



**Ministério
das Finanças**

Unidade de Gestão
de Projetos Especiais

UNIDADE DE GESTÃO DE PROJECTOS ESPECIAIS

RESILIENT TOURISM AND BLUE ECONOMY DEVELOPMENT PROJECT

Av. Amílcar Cabral – Ex. Edifício do BCV, 4º andar,
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RECRUITMENT OF A FIRM FOR PROVISION OF SUPERVISION SERVICES OF THE WORKS FOR THE REHABILITATION OF EXISTING PIER IN TARRAFAL AND ITS SURROUNDING AREAS – SANTIAGO ISLAND, CABO VERDE -

TERMS OF REFERENCE



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1. BACKGROUND

The Rehabilitation of the existing Pier in Tarrafal and its Surrounding Areas, Santiago Island, aims to promote the integration of tourism, coastal fisheries, and cultural heritage, leveraging the historical legacy of the pier. The Tarrafal Pier is a key site for tourists seeking to experience Cape Verdean culture, particularly the artisanal fish landing activities conducted by local fishermen. However, the current condition of the infrastructure and its surroundings presents various structural deficiencies that compromise user safety and environmental sustainability.

Beyond structural challenges, the pier and its surrounding areas face operational constraints due to limited space to accommodate diverse economic activities and stakeholders, and the absence of proper facilities for handling and preserving fish products in compliance with hygienic and sanitary standards. Conflicts often arise among different users—fishery operators (fishermen, divers, fish vendors, fish handlers), consumers (public, hotels, restaurants), and tourists engaged in sightseeing or recreational activities (such as boat trips or diving excursions). These issues undermine the effective, efficient, and safe execution of all these economically significant activities.

In this context, the Government has decided to proceed with the rehabilitation of the pier and its surrounding area, funded by the **Resilient Tourism and Blue Economy Development Project**, implemented under the direct supervision of **UGPE – Unidade de Gestão de Projetos Especiais** acting as the Project Implementation Unit (PIU).

The technical drawings and associated social and environmental safeguard studies have been completed and approved. These documents will serve as a reference for the execution of the works at the pier and surrounding areas.

This Terms of Reference document provides guidance for contracting a specialized company to support **Enapor** and **UGPE** in the supervision and monitoring of the Rehabilitation and Enhancement Works of the Tarrafal Bay Pier and Surrounding Area, on Santiago Island.



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2. SCOPE OF THE PHYSICAL WORK

The technical drawings and related specialized studies will guide the construction. The works Rehabilitation of the existing Pier in Tarrafal and its Surrounding Areas, Santiago Island, consists of, in summary:

Civil Works

- Demolition and removal of spoil
- Earthworks / Excavation and Backfilling
- Paving Works
- Construction Works

Refurbishment of the Pier

- Demolition and removal of spoil
- Paving Works
- Ancillary Works
- Rehabilitation and Cladding Works
- Technical Installations

Various Equipment

- Urban Equipment
- Winches

Natural Pool

- Concrete Works
- Construction of Coastal Protection Structures
- Miscellaneous

Beach Connection Boardwalk

- Earthworks / Excavation and Backfilling
- Reinforced Concrete Structures
- Steel Structures
- Ancillary Works
- Cladding and Finishes
- Miscellaneous



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Kiosks

- Structures
- Cladding and Finishes
- Painting Works
- Waterproofing
- Carpentry and Metalwork
- Water Supply and Sewerage Network
- Fixed and Sanitary Equipment
- Miscellaneous

Marine Works

- Offshore Mooring Field

Services Infrastructure

- Storm water Drainage
- Electrical Installations

The supervision services shall extend for the construction period including the mobilization period, and from time to time, during the Defects Liability Period as necessary.

