

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland  
.....  
NORTH-WEST REGIONAL ASSEMBLY  
.....  
REGIONAL EXECUTIVE COUNCIL  
.....  
PEACE-JUSTICE-UNITY-HARD WORK- SOLIDARITY  
.....



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie  
.....  
ASSEMBLEE REGIONALE DU NORD-OUEST  
.....  
CONSEIL EXECUTIF REGIONAL  
.....  
PAIX-JUSTICE-UNITE-TRAVAIL-SOLIDARITE  
.....

## RESTRICTED NATIONAL INVITATION TO TENDER

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### PROJECT OWNER:

*THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY*

### CONTRACTING AUTHORITY:

*THE PRESIDENT OF THE NORTH WEST REGIONAL ASSEMBLY*

### TENDER BOARD:

*NORTH WEST REGIONAL ASSEMBLY INTERNAL TENDERS BOARD  
(NWRITB)*

### TERMS OF REFERENCE

CONTROL MISSION FOR IMPROVEMENT OF INFRASTRUCTURE  
AND EQUIPMENT AT GTHS NKWEN TO ENHANCE TEACHING  
AND LEARNING CONDITIONS FOR STAFF AND STUDENTS  
MEZAM DIVISION NORTH WEST REGION.



Re 11/06/25



## 1 - GENERAL INTRODUCTION

### **1-1- Context and justification**

1. The Government of Cameroon has received funding from the World Bank to finance the cost of the Local Governance and Resilient Communities Project (PROLOG). As part of its implementation, PROLOG has signed an agreement with the North West Regional Assembly Council to build community and inter-communal infrastructure.

To this end, the Southwest Regional Assembly intends to use part of the sums granted under this agreement to make the payments provided for under the contract relating to the **Control Mission for Improvement Of Infrastructure And Equipment At Gths Nkwen To Enhance Teaching And Learning Conditions For Staff And Students Mezam Division North West Region.**

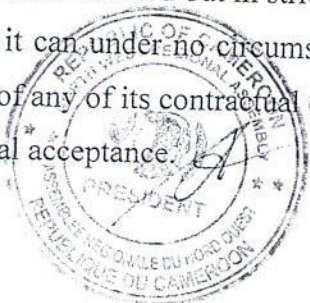
### **Purpose of the service**

The services covered by these terms of reference relate to the **Control Mission for Improvement of Infrastructure and Equipment at Gths Nkwen To Enhance Teaching And Learning Conditions For Staff And Students Mezam Division North West Region.**

### **1-1- Description of the work planned**

They will include :

- ❖ Supervision of the Improvement of Infrastructure and Equipment at Gths Nkwen To Enhance Teaching And Learning Conditions For Staff And Students Mezam Division North West Region;
- ❖ Compliance with the administrative and financial clauses of the contract;
- ❖ Verification of the quality and technical compliance of the implementation of the works, the construction of a solar field by reference to the technical specifications or any other justified technical option selected by the project owner;
- ❖ Monitoring the nature and schedule of the work at each stage of its execution by the contractor. In this respect, the Supervision and Control team is responsible for issuing authorizations for the work to be carried out and for carrying out the partial acceptance of the various trades involved in the work as it is being carried out.
- ❖ In the above context, the Supervision and Control team is responsible to the project owner or his representatives for ensuring that the work is carried out properly in terms of technical quality, economic quality and quality in terms of time, based on the appropriateness of the layout and duration of the various work tasks. It must also ensure that the work is carried out in strict compliance with the rules of the trade. As this is within its remit, it can, under no circumstances relieve the company responsible for carrying out the work of any of its contractual obligations.
- ❖ Provisional acceptance.





## **1-2- Expected results**

The main results expected from the assignment are as follows:

- - The administrative monitoring and technical control of the works, the supply of equipment and the construction of a solar field is ensured and the reports relating to their execution are regularly transmitted to the project owner and the Regional Coordination Unit PROLOG;
- - Quality control and quantity conformity checks are carried out not only on materials, but also on the works and the supply of equipment, on behalf of the project owner;
- - The implementation and operation of the company's Hygiene-Health-Safety-Environment (HSSE) / Gender system and Site Protection Plan (PPES) are monitored on behalf of the project owner.

## **2 -DESCRIPTION AND SCOPE OF THE MISSION**

The tasks of the Supervision and Control Mission for Improvement of Infrastructure and Equipment at Gths Nkwen To Enhance Teaching And Learning Conditions For Staff And Students Mezam Division North West Region, concern only the execution phase. The execution of this mission will generally include all the tasks incumbent on the Project Management to ensure compliance with the standards and technical specifications of the works. This mission must also provide assistance to the Owner with regard to the general co-ordination of each site operation, in particular the layout of the building, the monitoring of the various trades involved in the work, as well as their contractual deadlines.

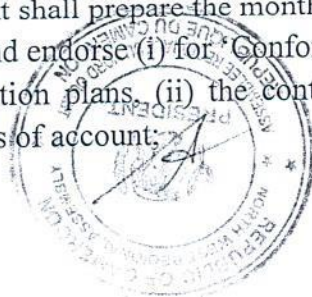
In the light of the above, the mission's essential tasks will include :

- administrative and financial monitoring of the project
- technical control and monitoring of the progress of the work;
- monitoring the quality and conformity of construction materials (concrete, aggregates, backfill, etc.) and the conditions under which they are used;
- monitoring the implementation and operation of the company's Health-Safety-Environment (HSSE) system and Site Protection Plan (PPES).
- Verification of the Health and Safety Plan (HSP), the Environmental and Social Management Plan (ESMP), the requirements of the World Bank Group's environmental, health and safety guidelines and other VBG and ESHS requirements to be met by the Company.

### **2.1. Administrative and financial monitoring of the site**

Administrative and financial monitoring is the responsibility of the Consultant in charge of Supervision and Control of the works; the tasks to be carried out in this respect include the following:

- - set up procedures at the start of the worksite for checking the quality and quantity of the work carried out ;
- - keep the operation sheet and its ancillary documents;
- - keep the site diary up to date, organize and run site meetings with the company responsible for carrying out the work and draw up the minutes of these meetings. In addition, the Consultant shall prepare the monthly progress reports and the final works report;
- - check and endorse (i) for 'Conforming execution' the work carried out in accordance with the execution plans, (ii) the contradictory attachments and (iii) the company's monthly statements of account;





- - preparing and notifying service orders and/or any other instructions to the company;
- - justify and check the execution of the service orders and/or any other instructions notified to the contractor;
- be the company's permanent contact for any questions relating to the execution of the works;
- estimating the financial and contractual impact of changes to the works requested by the Owner and preparing draft service orders and amendments to the contract concerned;
- monitoring the progress of work quantities and cumulative costs, and estimating monthly expenditure forecasts until the end of the works;
- assisting the Client in preparing its defence in the event of a claim or dispute arising in connection with the contract.

