

**Project Construction Supervision Consultants (Firm)
(International, 21 person-months, intermittent)**

1. The firm shall supervise the implementation of the following outputs of the Grid Enhancement for Sustainable Energy Transition (GREST) project:

- (i) **Output 1: Transmission infrastructure to deliver renewable supply enhanced.** Output 1 comprises (i) construction of a new 33 kV transmission line of about 11.50 km from Fualu, where the 20 MW solar PV will be located, to Popua power station and installations of 2 sets of 33/11 kV transformers, 2 sets of outdoor circuit breakers, associated protection and control panels, and a backup 11 kV connection; and (ii) rehabilitation of about 7.5 km of the existing 11 kV medium-voltage transmission network feeder running to the western part of Tongatapu to support in managing voltages and reducing losses.
- (ii) **Output 2: Capacity development and support provided.** Output 2 comprises (i) capacity development and training to improve the skills and knowledge of TPL staff regarding the 33 kV line construction, and its operation and maintenance (O&M). It will also provide skills training to students in collaboration with a national tertiary institution, and (ii) *gender policy and social inclusion action plan developed and approved for TPL.*

2. The tasks assigned for which the PCSC shall be responsible include, but are not limited to, the following:

- a. **Project Output 1:** The PCSC shall support the PMU in the implementation and site supervision of the contracts entered under the Project. The tasks for which the PCSC shall be responsible include the following and other activities that are determined to be reasonably necessary to achieve the scope:
 - (ii) Review the project implementation schedule prepared by the contractor and assess its technical risks. Recommend necessary updates or adjustments to the schedule to both PMU manager and contractors.
 - (iii) Review and assess the contractors' basic designs, detailed designs, and drawings to ensure that they meet the relevant international standards and conform to the Employer's Requirements. Consult and report with PMU and TPL on the results of the review and assessment and based on review and assessment, recommend necessary changes and adjustments to the basic designs, detailed designs and drawings.
 - (iv) Review and assess the equipment selection and manpower allocations of the contractors. Consult and report with PMU and TPL on the results of the review and assessment and based on review and assessment, recommend necessary changes and adjustments to the equipment selection and manpower allocations.
 - (v) Review and assess material submittals provided by the contractors. Consult and report with PMU and TPL on the results of the review and assessment and based on review and assessment, recommend necessary changes and adjustments to the material submittal. Attend and review tests of construction materials prior to their use. Report the review tests to PMU and TPL and ensure that the contractor complete the test successfully.
 - (vi) Attending the inspection and witnessing of the testing of major equipment (transformers) evacuation of power from the IPP 20MW solar plant, and civil structures.

- (vii) Assess the testing and commissioning process and documentations provided by contractors and attend the testing and commissioning phase. Report the review tests to PMU and TPL and ensure that the contractor completes the testing and commissioning test successfully.
- (viii) Supporting the PMU manager in supervising and monitoring the contractor in providing 'on-the job training to TPL staff on 33 kV line project preparation and construction, as well as its operation and maintenance.
- (ix) Support the PMU in developing the gender and social inclusion policy and action plan: (i) conduct the necessary assessment and studies document the result, and (i) prepare the gender and social inclusion policy and action plan
- (x) Support the PMU in conducting survey to identify the potential crops and/or trees removal or trimming (prepare the survey plan, provide a comprehensive guideline to the social and gender officer of the PMU and relevant TPL staff to implement the survey, as a part of the plan for vegetation removal or trimming prior to the civil works).
- (xi) Review and comment on the contractors' operation and maintenance (O&M) program and manuals. Finalize and submit the O&M program/plan and manuals and supervise and assist the implementing agencies in the initial O&M implementation.
- (xii) Assist the PMU manager in to assess the contractual claims submitted by the contractors and make the endorsement recommendation to the PMU manager on contractual claims.
- (xiii) Conduct regular site visits and support TPL in monitoring construction, installation, testing, and commissioning of the works; identify any issues/problems during project implementation; propose remedial actions and report outstanding issues.
- (xiv) Prepare regular analysis and progress reports after site visits as required, and no less than monthly; and
- (xv) Other activities reasonably requested by the PMU Manager are related to the supervision of the contracts.