3. GENERAL DUTIES AND RESPONSIBILITIES

Apart from general setting-out, quality control, and preparation of as-built drawings, the supervision services shall also include:

- Conducting weekly site meetings;
- Before start of works, review and approve Contractor Environmental and Social Management Plan (C-ESMP) and Contractor Health and Safety Management Plan (C-HSMP)
- Preparing monthly progress reports, covering:
 - Status of compliance with the Contractor Environmental and Social Management Plan (C-ESMP);
 - Compliance with the Contractor Health and Safety Management Plan (C-HSMP);



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- Implementation of Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) guidelines;
- Progress on resettlement, access restrictions, and livelihoods restoration;
- Functioning and follow-up of the Grievance Redress Mechanism (GRM);
- Implementation of the Labor Management Plan (LMP);
- In addition, any other plans or instruments included in the tender documents.

The assignment will involve the following:

- Administrate the civil works contract, approve the working drawings, the materials and quality of the works in accordance with the contract;
- Inspection of Contractor's construction equipment, results of material and soil tests, the safety of the works, property and personnel;
- Ensure that construction activities are implemented in accordance with approved designs, specifications and best engineering practices;
- Ensure that the Contractor is not involving child labor in the execution of the civil works contracts in accordance with the provisions of the contract agreement;
- Undertake supervision works, quality control and prepare reports, whose format and content should be acceptable to the Client and as per WB standards;
- Review and verify any proposed variation orders to be generated by the Contractor and make recommendations to the Client;
- Supervise the Contractor in all matters concerning safety and care of the works, and direct operations in case of an emergency situation affecting the safety of life, of the works, or of adjoining property, and ensure that traffic operational safety is met before commencing the works, and issue any work plan or drawing in that respect;
- Ensure Contractor has tools in place to record any incident/accident related to Occupational Health and Safety for workers and the adjacent community;
- Ensure Contractor has all the qualified Environmental, Social and Health and Safety personnel before commencement of any civil works;
- Ensure that the Contractor has obtained all the required permits and certificates from the National Authorities before commencement of the civil works
- Advise the Client on all matters related to the execution of the contracts including processing of the Contractors' claims;
- Inspect the works (civil works and safety) daily during the construction periods, and issue of the fields reports;
- Ensure high standards of quality assurance in the execution of work and completion of work within the stipulated time limit;
- Make all necessary measurements and control the quality of works. The Consultant shall make all engineering decisions required for the successful and timely implementation of the construction contract, and shall have all the powers



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defined as those of the Engineer with few exceptions for which the supervision consultant will have to seek prior approval of the Client;

- Ensure site and progress meetings are held regularly with the Contractor. During these meetings, formal minutes will be taken by the Consultants and distributed to the Client, the Consultant and the Contractor. The meetings shall focus on physical progress, financial progress, implementation status of the C-ESMP & C-HSMP, contractual issues and challenges;
- Stakeholder Consultation and participation plan (focusing on strategic communications) has due process including for local communities and disadvantaged vulnerable groups in the design, implementation and use of the various infrastructures;
- Ensure that the grievance redress mechanism is functional in receiving, registering, resolution and reporting of any complaints related to the project implementation;
- Ensure adequate environmental and social institutional capacity is in place to support implementation, monitoring and reporting;
- Adequate implementation of environmental and social issues of sexual abuse and exploitation, effects of labor influx on local communities and concerns relate with labor conditions.

3.1 DETAILED SUPERVISION OF CONSTRUCTION ACTIVITIES

The Consultant will ensure that the works are executed according to the schedule, specifications and within budget. In addition, the Consultant will supervise all Contractors' activities at all stages of project implementation as follows:

i. Mobilization of Contractor

The Consultant shall assist the Client in ensuring that the chosen contractors mobilize promptly. The Consultant will supervise the following elements of the project:

- All insurance policies required by the contract are in place prior to mobilization;
- The site set-up and compound to be used by the Contractor;
- Agreement with the Contractor on the strict adherence to the work schedule;
- Control the Contractor's and sub-contractors' site personnel at all grades for suitability for the construction of the works;
- Check and approve the site installations, equipment, plant that are to be used by the Contractor to execute the works and safety;
- Check and approve the materials testing laboratories that will be used during the construction;
- Check the suitability of sub-contractors as they arrive on site;
- Check materials and equipment for conformity with the tender specifications by physical inspection and by gathering the manufacturers and suppliers' certificates of conformance;