In addition, the mission is responsible for informing the project owner of the progress of the work and any problems encountered as the work progresses. To this end, it must provide copies of the following documents and reports:

- minutes of site meetings ;
- service orders and site notes issued to the company
- correspondence to and from the company;
- site log and notes;
- the minutes of partial acceptance reports for the various building trades (backfill layers, excavations, formwork, reinforcement, concrete, etc.);
- - the contradictory attachments including, as an appendix, the calculations of the quantities of work shown in the breakdowns presented for payment by the company.

## **2.2- Technical control and monitoring of work progress**

The Consultant's main role will be to prevent technical hazards from occurring in the building construction project, which may lead to claims. To this end, he will have to set up his quality control system, which will carry out approval tests and continuous monitoring of technical quality and compliance with the requirements of the Technical Specifications and the contractual commitments in the tender documents; he will also have to monitor the progress of the work.

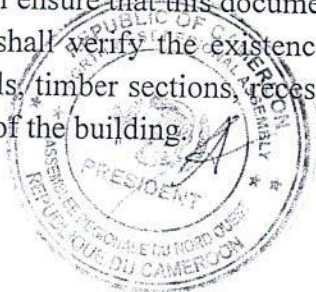
The Consultant's assignment comprises several visits to verify the quality and conformity of the building construction process, as follows

- building execution plans and work schedules;
- Execution of the foundations and the various building trades;
- Building layout ;
- Monitoring the progress of the work.

Tasks to be carried out in this capacity include:

### ***(1) Technical inspection of the building execution plans and of the work completion drawings***

The as-built drawings shall contain all information relevant to the construction of the building. To this end, the Consultant shall ensure that this document includes sections, façade plans, floor plans and detailed elements. He shall verify the existence of all technical construction details (exact dimensions, type of materials, timber sections, recesses, positioning, etc.) necessary to ensure the projection and construction of the building.





As for the as-built plan, it constitutes a description of the building constructed including graphic diagrams; the Consultant shall ensure that it gives details of the state of the installations, the networks of the various pipes and that it includes knowledge of the equipment in this case the materials and substances used for their manufacture. In addition, the Consultant shall ensure the following for the approval of the built plan:

- the location of the building after completion of the works, in relation to the layout plan drawn up at the time of design;
- any changes made during construction of the building;
- the correspondence between the project execution plan and the building actually constructed.

#### ***(2) Technical supervision of the foundations and the various building trades***

The Consultant must approve the dimensioning of the foundations, ensuring compliance with the relevant standards. To this end, he must ensure that the ratio of the weight of the house (load) to the surface in contact with the ground is less than the resistance (admissible pressure in daN/cm<sup>2</sup>) of the soil in place. In this case, before starting to build the foundations, the Consultant must ensure that a summary geotechnical study has been carried out, if necessary, in accordance with the relevant standards. In addition, once the foundations have been built, the Consultant must validate their conformity with regard to their dimensions and the strength of the soil in place by carrying out sonic testing, mechanical testing, reflective testing and/or dynamic loading tests, depending on the resources available to the Consultant.

#### ***(3) Building layout control***

Layout involves plotting the position of the building to be constructed on the site, as defined by the general layout plan or dimensioned site plan attached to the contract. This involves marking out on the site the position and footprint of the building to be constructed.

Prior to the actual siting, the Consultant must check and validate the layout drawing, which must show the data to be sited, the main geometric dimensions of the building (length, width, etc.) and the building siting dimensions in relation to the actual boundaries of the plot or in relation to the ground plan. All these dimensions are based on the contract documents. The siting operations will be the subject of siting reports including, among other things:

- the scale, details and, where appropriate, the XYZ reference base;
- the elements installed and their physical location
- the references used and their designation (reference of the plans supplied and their indices);
- the dimensioning enabling the company to ensure that the markers are properly preserved.

During the execution of the work, the Consultant shall:

- work with the contractor to ensure that the benchmarks are permanent, with a view to subsequent installation;
- set up stable markers on the edge of the site.

#### ***(4) Monitoring the progress of the works***

The essential tasks to be carried out by the Consultant as part of the monitoring of the progress of the works consist of the following:

- helping the Owner to set up a technical organization chart that analytically breaks down the construction work into sub-assemblies, products and tasks, with the aim of assigning work packages by name to a given manager;





- support the contractor in segmenting the project into Tasks-Milestones-Deliverables, isolating the critical points and reducing the risks associated with carrying out the work;
- guarantee the coherence of the project as a whole and ensure compliance and completeness in terms of task execution;
- approve, monitor or ensure compliance with the overall planning for the execution of the work; to this end, the Consultant shall ensure compliance with the schedule for the progress of the work on dates defined in advance of the contract, on a monthly basis and throughout the duration of the work;
- ensure that the planned activities are carried out on time and logically scheduled;
- support the Contractor in carrying out detailed planning of complex tasks, as far as possible;
- Set up and monitor the trend schedule in order to provide a better framework for the criticality of the various tasks in terms of execution;
- monitor the costs of the works and set up a disbursement plan in relation to the physical progress of the works.

### **2.3- Checking the quality and conformity of construction materials (concrete, aggregates, earthworks) and the conditions under which they are used**

The tasks here, although not exhaustive, include:

#### **(1) With regard to concrete quality and conformity:**

- approval of the file of suitability tests to be carried out by the company on the concretes ;
- approval, on delivery, of the materials to be used (aggregates, cement, reinforcing bars, formwork, storage conditions, etc.);
- checking excavations (size, dimensions, etc.), concrete dosing, formwork (size, dimensions, quality) and reinforcement (size, application);
- supervision and control of the pouring of concrete, reworking, curing and stripping of formwork.

#### **(2) With regard to the quality and conformity of aggregates:**

The Consultant shall ensure that the aggregates used in the construction of the building meet the standards specified in the Technical Specifications of the Works.

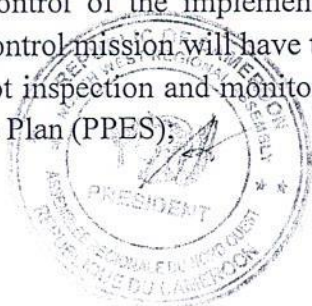
#### **(3) With regard to the quality and conformity of earthworks:**

- Verification of the construction drawings and notification of the dimensions of the various parts of the structure;
- Approval of the results of the basic geotechnical survey of the building site and the quality of the backfill material under the slab and foundation walls;
- checking the preparation and execution of the backfill or sand under the slab;
- Partial acceptance of work as it progresses: stripping, scraping, clearing undergrowth and grubbing, and acceptance of pit and channel excavations for building foundations;
- joint verification of quantity surveys for earthworks.

