

PART 2: SERVICES REQUIREMENT

ATTACHMENT 1 - SCOPE OF SERVICES

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1. INTRODUCTION AND OVERVIEW

1.1. Statement of Confidentiality

This documents and all materials provided by Public Works Authority (“Ashghal”) (hereinafter called “the Authority”), concerning the affairs of the company, must be considered confidential. It must not be forwarded to any third party for evaluation or for any other purpose without the written consent of the Authority. When submitting confidential material to The Authority, the consultant must clearly mark it as such.

1.2. The Authority’s Mission and Overview

The Authority’s mission is to continuously enhancing customer satisfaction through leading project and asset management services & solutions.

1.3. Background

Organizational Background:

The Authority was established on the basis of the Emiri Decree No. (1) Issued by His Highness the Father Emir of Qatar, Sheikh Hamad bin Khalifa Al Thani on January 20, 2004, as an autonomous body to oversee all infrastructure related projects as well as public amenities of the State. The Emiri Decree stressed on quality and perfection of work as per international specifications and standards.

The establishment of the Authority marked an important turning point in the history of infrastructure development of the State of Qatar which has embarked on a major phase of change and development in all aspects of life.

Corporate Slogan:

“*Organization that Delivers Strategic Objectives*” as published in the Authority.

2. SCOPE OF SERVICES

- i. The scope of services of this proposed exercise will, at a high level consist of activities required to assist the Authority’s QSD to reach its target state.
- ii. There will be six (6) tasks of this project:

TASK 1: Updating the QHSE Schemes

- 1- Adding Key Performance Indicators to existing volumes of the QHSE Schemes.
- 2- Review updated regulations, best practices, procedures and lessons learned and compare them with the standards and procedures, which were developed in the manual.
- 3- Define the Supply Chain Partners (KSCPs) encountered challenges for different activities.

- 4- Update processes and procedures for auditing each of the activities based on the updated contractual requirements.
- 5- Update the templates for all necessary audit forms and documentation to verify conformance to standards and specifications.
- 6- Update procedures considering the continuous improvement of practices and procedures based on existing audit database.

TASK 2: Managing and Updating Ashghal Quality Tracking Software

Ashghal Quality Tracking Software (AQTS) is a key tool for the evaluation, the analysis and reporting the outputs and indicators of the integrated quality system for the Authority projects. AQTS allows tracking and tracing all relevant QA/QC information to produce meaningful analyses and representation of the performance of Key Supply Chain Partners (KSCPs) in delivering road pavement for the Authority. AQTS allows collection and storage of all relevant data about projects, audits and uploaded QC laboratory test results. Such information are extracted, transformed and analyzed to assess project quality.

The following activities are required:

- 1- To manage and maintain Ashghal Quality Tracking Software and mobile application.
- 2- To upgrade Ashghal Quality Tracking Software to include:
 - a) Project Safety Data Tracking and analysis taking into consideration the established quality system as a model.
 - b) Project Environmental Data Tracking and analysis taking into consideration the established quality system as a model.
- 3- To add a platform for auditing projects, which includes uploading audit records and generate reports.
- 4- To include Asphalt and Concrete factory production quality control tracking.
- 5- To update NCR Logging system.
- 6- To digitize and incorporate all approved lists issued by QSD.

TASK 3: Auditing of Construction Practice & Supply Chain

The Consultant shall supply the personnel to audit the construction practice and supply chain.

TASK 4 - A: Operation of Ashghal Static and Mobile Laboratories

The Consultant shall supply the following personnel to operate Ashghal Static and Mobile Laboratories.

TASK 4 - B: Supply of Equipment, Materials and Consumables

The Consultant will supply lab equipment, materials and lab consumables based on the Contract Administrator's request and the allocated budget for this task.

TASK 5: Technology Transfer and Training

The scope of Task 5 is to provide a set of formal certification and training programs for Quality and Safety, Ashghal and Key Supply Chain Partners (KSCPs) under international standards, QCS, and other supplementary requirements defined by QSD. The objective is to ensure uniformity in knowledge and vocational skills across the Authority and the industry, by establishing common effective practices and high quality of work force certified systems. This will significantly reduce the non-conformities with the set requirements, which in turn will lead to better performing projects.

The Consultant team will organize, facilitate and develop all the necessary training and certification programs. Third parties can carry out the training and certification programs, which will be administered by the Consultant following QSD certification guidelines.