a. **Project Output 2:** The PCSC shall lead in the delivery of outputs required under Output 2, including but not limited to the following:

- (i) Assist, train, and support the PMU, TPL in project management in line with international standards and best practices.
- (ii) Recommend (a) common technical standard and asset register for transmission substation and distribution and (b) operation and maintenance (O&M) strategy. Assist the PMU to review and approve the O&M training program and O&M procedure manual (submitted by contractor) and to assess the completeness of the O&M training program for invoice processing.
- (iii) Lead to deliver the capacity building program for the PMU, TPL, construction and electrical contractors and other relevant stakeholders as outlined below through on-the-job training and seminars. Coordinate with individual consultants under the PMU on related capacity building tasks and deliverables under their TORs and incorporate them into the program.
 - a. technical and financing management of assets;
 - b. improving community engagement;
 - c. health and safety management;
 - d. climate impacts, environmental and social safeguards assessment and monitoring;
 - e. workshop on O&M and project management and supervision; and
 - f. mainstreaming gender and Gender-Based Violence training (to be led by PMU Social, poverty and gender officer)

- (iv) Provide capacity building to the PMU/TPL in O&M and safeguards matters and raise awareness in the PMU and contractors on all aspects of the statutory and policy requirements for environmental assessment and management as required by the government and ADB.

3. A summary of required key experts is provided below.

Summary of Key Experts

Position	Person-month
Distribution-Substation Electrical Engineer/Team Leader	8
Protection/Control Electrical Engineer	4
Civil Engineer	3
Environmental Safeguard specialist	3
Social and Gender Specialist	3
Total	21

4. Distribution-Substation Electrical Engineer/Team Leader (8 person-months)

Qualifications

- (i) At least a bachelor's degree in electrical/power engineering, postgraduate in electrical/power system engineering is preferred.
- (ii) At least 15 years working experience in substation and transmission and distribution construction line related projects.
- (iii) Experience in leading design review and supervision for construction of at least two 33kV and at least two 11kV transmission lines installation projects.
- (iv) Past experiences working in South Pacific Islands, particularly in the Kingdom of Tonga.

The Distribution-Substation Electrical Engineer/Team Leader will:

- (i) Lead the management and coordination of inputs and activities of the team members within the Project Construction Supervision Consultants team and ensure coordination with the international and national specialists within the PMU team.
- (ii) Provide high-level advice to other national and international consultants as required to ensure adequate coordination occurs between all disciplines and with the national specialists.
- (iii) Review the contractor's project implementation schedules, assess the plan's technical risks and conduct a sensitivity analysis to check project viability under these risks. Prepare terms of reference, expertise requirements, and person-month and cost estimates for additional consulting services, if required. Recommend necessary updates or adjustments to the schedule to both PMU project manager and contractors.
- (iv) Assist the PMU in strengthening the technical and safeguard management of the Project by undertaking the necessary training for the PMU/TPL's national consultants in technical and safeguard assessment procedure and techniques, construction supervision and monitoring, and reporting. Support the PMU manager in supervising and monitoring the contractor in providing 'on-the job training to TPL staff on 33 kV line project preparation and construction, as well as its operation and maintenance. Involve the national