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- Verification of the Contractor's procurement schedules, ensuring the timely availability of essential materials and equipment to guarantee the continuous progress of works in accordance with the established schedule.

ii. Equipment for Supervision and Testing Works;

The Consultant shall use equipment, soil testing equipment/apparatus and testing equipment to be provided by the Contractors on site or to be performed by a third-party reputable laboratory to carry out such tests in order ensure that works executed conform to standards and specifications stipulated in the contract.

iii. Supervision of the Physical Elements

The Consultant will supervise the following elements of the project:

- The setting-out of the works to line and level before any construction takes place;
- Construction materials and equipment for quality and proper installation;
- During supervision of the civil works, the Consultant will check the following to ensure appropriateness:
 - Construction method statements, including design where appropriate
 - Site set up for contractor facilities on site
 - Setting-out
 - Quality and compaction of fill materials
 - Reinforcement (design standards, cover, spacing, diameter, cleanliness)
 - Formwork (line, finish, structural solidity, adequacy of shuttering oil)
 - Concrete work (design standards, mix composition, pouring sequence, vibration, finishing, protection of curing)

iv. General Contract Management

During contract management, the Consultant shall monitor the progress of works with respect to time, quantity and quality as per the terms and conditions of contract. In particular, with respect to contract management, the consultant shall:

- Administer the contract from commencement to completion of works including during the defect's liability period until issuance of final completion certificate;
- Prepare cash flow forecast of the project;
- Conduct regular site inspections and produce minutes and/or reports thereafter;
- Prepare project physical and financial progress reports;
- Quality control of materials, and workmanship on site.
- Inspect and approve materials delivered to site. As appropriate take/ instruct the contractor to take samples and carry out tests of materials, components, techniques and workmanship and examine and approve the conduct and results of such tests whether on or off site.



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- Where necessary, instruct the opening up of completed work to determine that it is in accordance with the contract specifications.
- Where appropriately inspect the extraction, or fabrication, or assembly of materials and components to affirm quality of such materials/workmanship before delivery to site.
- Direct and control the activities of the site staff.
- Monitor the progress of the works against the Contractor's program and advice the Client appropriately.
- Prepare valuations of work carried out and completed and issue Interim payment Certificates.
- Prepare practical completion certificate and commissioning of the building and take-over by the Client.
- Inform the Client and subsequently resolve any important problems concerning the advancement of the works due to technical or, other constraints, which would have an incidence on the cost or program of the work.
- Certify the contractor is running payments clearly indicating that the quality of work executed is according to the specifications, design, drawings, and technically sanctioned estimate and contract agreement and make recommendations for payment to the contractor along with test reports. The Consultant shall further be responsible for quality and quantity of works.
- Assist in the settling of any disputes or differences which may arise between the Client and the contractor including advising the Client on issues requiring arbitration where arise;
- Maintain site records and determine estimates for the costs and advancement of works so that interim payments are based on monthly statements/works progress from the Contractor. Payment certificates will subsequently be issued for the approval of the Client.
- Arrange Site Management Meeting as per the contract between the client and contractor, prepare the minutes, and submit them to the Client.
- Modify certain components of the design, which will become apparent during the course of the construction either by the instruction of the client or in the course of execution. Any modifications will be defined by the Consultant together with the required specifications and submitted to the Client for approval.
- Prepare addenda after have been reviewed and approved by the client. All addenda and variation orders relating to modifications to the original contract sum issued to the Contractor shall be based upon unit rates in the contract between client and contractor.



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3.2 ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP), HEALTH & SAFETY MANAGEMENT PLAN (HSMP), SEXUAL EXPLOITATION AND ABUSE (SEA), SEXUAL HARASSMENT (SH) GUIDELINES.