### **2.4- Hygiene-Health-Safety-Environment (HSSE)/Genre control and Site Protection Plan (PPES)**

As part of the control of the implementation and operation of the HSSE/Gender system, the monitoring and control mission will have to do the following:

- on-the-spot inspection and monitoring of the company's HSSE/Gender system and its Site Protection Plan (PPES);





- the company's compliance with environmental and social safeguard clauses;
- Implementation, in collaboration with the Project's Environmental Specialist (SQE), of tools to monitor the application of HSSE/Genre and PPES measures;
- Validation of post-construction environmental protection measures, with implementation methods and resources, including a proposed charter of responsibilities for the various parties involved.

### **3 - METHODOLOGY FOR CARRYING OUT THE ASSIGNMENT**

The mission is placed under the responsibility of the PMU Unit, and should be operational as soon as work begins.

The methodology for the deployment of this mission comprises three main stages as follows:

#### **(1) Before work begins**

As a prelude to the start of his assignment in the field, the Consultant shall review the APS/APD study for the construction of the infrastructure and require the building execution plan from the contractor before any start. He will also have to put in place a quality control plan approved by the Owner.

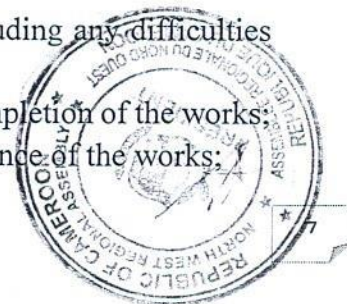
As such, the Consultant's tasks will include the following:

- preparing the technical documents included in the tender documents in conjunction with the Employer;
- checking all the technical, administrative and financial documents prior to the start of work;
- conducting a detailed environmental description of the environment that may be affected (physical, biological and human) by the works and analysing potential impacts and mitigation or compensation measures; and
- research, examination and review at the start of the assignment and during its execution, of the recommended environmental protection measures and control of the PPES.

#### **(2) During construction**

The mission will remain in close contact with the contractor and will provide monthly reports to the project owner and the Regional Coordination Unit:

- supervise the execution of the work and ensure compliance with the relevant principles;
- approve the execution plan for the building, equipment and materials, etc., submitted by the contractor;
- checking the quantity surveys or estimates submitted by the contractor, and the calculations and costs of new work;
- identify the shortcomings of the company carrying out the work and draw the Customer's attention to the company's failings in good time;
- Assess the extent of the difficulties and unforeseen circumstances of the work to be carried out, with a view to anticipating, in advance, the technical and other difficulties that the project will have to resolve. The aim will be to act as a kind of early warning system, so as not to be left without vision or reaction in the face of possible unforeseen difficulties of all kinds, which could hinder and, above all, delay or have disastrous financial repercussions on the execution of the work. ;
- produce regular progress reports on behalf of the project owner, including any difficulties encountered;
- implement the principles of inspection and control from start-up to completion of the works;
- carry out a preliminary technical inspection before provisional acceptance of the works;





- ensure that the contractor responsible for the works produces the as built plan;
- review the scope, difficulties and unforeseen circumstances of the work to be carried out, in order to foresee in advance the technical and other difficulties that the project will have to resolve. Playing the role of a kind of early warning system, in good time, and not remaining without vision or reaction in the face of possible difficulties of all kinds, unforeseen, and which may hinder and above all delay or have disabling financial repercussions on the execution of the work. This is a key role of the control mission.

For the management of the works and the control of their execution, the Consultant alone has the power to issue service orders which are enforceable. It is understood that all technical and environmental problems which may arise during the works must be the subject of an approach of this type: if they cannot be resolved by the Surveillance and Control mission with the means available on site, the latter will notify the Client who will set up a working group. All those resolved at the Consultant level must nevertheless be the subject of a summary sheet sent to all members of the working group. The reports describing the laboratory's interventions in the research and implementation of solutions will be attached.

### **(3) At the end of the works**

The works supervision and control mission must assist the Project Owner during the provisional acceptance and final acceptance of the works. Generally speaking, it must inform, assist and help the Project Owner to exercise its role, fulfill its commitments and make any necessary and useful decisions for the proper conduct and successful completion of the project.

**Provisional acceptance:** The Contractor company must inform the Consultant in charge of the Supervision and Control of the works in advance of the completion date of the works and request their provisional acceptance within the time limits stipulated in the contract. Before the Project Owner sets the official date for this provisional acceptance, it may, depending on the case, proceed to a technical pre-acceptance. Depending on the results of this pre-acceptance, the Project Owner will then invite the Contractor company to the acceptance operations in accordance with the contractual provisions and on a fixed date. Acceptance will be carried out by a commission as provided for in the specifications. In cases of serious defects or failures, the Contracting Authority may refuse to grant provisional acceptance and order the company by service order to demolish the defective works or those which do not comply with the stipulations of the contract and, where appropriate, to redo the work.

## **4 - THE STAGES OF INTERVENTION OF THE PROJECT MANAGEMENT**

As part of this contract, the Technical Project Management team will be involved in the levels mentioned below, performing the tasks and assuming the responsibilities usually associated with typical positions at these levels.

The successful bidder will be responsible for:

- review and validation of design and execution studies;
- Acceptance of Equipment ;
- Site management and coordination ;
- Assistance with acceptance operations.

### **4-1 - Validation of project execution document**

The Control Mission is responsible for providing a technical opinion for approval after reviewing the execution documents.





The Control Mission is responsible for ensuring that the construction site is broken down into basic tasks in a rational manner and that each of these tasks is consistent with the techniques used, the projected schedule, and the cost estimates from the contract. In particular, it will ensure that the resources are appropriate for the tasks.

The Control Mission must systematically endorse all documents or plans produced by itself or by the company before or during the work.

After notification of the execution plans and site specifications, the Control Mission is responsible for preparing the detailed bill of quantities for the work, as well as the projected schedule for its completion. It must prepare the summary files necessary for the smooth running of the work.

#### **4-2 - Surveillance benefits**

Continuous and ongoing monitoring of work execution in accordance with approved construction plans.

Verification by second-expert appraisal of the characteristics of the materials used and their compliance with prescribed standards: earth for embankments and shoulders, construction materials, cement and aggregates for concrete, steel, etc.

The Control Mission shall implement the necessary resources for this purpose.

Verification by second-expert appraisal of the use of materials and the execution of the work through actual presence on the worksite during the Company's operating hours:

**The Control Mission shall provide the Control Laboratory with the necessary instructions for the performance of all site inspection tests, if applicable. In addition, according to the terms of the contract, it shall order the quality and performance verification in preparation for the necessary measurements and tests to be taken.**

#### **4-3- Establishment and transmission of service orders**

The service orders written and numbered by the Technical Project Management are subject to the signature of the Project Owner. Under no circumstances may the Technical Project Management notify the service orders.

- upon commencement of work;
- upon modification of the start date of work;
- upon completion or termination of work;
- upon validation of new prices for unforeseen works or projects, or upon modification of prices appearing in the contract (quantities and unit prices).

