

**GHANA**  
**GREATER ACCRA RESILIENT AND INTEGRATED DEVELOPMENT PROJECT (GARID)**  
Consulting Services through Framework Agreement for Selection of individual Quantity Surveyor  
Consultant to the Project Implementation Units

**REFERENCE No.: GH-MZIC-328378-CS-INDV**

**TERMS OF REFERENCE**

**1.0 INTRODUCTION**

1.1. The Greater Accra Metropolitan Area (GAMA) hosts 20 percent of the country's estimated 28 million people, contributes to about 25 percent of Ghana's GDP and is the home of the capital of Ghana, Accra. Accra is located along the Atlantic coast and lies within 0 to 144 meters above sea level. The area has four major drainage catchment areas, the Odaw River, within the Korle-Chemu catchment area drains most part of the built-up area in central Accra and runs through about six participating Metropolitan, Municipal and District Assemblies (MMDA) in the Region. The area delineated for project intervention is 272km<sup>2</sup> and 30km long.

1.2. The rainfall regime is bimodal with a major season between the months of March and July with a minor season from September to November. Rains are often short, intense and associated with floods.

1.3. The urban poor in Accra are more vulnerable to floods as they are mostly settled in low lying and unapproved areas. Slum dwellers constitute about 38.4 percent of the city's residents and are subject to poor infrastructure, basic services and housing.

1.4. The increase in the built-up area, low elevation, overcrowded spaces, lack of adequate sanitation and drainage infrastructure and weak regulatory enforcement could increase vulnerability to floods. For example, the most severe flood in recent times, the June 3, 2015 flood, was assessed to have been aggravated by the blockage of drains by solid waste materials. The flood and subsequent fire in a petrol station resulted in the loss of an estimated 150 lives and affected about 53,000 people. If the status quo continues, with the impact of climate change flood incidents could increase in Greater Accra Area.

1.5. The Government of Ghana has received World Bank's assistance in financing the Greater Accra Resilient and Integrated Development (GARID) Project over a six -year period. The Project aims at supporting critical investments to cope with increased urbanization pressures, and, disaster and climate change impacts in Greater Accra Region.

**2.0 OBJECTIVES OF THE PROJECT**

2.1 As a contribution to the government's objective of improving urban resilience, the Project Development Objective is to improve flood risk management and solid waste management in the Odaw River Basin of the Greater Accra Region and improve access to basic infrastructure and services in the targeted communities within the Odaw River Basin".

2.2 To meet the overall Objective, the GARID project focuses on five components as follows:

- i. Component 1: Climate Resilient Drainage and Flood Mitigation Measures
- ii. Component 2: Solid Waste Management Capacity Improvements
- iii. Component 3: Participatory Upgrading of Targeted Flood Prone Low-income Communities and Local Government Support
- iv. Component 4: Project Management
- v. Component 5: Contingent Emergency Response Component

2.3 The key implementing entities for these components are Ministry of Works and Housing (MWH); Ministry of Sanitation and Water Resources (MWSR) and Ministry of Local Government and Rural Development (MLGRD). The Ministry of Works and Housing, like the other entities shall be working closely with Project Support Units (PSUs) established in the 2 MMDAs in which the selected communities for upgrading are situated.

2.4 Collectively, progress in these five components will alleviate flooding in Greater Accra and particularly communities within the Odaw River basin. Every opportunity will be taken to ensure that the long-term vision for the nation’s capital to be an economic hub is retained and infrastructure deficient communities within the Odaw channel which are affected by the drainage improvements are upgraded. Flood modelling studies have identified the areas and low-income communities that are most affected by flood events.

2.5 The Ministry of Works and Housing (MWH) has overall responsibility for project implementation but for Component 3, the Participatory Upgrading of Targeted Flood Prone Low-income Communities, the GARID Project Coordinating Unit (PCU) of the Ministry of Works and Housing has been given responsibility to guide and manage implementation together with Project Support Units (PSUs) established in each of the 2 relevant MMDAs (see Table 1) in which the communities to be upgraded are situated.