- consultants through on-the-job training, affecting the transfer of knowledge and skills from international consultants to the national consultants through sharing insights linked to the project inputs and outputs, in project management and monitoring of the projects, and develop staff capability in handling the technical management of the projects.
- (v) Prepare the detailed work program and implementation schedule for the Project and Project Completion Report.
 - (vi) Assist the PMU Project Manager with monitoring the financial performance of the Project, including managing and reviewing the budget, assessing contractors' claims and other various claims.
 - (vii) Assist the PMU Project Manager in managing PMU staff, including monitoring of staff performance, satisfaction and training needs and making recommendations for actions by the PMU to maintain competent staff.
 - (viii) Provide high-level advice to the PMU Project Manager regarding management issues.
 - (ix) Assist the PMU Project Manager with risk management of the project, ensuring compliance with a legal requirement, occupational health, and safety requirement.
 - (x) In conjunction with the PMU Project Manager, establish and support the planning objectives for the PMU.
 - (xi) Assist the PMU Project Manager in developing detailed budgets for the Project. Provide advice to the PMU Project Manager to mitigate the effects of cost overruns. Assist the PMU Project Manager in developing and implementing cost control mechanisms for the Project and project management.
 - (xii) Assist the PMU Project Manager in preparing monitoring assessment procedures within PMU and the necessary guidelines for staff guidance during project preparation and implementation. Prepare progress reports following site visits to assist the PMU Project Manager in monitoring the project progress.
 - (xiii) Review the contractors' design, documentation, equipment selection, manpower allocations and test program.
 - (v) Review the proposed material submittals provided by the contractors used in construction/fabrication work and ensure that they comply with the requisite international standards and Employer's Requirements. Attend and review tests of construction materials prior to their use.
 - (xiv) Lead the team and assist the PMU in the supervision of construction of the project and their commissioning, which includes cost oversight including variation order, bill of quantity check, and invoice check processing.
 - (xv) Undertake site visits to establish the project progress and effectively monitor the project progress and assess the contractors' claims. Provide advice to the PMU Project Manager on the necessary measures to effectively mitigate project issues.
 - (xvi) Assist the PMU Project Manager in assessing changes to the project design, project requirements and any consequent variation claims.
 - (xvii) Assist the PMU in reviewing the engineering design (submitted by contractor) for all projects, including validating technical specification and performance and reviewing the geotechnical assessment, electrical interfaces, materials, control interfacing, and foundation design. Assist the PMU as required to guide and instruct the contractor for corrective actions or design and drawings revision where necessary.
 - (xviii) Assist the PMU to review control and construction documents (prepared by contractor) for all projects to verify compliance with design specification, applicable code and standard, and contracts. Assist the PMU to guide and instruct the contractor for corrective actions or design and draw revisions where necessary.
 - (xix) Review contractor's plans for pre-commissioning, test-run, and final acceptance procedure. Develop a witnessing plan to review and confirm the performance and submit it to the PMU for approval. Jointly conduct pre-commissioning, test run, and final

acceptance witnessing to verify compliance with a functional guarantee of equipment and the designed performance of all projects. Assess the testing and commissioning process and documentations provided by contractors and attend the testing and commissioning phase.

- (xx) Attending the inspection and witnessing of the testing of major equipment (transformers) evacuation of power from the IPP 20MW solar plant, and civil structures.
- (xxi) Recommend (a) common technical standard and asset register for transmission substation and distribution and (b) operation and maintenance (O&M) strategy. Assist the PMU to review and approve the O&M training program and O&M procedure manual (submitted by contractors) and to assess the completeness of the O&M training program for invoice processing.
- (xxii) Develop project performance monitoring system incorporating the projects implementation progress, contract award and disbursement, project performance management system, and compliance with grant covenants to monitor the projects performance comprehensively and identify imminent and potential bottlenecks for implementation. These data and findings in the performance monitoring system are migrated into quarterly progress reports and project completion reports to be submitted to ADB.
- (xxiii) Prepare quarterly progress reports and project completion reports in ADB format.
- (xxiv) Prepare regular analysis and progress reports after site visits as required, and no less than monthly.
- (xxv) In cooperation with other international and national experts, develop project management capacity enhancement training module in project preparation, procurement, disbursement, monitoring and administration, and evaluation upon completion. Lead to conduct capacity enhancement training for staff in the PMU and the other relevant agencies; and
- (xxvi) Other activities reasonably requested by the PMU Manager are related to the supervision of the contracts.

