



UNIDADE DE GESTÃO DE PROJECTOS ESPECIAIS

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RENEWABLE ENERGY AND IMPROVED UTILITY PERFORMANCE PROJECT (REIUPP)

(P170236)

TERMS OF REFERENCE

CONSULTING SERVICES

Recruitment of an Engineer Consultant (Owner's Engineer) for the control and supervision of the works and supplies in the scope of the sub-component 1a: *small-scale renewable energy generation facilities and power evacuation lines* of the project



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1. Introduction

The Government of Cabo Verde (GoCV) has an ambitious plan to diversify its energy mix to provide clean, reliable and affordable electricity supply to its population, while mobilizing private sector investments as much as possible. There are, however, a number of challenges, including: the lack of scale of power generation facilities due to the small nature of the islands composing the archipelago; the need for grid extensions and reinforcement as well as storage capacity to integrate into the system the power generated from variable renewable energy facilities; the institutional barriers to scaling up distributed generation; the limited capacity of the GoCV to procure new renewable energy IPPs; and the poor financial standing and performance of the utility company ELECTRA, as offtaker of the future IPPs.

Concerning the energy sector as a whole, a National Program for Sustainable Energy (PNSE) was launched within the framework of the country's Strategic Plan for Sustainable Development (PEDS 2017-2021). The PNSE aims to support a secure, efficient, and sustainable energy sector, reducing the country's dependence on imported refined fossil fuels while ensuring universal access and energy security.

Cabo Verde is committed to the global agenda of combating climate change by ratifying the Paris Agreement and submitting its National Determined Contribution –NDC, with a long-term strategy towards an energy transition. The commitments in the NDC are echoed in their recently approved Electricity Sector Master Plan (2018-2040).

The Electricity Sector Master Plan 2018-2040, elects the following least-cost targets:

- Achieve 30% of electricity production from RE sources by 2025, per the mandatory commitment made by Cabo Verde at the Conference of the Parties of Paris (COP21);
- To exceed 50% of electricity production from renewable energy sources by 2030, up to the percentage of integration that minimizes the costs of electricity production;
- Maintain the focus on wind energy and start an ambitious program of solar energy development;



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- Promote the development of a storage solutions (BESS and others);
- Maintain the focus on promoting energy efficiency (EE) and combating energy losses, as key vectors for reducing energy costs.

To achieve its goals, the GoCV is negotiating with the World Bank a financing to implement the “Renewable Energy and Improved Utility Performance Project (**REIU**PP)”.

The proposed project will support the GoCV’s ambition to provide sustainable electricity services to its population by providing support for (i) variable renewable energy integration investments; (ii) distributed generation investments; (iii) transaction advisory services for the electricity sector reform; and (iv) project preparation and implementation support as well as technical assistance and capacity building for the development of the electricity sector. Six islands are being targeted for the power infrastructure investments: São Vicente, Sal, Fogo, Santo Antão, Maio, and São Nicolau. The investment needs in the islands of São Vicente and Sal being large enough (> 5 MW) to attract private developers, the GoCV with support of the World Bank and Lux Development has to launched a competitive process to select a private developer who will mobilize private capital to finance those investments as IPPs. For the four other islands where the investment needs are much smaller (around 1 MW), the project will finance these investments as EPC contracts.

The main development objectives of the Renewable Energy and Improved Utility Performance Project financed by the World Bank are to increase renewable energy generation and improve the performance of the electricity utility in Cabo Verde by leveraging private finance. This project, whose cost is estimated at about US\$ 16.5 million, is composed of three components: (i) Component 1: Renewable and Efficient Electricity Service; (ii) Component 2: Advisory Services for Electricity Sector Reform Implementation; and (iii) Component 3: Project Implementation Support and Technical Assistance.

The Government intends to apply part of the amount of said financing to carry out the engineering consulting service for the control and supervision of the works and supplies in the scope of the Component 1 of the project.

The project owner is the Ministry of Industry, Trade and Energy through the National Directorate of Industry, Trade and Energy (Energy Services) (hereinafter DNICE). The



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DNICE will be responsible for all the technical aspects related to the Project.

Project management and activities will be coordinated and implemented by UGPE (Unidade de Gestão de Projetos Especiais) with full fiduciary responsibility. The UGPE, will be supported by a dedicated team, which itself will be supported by the services of a consulting engineering for the control and supervision of the works to be implemented during the project (Components 1).