**Table 1: Proposed Phase 1 of Tertiary Infrastructure Upgrading and Primary Links for Three Selected Communities**

Area No	Name	MMDA	Area (ha)	Population <sup>1</sup>
1	Nima	Ayawaso East	33	25,963
2	Akweteyman	Okaikei North	18	15,550
3	Alogboshie	Okaikei North	17	13,200
<b>Total</b>			<b>68</b>	<b>54,713</b>

### 3.0 OBJECTIVES OF THE CONSULTANCY

3.1 This Terms of Reference is for Technical Assistance (TA) from an individual consultant (Quantity Surveyor) to support the core Ministry’s Project Implementation Unit (PIU), PCU and PSU staff. The individual consultant will work part-time over an initial period of one year as required.

3.2 The overall objective of the assignment is to; i) provide overall support to the Project PIU, PCU, PSU and the project as a whole in technical aspects, procurement and contract management, social and environmental safeguards, health and safety of project related activities and monitoring and to; ii) assist MWH PIU, PSU and PCU in identifying major issues with project implementation, proposing solutions and in reporting on project progress to MWH and World Bank as required.

3.3 The individual consultant will be expected to liaise with other consultants working on different components of the project. Such consultants would be engaged by MWH, MSWR etc. Most importantly a major consulting exercise is being undertaken to prepare the Upgrading scheme for Component 3.1. This is Part 1: Community Facilitation, Planning, Preliminary and Detailed Engineering Design, Contract Packaging, Bid Documents, and; Part 2: Contract Management and Construction Supervision Services. Also, Community Liaison Officers have been appointed in each community for the upgrading component and an Individual Consultant has also been appointed in MWH to provide support. Likewise, there is a consultant looking at Solid Waste Management issues in communities within the Odaw River Basin

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<sup>1</sup> Compiled from the latest census.

(including the 3 communities participating in the Upgrading exercise) in addition to a major consultancy that is preparing detailed designs for the Flood Mitigation Component under the MWH.

#### **4.0 SCOPE OF WORK**

The individual consultant (Quantity Surveyor) will work along with other project actors including the Planning and Detailed Engineering Design consultants and /or Construction Supervision consultants to deliver the required outputs and will provide support to MWH's PIU and PCU in accordance with work plans to be agreed between the experts and MWH's PIU and PCU. The consulting services required for the project will include, but will not necessarily be limited to the services described in this Terms of Reference. The tasks are to be carried out in close cooperation with MWH's PIU, PCU, concerned government agencies and the World Bank.

##### **4.1. Scope of the Services**

The individual consultant (Quantity Surveyor) will provide coordination, implementation, reporting and capacity development support. Specifically, the expert will:

- (i) provide technical support to ensure that project implementation fully complies with all World Bank policy and operational requirements in terms of procurement and related cost estimates as set out in the World Bank's Project Appraisal Document (PAD);
- (ii) coordinate activities between all linked project components to ensure consistency, provide common reporting formats and assist PIU and PCU in preparation of regular reports to MWH, other relevant Ministries and the World Bank;
- (iii) design and conduct capacity strengthening programmes for respective District PSUs staff;
- (iv) carry out overall project monitoring as required by Government of Ghana (GOG) and World Bank;
- (vi) advise the PCU on the introduction of innovation and knowledge initiatives, and;
- (vii) develop and deliver training to staff of the PIU, PCU and relevant MMDA staff.

