

INDIVIDUAL CONTRACT MANAGEMENT CONSULTANT TERMS OF REFERENCE (TORs)

1. To advise regarding time schedule of ongoing projects and generate alerts for potential delays and suggest remedial measures as and when required.
2. To advise on the contractual matters regarding mobilization advance, bank guarantee, performance guarantee, extension of time, interim payment certificate, default of contractors and final payment certificate as per contract.
3. To advise and or draft correspondence with EPC Contractor & Owner's Engineers regarding their role under the respective agreements.
4. Monitoring of the implementation of scope of work of the Owner's Engineers as envisaged in the agreement.
5. Interpretation / advice on different clauses of EPC conditions of contract of the project.
6. Drafting of PQD's, RFP's and Tender notices for all projects in the pipe line.
7. To advise the client on public sector procurement rules such as PPRA 2014.
8. To suggest ways & means to make the international contracts compatible with local laws & FIDIC requirements.
9. To advise the client on managing claims (if any) from the contractor and Owner's Engineer.
10. To advise the client on how best to resolve contractual dispute(s).
11. The consultant should quote rate for the above services on hourly lump sum charge rate.
13. Maximum time permissible per day will not be in excess of 8 hours and maximum input in a month shall not exceed 250 hours.