TASK 6: Technical Support

The Consultant shall supply the personnel for technical support.

3. CONSULTANT'S PERSONNEL MOBILIZATION

3.1. Consultancy Services

This project shall require regular interaction with the officers of the Authority, it is essential that the selected consultant sets up a project office in PWA office with an adequate resources.

The Consultant shall mobilize the approved Personnel and shall be stationed on-site to the designated Authority's office. The mobilization shall include but not necessarily be limited to the followings:

Submission of CVs of Proposed Professionals:

Consultant shall submit with its Tender the CVs of its proposed candidates with the required skills and experience and who can be made available upon the Effective Date of this Contract or within the period as may be prescribed in this Contract or as may be requested by the Authority.

Interview:

If the Authority so requests, Consultant shall organize an interview of the proposed Consultant Personnel, at the cost of the Consultant.

3.2. General Notes

- 3.2.1. Consultant's Personnel performing the Services shall be dedicated exclusively for the Authority and shall not work for any other party on temporary or part time basis especially for the on-site Personnel unless mutually agreed.
- 3.2.2. The Authority shall provide office access, office space, office furniture, and equipment including desktop computers with necessary software and connections, stationary and refreshments during working hours as per the Authority policy for its own employees.
- 3.2.3. Consultant shall be responsible for all travel expenses including airfare and travel time, all transport, accommodation, messing, all immigration and employment formalities, entry visa, residence and work permits, initial medical examinations, all medical examinations and healthcare, insurance, safety and security, and all other costs and expenses for the Consultant Personnel, unless the Contract otherwise provides. Any and all travel costs that the Consultant's Personnel incurs during the assignment to carry out any task given by the Authority or on the instruction by the Authority, it shall be borne by the Authority directly in addition to the proposed cost (including local accommodation, local travel, etc.)
- 3.2.4. Without prejudice to Consultant's obligations under the Services Contract, the Authority will provide the Consultant, a letter addressed to the concerned Authorities confirming the Award of the Contract to the Consultant for the number and details of Personnel for the specified period, to facilitate the Consultant processing the necessary visas and entry permits for the Consultant Personnel.
- 3.2.5. Consultant shall not change or relocate any Consultant Personnel without prior approval of the Authority. Annual leave should be advised with one (1) month notice. Consultant shall provide suitable the Authority approved replacements for any absent one due to annual leave or sick leave
- 3.2.6. The Personnel are not employees of the Authority and the Authority shall not have any liability towards that. However, while at the Authority's premises or at the Project office, if the location is different, the Consultant Personnel shall follow the Authority's rules and regulations guiding other members of the project who are employees of the Authority.
- 3.2.7. All deliverables should be reviewed and approved by an authorized person in the Finance and Administrative Affairs Department.
- 3.2.8. Deliverables shall be in both English and Arabic.

3.3. Special Terms and Conditions:

- 3.3.1. The Consultant's Personnel shall report to the Project Director or any other Authority professional staff assigned by the Authority. The Project Director shall notify Consultant and the Authority immediately in writing of any violations of the normal rules and

- regulations, if any, by the Consultant's Personnel including abnormal absences. Consultant shall take necessary corrective actions.
- 3.3.2. No information or document in hard copy/soft copy or any other format containing the work done shall be taken out of the Authority's premises or any information related to the project will not be sent out through electronic media / internet without prior permission from personnel authorized by the Authority in writing. Intellectual Property Rights of all work done by the Consultant professionals shall be vested in the authority.
- 3.3.3. The Authority reserves the right to recruit any of the professionals upon the completion of this Contract or earlier as may be agreed between the Parties.
- 3.3.4. Consultant's Personnel shall sign a Non-Disclosure Agreement with the Authority as per the Authority's rules and regulations.
- 3.3.5. The Authority reserves the right to change the timing of working hours with a notification to the Consultant one calendar day in advance, and this shall have no effect on the rates, provided the numbers of working hours per day are not increased.

4. REPORTING

Throughout the term of this Services Contract, the Consultant shall submit the following reports:

- i. Daily Attendance Report
- ii. Accident and Damage Report (immediately on the occurrence of such accident);
and
- iii. Any other related report if reasonably required by the Authority in connection with the Services.

5. PROJECT TIMELINE/ COMPLETION PERIOD:

The overall timeline for the project is expected to be sixty (60) calendar months.