The Contract Manager must receive a copy of the service orders and related notifications from the MDC within eight (8) days of notification to the Company.

Service orders following a decision by the Project Owner must be notified within 15 days.

#### **4-4- Management of meetings and production of reports**

The Control Mission is required to organize weekly meetings that will allow the Contract Engineer / Project Owner to observe the progress of the work. The observations made during this meeting





will be recorded in the site log and will be the subject of a report submitted to the Engineer/ Project Owner within the time limits specified in the CCAP. The Consultant is responsible for carrying out and updating the site planning. He will also provide the following elements during the weekly meetings:

- A GANTT chart that must include forecasts, work in progress, and actual work,
- A PERT chart, if necessary, when the site organization justifies it,
- A detailed progress report (quantities, resources) that includes forecasts, work in progress, and actual work.

**A monthly meeting will be organized by the Technical Project Management. A report will be prepared in five (05) copies within seven days.**

Meetings may also be organized at the request of the Technical Project Management.

The Control Mission will be present at each visit and whenever circumstances require. Its responsibilities include:

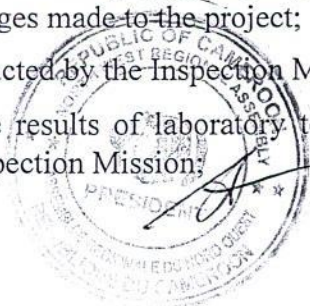
- The drafting and distribution of the minutes of these meetings;
- The systematic information of the Administration on the progress and forecast of the work, as well as well as the financial situation of the project, with an indication of any significant changes;
- The preparation of draft service orders to be prescribed by the Project Owner;
- The execution of certain tasks falling within the remit of the Administration and which would be specifically delegated to it;
- The supervision of the laboratories located on the construction site by all stakeholders.

**The service provider will keep a site log in which all observations will be recorded, both their own and those of all other parties involved in monitoring the work. This log will also list all service orders given by the service provider and mention all events relating to climatic conditions.**

This log will become the property of the Project Owner; to whom it will be delivered at the end of the construction period.

The Control Mission will prepare and deliver **Six copies of the monthly report, within fifteen (15) days following the previous month, on digital media (USB flash drive)**, including one copy for the Project Owner, one for the Contract Manager, one for Contract Engineer and two copies to PROLOG Regional Coordination Unit. As a reminder, a brief presentation of the project will be provided:

- The administrative status of the contract awarded for the works and the inspection, the list of service orders, and any disputes;
- Actual and forecasted timelines (comparison of works, percentages of completion by task);
- The material and human resources mobilized by the company and the Inspection Mission;
- A description of the work performed, any incidents encountered, any corrective measures taken, and any changes made to the project;
- Any studies conducted by the Inspection Mission;
- Comments on the results of laboratory tests and the quality of the work; The services provided by the Inspection Mission;



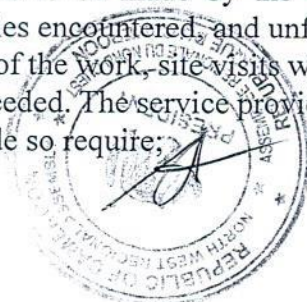


- Updated project budget forecasts (works and inspections), compared to the initial budget, and an explanation of any variances, both for the works contract and the inspection contract;
- The status of contractors' payment requests, the status of disbursements, and the status of payments;
- Annotated photographs of the work completed;
- Finally, within two months of the general provisional acceptance of the work, the Consultant will prepare, in five copies for the Project Owner and the PROLOG Regional Coordination Unit, as well as for the Contract Engineer, a general final report on the execution of the works contract and inspection services, including the sections provided for the monthly reports.

#### 4-5 - Control of technical provisions

This inspection will cover the technical provisions planned for the execution of the work, such as:

- Technical acceptance of the contractor's site facilities in accordance with the provisions of the contract entered into with the latter. The Consultant will carry out a joint survey of the elements to be returned to the Project Owner at the end of the project and those remaining the property of the contractor;
- Approval of any corrections made by the Contractor to the original project and program;
- Monitoring of the organization of the sites and verification of the technical resources of the Company, taking into account the execution programs and provisional timetables;
- Verification of the implementation by the company of quality assurance plan procedures and participation in the application of these procedures with regard to the aspects subject to the decision of the Operations Manager;
- Approval of the company's laboratory;
- Verification of the conformity of the works with the approved execution projects, the contractual plans, the requirements of the contractual documents and the service orders;
- Monitoring the implementation of the company's Quality Assurance Plan;
- Conducting all tests necessary for project inspection (structural, geotechnical, hydraulic, materials, topography, etc.). These tests are as follows (the service provider may propose a variation in its bid):
  - Tests on aggregates (granulometry, ES, Los Angeles and Micro-Deval tests, cleanliness, crushing, shape, adhesiveness, and organic matter content tests).
  - Tests on hydraulic concrete (aggregate water content, specific gravity of aggregates, fresh concrete analysis, workability tests, compression and tensile tests on specimens).
  - Tests on foundations of civil engineering structures and earthworks (piezometry, electrical soundings, sand compaction, clay cohesion, settlement, penetrometer tests, sclerometer tests).
- Arranging for the company's laboratory to comply with the guidelines for monitoring the execution and implementation of materials;
- Using the results of the various tests to inform the decisions to be made;
- Preparing the technical decisions to be made by the Engineer, taking into account the progress of the work, any difficulties encountered, and unforeseen events;
- To carry out general inspections of the work, site visits will take place regularly as indicated above, and also unannounced as needed. The service provider is required to be present at each visit and when decisions to be made so require;





The Technical Project Management must provide the company with assistance in understanding the technical and administrative files and in preparing the documents intended for payment of the work.

#### **4-6 - Verification of situations and statements**

This service will include the preparation and establishment of expense documents such as:

- Site attachments (advance, procurement, completed or uncompleted work, etc.),
- Financial attachments (late payment interest, price revision penalties, etc.), periodic statements in accordance with the CCAG or CCAP, based on draft statements in invoices submitted by the company,
- Payment certificates or disbursement requests signed by the Project Owner,
- Preparation of the general and final statement using the same process based on the draft final statement prepared by the company. The Consultant will ensure, in particular, that this final statement is presented in the same functional format as the detailed estimate. The Consultant will prepare the balance sheet based on the final statement and the corresponding final monthly statements;
- Verification and endorsement of the monthly statements, to which the necessary supporting documents (service order, possible security deposit, etc.) will be attached, and have them endorsed by the Department Head;
- on-site payments to the Administration for various logistical support services provided for in the contract terms;
- monitoring and accurate verification of progress in work quantities, and price revisions

The consultant will ensure, in particular, that this final general statement is presented in the same functional format as the detailed estimate. The consultant will prepare the balance sheet based on the final statement and the corresponding monthly statements.