The Project Implementation Unit (UGPE) will be equipped with the following staffs:

- ✓ Project coordinator
- ✓ Project manager
- ✓ Engineer specialized in the field of Power, Substation/Transmission and Distribution
- ✓ Social and Environmental specialist
- ✓ Procurement specialist
- ✓ Administrative officer
- ✓ Financial officer
- ✓ Driver

2. Objective of the Assignment

The objective of this assignment is to recruit an Engineer Consultant (Owner's Engineer) to support DNICE and UGPE in the Implementation, Control and Supervision of the works and supplies in the scope of the **Component 1 Renewable and Efficient Electricity Service (Sub-component 1.a: Small-scale variable renewable energy integration)** of the Sustainable Electricity Service Project, as described below:

Component 1: Renewable and Efficient Electricity Service

This component will support: (i) the construction of small-scale solar power plants, their connection to the grid as well as the installation of pilot energy storage facilities for variable renewable energy (VRE) integration; and (ii) the installation of rooftop solar PV systems and energy efficiency facilities on public health buildings. Based on the priority needs of the GoCV, the proposed project will support the following small-scale projects included in the first phase of the power sector Master Plan: 1.3 MW on Fogo; 1.2 MW on Santo Antão; 0.4 MW on Maio; and 0.4 MW on São Nicolas islands. Pilot battery



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storage facilities will also be installed to reduce demand and supply fluctuations, thereby supporting voltage and frequency regulation and VRE integration to the grid.

This component includes the following sub-component, which is the focus of that assignment:

Sub-component 1.a: Small-scale variable renewable energy integration

The small-scale power plants in the four small islands (1.3 MW on Fogo; 1.2 MW on Santo Antão; 0.4 MW on Maio; and 0.4 MW on São Nicolas islands) are unlikely to attract private developers due to their small scale which is expected to result in limited competition and high transaction costs. Indeed, the relatively small size of these power plants in dispersed sites might not be attractive for a wider market / pool of investors. The construction of those power plants, totaling 3.3 MW capacity, will therefore be implemented as EPC contracts with public financing. The power evacuation lines to connect the new power generation facilities to the grid will also be financed by that sub-component. Finally, pilot battery energy storage systems will be implemented to integrate variable renewable energy injected by the project into the grid.

While the ownership of the power plants and associated infrastructure will remain with the GoCV, their operation and maintenance (O&M) will be entrusted to local private operators under a concession agreement through a competitive bidding process. A Request for Proposal (RfP) will be launched by the GoCV with local preference to promote the emergence of local companies (alone or in a joint venture with international companies). This is part of the GoCV's strategy to promote local content and expertise to manage, operate and maintain small scale solar power plants. The private operator will sell the energy to the future Transmission System Operator (TSO) and will be paid for its O&M services. The private operator will have the option to acquire the power plants and associated infrastructure by paying an amount to be determined upon evaluation of the assets.

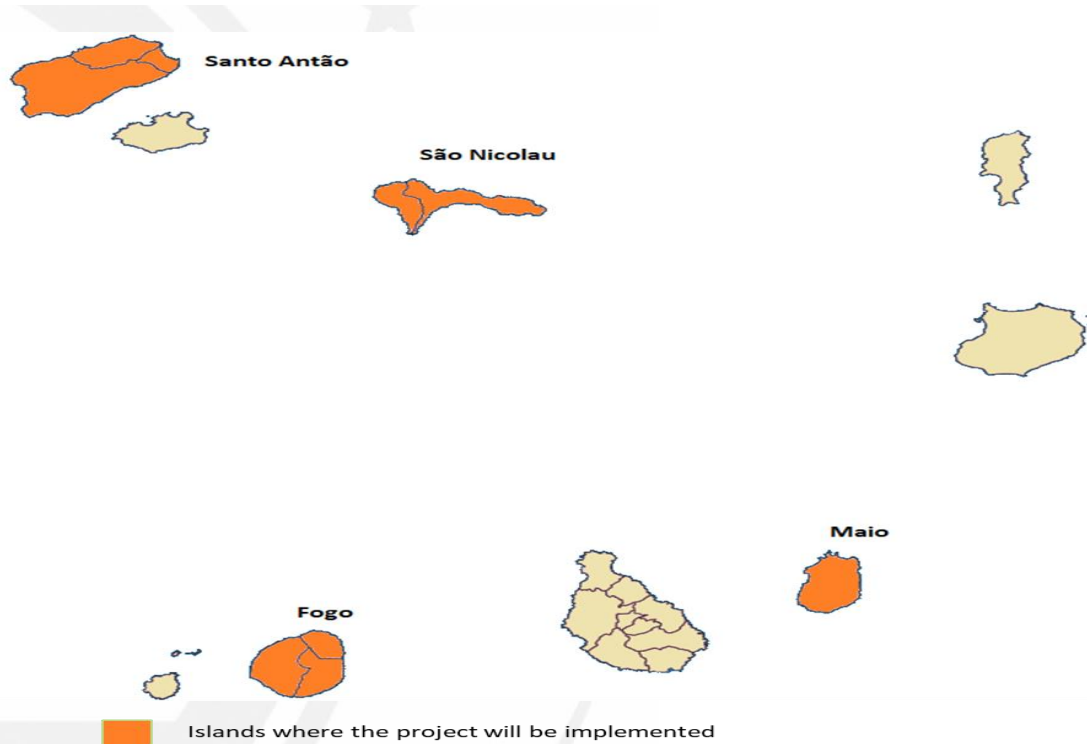
The design of the battery energy storage systems will be informed by the results of an ongoing study financed with an ESMAP grant to better estimate the technical and financial feasibility of the storage needs across the archipelago and identify the optimal location of investments.



