development. It is required a project that foresees all the details and totally compatible with the construction works, as well as the direction of the works by the work supervisors.

The standards of the materials to be used in the construction, with the necessary adjustment with the market development, will be those used in the existing maritime passengers' centres, namely in the Port of Mindelo and Porto Novo.

Regarding Environmental and Social study, it must follow the standards of the Environmental National Directorate of Cabo Verde and Guidelines of The World Bank for the Assessment and Planning of Social and Environmental of the projects. The feasibility study will follow the standard and best practices.

Among others, the following tasks are planned to be carried out within the scope of this Consultancy:

a. Update of the Preliminary Study – Maritime Passengers' Centres Network.

The Consultant must, without altering the work philosophy stipulated in the Maritime Passengers' Centres Network Guide and without promoting major changes, carry out a critical analysis and propose any updates to the preliminary study. The update is done by optimizing what is stipulated in the study in each of the planned works. Thus, it is intended with this update, a simple optimization of the Preliminary Study. The update will give rise to a new Preliminary Study Report, which will become the basis for future developments.

b. Development of the Technical and Financial Feasibility Study

The Technical and Financial Feasibility Study is prepared by the Consultant based on the best practices in the preparation of this study used by the World Bank. It will take into account: projection of passenger traffic, operating costs and calculate the economic and financial indicators for the financial evaluation of each of the Centres.

c. Preparatory Studies

By preparatory studies it is meant the gathering of information, technical characterization of the locations of implementation of the Centres, prospecting the market with regard to materials and equipment to be used in the constructions, surveys at construction sites - including topographic survey is necessary-, the analysis of the functioning of the Centres and the necessary analyses to develop the projects for the execution of the Centres. A report of the Preparatory Studies must be prepared.

d. Development of the environmental and social assessments and Environmental Management Plans

The Consultant, following the country environmental legislation, will carry out Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plans (ESMPs). The Consultant must promote all the activities necessary for the preparation of the studies and promote and monitor the activities in perspective to the approval of the Studies by the Environmental National Directorate, delivering the translation of the documents into Portuguese.

This assessment will investigate the potential environmental and social impacts that may arise by the investment options under this Project. In addition to relevant CV legal and regulatory framework, for assessing and managing environmental and social risks, the World Bank's Environmental and Social Framework (ESF) and the World Bank Group Environmental Health and Safety Guidelines (EHSGs) will be applied to this activity.

i. Legal and Institutional Framework

The Consultant will describe the regulations and standards of Cape Verde governing maritime management infrastructure, health and safety, protection of sensitive areas, protection of biodiversity, land use control, environmental and social impact assessment, environmental monitoring, etc. which could potentially affect the environmental and social risks issues which may arise during the implementation of the Project. Their application to the Project should be described. In addition, the Consultant will define the WB Environmental and Social Standards (ESSs) of the ESF and the World Bank Group EHSGs to be applied for the activity.

Preparation of comparison table to define and highlight the differences between the WB standards and Cape Verde E&S policies should be made.

The Consultant will also describe and assess the current E&S management practice of relevant institutions and private sector organizations by (a) reviewing relevant documents; (b) carry out site visits (if pandemic situation allows); and (c) consult with officials of relevant ministries and departments, non-government organizations, civil society and communities. This exercise will specifically include:

- evaluate the institutional and staff capacity of national and province levels and, as appropriate, at community level. This should also include the institutional arrangements for monitoring and enforcing E&S compliance
- undertake rapid training needs assessment for E&S management in the Project
- identify required staffing and consultant needs for appropriate E&S management in this Project

ii. Project Description and Analysis of Alternatives

The Consultant shall study and understand the technical interventions and activities planned under the activity and provide a summary technical description. Special emphasis should be given to those aspects of the Project that will generate potential significant E&S impacts and risks during construction and operation.

iii. Assessment of baseline conditions

The objective of this sub-task is to characterize the current condition of the physical, biological, socio-economic and cultural components that may be affected by Project implementation. Baseline conditions will be compared to relevant national and international standards, where applicable, example WBG EHS Guidelines. Baseline environmental conditions shall be built largely on available data. Limited field work, specifically social surveys on socio-economic aspects and other Project-affected people shall be carried out.