5. Protection/Control Electrical Engineer (4 person-months)

Qualifications

- (i) At least a bachelor's degree in electrical/power engineering.
- (ii) At least 7 years working experience in substation and transmission and distribution construction line related projects.
- (iii) International work experience in the design and construction supervision of electrical equipment, including protection and control systems, for at least one HV substation project.
- (iv) Past experiences working in South Pacific Islands, particularly in the Kingdom of Tonga.

The Protection/Control Electrical Engineer will:

- (i) Review the contractors' concept designs, detailed designs, and drawings of protection and control systems to ensure that they meet the relevant international standards and conform to the Employer's Requirements.
- (ii) Supervise the works of the protection and control equipment during the implementation stage.
- (iii) Make necessary inputs and advice to the PMU to review project designs and drawings; testing procedures; and detailed test reports.
- (iv) Perform other functions as may be assigned or delegated by the team leader from time to time during the time of assignment.

- (v) In cooperation with the team leader, develop technical enhancement training module by undertaking the necessary training for the PMU/TPL's national consultants in technical assessment procedure and techniques, construction supervision and monitoring, and reporting. Involve the national consultants through on-the-job training, affecting the transfer of knowledge to the national consultants through sharing insights linked to the project inputs and outputs, developing staff capability in handling the technical management of the projects.
- (vi) Assist in the supervision of construction, monitoring project program according to the construction program, maintaining quality and construction standards and commissioning of the projects.
- (vii) Review the proposed construction materials and the construction process proposed by the contractor to ensure it conforms to the recommended international standards and the employer's requirements.
- (viii) Undertake site visits to establish the project progress and effectively monitor the project progress and assess the contractor's claims. Provide advice to the PMU Project Manager on the necessary measures to effectively mitigate project issues.
- (ix) Attend and review the material tests of the construction material and provide advice on the suitability of the material for construction.
- (x) Review contractor's claims for milestone payments for electrical portions and assist the PMU to verify and adjust the claims. Assist the PMU to assess any variations proposed by the contractors and assess them.
- (xi) Provide skilled input to the review of the contractor's design and documentation, including assessment of changes in design to accommodate site conditions.
- (xii) Assist the PMU undertaking the implementation of the projects by ensuring all electrical protection and control components meet international best practice and ensuring that the contractor's design is suitable for conditions at sites and allow for any limitations imposed by the site conditions.
- (xiii) Liaise with other international and national consultants and coordinate with their local counterparts to ensure that the overall design of the project is cost effective for long term operations and maintenance, practical and meet the overall requirements of the PMU; and
- (xiv) Assist the PMU to review and approve the O&M training programs (conducted by contractor) and the O&M procedure manuals (prepared by contractor) and to assess the completeness of the O&M training programs (conducted by contractor). Review and comment on the contractors' operation and maintenance (O&M) program and manuals. Finalize and submit the O&M program/plan and manuals and supervise and assist the implementing agencies in the initial O&M implementation.

6. Civil Engineer (3 person-months)

Qualifications

- (i) At least a bachelor's degree in civil engineering.
- (ii) At least 10 years working experience as a civil engineer in substation and transmission and distribution construction line related projects.
- (iii) International work experience as a civil engineer in the design and construction supervision of at least one project 33kV or higher.
- (iv) Past experiences working in South Pacific Islands, particularly in the Kingdom of Tonga.