The general statement must include:

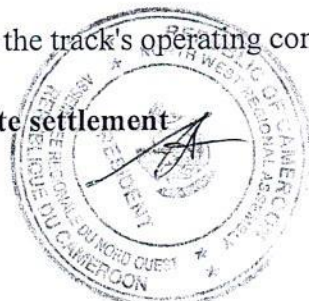
- The final statement considered ;
- The balance statement considered ;
- The summary of monthly installments and the balance, the result of which constitutes the total statement amount;
- The review of the new requested prices, the verification of the sub-details of the company's prices;
- The preparation of documents relating to the security and pledge of the contract with regard to releases or other formalities and their presentation for signature by the Operation Manager.

#### **4-7- Coordination between stakeholders**

The Control Mission is responsible for ensuring that the various stakeholders involved in the construction contract (laboratory, subcontractors, etc.) operate in a coherent manner; they will validate the company's proposals in this area.

They will also ensure that the company's work is coordinated with the track's operating constraints.

#### **4-8- Assistance to the Project Owner for arbitration and dispute settlement**





The Consultant is responsible for reviewing complaints from the company, stakeholders, and local residents during the construction phase, presenting them to the Project Owner, and formulating proposals and advice.

He or she contributes to defining expert assessments and prepares the company's briefs during litigation.

#### **4-9- Assistance in finalizing amendments**

The Control Mission will assist the Project Owner in the preparation of amendments that could be put in place during the execution of the works contract, re-evaluation decisions, suspensions of execution and penalty remissions.

#### **4-10- Assistance with reception operations (AOR)**

The Project Management Department organizes the acceptance of works, supplies, and services, including provisional and partial acceptances. It provides sufficient advance notice to the various parties involved. It liaises with the inspection bodies and prepares the various reports prior to acceptance of the works for the attention of the Contract Department Head.

It drafts the minutes and has them signed by the stakeholders.

Acceptance operations will cover not only provisional acceptance, but also a mission one year later to participate in the final acceptance.

Before final acceptance, semi-annual site inspection visits will be conducted for this purpose, starting from the provisional acceptance date, to conduct preliminary inspections. The preliminary inspection, carried out one (01) month before final acceptance, results in an assessment of the site and the repairs made by the Contractor during the warranty period, and the production of a preliminary report for the attention of the Project Owner.

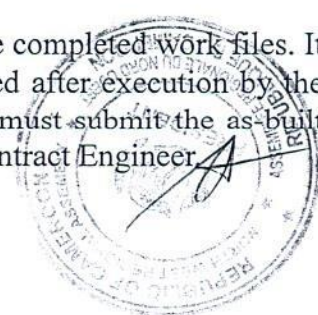
#### **4.11- Management of the exercise of guarantees by the company and the lifting of reservations**

The Control Mission team is responsible for monitoring any reservations raised during the acceptance process until they are resolved.

The Control Mission is responsible for reviewing defects reported by the Project Owner and must prepare a detailed report specifying the nature and origins of these defects and making proposals for their resolution.

#### **4-12- Preparation of files of work carried out**

The Control Mission prepares a detailed list of documents constituting the completed work files. It is their responsibility to collect and verify the above documents provided after execution by the contractor (including the as-built general and detailed drawings). They must submit the as-built drawings to the relevant authorities for approval, after approval by the Contract Engineer.





After verification, the Control Mission will submit the above document (in four paper copies and one digital copy) to the PROLOG Unit of the North West Region and Project Monitoring Unit and to the Engineers, along with the operating and maintenance instructions, along with the structure's operating instructions. This file will also include a photographic report of the project and the provisions corresponding to these photographs.  
This document will address the following points:

Construction site history: general progress of the work and detailed assessments of its execution (the Co-contractor's assessments of any potential claims from the Contractor must be included in this section);

Critical study of the technical provisions established by the contract: based on lessons learned during the work, determine whether provisions of higher value or lower cost could have been established or would have been desirable. These critiques will be accompanied by the necessary justifications.

#### **4-13 – Skills transfer**

As part of the execution of the works, the Technical Project Management must assist the Project Owner in developing a skills transfer program for the company's activities and monitoring the works.

### **5- BASIC MISSION DOCUMENTATION**

The project owner will provide the project manager with all the documents required for his mission, and in particular :

- Tender documents ;
- Drawings and calculation notes for the works;
- Technical documents other than those included in the tender documents;
- A copy of the works contract, including the tender submitted by the Company.
- The environmental and social specifications contained in the tender documents;
- The environmental and social management plan for the sub-project;
- The environmental and social impact report;
- The PMM manual and community communication materials on ESHS risks;
- The GBV action plan, including GBV reporting tools.

### **5- TIME LIMIT FOR PERFORMANCE OF SERVICES**

The overall deadline for the consultant's services for monitoring, control, and supervision of the work: **four months (05) after the conclusion of the contract, inspection, and notification of the Project Owner for the commencement of services.**

This deadline includes any periods of interruption of services during rainy seasons and delays or interruptions for any reason other than force majeure.

This deadline begins on the date of notification of the Service Order to Commence Services.

### **7- CONSULTANT PROFILE**

#### **7.1 Qualification of the consultant**

- a- **Qualifications and skills:** The consultant must be an organization with a recognized legal existence within the meaning of Law No. 90/053 of December 19, 1990, on





freedom of association in Cameroon, or a design office (usual administrative and tax file and grouping act, if applicable).

- b- **General professional experience:** Have at least five (5) years of proven experience in carrying out project management for building construction work.
- c- **General professional experience:** Have at least five (5) years of proven experience in carrying out project management for supplies.
- d- **Specific professional experience:** Have at least one (01) proven experience in similar activities.
- e- **Knowledge of social provisions, GBV and ESHS is an asset.**

**NB:** *Valid references must be justified by a copy of the first page of the contract, the signature page of the contract and the validation report of the final report/certificate of service provided or any other document attesting to the execution of the contract.*

**- Detailed Methodology Report;** *The consultant must submit a detailed report demonstrating their ability to carry out the projet, as well as their work plan to achieve the expected results. This report should include;*

- a- A detailed description of the methodology and approaches used*
- b- A detailed work plan, including timelines, milestones, and resources required*
- c- A description of the means implemented to ensure quality and safety*
- d- A risk management plan and contingency plan*
- e- A description of the performance indicators used to measure progress and results*

## **7.2- KEY STAFF**

Given the type of work to be carried out and the size of the sites, it is planned to provide for the same control mission made up of:

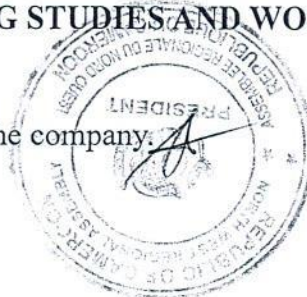
**Summary table of key personnel;**

<b>EXPERTS</b>	<b>CONTROLE</b>
1 Head of Mission, Civil Engineering engineer	Bac +5 with 15 years of experience
1 Controller, Monitoring Engineer	Bac +3 with 10 years of experience
1 Electrical/Renewable Energy Engineer	Bac +5 with 5 years of experience
1 Structural Engineer	Bac +5 with 5 years of experience
1 Topographer	Bac +3 with 5 years of experience
1 Geotechnician	Bac +5 with 5 years of experience
1 Hydraulic engineer	Bac +5 with 5 years of experience
1 QHSE Expert	Bac +5 with 5 years of experience

NB. 1/ The Consultant is required to provide evidence in their proposal (such as contracts) demonstrating their experience in monitoring of similar projects over the past five years, With a minimum of three Contracts and full references.

