



RURAL ELECTRIFICATION AGENCY

ENERGY FOR RURAL TRANSFORMATION PHASE III

Credit No.: 5653, Project ID.: P133312

Procurement Reference No.: REA-ERTIII/SRVCS/17-18/00007

Terms of Reference for Senior Project Engineers

1. Background

- 1.1. The Government of Uganda (GoU) has received financing from the International Development Association (IDA) of the World Bank in the amount of US\$135 million equivalent towards the cost of Uganda Energy for Rural Transformation Phase III (ERT III) and it intends to apply part of the proceeds to payments for consulting services to be procured under the project. The Project Development Objective of ERT III Project is to increase access to electricity in rural areas of Uganda.
- 1.2. Under ERT III project, the Rural Electrification Agency (REA) will be responsible for implementation of Component 1 and Sub-component 2.4. The Component 1 (On-grid Energy Access) shall support on-grid investments namely; (i) Grid Extension and Associated Connections; (ii) Grid Intensification and Associated Connections; (iii) Household Connections from Existing Lines and (iv) Implementation Support for On-grid Energy Access. The Sub-component 2.4 (Quality Assurance for Solar Market Development), which will be implemented in collaboration with the Uganda National Bureau of Standards (UNBS), aims to promote quality assurance and awareness of solar products to enable the market for affordable, high-quality PV products in rural areas.

1.3. Under this project, two positions of Senior Project Engineers are available to be filled by qualified, experienced professionals.

2. Main Purpose

2.1 The primary purpose of the Senior Project Engineer will be to oversee the implementation of electricity distribution network extension and intensification works for the different World Bank-funded activities under the ERT III project country wide. He/she will represent REA in the management of distribution network extension/intensification projects and will be REA's liaison person with relevant stakeholders to ensure smooth and effective project implementation.

3. Scope of the assignment/ Key Responsibilities

3.1. Contract Management which involves submission, verification and certification of securities; scheduling timely site handover; timely submission and filing of reports, programmes and key contractual deliverables throughout implementation period; to review, update and approve reports and deliverables throughout the implementation period hence ensuring contract effectiveness; and reporting compliance and completeness of key reporting requirements and deliverables.

3.2. To supervise construction work for quality compliance by ensuring supply and use of quality materials as per contract, ensure adherence to good engineering practices with reference to the contract and the engineering memorandum, and to review and recommend change orders and or instructions.

3.3. To represent REA in the management of rural electrification projects through stakeholder identification and involvement and to ensure participation of key stakeholders during project implementation.

3.4. To carry out project monitoring, control, quality management, and reporting throughout the project cycle to ensure adherence to contractual requirements; to review detailed engineering designs drawings, and other relevant documentation prior to manufacturing and commencement of works at site; to develop and implement a quality control plan with focus on critical project milestones, activities and equipment; to prepare quality control protocols; to schedule and facilitate network pre commissioning and commissioning activities; and to facilitate handover of completed project works as detailed in the contract.

- 3.5. To collaborate with the Social and Environmental Specialist at REA to monitor the project's compliance with environmental and social safeguard instruments that include, among others, the Environmental and Social Management Framework (ESMF), the Environmental and Social Management Plan (ESMP), the Resettlement Action Plan (RAP) and all relevant World Bank policies as detailed in the Project's Financing Agreement; to ensure timely submission of the contractor's ESMP implementation report, to review for completeness in conjunction with the environmental unit and to facilitate environmental audit exercise during the project closure.
- 3.6. To participate in project preparation and supervision by conducting field visits to verify and update scope, designs, and material quantities; and to supervise the development statement of requirements and preparation of bidding documents; to facilitate the procurement of project contractors; and to prepare terms of reference (TORs) for consultancy services and to facilitate the related procurement activities.
- 3.7. To review payment certificates and consultancy fee notes and submit as necessary for payment and to ensure timely payment of contractors' invoices and consultancy fee notes.
- 3.8. To carry out any other duties as specified by the Supervisor.

4. Qualifications of the Senior Project Engineer

A candidate should have:-

- 4.1. A Bachelor's Degree in Electrical Engineering from a recognized University.
- 4.2. Must be a registered Engineer and a member with a Professional Engineering body.
- 4.3. Master of Power Engineering or the equivalent will be an advantage.
- 4.4. Additional training in Project Management will be an advantage.
- 4.5. Working experience of at least seven(7) years, of which at least five (5) years should have been in designing and implementing electricity distribution projects up to 33 kV.
- 4.6. At least 3 years of experience in project management or managing construction contracts
- 4.7. Extensive experience in electricity infrastructure construction
- 4.8. Extensive knowledge of power system commissioning and maintenance practice.
- 4.9. Good interpersonal, communication and public relations skills.
- 4.10. Proven ability to work as a member of a senior management team.
- 4.11. A proven integrity record

5. Reporting

The Senior Project Engineers shall report to the Manager Project Development and Management, but will work closely with the Manager, ERT