The baseline topics will focus on current conditions, including but not necessarily limited to:

Physical environment: geology, soils, climate and meteorology, topography, surface and groundwater hydrology, water quality, air quality and noise and natural hazards including flood

Water quality assessment: The scope of the water quality assessment is to provide baseline data on the basic surface water and groundwater parameters. Particulate matter released into surface waters during the construction phase may reduce water quality and negatively affect benthic communities.

Biological and ecological environment: The scope of the ecological assessments should provide baseline data on the biological environment, including ecosystem, flora, fauna, threatened species, modified habitat/natural habitat/critical and/or sensitive habitats (e.g. wetlands delineation), including protected areas, significant natural sites, species of commercial importance and non-native invasive species, species with potential to become nuisances, vectors or dangerous species; and rare, endangered, or commercially important species.

Socio-economic studies: The socio-economic studies will require specific attention under this Terms of Reference and cover the baseline data to be collected on the socio-cultural environment (including both current and Projected data where appropriate). Information to be collected and assessed shall include: population and communities; land use; planned development activities; community structure; employment; labor market; distribution of income, goods and services; recreation; public health; cultural properties; ethnic peoples; and customs, aspirations and attitudes; socio-cultural activities; the potential for increased accidents; the generation of increased wastes;, ethnicity and religion, administration, wealth and poverty, gender dimensions, vulnerable groups, local economies and livelihoods including natural resource use and ecosystem services, local infrastructure and services, education and literacy, community health and safety.

Cultural heritage: The aim of the cultural heritage analysis is to understand the likelihood of presence and nature (or absence) of archaeological material or culturally significant monuments within or adjacent to the proposed investment sites, make recommendations for future archaeological work in the area. Potential impacts on archaeological and cultural heritage features are:

- Disturbance to and loss of archaeological artefacts monuments, and deposits through excavation of topsoil and subsoil over the proposed investment sites footprint.
- Disturbance to artefacts or deposits from increased human activity;
- Loss of artefacts during dredging operations.

iv. E&S Impact Assessment, Benefits and Mitigation Measures

Based on the characteristics of the Project, baseline conditions and receptor sensitivity, the Consultant shall predict and assess the potential significant E&S impacts and risks that the proposed activity is likely to generate in relation with the Environmental and Social Standards (ESS) of the ESF and relevant national laws. The criteria for impact significance should be clearly defined. The Consultant will distinguish between significant positive and negative impacts, direct, indirect and cumulative impacts, and immediate, medium and long-term, reversible and irreversible impacts. The Consultant should also identify impacts that are unavoidable or irreversible. The assessment should consider the different stages of the life cycle, i.e. from pre-construction including demolishing of the existing structures, construction works, operation and maintenance and closure of the infrastructure. The assessments will include occupational health and safety practices, and requirement for management of influx of non-domestic laborers to remote community areas among other issues. The Consultant should also characterize the extent and quality of available data, explaining significant information deficiencies and uncertainties associated with predictions of impacts.

e. Development of the Technical and Financial Feasibility Study

The Technical and Financial Feasibility Study is prepared by the Consultant based on the best practices in the preparation of this study used by the World Bank. It will take into account: projection of passenger traffic, operating costs and calculate the economic and financial indicators for the financial evaluation of each of the Centres.

f. Preparatory Studies

By preparatory studies it is meant the gathering of information, technical characterization of the locations of implementation of the Centres, prospecting the market with regard to materials and equipment to be used in the constructions, surveys at construction sites - including topographic survey is necessary-, the analysis of the functioning of the Centres and the necessary analyses to develop the projects for the execution of the Centres. A report of the Preparatory Studies must be prepared.