## **7.3- QUALIFICATIONS OF STAFF INSPECTING STUDIES AND WORKS**

- • Prepare final reports.
- • Manage the various guarantees produced by the company.





## HEAD OF MISSION, Civil Engineer

### 1 - Qualifications

This expert will be a qualified Civil Engineer or equivalent, with at least fifteen (15) years of professional experience in the infrastructure field (including two projects as a project leader) and three (3) years in construction supervision (three similar projects), and will have a good understanding of administrative management.

He or she will be fluent in French. This representative is designated as the Project Leader, responsible for the execution of the services provided to the Project Owner. He or she will be entrusted with the management of the team's activities so that it can meet the requirements of the Terms of Reference.

In particular, he or she must:

- Organize monthly meetings between all stakeholders;
- Resolve logistical issues related to the Control Mission.
- Delegate certain responsibilities to a member of the team, if necessary, provided that the contract engineer is notified of this delegation.
- Monitor the technical execution of the detailed studies and works within the framework of the approved execution program.
- Submit payment documents to the project owner's department.
- Prepare detailed work and control reports.
- Prepare monthly control reports.
- Prepare final reports.
- Manage the various guarantees produced by the company.
- Initiate the project team's activities according to these Terms of Reference (TOR) and resolve their logistical issues.
- Initiate the Engineers' activities on site according to these Terms of Reference.
- Implement the decision regarding the forecasts.
- Update the forecasts according to the specifications in the Terms of Reference.
- Enforce the rigorous application of the services defined in the Terms of Reference.
- Monitor implementation and results.
- Delegate certain responsibilities to a member of their team, if necessary, provided that the project manager is notified of this delegation.
- Monitor the technical execution of studies and works within the framework of the approved execution program.
- Verify and approve the statements for the works contract.
- Verify and approve the statements for the control contract.
- Participate in the preparation of detailed work and inspection reports
- Participate in the preparation of periodic work and inspection reports
- Participate in the preparation of final reports

## CONTROLLER

### 1 - Qualifications

This expert must be a qualified Civil Engineer or equivalent with at least ten (10) years of professional experience in the field of Civil Engineering. He or she must be fluent in French.

This expert must have extensive experience in construction supervision of civil structures and a sound understanding and experience in topography (quantity and layout control).





## **2 – Main tasks**

The consultant will be a permanent member of staff on the project site.

With the assistance of the Laboratory, he will be responsible for all traditional control tasks (qualitative and quantitative). For special cases or occasional overwork, he will seek assistance and advice from the other experts on the project.

He will be responsible for ensuring compliance with all technical, administrative, and financial clauses of the construction contracts.

- On-site monitoring and inspection of all roadworks, sanitation, earthworks, drainage, and engineering structures.
- Participate in the verification of preliminary estimates calculated based on the construction projects prepared by the contractors.
- Participate in the preparation of periodic reports.
- Prepare attachments and monthly statements.
- They will be responsible for monitoring:
  - ✓ General provisions of the works contract;
  - ✓ Technical provisions;
  - ✓ Administrative and Financial clauses;
  - ✓ Execution techniques.

## **ELECTRICAL/RENEWABLE ENERGY ENGINEER**

### **1 – Qualifications**

These are highly qualified experts with training as electrical and/or renewable energy engineers, or equivalent, with at least five (5) years of professional experience in the field of infrastructure.

### **2 – Main tasks**

He will be responsible for verifying and validating the materials and installations of the solar field that will power the imaging center. He will validate the entire electrical wiring system and the quality of the electrical equipment. He will have to take part in the reception and commissioning of all equipment related to electricity.

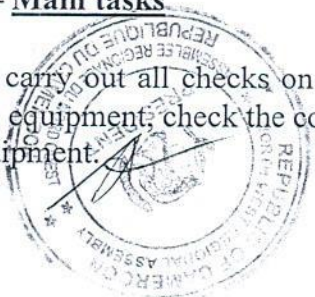
## **STRUCTURAL ENGINEER**

### **1– Qualifications**

These are expert(s) with training as medical imaging engineers or equivalent, highly qualified, with at least five (5) years of professional experience in the Structural construction.

### **2– Main tasks**

He will carry out all checks on the imaging center's equipment. He will attend all receptions of imaging equipment; check the conformity of all equipment and support the MO in the validation of said equipment.





## TOPOGRAPHER

### 3 – Qualifications

These are experts with training as topographic engineers or equivalent, highly qualified, with at least five (5) years of professional experience in the field of infrastructure. They must have good experience in topographic surveys of infrastructure studies and geometric monitoring of works. They must also be an excellent quantity surveyor.

### 4 – Main tasks

He will carry out all topographical and geometric checks in collaboration with the monitoring engineer. He will participate in all studies and controls of this specialty before partial, provisional and final acceptances before commissioning, in particular:

- Completion of the execution project and route diagrams;
  - Acceptance of the base polygon and the base leveling markers for the calibration of the structures.
  - Completion or verification of all topographical work required to prepare the execution files,
  - Carrying out all surveys and contradictory layouts on the construction sites,
  - Participating in the preparation of preliminary measurements calculated based on the execution projects,
  - Ensuring that the tolerances generally required for roadworks of this type are applied.
  - Participating in the calculation of the executed quantities (measurements) based on their topographical verifications.
  - Verifying the levels of the hydraulic structures and the red line
- He will be responsible for the personnel in his team.

## GEOTECHNICIAN

### 1 - Qualifications

This expert will be a highly qualified Geotechnical Engineer or equivalent BAC+5 with at least ten (10) years of professional experience (with 2 similar projects) in the field of works and in particular in geotechnical studies and geotechnical control of works. To accomplish his mission, this expert must have sufficient skills and experience in the field of design, execution and monitoring of infrastructure works and more particularly in that of:

- Geotechnics
- Laboratory tests and procedures
- Material characteristics
- Structure inspection
- Design of roadways and engineering structures
- General earthworks
- Drainage of roadways and road rights-of-way
- Information technology.

### 2 – Main tasks

With the assistance of the Laboratory, the Project Manager will be responsible for the following main tasks:





- Studying execution projects,
- Monitoring the work on the structures, primarily the infrastructure and superstructure, as well as access routes,
- Quantitative and qualitative control,
- Complete project management of the studies and works under the instructions of the project manager,
- Monitoring the technical provisions specified in the C.C.T.P.
- Verifying and planning the study tasks as well as those of the inspection carried out by the site managers;
- Participating in the preparation of the documents to be produced by the inspection mission.