6. Key Performance Indicators for the Position of Senior Project Engineers

No.	Key Responsibility	Key Outputs	Key Activities	Performance Indicator (Per Contract)
1	Contract management	Contract effectiveness	<p>Ensure submission, verification and certification of securities</p> <p>Schedule and facilitate timely site handover</p>	<p>Verification and certification within 28days</p> <p>Site handover report with duly complete and signed attendance register</p>
		Reporting Compliance	Ensure timely submission and filling of reports, programs and key contractual deliverables throughout the implementation period, <i>as per contract management form 1, attached hereto</i>	100% compliance at all stages of the implementation
		Completeness of key reporting requirements and deliverables	Review, update and approval reports and deliverables throughout the implementation period, <i>as per contract management form 1, attached hereto</i>	100% compliance at all stages of the implementation
2	Supervise construction work for quality compliance	Construction Supervision	<p>Supervise respective Project Engineers to:</p> <ul style="list-style-type: none"> ensure supply and use of quality materials as per contract ensure adherence to good engineering practices with reference to the contract and the engineering memorandum 	Project Engineers reports reviewed monthly

			Review and recommend change orders and or instructions	
3	Represent the Agency in Management of rural electrification projects	Stakeholder identification and involvement	<p>Ensure participation of the following key stakeholders during implementation of the project</p> <ul style="list-style-type: none"> • REA project management team • Local community • Service providers • Local and opinion leaders 	Minutes of monthly site meetings complete with attendance registrar
4	Project Monitoring, Control and quality management	Project Monitoring	<p>Monitor project progress in line with contractual and or agreed milestones to ensure implementation within:</p> <ul style="list-style-type: none"> • Budget/Contract price • Contract Duration 	<p>Monthly project monitoring reports</p> <p>Dully Signed Monthly updated implementation schedules</p>
		Project Control	<p>Oversee the entire value chain including suppliers, subcontractors and key stakeholders to mitigate any risks</p> <p>Review and certify claims timely</p>	<p>Monthly Project Risks and mitigation plan</p> <p>Review and certify claim within 10 calendar days</p>
		Quality Control Management	<p>Review for completeness and approve detailed engineering design drawings prior to commencement of works</p> <p>Review and approve technical specifications for all network materials/components prior to commencement of manufacturing</p> <p>Develop and implement quality control plan with a focus on the key implementation stages of the project</p>	<p>Approved design drawings within 3 months from contract effect</p> <p>Approved specifications within 3 months from signature</p> <p>Project Quality control plan. Monthly updated plan</p>

			<p>Prepare test protocols, schedule and facilitate material inspections at manufacturer's premises and upon delivery</p> <p>Prepare test protocols, schedule and facilitate network pre-commissioning and commissioning</p> <p>Facilitate handover of completed networks</p>	<p>Approved test protocols. Pre-dispatch inspection reports</p> <p>Product verification report at delivery.</p> <p>Approved network testing protocols Pre-commissioning test reports Commissioning report</p> <p>Handover reports</p>
5	Monitor environmental and social compliance	Compliance with environmental and social requirements	<p>Ensure timely submission of the contractor's implementation report on the ESMP</p> <p>Review for completeness in conjunction with the environmental unit</p> <p>Facilitate environmental audit exercise during project closure</p>	<p>Monthly submission of contractor's ESMP reports</p> <p>Approved reports</p> <p>Environmental audit report</p>
6	Engineering Design Review and participation in project development	Engineering Design Review	<p>Conduct comprehensive field verification exercise to verify and update scope</p> <p>Review and update technical standards and specifications</p> <p>Preparation of Bills of quantities</p>	<p>Comprehensive Field Verification report</p> <p>Updated technical specifications</p> <p>Bills of quantities</p>
		Bid Document Preparation	Development of statement of requirements and preparation of bid documents	Bidding Document
		Procurement assistance	Facilitate procurement process till contract signature	Contract signed

		Preparation of TOR's consultancy services	Prepare TOR's for consultancy services Facilitate procurement of the related services	TOR's and solicitation documents
7	Review payment certificates and consultancy fee notes and invoices	Supervision of consultancy services	Ensure monthly reporting Periodically review and assess consultancy performance Ensure timely release of contractor's claims Certify consultancy fee notes	Consultancy monthly report Quarterly performance report Verification and certification of contractor's claim within 15 calendar days Verify and certify payments within 10 days

8. Duty Station

The Senior Project Engineers will be located in Kampala but with field work to the project areas.

9. Time Frame

The assignment shall be for a period of 4 (Four) Years.

10. Submission of Applications

Interested applicants should submit their applications including detailed Curriculum Vitae and copies of relevant academic documents to:

*The Executive Director
Rural Electrification Agency
Plot 10 Windsor Loop, Kololo
2nd Floor, House of Hope
Kampala – Uganda*

All applications should be received not later than **Wednesday 9th August, 2017 at 5:00pm**