g. Review of the detailed Rehabilitation Engineering Project for the Passenger Quays at Porto da Praia

The Consultant must review the Detailed Rehabilitation Engineering Project of the Passenger Quays at Porto da Praia. The review consists of confirming the technicality of the Project, confirming the List of Quantities and Prices used in the Costs Estimate. A summary report of the project review must be prepared by the Consultant.

h. Preparation of Architecture and Engineering Detailed Projects

The Consultant must prepare the Architecture Project according to the Preliminary Report approved by ENAPOR. The Project to be constituted by the architectural pieces foreseen by the Cape Verdean Architects Association must cover the interior spaces, facades and exterior arrangements. Architectural plans must consider the construction site and the Preparatory Study Report approved by ENAPOR.

The Consultant must prepare the Detailed Engineering of Stability and Specialties Project for the Centres, taking into account the requirements of the Association of Engineers of Cape Verde and the Preparatory Study Report approved by ENAPOR.

Among others, Detailed Engineering projects must contain:

- Stability Project
- Water supply system
- Fire fighting system
- Sanitary and sewage system
- Rain drainage system
- HVAC
- Electricity and lighting project
- Security and security system
- IT and telecommunications system
- Mobility system for physically challenged passengers

The Consultant must prepare the Technical Specifications to be used in the detailed Engineering Projects. The Technical Specifications are part of the Tender Documents for the Selection of Contractors.

As an example, in these Terms of Reference, we list some technical specifications used in the construction of port buildings in Cape Verde.

GENERAL

The Consultant will prepare the Project Technical Specifications according to local, Portuguese and European Standards, codes of practice, and regulations and recommendations of local and statutory authorities, Professional institutes, manufacturers and specialist associations / organizations recommendations.

STRUCTURE

Calculation should be based on:

EN1990	EUROCODE 0 – Basis of structural design
EN 1991	EUROCODE 1 – Actions on structures
EN 1992	EUROCODE 2 – Design of concrete structures
EN 1993	EUROCODE 3 – Design of steel structure
EN 1994	EUROCODE 4 – Design of composite steel and concrete structures
EN 1995	EUROCODE 5 – Design of timber structure
EN 1996	EUROCODE 6 - Design of masonry structures
EN 1997	EUROCODE 7 – Geotechnical design
EN 1998	EUROCODE 8 – Design of structures for earthquake resistance
EN 1999	EUROCODE 9 – Design of aluminium structures

Life loads are based on the Portuguese Code (DL 235/83 and DL357/85), namely:

Office areas – 3.0 kN/m2
Archive areas – 5.0 kN/m2
Warehousing – 5.0 kN/m2

WATER SUPPLY, SEWERAGE AND DRAINAGE SYSTEMS

Besides EN norms, Normes Françaises and British Standards, the Works should be executed in accordance with Portuguese Dec. Reg. Nº 23 / 95

FIRE FIGHTING SYSTEM

Besides EN norms, Normes Françaises and British Standards, the Works should be executed in accordance with Portuguese Dec. Lei Nº 410/98 and RSCIE (Project) and NFPA

HVAC

Thermal Efficiency

(Rules of the thermal efficiency and its characteristics form the buildings) Regulamento das Caracteristicas de Comportamento Térmico dos Edifício anexo ao Dec-Lei nº80/06 de 4 de Abril.

(Rules of the quality of the aclimatization energetic system in the buildings system) Regulamento da Qualidade dos sistemas Energéticos de Climatização em Edifício" anexo ao Dec-Lei nº 79/06 de 4 de Abril

Interior air quality

(Portuguse Energetic Certification System) “Sistema Nacional de Certificação Energética” anexo ao Dec-Lei nº78/06 de 4 de Abril

Calculation Bases

The follow calculations were considered under the next conditions of Project obtained from literature data:

- Weather situation
  - Dray temperature of Project 32 ºC
  - Relative humidity 65 %
- “winter” system
  - Project temperature 10 ºC
- Interior thermal conditions
  - Summer 24 ºC +- 2 ºC
  - Winter 20 ºC +-2 ºC