## **HYDRAULIC ENGINEER**

### **1 - Qualifications**

This expert will be a highly qualified Civil Engineer or equivalent with at least five (5) years of professional experience (with 2 similar projects) in the hydraulic field and in particular in studies or control of works in the hydraulic field. To accomplish his mission, this expert must have sufficient skills and experience in the field of design, construction and monitoring of hydraulic networks and more particularly in that:

- Sizing of hydraulic networks and their reinforcement;
- Drainage of roads and ancillary rights-of-way;
- IT.

### **2 – Main tasks**

With the assistance of the Laboratory, the Project Manager will be responsible for the following main tasks:

- Study of execution projects,
- Inspection of hydraulic works,
- Quantitative and qualitative control,
- Complete project management of hydraulic studies and works under the instructions of the project manager,
- Inspection of the technical provisions specified in the C.C.T.P.
- Verification and planning of study tasks as well as those of the inspections carried out by the site managers;
- Participation in the preparation of the documents to be produced by the study and inspection mission.

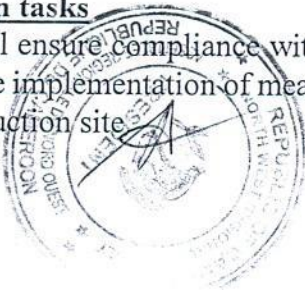
## **QHSE EXPERT OR EQUIVALENT**

### **Qualifications**

This is an expert with training in QHSE in the fields of Hygiene, Safety and Environment (Bac +3) or equivalent, highly qualified, with at least three (3) years of professional experience (with 2 similar projects) in the field of infrastructures. He must have good experience in Quality Assurance and environmental protection.

### **Main tasks**

He will ensure compliance with technical specifications in collaboration with the Project Manager and the implementation of measures relating to Health, Safety, and Environmental Protection on the construction site.





He will ensure compliance with all clauses relating to health and safety on the construction site and environmental protection.

He will validate, if necessary, the corrective measures to be taken regarding Health, Safety, and Environmental Protection.

In addition to the above key personnel, the consultant will be required to retain the services of support staff

#### **8- Selection of consultant and presentation of offers**

The selection of the consultant will be made according to the "Selection based on the Qualification of Consultants (QC)" method of the Procurement Regulations for Borrowers requesting Financing of Investment Projects (FPI).

Expression of interest files written in English must contain documentation consisting of:

- A cover letter;
- Proof of the consultant's legal status
- The work methodology, along with a schedule for mobilizing the experts involved;
- Supporting documents (copies of similar contracts, acceptance reports or service certificates, expert references) to verify the selection criteria as presented above.

### **8- Monitoring the service**

#### **8.1- Definition of indicators**

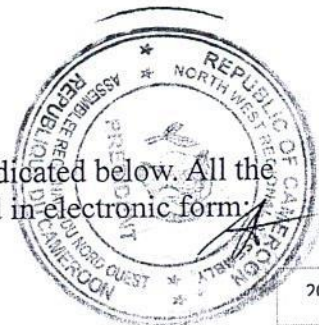
- Mobilisation of personnel and equipment ;
- Progress of work ;
- Deadline for submission of financial documents by the company ;
- Deadlines for submitting reports ;
- Deadlines for examining documents submitted by the company;
- Quality and reliability of reports
- Quality and reliability of proposals to the Customer.

#### **8.2- Special requirements**

- The team leader of the inspection team must be present on site at all times, even during final acceptance, which will take place one year after provisional acceptance.
- Experts on leave must be replaced by experts of equal competence.

#### **8.3- Expected deliverables and timetable**

The Employer will prepare and submit to the Contract Manager the reports indicated below. All the reports produced will be sent to the project owner in five (05) hard copies and in electronic form.





- The establishment report will be sent to the Contract Engineer after notification of the Service Order to start the services;
- The risk management plan;
- Monthly administrative, technical, financial and ESHS monitoring reports. The ESHS data will be the subject of a report separate from the technical report;
- Specific reports for any special event and in particular in the event of an accident.
- A report on the inspection and monitoring operations prior to provisional acceptance of the application for acceptance made by the company.
- The final report, which will be produced within thirty (30) days of completion of the works, and will be given in ten (10) copies to be distributed to the other parties.
- Finally, in the month following the provisional general acceptance of the works, the Employer will draw up a general final report on the performance of the works contract and the inspection services, repeating mutatis mutandis the headings provided for the monthly report.

#### 8.4- The establishment report

It will be drawn up by the Employer within ten (10) days of notification of the service order to start work. He will confirm his proposed methodology for conducting and supervising the work. In this methodology, the Employer will demonstrate the adequacy of the human resources mobilised with the activities to be planned in the various essential phases of the assignment. The various phases of this methodology must be shown on a schedule. This must clearly show the timetable for each expert's involvement.

The establishment report will include at least :

- Description of the planned facilities;
- A brief presentation of the project;
- The list and profiles of the people to be put in place;
- A list of support staff;
- List of planned equipment, including geotechnical and topographical equipment;
- A list of vehicles and their breakdown;
- The organisation to be put in place;
- The matrix of actions to be carried out;
- Task timetable and cumulative budget curve;
- Template sheets (contracts, site log, geotechnical tests, etc.).

Two (02) copies of this programme will be returned within five (05) days of receipt with :

- either the approval note 'GOOD FOR PERFORMANCE'; or
- or a note of rejection accompanied by the reasons for the rejection.

The Employer will then have five (05) days to submit a new file.

The Head of the Contract Department will have five (05) days to give his approval or make any comments after receiving the opinion of the Contract Engineer. In this case, the procedure is restarted.

The approval given by the Head of the Contract Department will in no way reduce the Co-contractor's liability.





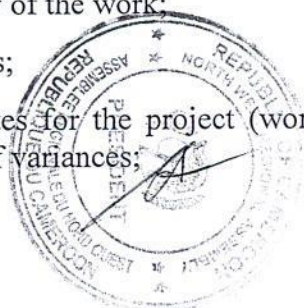
After approval of the establishment report by the Head of the Contract Department, the latter shall, within five (05) days, send a copy to the Public Procurement Authority (Direction Générale des Contrôles des Marchés Publics) for validation, with no suspensive effect on its execution. However, if the Contracting Authority finds that significant changes have been made which alter the purpose of the contract or the scope of the services, it will request that these changes be corrected by lifting the reservations it has expressed.

The action programme will become a contractual document once it has been approved by the Contract Manager.