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The other sub-components will be out of the scope of these services.

3. Description of the tasks of the engineering consultant

The Engineering Consultant selected under these ToRs will be responsible for the Control and Supervision of the Works and Supplies in the Scope of the sub-component 1a of the project and will support the Project Implementation Unit (UGPE) and DNICE in all the matters related to those sub-components.

The Engineer Consultant will execute at least the five tasks indicated below and detailed in the subsections:

1. Assistance on Procurement of goods, services and works of sub-component 1a of the project
2. Control and Supervision of construction of sub-component 1a of the project
3. Assistance to the procurement of O&M contractor



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4. Support to the Project Owner on training
5. Support and Monitor the implementation of environmental and social measures

The Engineer Consultant should consider that the tasks indicated in this section will be applicable to all the different contracts (either one or several) under the described sub-component 1a. The contractual configuration will be decided upon the development of the procurement strategy together with the Engineer Consultant. That means that the contracts might be performed by the same or different contractors depending on the lots configuration that is finally adopted.

The detailed tasks of the Engineering Consultant in supporting the Client are described below.

3.1 Assistance on Procurement of goods, works and services

The Consultant will support the Owner during the procurement process for selecting the construction contractor for each of the procurement packages:

- ✓ To prepare the bidding documents based on the Funder SPD and the technical specifications, including the environmental, social, and health and safety (ESHS) requirements that must be included in the bidding documents, as a minimum as defined in the ESCP¹ ;
- ✓ To follow-up the launching calls for tenders related to the sub-component 1a
- ✓ To suggest responses to requests for clarification that may come from the bidders;
- ✓ To evaluate tenders in coordination with DNICE and UGPE, including on the ESHS aspects; and
- ✓ To prepare reports of evaluation of tenders, based on the Funder SPD.
- ✓ To support the Client in the negotiation of the contracts and prepare the minute of negotiations.

3.2 Control and Supervision of construction

The Consultant will carry out the control and supervision activities for each of the contracts that have been awarded under the previous task, including at least:

¹ Environment and Social Commitment Plan



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- ✓ Review and approve studies, drawings and plans of construction works submitted by the Contractor, including but not limited to the civil, electrical, mechanical designs, site surveys and delimitation, site mobilization plan and schedule, and campsite design and organization
- ✓ Support the implementing organization in the matters of contract management;
- ✓ Review and approve the quality assurance program of the Contractor.
- ✓ Review and approve the Contractor's Management of Change (MoC) procedure.
- ✓ Verify the executed works quantities and quality, including any ESHS associated requirements, and certify the invoices of the companies;
- ✓ Prepare the documents related to the guarantee and pledge of the contract concerning the release or other formalities;
- ✓ Prepare the schedule of building sites meetings and participate in the meeting.
- ✓ Prepare reports of building sites meetings, the work progress reports and reports of tests and acceptance;
- ✓ Monitor and coordinate the plans of different contractors participating in the execution of the project;
- ✓ Monitor the plan of construction work and of equipment delivery in accordance with contract;
- ✓ Review and confirm delivery of material and equipment to the sites;
- ✓ Control the building sites organization and verify the technical capacity of the companies considering the works execution program.
- ✓ Suggest, if necessary, the corrective measures to adjust to work plans;
- ✓ Verify and certify that the works are executed in accordance with the best industry practice or recommend adjustments when required.;
- ✓ Evaluate and approve the corrections suggested occasionally from the companies;
- ✓ Verify and certify that the material and equipment stored in the building sites are stored following environmental, and health and safety (EHS) best practices and maintained in good conditions;
- ✓ Recommend, if necessary, the replacement of non-compatible and/or damaged material and equipment.