ELECTRICAL INSTALLATIONS

Includes:
- Main Power Supply System
- Electrical piping system
- Electrical Switchboards
-Lighting
  - -lighting general devices
  - -Emergency Lighting
  - -Exits signalling
  - -Electric Piping System

All in compliance with Portuguese Standards (NP)

SAFETY AND SECURITY EQUIPMENT

Includes:

-Fire Detection Central
-Central Modules
-Graphics Software
-Loop Modules
-Analogical detector
-Detector base
-Emergency Buttons
-Action signalizer (Warning lights)
-Sirens and Beacon
-INTERVENTION MEANS
-Armed Fire Network
-Chemical Powder Extinguisher
-Sky Light
-Exhaust system

-Manual call point (Exhaust system)

All in compliance with Portuguese Standards (NP)

TELECOMMUNICATION SYSTEM

Includes:

-Block boxes
-Building telecommunications cabinet
-Individual telecommunications cabinet
-Telecommunications piping system
-System of tubes
-Cables
-Terminal devices
-Sockets rj45

Tests
All in compliance with Portuguese Standards (NP)

i. Bill of Quantities and Budgets

The Bill of Quantities and the estimate of the respective unit and total prices must be prepared by the Consultant for each of each Centre.

j. Tender Documents for the Selection of Contractors

The Consultant shall prepare the tender documents for the selection of Contractors. The World Bank's procurement rules and principles must be used in the contest. The development of the bidding documents must be prepared in close coordination with ENAPOR. The Contest must be Public and International and must consider in a single Lot all the centres already mentioned and the Rehabilitation of the Passengers Quays at the Porto of Praia.

Since these are constructions in different locations for the purpose of rationalizing resources and better coordinating the work, the tender documents must prepare a schedule for constructions that complies with the above elements and with the interests of the Client.

The type of contest will be for Lump sum model. In this way, the list of global prices per item for each component of the Works must be prepared and they will be part of the contest to be filled by the Bidders.

However, when submitting financial proposals, Bidders using the List of Quantities contained in the bidding documents, must present the unit prices of the elements of the List of Quantities for each of the stations.

For the better organization of this chapter of the project, its elements are designated by components, as per table the table 2, bellow.

Table.2: **Components of the project**

Component #	Designation	Location
Component 1	Passenger Centre of Port Praia	Santiago Island
Component 2	Passenger Centre of Port Sal-Rei	Boavista Island
Component 3	Passenger Centre of Port Tarrafal	S. Nicolau Island
Component 4	Passenger Centre of Port Vale Cavaleiros	Fogo Island
Component 5	Rehabilitation of the Passenger Quays at Porto Praia	Santiago Island

4. Reports, Deliverables, Chronogram and Payments

As a Consultancy with several dimensions of analysis and development: environmental, financial, engineering, and tender documents -, the request for reports will necessarily correspond to each of the relevant dimensions. Also, the project information reports are requested.

a. Inception Report, including a work plan

After a Kick-off meeting on the site and collection the necessary information an Inception Report which includes a Work Plan and Program will be delivered by the Consultant, to be approved by the Client.

b. Preliminary report

The development and presentation of this report aims to prepare the Consultancy for the task requested foreseen in all the activities assigned in this project and allow ENAPOR to monitor the works by directing and deciding on eventual pending issue.

The Report will cover all dimensions of the Consultancy and will list all the developments in each of the dimensions, elaborate on eventual divergences related to the terms of reference and the findings on the ground. Also, will list the expected developments until the end of the Consulting for each of each dimension, namely the Technical Feasibility Study and Finance, the EIA and the PGA, the Architectural Design and Detailed Engineering Designs, and the Tender Documents.

The Preliminary Study of Maritime Passengers' Centres and the Preparatory Studies must be part of the Preliminary Report.