The Supervision Consultant shall ensure that the Contractor delivers its ES obligations under its contract. This includes, but is not limited to the following:

- Ensure that site-specific environmental and social management plans are prepared, implemented and reported as per the approved ESIA, RPF and other relevant environmental and social risk management instruments.
- Review and approve the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions at frequencies specified in the Contractor's contract (normally not less than once every 6 months);
- Review all other applicable contractor's documents related to ESS aspects including the health and safety manual, security management plan and SEA prevention and response action plan;
- Review and consider the ESS risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;
- Undertake, as required, audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities under its contract, to verify the Contractor's compliance with ESS requirements (including relevant requirements on SEA/SH);
- Undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ES related documentation, as necessary, to confirm the Contractor's compliance with ES requirements (including relevant requirements on SEA/SH);
- Determine remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ES obligations;
- Ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ES obligations;
- Ensure that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
- Review and critique, in a timely manner, the Contractor's ES documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
- Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ES issues;
- 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 SEA and/or SH.



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- Ensure adequate environmental and social institutional capacity is in place to support implementation, monitoring and reporting
- Adequate implementation of environmental and social issues of sexual abuse and exploitation, effects of labor influx on local communities and concerns relate with labor conditions.
- Ensure resettlement, access restriction and livelihoods restoration and grievance redress mechanism are in place and functioning,
- Ensure there is appropriate measure in place for labor management that will be mobilized.

4. OUTPUTS OF THE SUPERVISION ASSIGNMENT

The supervising team shall be required to provide the following deliverables:

ACTIVITY	OUTPUT	FORMAT
Inception report to be prepared and submitted 2 weeks after commencement of the works. The report shall include results of the review of the Contractor's work programs, C-ESMP, C-HSMP and details of modifications required in the original bills.	Approved Inception report	docx and pdf
Site meetings	Site Journal	docx
Monthly progress reporting (technical and management meetings)	Monthly progress report	pdf/docx
Preparation of final report	Approved Final Report	docx and Pdf

4.1 SITE JOURNAL

During the supervision of the project, the consultant shall be required to maintain a site journal containing all day-to-day events, including weather conditions, number of workers on site, equipment on site, stockpiled materials and minutes of all meetings with the contractor.

4.2 MONTHLY PROGRESS REPORTS

During the supervision of the project, the consultant shall be required to submit **monthly progress reports** based on the site journal and containing physical and financial progress and implementation and monitoring of the ESMP, HSMP, SEP (stakeholder engagement plan), Grievance Redress Mechanism (GRM) and any other plan mandated in the ESIA. The format of the monthly progress report shall be consistent and broadly consist of:



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- Cover To indicate Country, Island, Beneficiary, Project name and Chronological number of reports;
- Page 1 Index;
- Page 2 Location map within Cabo Verde of project site
- Page 3 Project details – All relevant dates of the Contract, such as the Contract signature date, site insurance expiry date, construction permit expiry date, mobilization date, contract expiry date and other relevant dates;
- Page 4 Block diagram of the Supervising Engineer's personnel with names and contact details;
- Page 5 Block diagram of the Contractor's personnel with names and contact details;
- Page 6 Responsibility Assignment Matrix (who is in charge of what, names of certified laboratories or approving agencies where official tests will be performed);
- Page 7 Project Schedule to be updated monthly;
- Page 8 Percentage completion of BOQ showing drawdown and S-curve;
- Page 9 Brief description (text) of construction activities carried out over the last month;
- Page 10 Description (text) of laboratory and in-situ tests carried out over the last month and a review of the results obtained. Test readings and laboratory reports should be in a separate annex;
- Page 11 CMP – 1-page description of approved Construction Management Plan for each activity in first progress report. (In the 2nd and successive reports, only report changes in CMP and any deviations by the contractor);
- Page 12 ESMP – Draw up matrix table for project with help from separate ESIA report finding; include reporting requirements for environmental and social issues as per the approved environmental and social management plans, like resettlement, livelihoods, stakeholder consultation, grievances registered and resolved, labor influx issues.
- Page 13 Health and Safety plan report sheet drawn up by contractor;
- Page 14 Status of human resource on site (previous month and current month);
- Page 15 Status of Plant and equipment on site (previous month and current month);
- Page 16 Status of stockpiles and materials on site in table format;
- Page 17 Daily weather diary for the month of reporting;
- Page 18 Chronological list of all official correspondence with contractor and client;
- Page 19 List of Revisions, drawings or variations (date initiated, and date approved, and date issued);
- Page 20 Status of Project grievance redress mechanism (GRM) including issues to be resolved Client-Stakeholder or Client-Contractor-Sub contractors;
- Page 21 Financial draw down. Funds still available for disbursement, Interim Payment Certificate (IPC) and cumulative drawdown;