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Technical Controls

The Engineering Consultant will verify whether the calculus, hypothesis, schemas and documents submitted to approval are in accordance with contracts and technical specifications. The control service includes the main tasks below:

- ✓ Inspection of equipment delivered before its utilization;
- ✓ Verification of trenches, slopes and foundations;
- ✓ Verification of temporary and permanent drainage;
- ✓ Verification of concretes;
- ✓ Verification of all sanitary installations;
- ✓ Verification of installation of conduits and electric cables; and
- ✓ Verification of the patterns of equipment that will be utilized.

Acceptance in factory and on site

Concerning about above mentioned issues, the Engineering Consultant shall:

- ✓ Verify the accordance of the equipment with the technical specifications;
- ✓ Verify and approve the tests and inspection program at the factory proposed by the companies / suppliers;
- ✓ Guarantee that the main material and equipment will receive the contractual tests.
- ✓ Verify the test certifications of the material and equipment;
- ✓ Participate, if necessary, in the testing of main equipment (Solar panels and inverters);
- ✓ Monitor the equipment fabrication and inform the Client of any issue that could compromise its delivery within the contractual deadline.

Acceptance and tests

Upon finalization of installation works, the Engineering Consultant is responsible for the preparation of tests and for the acceptance, in cooperation with the managers of the owner site. The Engineering Consultant will establish for each contract and each building site the acceptance and testing procedure for installed equipment and executed works.

This procedure will define:

- ✓ The roles and responsibilities for each contracting party;



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- ✓ The tests that will be executed;
- ✓ The acceptance and testing program in consultation with contractor;
- ✓ The security measures implemented.

During the acceptance of works, the Engineering Consultant will also have to:

- ✓ Coordinate the tests that will be executed by the companies, approve the procedures and the results of them;
- ✓ Ensure the quality and the methodology of the tests executed by the companies, as well as the presentation of tests reports;
- ✓ Approve the test reports prepared by the companies;
- ✓ Ensure the joint signing of acceptance minute and acceptance reports by the Engineering Consultant, Client and Company;
- ✓ Verify and approve the plans (as built) that will be provided by the companies and verify whether they are in accordance with the execution;
- ✓ Examine and confirm the accordance of operation manuals with the installed materials and executed works; and
- ✓ Collect all the documentations related to the acceptance and acceptance tests.

3.3 Assistance to the procurement of O&M contractor

Before the acceptance of the plants (during construction) and in order to coordinate an appropriate hand-over between the construction contractor and the O&M contractor, the Engineering Consultant will support the Owner on the selection and recruitment of O&M companies for the different assets. The Engineering consultant will, at least, have to:

- ✓ Support GoCV on the preparation of the tenders document for the Operation and Maintenance (O&M) of the power plants
- ✓ Support the GoCV on the evaluation of the tender for the Operation and maintenance of the Power Plants.
- ✓ Support the GoCV on the preparation of the respective contracts.

3.4 Support to the Project Owner on training

The Engineering Consultant will:



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- ✓ Ensure the observance of dispositions of the contracts by the companies in the matters of training;
- ✓ Organize in cooperation with the companies and material makers the short – term training and the factory visiting related to the utilization and acceptance of new equipment. Especially for the Solar Panels and Inverters.
- ✓ Guarantee, if necessary and at the clients' request, staff training through apprenticeship.

3.5 Support the development and monitor the implementation of environmental, social and health and safety management instruments.