#### **8.5- Monthly reports :**

The progress reports must contain all the important aspects of the implementation, i.e. :

- A brief presentation of the project ;
- A report on risk management;
- The administrative status of the contracts awarded for the works and the supervision, the statement of service orders, the disputes;
- The actual and provisional timetables (comparing the work and the percentage of completion for each task);
- The GANTT chart, on which forecasts, work in progress and actuals must be shown;
- PERT chart, which will take into account the tasks carried out by each company where this is justified by changes to the scheduled sequence of tasks;
- A detailed progress report (quantities, resources) showing forecasts, work in progress and completed work;
- The status of the Job Safety Analysis (JSA) for high-risk activities;
- The material and human resources mobilised by the company and by the Consultant;
- A description of the work carried out, the incidents encountered, the corrective measures taken and the changes made to the project;
- A comparison of the actual progress of the work with the forecasts made at the time of the evaluation, together with an explanation of any significant deviations from the forecasts and of the measures recommended or already taken to achieve optimum progress.
- An analysis of the productivity of the teams and an estimate of the volume of temporary and permanent jobs generated by the activities
- A financial statement for the contract (works and inspection) and the corresponding history (timetable for completion, interruptions, changes in the people hired, equipment used, etc.).
- The status of contractors' payment requests, the status of disbursements, the status of payments, for both the works contract and the inspection contract;
- Studies carried out by the Consultant;
- A critical analysis and relevant comments on the results of laboratory tests;
- Comments on the quality of the work;
- The Consultant's services;
- Updated budget estimates for the project (works and supervision), compared with the initial budget, and explanation of variances;

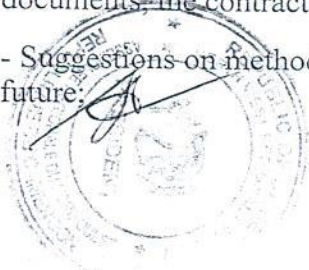




- Data relating to the project's performance indicators: length of road completed, length of water mains completed, length of gutters and drains completed, number of man-days of labour generated by the project, etc.
- The progress of the works and the technical, financial, environmental and social conditions under which they are being carried out and monitored. It will include all the tests carried out and the various topographical surveys, as well as the minutes of the site meetings;
- Data relating to the monitoring and application of environmental and social impact mitigation measures, including Occupational Health and Safety statistics and statistics relating to employees' contracts and social security contributions; photographs and commentary of the work carried out, together with the relevant CD ROMs;
- ESHS performance monitoring indicators;
- Minutes of site meetings;
- An update on any claims for both the works contract and the inspection contract, the status of contractors' payment requests, the status of disbursements and the status of payments;
- Commented photographs of the work carried out, together with the relevant CD-ROMs;
- And any other administrative document produced during the reporting period.
- A specific report on the socio-environmental monitoring of the works. This report must set out (i) , any discrepancies noted and the reasons for them between the planned programme and what was actually achieved; (ii) , any difficulties encountered and the measures taken to resolve them; (iii) . the expected ESHS data, in particular the number of workers, formal contracts, complaints recorded and dealt with, cases of GBV, compliance with the ESMP/PHS, etc.). In addition, in the event of a sensitive incident such as an accident, serious complaint or GBV, the Employer must produce a specific and confidential report within 48 hours of the incident occurring.

#### 8.6- Final report

- At the end of the provisional and final acceptance procedures, and after any reservations have been resolved, the Employer will produce final reports which will include the following information:
- The general progress of the work (history of the site, description of the work actually carried out, analysis of the actual cost of the work and of the inspection);
- A summary of the results of the quality checks (main problems encountered, conformity of the work) and a detailed assessment of the quality of the work and the techniques used, showing the extent to which the results obtained meet the CPT specifications and any reasons for any discrepancies;
- An estimate of the volume of temporary and permanent jobs generated by the activities.
- A financial statement for the contract (works and inspection) and the corresponding history (timetable for completion, interruptions, changes in the number of people hired, equipment used, etc.).
- The results and lessons learned from the inspection, so that future maintenance and rehabilitation programmes for the works can be defined as effectively as possible;
- The Employer's suggestions and recommendations on the technical, human, administrative, environmental and social problems encountered and related to the interpretation of the tender documents, the contract and the various correspondence;
- Suggestions on methods of implementation or on the modification of certain requirements for the future.





- A summary of environmental protection operations and the impact of the works, limited to the construction period;

- An analysis of the final cost of the works, with an assessment of any overruns and their causes, and an assessment of any outstanding claims by the contractor.

The final report shall be accompanied by survey plans approved by the Consultant and photographs of the works before and after completion in the same locations.

All reports shall be written in English.

### 8.7- Special reports

The project owner will produce a special report on the occasion of any unforeseen event affecting the normal course of the works (accidents etc.). This report, accompanied by all the necessary documentation (photos or other illustrations, etc.) will be sent to the project owner within 24 hours of the event occurring

### 8.8- Schedule and Deliverables

In general, the Consultant shall provide reports in accordance with the following schedule

Expected deliverables	Number of copies	Deadline
Establishment report	04	10 days after the start-up Service Order
Monthly report	04	05 days after end of month
Special report	04	For special events (24 hours after the event)
Site meeting minutes	02	Carried out directly on site and transmitted weekly to the owner
Statement of work carried out	02	Monthly transmission and progress of work
End of mission report	04	30 days after provisional and final acceptance

### 8.9- Award

- The Contracting Authority shall be **The President of the North West Regional Assembly**; in this respect he preserves the original documents relating to the contract and transmits copies to the Public Contract Regulatory Agency.

- The Contract Manager shall be **The Director of General Affairs at the North West Regional Assembly**. In this capacity, he shall respect the administrative, technical and financial clauses of this contract.

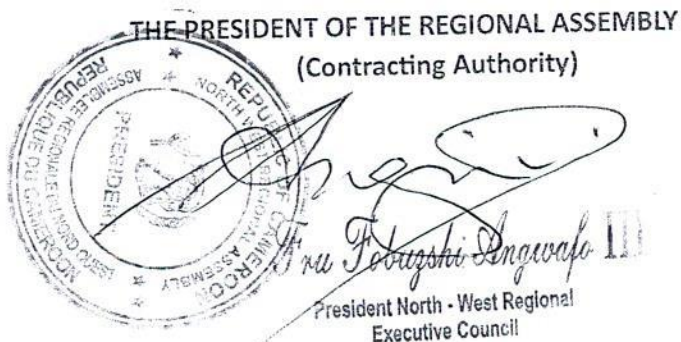
- The Contract Engineer shall be **The Regional Delegate of MINTP for the North-West**. He shall validate the different crucial phases of work done, from the installation of the Contractor to the Provisional Technical Reception.

Done at Bamenda on 30 MAI 2025

Copies:

- ARMP BAMENDA
- RD/MINMAP/NW
- Chairperson of ITB/NWRA
- PROLOG
- Notice Board
- File/archive

THE PRESIDENT OF THE REGIONAL ASSEMBLY  
(Contracting Authority)



President North - West Regional  
Executive Council