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- Page 22 Supervising Engineer's comments on the progress of the works;
- Page 22 Supervising Engineer's suggestions/feedback for head office/client;
- Annex 1-Progress photos from site – Low resolution pictures, 3 to each page, total 5 or 6 pages;
- Annex two-Attach copies of official lab results (concrete, aggregate and batching water quality, environmental readings where appropriate, etc.).

4.3 FINAL REPORT

The Consultant shall be required to submit a final report within three weeks after completion of the project.

5. DEFECTS LIABILITY PERIOD

The Consultant shall supervise maintenance of the works (including the administrative aspects of the works) during the defect's liability period. For purposes of fulfilling Consultant's obligations during the Defects Liability Period, the Project Manager is expected to carry out inspection of the works and subsequently prepare and issue the final certificate depending on the Standard Procurement Document used. During this period, the Consultant shall be expected to draw the attention of the Contractor to any defects as soon as such defects are noticed and shall supervise the subsequent remedial works. As the liability period for the Contract is 6 months, an inspection will be carried out every 2 months, any deficiencies noted will be communicated to the Contractor, and its remedial measures proposed to the Contractor for implementation. Depending on the nature of deficiency, repair work will be carried out under the Consultant's supervision. The Consultant will be required to submit the inspection report to the Client. At the end of the 6-month defects liability period, the Consultant will confirm that the Contractor has completed the Works ready for joint inspection and handover. The final inspection will be carried out under the supervision of the Consultant who will prepare and sign the Inspection Report and distribute to the Contractor, and Client for joint verification.

6. CONSULTANT PROFILE

The consulting firm shall be specialized in the design and development of maritime works, with at least fifteen (15) years of general experience in the sector.

The firm must also:

- Demonstrate relevant experience, proven through a portfolio of projects developed over the past ten (10) years, in contracts similar to those described in this Terms of Reference;
- Provide evidence of technical and managerial capacity to supervise the works;



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- Demonstrate pertinent experience in the development of similar projects in countries with characteristics and contexts comparable to those of Cabo Verde.

6.1 KEY STAFF

In order to execute his obligations, the Consultant shall provide qualified Key Staff for the assignment, and shall prepare a work program, and a corresponding manning schedule, showing the timing of activities and the corresponding staff input required for execution of the services. The Consultant shall employ only the Client has approved such Key Staff who is CVs. In addition to the expert personnel, the consultant shall determine the non-key staff to assist with on-site supervision of the works.

The Consultant must provide in the proposal CVs and copies of highest education certificates for all professional and technical staff including the duration in person-months during which the staff will be deployed under the contract.

The estimated number of professional staff-months required is indicated in the table below. The total estimate of **staff-months** is **58**.

Position	Staff Inputs	
	During Construction	During Defect Liability Period
Team Leader (1)	10	0.5
Site Engineer (1)	19	-
Geotechnical Engineer (1)	1	-
Topographic Surveyor (1)	4	-
Electrical Engineer (1)	3	0.5
Environmental and Social Expert (1)	10	-
Sub Total	57	1
Total Estimate in months	58	

The Consultant shall employ key staff with the minimum qualification requirement as indicated below:



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Team Leader (1)

He/She shall be the overall supervisor of the contract and will coordinate all specialized services that may be required within the scope of the project. The candidate must be a Civil Engineer or Construction Management Specialist, registered with a recognized professional order or council. The candidate shall have:

- A Bachelor's degree in Civil Engineering or Construction Management;
- At least fifteen (15) years of relevant experience in maritime engineering works (design and construction);
- Proven experience as a Project Coordinator or Resident Engineer in at least three (3) projects of similar nature and complexity within the last ten (10) years;
- Fluency in both written and spoken Portuguese or English is mandatory.