The Civil Engineer will:

- (i) Review the contractors' civil concept designs, detailed designs, and drawings to ensure that they meet the relevant international standards and conform to the Employer's Requirements.
- (ii) Supervise the civil works during the implementation stage.
- (iii) Make necessary inputs and advice to the PMU to review project designs and drawings; testing procedures; and detailed test reports.
- (iv) Perform other functions as may be assigned or delegated by the team leader from time to time during the time of assignment.
- (v) In cooperation with the team leader, develop technical enhancement training module by undertaking the necessary training for the PMU/TPL's national consultants in technical assessment procedure and techniques, construction supervision and monitoring, and reporting. Involve the national consultants through on-the-job training, affecting the transfer of knowledge to the national consultants through sharing insights linked to the project inputs and outputs, developing staff capability in handling the technical management of the projects.
- (vi) Assist in the supervision of construction, monitoring project program according to the construction program, maintaining quality and construction standards and commissioning of the projects.
- (vii) Review the proposed construction materials and the construction process proposed by the contractor to ensure it conforms to the recommended international standards and the employer's requirements.
- (viii) Undertake site visits to establish the project progress and effectively monitor the project progress and assess the contractor's claims. Provide advice to the PMU Project Manager on the necessary measures to effectively mitigate project issues.
- (ix) Attend and review the material tests of the construction material and provide advice on the suitability of the material for construction.
- (x) Review contractor's claims for milestone payments for electrical portions and assist the PMU to verify and adjust the claims. Assist the PMU to assess any variations proposed by the contractor and assess it.
- (xi) Provide skilled input to the review of the contractor's design and documentation, including assessment of changes in design to accommodate site conditions.
- (xii) Assist the PMU undertaking the implementation of the projects by ensuring all civil and structural components meet international best practice and ensuring that the contractor's design is suitable for conditions at sites and allow for any limitations imposed by the site conditions.
- (xiii) Liaise with other international and national consultants and coordinate with their local counterparts to ensure that the overall design of the project is cost effective for long term operations and maintenance, practical and meet the overall requirements of the PMU; and
- (xiv) Assist the PMU to review and approve the O&M training programs (conducted by contractor) and the O&M procedure manuals (prepared by contractor) and to assess the completeness of the O&M training programs (conducted by contractor).

7. Environmental Safeguard specialist (3 person-months)

Qualifications

- (i) A graduate degree in environment or relevant field, or a combination of an undergraduate degree and directly relevant professional experience.
- (ii) At least 7 years working experience in environmental assessment and monitoring for power transmission line and substation projects, funded by ADB.

- (iii) Past experiences working in South Pacific Islands, particularly in the Kingdom of Tonga is preferable.

The Environmental Safeguard specialist will:

- (i) Assist the PMU to monitor the environmental management plan (EMP) included in the initial environmental examination (IEE)
- (ii) Assist the PMU in preparing the quarterly reports and semi-annual safeguards monitoring reports to ADB.
- (iii) Guide and assist the PMU for any necessary corrective actions for EMP implementation and revisions.
- (iv) Assist the PMU in updating the IEE based on detailed design information.
- (v) Evaluate environmental impacts of all contracts proposed and recommend environmentally friendly options for the design and construction, which emphasizes (a) biodiversity conservation, (b) public health and safety, (c) physical, cultural resources, (d) pollution prevention and abatement, and ensure those aspects are documented and incorporated in the IEE reports.
- (vi) In cooperation with the team leader, develop a project management capacity enhancement training module in environmental safeguards. Lead to conduct capacity enhancement training in environmental safeguards for the Environmental safeguard officer in the PMU.
- (vii) Assist the PMU in strengthening the overall program's environmental management by delivering the necessary training on environmental assessment procedures and techniques, mitigation planning, environmental supervision and monitoring, and reporting. Collaborate with the Environmental safeguard officer in the PMU through on-the-job training, affecting the transfer of knowledge and skills, in environmental management and monitoring of projects, and ensure staff capability in handling environmental management of the program under the project. This collaboration includes sharing insights and knowledge linked to the project inputs and outputs through the international expertise of the specialist, up-skilling the PMU staff.
- (viii) Provide capacity building to the PMU in safeguard matters and raise awareness in the PMU and contractors on all aspects of the statutory and policy requirements for environmental assessment and management as required by the government and ADB, including obtaining necessary permits from the environment assessment authority.
- (ix) Ensure compliance with the ADB's Safeguard Policy Statement, 2009, and environmental assessments of the Project; and ensure compliance of project implementation with the government's laws, environmental policy and procedures, including preparation and submission of notification of each subproject to the environmental assessment authority in accordance with the prescribed format, and necessary requirements.
- (x) Based on methods and procedures (checklists, database, reporting etc.), developed during project preparation, work with and support the PMU to develop a program to (i) update assessment and EMPs required, based on detailed design and integrate these into bid documents; (ii) assist in the evaluation of bids in respect of environmental management matters; (iii) provide support and training to the contractor as they prepare their SSEMP; (iv) review and approve the SSEMP; and (v) monitor compliance with the approved SSEMP.
- (xi) Ensure that the SSEMP complies with the contractual and environment safeguard requirements.
- (xii) In coordination with the PMU, develop and implement a detailed monitoring plan and