The Rehabilitation of the Pavement Inter-Islands/Passenger Quays Project Review Report shall be included in the Preliminary Report.

c. Studies and Projects

The reports and studies listed below will be submitted in draft for the ENAPOR appreciation and comments two weeks before the final submission deadline. ENAPOR must, within 1 week, respond and send its appreciation to consultant.

(i) Technical and Financial Feasibility Study

The Feasibility Study Report must contain all the necessary elements for evaluating the investment at this level. It will report the economic, financial and social indicators of each Component of the project.

(ii) Environmental and Social Impact Assessments and Environmental and Social Management Plans

Reports must be prepared in accordance with the standards stipulated in the Environmental Legislation in force in the country, the World Bank's Environmental and Social Framework (ESF) and the World Bank Group Environmental Health and Safety Guidelines (EHSGs).

(iii) Architectural and Detailed Engineering Designs

The execution projects, i.e., the architectural projects and the detailed engineering projects, must be prepared with all the technical details required by the professional orders in the country and the best practices in the sector.

Projects must be submitted on standard-size paper and on editable Auto Cad digital support.

(iv) Tender Documents for Contractor Selection

The tender documents package must be delivered in editable Microsoft Word digital support.

(v) Mid-Term Report

As this is a multidisciplinary consultancy, the Mid-Term Report is intended to indicate the developments achieved, future possible alternatives in relation to what was initially planned and the forecast for the fulfilment of the remaining tasks of the consultancy.

(vi) Final Report

The final report is presented at the end of the consultancy. The Report must present the general report of the activities carried out and will include all reserves, critical points, threats, and advantages that the dossier may encounter in its execution.

ENAPOR, the Bank, and consultants should discuss the report in its draft form. Consultants alone are responsible for their findings; although changes may be suggested during discussions, consultants should not be forced to absorb them. If consultants do not accept ENAPOR's comments or recommendations, this must be mentioned in the report. Consultants shall include in the report the reasons for not accepting such changes.

Tabl.3: Reports, Deliverables, Chronogram and Payments

	Activities	Month 1				Month 2				Month 3				Month 4				Month 5					Payments
		I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV		
1	Inception Report	X																					10%
2	Preliminary Report																						10%
3	Technical and Financial Feasibility Study																						20%
4	ESIA and Environmental Management Plan																						10%
5	Architectural and Detailed Engineering Designs																						20%
6	Tender Documents for Contractor Selection																						10%
7	Mid-Term Report																						10%
8	Final Report																						10%

5. Data, Local Services, Personnel, and Facilities to be provided by ENAPOR

ENAPOR has physical facilities with its own offices in all ports on the islands. It has personnel in its staff who, when necessary, can provide logistical assistance to the Consultant on site during surveys and contacts with national authorities.

ENAPOR's Consultancy management is carried out by the Technical Office, which at the appropriate time will provide contacts at different levels, the main contact being the Director of the Technical Office. This Technical Office is located at the Headquarter of ENAPOR, in São Vicente Island. At São Vicente, also at ENAPOR headquarter its found the Head of Financial Department, the Head of Human Resources and other support main departments.

The Environmental National Directorate is the country's environmental authority, it is part of the Ministry of Agriculture and Environment. It is headquartered in Praia.

There are the Order of Architects and the Order of Engineers of Cape Verde and they are located in Praia.

ENAPOR developed the projects and the Maritime Passenger Centres at the Ports of Mindelo and Porto Novo were built, in 1997 and 2013, respectively. Projects can be made available for consultants.

For the tasks under this Terms of Reference, ENAPOR requires the following minimum staff. Other technical special staff must also be hired, wherever and whenever they are needed.

Tabl.4: **Required Staff**

Team	Minimum Required Qualification
Team Leader*	Minimum of 10 years of consultancy leadership
Senior Economist	Minimum Master Degree and at least with 10 year of experience in similar projects
Senior Environmental Specialist	Minimum Master Degree and at least with 10 year of experience in similar projects
Senior Architect	Minimum 10 years in similar projects.
Senior Civil Engineer	Minimum Master Degree and at least with 10 year of experience in similar projects
Junior Civil Engineer	Minimum 5 years' experience.