Concerning to the above-mentioned aspects, the Engineering Consultant shall:

- ✓ Support the management of the project's environmental and social risks and impacts through the design, supervision and support the implementation, and revision/finalization of the set of Projects' ESF instruments, such as:
 - Environmental and Social Management Framework (ESMF);
 - Environmental and Social Impact Assessment(s) (ESIA);
 - Environmental and Social Management Plan(s) (ESMP) and its respective Solid Waste Management Plan;
 - Labor Management Plan (LMP) and its respective Grievance Redress Mechanism (GRM);
 - Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH) Prevention and Response Action Plan;
 - Stakeholder Engagement Plan (SEP) and its respective GRM;
 - Resettlement Action Plan(s) (RAP);
- ✓ In coordination with the UGPE Environmental and Social Specialist, review and approve the Contractor's Occupational Health and Safety Plan (OHSP)², the emergency preparedness and response plan³, road and safety plan⁴, community health and safety plan⁵, workers' Code of Conduct and all other plans to comply with the applicable Environmental and Social Management Plan (ESMP)⁶.
- ✓ Develop a standardized and systematic procedure for the supervision of the environmental, social and health and safety plans during construction,

² As required in the ESCP, action 2.4.

³ As required in the ESCP, action 2.5

⁴ As required in the ESCP, action 4.1

⁵ As required in the ESCP, action 4,2

⁶ As required in the ESCP, action 1.2



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- including the applicable forms, checklists and reports, including criteria for identification and assessment of compliance, and the periodicity of site inspections and inspection reports.
- ✓ Supervise the implementation of the Occupational Health and Safety Plans during construction and commissioning;
- ✓ For each active construction works, verify compliance with the applicable permits, licenses, permits and authorizations.
- ✓ Supervise the implementation of the ESMP and other plans mentioned above during construction and commissioning.
- ✓ Perform the Environmental and Social Training Program;
- ✓ Prepare monthly reports on project's environmental, social, health and safety management⁷ using quantitative and qualitative data, and in a standard format and contents to be agreed with the UGPE, including the leading and lagging indicators agreed with the UGPE and the contractors. Supervise and certify, together with the approval of the Contractor's invoices, that the Contractor is adequately implementing the ESHS measures in a manner that is consistent with the ESMP and other applicable management plans, or, where deviations are identified, recommend corrections and follow-up on their timely and adequate implementation.
- ✓ If applicable, request, review, approve, and supervise the contractor's plan for preventing contamination by COVID-19, consistent with the WB ESF/Safeguards Interim Note: COVID-19 considerations in construction/civil works projects.
- ✓ Inform the UGPE of any cases of COVID-19 infection or any significant increase of workers infected with COVID-19.

4. Minutes of meetings and reports that will be provided by the engineering consultant

The Engineering Consultant has to organize meetings biweekly for each active contract, to permit to the UGPE and DNICE the confirmation of the work progress. The observations made in this occasion will be recorded in the daily construction journal and will be the object of the report send to the above-mentioned Unit within the agreed deadline.

The meetings can be organized also by the explicit request by the UGPE. The Consultant

⁷ As required in the ESCP, action MR1



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will have a daily construction journal for each active contract in which will be recorded the objection from it as well as those from all other intervenient regarding the monitoring of the work. Through this daily construction journal all service orders issued will be recorded. This journal will become the property of the project owner's, to whom it will be delivered at the end of the building site.

For each active contract, some monthly meetings will be organized by the Engineering Consultant in the presence of the representatives of the project owner. A monthly report will be drawn up in three (3) printed copies and one (1) electronic version for the client and two (2) for the provider of funds by the beneficiary, within a period not exceeding 5 days. The content of these report will be, at least:

- ✓ as a reminder, a brief presentation of the project;
- ✓ the administrative situation of the contracts of which the work and inspection are completed, record of service orders, litigation;
- ✓ the real and estimate timetable (comparison of works, task progress percentage);
- ✓ the material and human resources by the work implementing company and by the engineering consultant;
- ✓ a description of executed works, occurred accidents and injuries, corrective measures adopted, modifications for the project;
- ✓ comments on the laboratory test results and on the work quality, on provision of the mission for the inspection and surveillance of the works;
- ✓ the updated forecasts in the project budgeted (works and surveillance), compared to the initial budget, and the explication of the gaps;
- ✓ quantitative and qualitative data regarding to the implementation of environmental and social safeguards measures, including waste management, energy, water and energy consumption, handling/use of chemical material and pollution prevention, number of complaints registered and treated under the GRM, community complaints, training sections for workers related to OHSP, among others;
- ✓ the situation of payment requests from the contractor, the situation of disbursement by the source of financing, the situation of regulations by the source of financing both for the contract of works as well as that of



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control and supervision;

- ✓ some typical commented photography of executed works;
- ✓ finally, within two month following the general provisional acceptance of the works, the Delegation of the Project Owner (Mission for inspection and surveillance) will draw out, 3 copies for the client and 1 copies for the provider of funds, a general final report on the execution of contract of construction and inspection and surveillance services, incorporating *mutatis mutandis* the foreseen items for the monthly report.