- supervise SSEMP implementation and undertake regular compliance monitoring to ensure all works executed are following the approved SSEMP.
- (xiii) Report on monitoring results, particularly SSEMP implementation and effectiveness of environmental impact mitigations and training provided to the PMU and contractors in (a) inputs to PMU quarterly progress reports; and (b) semi-annual safeguards monitoring reports.
 - (xiv) In discussion and coordination with the PMU, assist in preparing or updating environmental assessment guidelines for the energy sector, focusing on transmission and distribution projects in line with country systems/procedures and best practice (using SPS as a benchmark) for staff guidance during project preparation and implementation.

8. Social and Gender Specialist (3 person-months)

Qualifications

- (i) The expert should have a postgraduate degree in social science or relevant field and about 8 years of working experience, or a combination of an undergraduate degree and directly relevant professional experience.

The Social and Gender specialist will:

- (i) Design and deliver training programs to contractors and other project stakeholders covering the ADB's Safeguard Policy Statement 2009 (SPS) and the Tongan country safeguards system, including the Environmental Impact Assessment Act 2003.
- (ii) Assist the PMU in preparing the quarterly reports and semi-annual safeguards monitoring reports to ADB.
- (iii) Coordinate with other specialists and provide safeguard inputs to overall project reports, including quarterly progress reports.
- (iv) Assist the Social, poverty and gender officer within the PMU to develop and implement stakeholder consultation and communication programs to ensure the full awareness and participation of affected communities and stakeholders.
- (v) Assist the Social, poverty and gender officer within the PMU in the development, implementation and monitoring of a Stakeholder Engagement Plan and Community Consultation Plan (CCP).
- (vi) Assist the PMU in establishing and implementing the project's grievance redress mechanism (GRM).
- (vii) Assist the PMU in the monitoring and ensuring the poor household's, people with disability and the women's participation in consultation activities; provision of gender awareness to target groups; encouraging the poor household and the women participation in project related contracts; and collection of the poor household and the gender related data for monitoring and evaluation purposes. Collaborate with the Social, poverty and gender officer through on-the-job training, sharing knowledge and insights from international experience.
- (viii) In cooperation with the team leader, develop project management capacity enhancement training module in social safeguard. Lead to conduct capacity enhancement training in social safeguard for staff in the PMU and the other relevant agencies.
- (ix) Collaborate with the Environment Specialist to develop a program to monitor the requirements of the environment assessments and EMPs are fully integrated into the construction program of the project.