* Team Leader can be one of the senior staff member

6. Institutional Organization of the Project

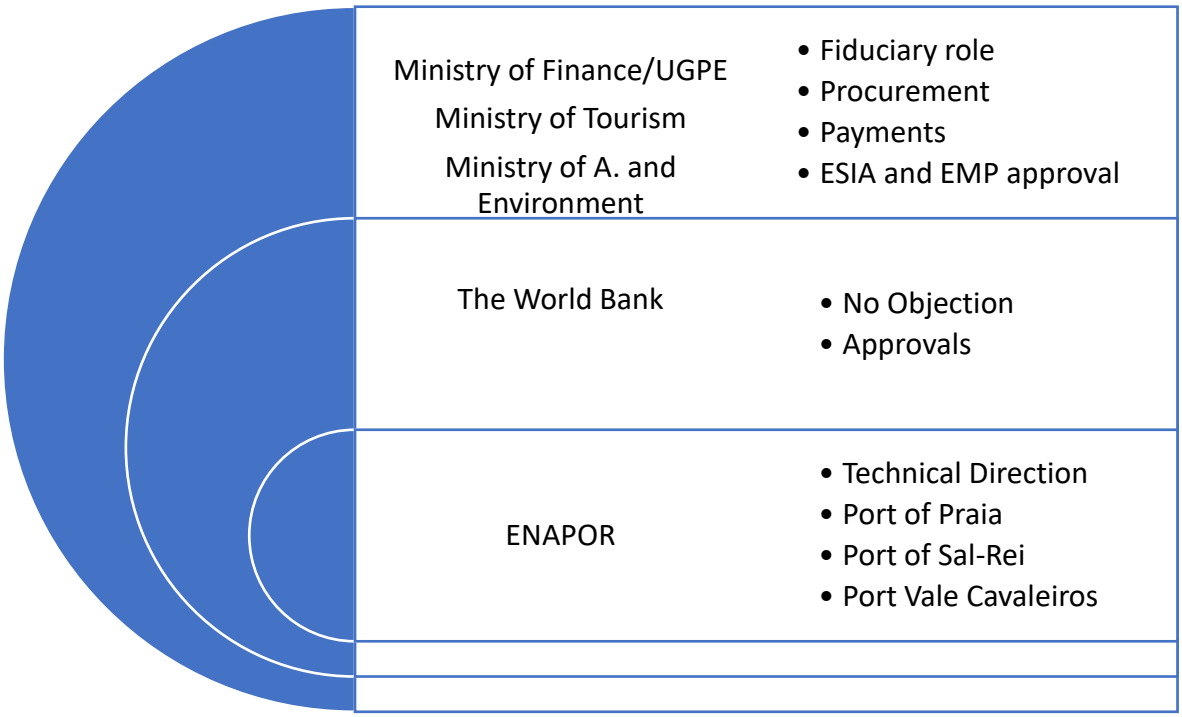
Project management involves institutional and logistic-operational and technical relationships. Institutional relations exist between the Ministries and The World Bank and ENAPOR. In the Technical part for approvals and No Objections, The World Bank is the predominant element.

In monitoring the development of all dimensions of the project, ENAPOR is the main entity. At ENAPOR, the Technical Direction is the Project Leader and the Ports where the project will be implemented the Administration of the Port of Praia and the Ports of Vale de Cavaleiros, Port of Sal-Rei and Port of Tarrafal will provide technical and logistical assistance.

The consultancy contract shall be managed by the Implementation Unit of Special Projects (UGPE), as indicated in the scheme below.

In the relational schemes below, the institutional and technical relationships of the project are summarized.

Scheme 1: **Institutional Relations**



Scheme 2: **Technical and Logistics Relations**