# Sample Terms of Reference for Engaging a Project Supervising Engineer

**Terms of Reference for Supervising Engineer**

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants are requested to submit a CV and a covering letter (no more than two pages) detailing their suitability for the role, in particular relevant experience, and demonstration of the required skills.

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| **Project overview** | Insert a description of the project including:   * Project objectives * Description of works * Location * Timeframe * Current stage |
| **Description of services** | Include a description of the services sought, including a summary of monitoring and supervisory responsibilities such as:  **Overall responsibilities**   * Review the Contractor’s design drawings and oversee the works to ensure that they meet all the standards and specifications included in the contract; * Oversee the implementation of the environmental and social (E&S) risk mitigation measures included in the Contractor’s Environmental and Social Management Plan; * Ensure that all works comply with the agreed schedule and budget, terms and conditions of the contracts, standard engineering practice, and the World Bank’s Environmental and Social Framework (in particular, the key E&S risks identified in the contract); * Monitor and report on progress and quality of works to the Employer during the project’s implementation; * Provide general guidance and issue instructions to Contractors; * Make engineering decisions in consultation with the Employer; and * Immediately advise the Employer of any serious work progress, quality control, E&S or implementation issues as they arise.   **Site Mobilization**   * Review and approve the Contractor’s Environmental and Social Management Plan to ensure it contains adequate mitigations for the project’s environmental and social risks, giving consent for site mobilization; * Attend the SEA/SH orientation conference along with the Contractor, its Subcontractors, DAAB members, and others; * Receiving declarations from Subcontractors in relation to SEA/SH (to the effect that they have not been subject to disqualification due to non-compliance); * Establishment of a positive and amicable, but impartial, liaison with the Construction Contractor(s); * Review of the project health and safety manual; and * Review and comment on Contractor’s works plans.   **Project Implementation**   * Undertake site visits as required to provide oversight of the works and review progress, with particular attention to ensuring Contractors’ adherence to the design and construction drawings and specifications, and suitable management of E&S risks; * Maintain written records of all contractual issues identified on site, including breaches, performance issues, changes to key personnel, health and safety notifications, and training programmes, to help the Employer to validate the Contractor’s reporting; * Inform the Employer’s Project Manager as soon as practicable of all significant developments in the works, health and safety incidents, contract breaches, or other matters of concern; * Ensure the Contractor’s complete and timely compliance with the works schedule; * Random (but at least every two weeks) scrutiny of the Contractors’ daily records, material testing results, batch records, survey records, training records, and so on; * Random sampling and testing of Contractor’s materials to ensure compliance with the specifications; * Prepare pro-forma monthly supervision reports with support photos for the Project Manager; * Review and make recommendations on any claims submitted by the Contractor for additional payments and extensions of time; * Conduct formal Site Meetings with the Construction Contractor and keep minutes of matters of concern; * Guide the Contractor on critical elements of construction, including but not limited to:  1. Interpretation of technical specifications; 2. Matters relating to worksite safety and traffic management; 3. Construction methodology;  * Confirm that Practical Completion has been reached, and advise the Employer’s representative accordingly; * Monitor the health, working conditions, and hours of work of the workforce; * Agree to contract variations in an emergency situation, without requiring the consent of the Borrower; * Instruct the Contractor to reduce any risk affecting the safety of life, of the works, or of an adjoining property; * Agree to the Contractor’s actions to remedy any damage to the environment or property and/or nuisance to people, on or off site, as a result of the Contractor’s operations; * Review any additional requirements to the C-ESMP that are necessary to manage emerging E&S risks and impacts; * Review the C-ESMP following the Contractor’s periodic review, not less than every 6 months; * Receive notifications from the Contractor of any allegation, incident or accident, which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Employer’s Personnel or Contractor’s Personnel; * Require the Contractor to remove anyone whose conduct risks damage to safety, health, or the protection of the environment, or who breaches the Code of Conduct; * Consent to the Contractor’s risk assessment before children between the minimum age and the age of 18 are permitted on site; * Receive a monthly summary from the Contractor of employment records of the workforce, including names, ages, genders, hours worked, and wages paid to all workers; and * Periodically review training and induction records to ensure workers are up to date with necessary training, in particularly OHS and E&S matters, before being allowed to work on site. |
| **Required work experience** | Include work experience required from applicants, making it relevant to the project where necessary. In the example below, phrases in (brackets) can be substituted to be relevant for the project.  Minimum 10 years of professional experience in the relevant field of (civil) engineering working on projects of national significance, particularly in the delivery of (wastewater/solar/health) projects  Knowledge of procurement, tendering and contracting processes and establishing requirements;  Working experience in the area of preparation, implementation, and monitoring of technical construction schedules and drawings;  Experience in providing written reports to a high standard suitable for an audience of senior government officials;  Proven verbal communication skills, with excellent spoken command in English and (Arabic);  Interpersonal skills, including managing and resolving conflict and working with multi-disciplinary teams; and  Self-starter, experienced at developing own work plans and monitoring schedules, and using experience to identify and investigate potential issues. |
| **Qualifications** | * Bachelor’s degree in civil works (or equivalent professional experience) * Member of national institute of \_\_\_\_\_\_\_\_\_\_\_ * Up to date licenses and insurances * Successful applicant will be required to complete a background and reference check |
| **Reporting arrangements** | * This role will report to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Monthly progress reports will be submitted to provide updates on work done to meet the requirements included in this ToR. * The assignment will expire at the completion of the project, with interim review periods every (1 year) to agree a contract extension. |
| **Evaluation criteria** | * Qualifications – 20% * Relevant work experience – 50% * Demonstration of relevant skills (for example, languages, interpersonal skills) – 30% |