Site Engineer (1)

He/She shall be responsible for the direct supervision of the construction works on site. The candidate must be a Civil Engineer, registered with a recognized professional order or council. The candidate shall have:

- A Bachelor's degree in Civil Engineering or Construction Management;
- At least five (5) years of experience in projects of comparable size and complexity;
- Fluency in both written and spoken Portuguese and English is mandatory.

Geotechnical Engineer (1)

He/She shall be responsible for supervising the geotechnical investigations on site and the associated laboratory testing. Preferably, the candidate should be a Civil Engineer with a specialization in Geotechnics, registered with a recognized professional body. The candidate shall have:

- Specialization in soil mechanics and foundations;
- A minimum of five (5) years of experience in projects of comparable size and complexity;
- Fluency in Portuguese or English is preferred.

Topographic Surveyor (1)

He/She shall be responsible for measurements and support to setting-out activities, maintenance of topographic reference points, and control of pile and structural alignments. The candidate shall have:

- A higher education diploma in Surveying (Topography);
- Registration with a recognized professional body;
- At least five (5) years of experience in construction works;
- Participation in at least two (2) maritime construction projects within the last five (5) years;



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- Fluency in Portuguese or English is mandatory.

Electrical Engineer (1)

He/She shall support the Project Coordinator and the site team in all matters related to solar energy, electrical networks, lighting systems, cable trays, and electrical materials. The candidate shall have:

- A Bachelor's degree in Electrical Engineering;
- At least five (5) years of general professional experience;
- Registration with a recognized professional body;
- Fluency in Portuguese or English is mandatory.

Environmental and Social Expert (1)

He/She shall support the Project Coordinator in all matters related to environment, health, safety, and social aspects during the construction phase. The candidate shall have:

- A Bachelor's degree in Environmental Science, Occupational Health and Safety, Social Science or a related field;
- A minimum of five (5) years of field experience in the supervision of similar projects;
- Proven experience in environmental impact management, implementation of E&S mitigation measures, stakeholder engagement, labor conditions, health and safety, resettlement, and livelihood restoration, and SEA/SH/GBV;
- Familiarity with the World Bank Environmental and Social Standards (ESS) is considered an asset;
- Fluency in Portuguese and English (preferred).

7 DURATION OF THE ASSIGNMENT

The supervision contract shall be based on a time-based contract. The estimated duration of the construction supervision services for the Rehabilitation of Existing Pier in Tarrafal and its Surrounding Areas nineteen (19) calendar months.

The Defects Liability Period shall last twelve (12) calendar months, starting from the date of provisional acceptance of the infrastructure.

The commencement of services shall be deemed to start on the date of signature of the Service Contract, and shall end with the final inspection of the works, after the completion of the Defects Liability Period and once the Consultant has fulfilled all contractually agreed obligations.



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8 FACILITIES TO BE PROVIDED BY THE CLIENT

The Contractor shall be responsible for providing the site office, fully equipped with basic furniture.

The Client shall provide institutional support in liaising with relevant Ministries and Government Agencies.

However, the Consultant shall be solely responsible for collecting data and information from the various competent services, departments, and institutions.

The Consultant shall also be responsible for all equipment required to carry out the services, as well as all office supplies and consumables.

9 PAYMENTS

Payments related to the execution of the services described in this Terms of Reference shall be made on a **monthly basis**, based on:

- The remuneration of the approved personnel;
- The reimbursable expenses as foreseen, if applicable.
- The agreed remuneration includes all legal and tax obligations, travel costs, and expenses related to the Consultant's technical and administrative support from its head office. This remuneration does not cover additional services outside the scope of these Terms of Reference.
- Submission of the monthly report.

9.1 REIMBURSABLE EXPENSES

Reimbursable expenses shall be paid upon presentation of documentary evidence of expenditure, and in accordance with the terms agreed with the Client.