##### **4.2 Tasks for Expert**

The Quantity Surveyor shall work closely with the PCU and relevant PIU staff in all key contractual related activities, with an emphasis on coordination and capacity building on contract management issues:

- I. Review, examine and ensure that Bill of Quantities (BOQs), scope of works, drawings, specifications and other technical supporting documents for works under the project conform with approved cost estimates;
- II. Undertake thorough investigation of bids submitted by bidders to ensure that they fully adhere to the requirements outlined in bidding documents;
- III. Ensure that cost estimates are in accordance with current market rates;
- IV. Assist, coordinate and monitor all evaluations and negotiations pertaining to procurement of goods, works and consultancies;
- V. Review and examine all variations prior to approval by the appropriate procurement review entities;

- VI. Work closely with appropriate staff of the PIU, PCU and PSUs and support resolution of any quantity surveying related technical issues;
- VII. Provide feedback and assist in the formulation of work packages based on budgeting, cost planning and cost forecasting.
- VIII. Evaluate the costs of all works carried out under the GARID project;
- IX. Assist in the verification of request for quotations, invoices, receipts, change orders, variations, certificate of payments for contractors for processing and approval;
- X. Identify and communicate all quantitative discrepancies and related issues;
- XI. Assist with all estimations, scope of work, planning and all activities needed for a timely and cost-efficient project completion;
- XII. Review all contracts for implementation works, analyse them for relevant impact evaluation and to identify potential tailbacks and causes of variations in project implementation and make amicable resolutions.

The required expertise and qualifications are as follows:

#### **Qualification**

- A first degree in Building/Costing/Quantity Engineering or quantity surveying or Building economics.
- A Master's degree in Building/Costing/Quantity Engineering or quantity surveying or Building economics.
- A qualified member of a Professional Body

#### *General professional experience*

- Experience in the preparation of Bills of Quantities for building and drainage structures and general civil works in at least 10 (ten) years.
- Experience in project implementation and supervision for at least 5 years in professional practice.

#### *Specific professional experience*

- Field working experience in quantity measurement and contract closure for sewerage/drainage/water supply, solid waste, roads etc in at least 10 years of professional practice.
- Participation in at least two (2) assignments involving construction management of large multilateral funded projects (preferably the World Bank, EU or AfDB) in the past 10 years.
- Site supervision experience of at least three (3) urban infrastructure projects including experience in community contracting.
- Knowledge of Ghana quantity surveying practices.
- Working experience in the use of Conditions of Contracts for Construction under the International Federation of Consulting Engineers (FIDIC).

#### *Language skills*

- Excellent written and spoken English as well as excellent communication and presentation skills.

Interested experts shall provide **certified true copies of all certificates** and **contact information (names and phone numbers) for references** (including Client) on all assignments/projects included in their proposal.

#### **5.0 ESTIMATED LEVEL OF EFFORTS**

The individual expert shall be engaged part -time for a period of one (1) year with a total input of 6 man-months.

#### **6.0 OUTPUT DELIVERY SCHEDULE**

6.1 The expert is expected to prepare and present concise, factual reports covering all inputs and deliverables related to task assigned by the client. These reports will be incorporated into PCU's monthly, quarterly and annual progress. Three (3) hard copies and one (1) electronic copy of each deliverable should be submitted in English.

The individual expert is required to carefully review all outputs of the assignment including reports to ensure they are of the required quality before submitting them to the Client. The expert shall describe in the proposal, arrangements for backstopping and quality control and how quality control will be performed to guarantee the quality of all the expected outputs under this assignment.

#### **7.0 INPUTS BY CONSULTANTS**

7.1 The individual expert shall be responsible for securing their own means of transport, office rental, equipment and logistics required for successful execution of their assignment. The costs of office rental, equipment and transport shall be included in the consultant's all-inclusive daily professional fees/financial proposal.

#### **8.0 INPUTS FROM CLIENT**

8.1 The PIU and/PCU will provide, free of charge, one set of relevant reports, drawings, maps and contract documents in its custody that are related to specific task assigned. A list of the documents are as follows:

- Project Implementation Manual
- Project Appraisal Document
- Environmental and Social Management Framework
- Resettlement Policy Framework