5. Qualifications, Key staff and equipment of engineering consultant

Qualifications of the firm

The Engineering Consultant shall be a consulting firm with at least 15 years of experience in implementing and supervision of similar works to the present project, particularly in design, supervision and implementing of study and projects on Solar Power Plants and Grid infrastructures. An experience of similar projects in similar countries or contexts will be a plus.

Key staff

The Engineering Consultant will designate one Chief of the Mission which will supervise all activities planned within the framework of the terms of reference, with at least 15 years of experience within 10 years in inspection and supervision of similar works to the present project. Furthermore, the engineering consultant provides all personnel required for work at headquarter and it shall take all necessary measures to offer a support to the personnel on site.

Throughout the project and when necessary, the engineering consultant will provide – without limitation – the personnel with following qualifications and experience:

1. Resident Engineer: Holder of university diploma of master degree in Electrical or Mechanical, with at least 15 years of experience in design, supervision, planning and implementation of study and projects on Solar Power Plants and Grid infrastructures;
2. Electrical Engineer: Holder of university diploma of master degree with at least



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- 10 years of experience in construction and supervision of Solar Power Plants;
3. Civil Engineer: Holder of university diploma with at least 5 years of experience in construction;
4. Environmental and Social Specialist: Holder of university diploma of master degree in environment or ecology, geography, social sciences or a diploma considered equivalent and with at least 5 years of experience in evaluation of environmental and social impacts of infrastructure projects and supervision of construction works.
5. Occupational Health and Safety Specialist: Holder of Bachelor's Degree in Occupational Health and Safety or related field, with at least 5 years of practical experience as an OHS officer or in supervising construction works of infrastructure.

At least one of the above experts need to have proven experience in preparation of Bidding Documents.

The key staff shall be fluent in English language. Fluency in Portuguese language will be a plus.

The Engineering Consultant will observe all the legislation of Cabo Verde.

Equipment

The engineering consultant will provide all necessary equipment resources for the appropriate accomplishment of its mission:

- ✓ Vehicles for locomotion;
- ✓ Testing material and devices;
- ✓ Computer and communication equipment;
- ✓ Office furniture;
- ✓ All other equipment considered necessary.

Office and accommodation

The engineering consultant has to open an office in Praia closer to the PMU (Project Management Unit) and to have a representative on each site to follow up the construction. The operation cost and related costs shall be covered by it. It will be responsible for the procedures and costs of the accommodation for its staffs in Praia or in the Project building sites.



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6. Estimated deadline of the activities

The estimation is that the project will be completed at the end of 2026. (except the warranty period)

Estimated duration of the assignment is 36 months.

7. Responsibilities of the Project Owner

Administrative Assistance

The project owner will assist the Engineering Consultant in its administrative installation (visa, work permission, contacts with the Administration, etc.).

Documents to be provided

The project owner will provide to the engineering consultant the documents below:

- ✓ The detailed design (description) of the project;
- ✓ The detail design of T/D network system;
- ✓ The standard bidding documents for procurement of WB (Guideline for evaluation);
- ✓ The rules of procedures for utilizing Consultants;
- ✓ The rules of procedures for procurement of good and work.

In addition, the engineering consultant will prepare a list of all documents provided by the Administration and those produced during the Mission. These documents in its keeping shall be returned to the project owner at the end of the Mission. They must be considered confidential and be used as such.

Privileges and Immunities

The Government will grant to the engineering consultant and its staffs which names will be informed, the privileges and immunities below:

- a) exemption from restrictions at the Immigration to themselves, their spouses and dependent family members;
- b) authorization to bring into the country any amount of foreign currency for the purposes of the Mission and for its personal use, and to export any amount of foreign currency corresponding to the salaries received on site for the Mission, in accordance with the exchange legislation;
- c) in case of serious troubles, the facilitation of repatriation to themselves, their



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spouses and dependents;

- d) temporary importation (registration) of the vehicles and equipment imported to the Cape Verde for the reason of the project and in accordance with the legislation of Cape Verde shall be granted.

A Time-based Contract shall be signed, payments are made on the basis of agreed rate and time spent, and the payment of reimbursable expenses are made upon presentation of the receipt of the expenses occurred at the real cost.