- (x) Lead to develop and implement surveys to identify the potential vegetation requiring removal or trimming. Prepare the survey plan, provide a comprehensive guideline to the social and gender officer of the PMU and relevant TPL staff to implement the survey, as a part of the plan for vegetation removal or trimming prior to the civil works. Collaborate with the PMU Social, poverty and gender officer through knowledge sharing of international experience to up-skill the officer in preparing, implementing and monitoring of the survey plan.
- (xi) Review and analyze contractor's program to ensure social safeguard mechanism is incorporated and undertake field visits during implementation to the selected project sites to assess if the measures are effectively included during construction. Collaborate with the PMU Social, poverty and gender officer through on-the-job training, affecting the transfer of knowledge and skills, in reviewing contractor's programs, undertaking effective site visits and monitoring of projects, and ensure staff capability in handling social, poverty and management of the program under the project. This collaboration includes sharing insights and knowledge linked to the project inputs and outputs through the international expertise of the specialist, up-skilling the PMU staff.
- (xii) Collaborate with the PMU social, poverty and gender officer to develop, implement and monitor the gender and social inclusion policy and Gender Action Plan. (i) conduct the necessary assessment and studies document the result, and (i) prepare the gender and social inclusion policy and action plan. Provide on-the-job training to the PMU affecting the transfer of knowledge and skills, in preparing gender policy and gender action plan. Ensure performance targets and activities are implemented, monitored, and reported on in quarterly reports.
- (xiii) Support implementation of the business skills training course for women in each project area; and
- (xiv) Support preparation and deliver training to contractors and other project stakeholders on gender elements and preventing sexual exploitation and harassment to stakeholders.

9. Key Outputs for the Project Construction Supervision Consultant

The consulting firm shall submit the following required reports:

- (i) **Inception Report.** This shall be submitted within one month after issuance of the Notice to Proceed. It shall contain the updated implementation plan, schedule of personnel deployment, and detailed approach and methodologies for implementation. An inception workshop will be conducted with the PMU, TPL and ADB within 6 weeks from notice to proceed with services to present the proposed program of activities and to seek feedback on improvements, which will be reflected in the consultants' inception report.
- (ii) **Monthly Progress Reports.** This shall be submitted by the end of the first week of the succeeding month during the consulting service period. This shall include but not be limited to all aspects of construction management and supervision. Details to be reported in relation to project management include the work undertaken during the previous month, the progress of the work against the approved schedules, physical and financial progress of each component, updated estimate of overall project cost, updated implementation schedule, and the status of project fund claiming and disbursement. The monthly report shall also include implementation status of safeguard aspects, inputs of personal and equipment resources, invoices processed, contract variations requested and processed, and payment status, among others. In addition to factual reporting, issues

arising from project activities will be reported, along with discussion on the action taken and/or possible.

- (iii) **Quarterly Progress Reports.** This shall be submitted by the end of the first week of the succeeding month during the consulting service period. This shall include but not be limited to (i) the latest progress status against the targets set in the initially agreed implementation plan including capacity building activities described in the inception report, (ii) justification for any major variations, and (iii) mitigation measures to minimize any further variations. The format of the quarterly report will be agreed upon with ADB before submission of the first quarterly report.
- (iv) **Safeguard Documents and Semi-Annual Safeguards Monitoring Reports.** The required safeguard documents, including (but not limited to), additional impact assessments as required, updated environment assessment report at detailed engineering design stage, and other documents required during implementation. Semi-annual safeguard monitoring reports shall be submitted by the end of the fourth week of the succeeding month, covering the previous 6 months during the consulting service period. All safeguard documents and reports are required to be prepared in accordance with ADB's Safeguards Statement.
- (v) **Interim Report.** This shall be submitted 12 months after the Notice to Proceed. This shall contain the achievement of the project concerning the targets set in the TOR and the agreed implementation plan. It shall include key findings of project-supported workshops, and key progress, monitoring and evaluation data to enable overall project monitoring.
- (vi) **Final Report.** This shall be submitted one month prior to the end of the assignment, including accomplishments under the project, challenges faced, and lessons learned and comparison between estimates vs actual outputs - for instance, technical, financial, economic, and environment and social safeguards, etc. Following submission, a final review workshop will be conducted with relevant government agencies, stakeholders and ADB. The final workshop will summarize the final report.
- (vii) Gender and social inclusion policy and action plan document for TPL review and approval