
Term of Reference

Engineering Consultant for Waiting/Delivery Room

Adventist Development and Relief Agency Cambodia is contracting with the constructor to build the baby delivery and waiting room, the construction engineer have the role to monitor the waiting/delivery room construction at Komphun Health Center, Komphun commune, Sesan district, Stung Treng Province.

SCOPE OF WORK

Background:

The ADRA Cambodia TOGETHER Czech project is working with the Provincial Health Department of Stung Treng Province to improve the maternal and child health services at all target area health centers. Within this partnership, ADRA has agreed to support construction of 1 Waiting and Delivery building at Komphun Health Center location and to construct 1 full building (203 m²) with the additional 2 waiting and delivery rooms (58.75 m²). As part of the construction process, engineering technical support and supervision is needed to ensure effective environmental compliance and technical oversight to make sure the construction goes according to plans in one building location.

The location of construction:

Institution	Type of construction	Location
Komphun Health Center	Waiting/ Delivery room (with Standard Footings)	Komphun Health Center Komphun commune, Sesan District Stung Treng Province

The engineering Service Provider will work with the project management to complete the Scope of Work as stated below:

1. **Review the Construction Annex and Environmental Management Plans and forms** and clarify relevant plans and issues further develop report forms as needed.
2. **Initial Construction Site Environmental Reviews** with the Contractors and relevant local officials and staff the 1 construction location. Preparation and document agreed upon **Joint Site Environmental Management Plans** which address the following issues:
 - a. **Structure Location** - Review appropriate location of all buildings and structures including proposed wells, latrines and septic systems, incinerators, entrance roads, walkways etc.
 - b. **Site Safety and Security plans** as specified in the Contract Specifications including Signage and fencing, Traffic management, Noise control, and appropriate safety and accommodation for any workers living on the work site including temporary latrine facilities.
 - c. Site **water run-off, drainage, and soil erosion** mitigation plans.
 - d. Site **vegetation, soil movement, Air pollution/dust and vegetation restoration** management plans
 - e. Site **garbage, general waste and hazardous waste** disposal plans.
 - f. Plans for **sourcing raw materials** (such as sand, gravel, and wood) from legal and environmentally responsible sources. Including prohibition of the use of illegal

wood. A materials sourcing plan is required from the contractors for all naturally extracted products such as sand, stone, wood, etc.

- g. **Review of all construction plans and specifications with the contractor** to ensure that there are no areas of confusion or disagreement about the construction methods, materials, specifications, or quality standards required. This includes facilitating all parties to agree upon paint colors, tile colors and styles, door styles, locks, etc.
3. **General Site Monitoring Visits** – In addition to the initial Environmental review, conduct at least **4 site visits** to the 1 building location at key steps and stages of the construction process to evaluate the compliance with all Environmental Management Plans and Construction Progress requirements. The following key points will be reviewed:
- a. **Compliance with the Environmental Management and Safety Plans** and agreements established at the initial Construction Site Environmental Review. This will specifically include a review of the septic drainage system plans based on the soil types encountered during construction to analyze whether drainage rates will be sufficient based on the planned designs.
 - b. **Consultation with local authorities** regarding any concerns arising from the construction process to report to ADRA Cambodia.
 - c. **Quality Control of all construction materials and construction standards** used including:
 - i. measurements and level, flatness and straightness standards,
 - ii. placement of all reinforcement steel, thickness of structural members, and other structural strength standards,
 - iii. correct mixing of mortar and concrete mixes, plasters, paints,
 - iv. correct use of primers, paints, wall tiling flatness and other aesthetic considerations
 - v. Finishing details and functionality of all Doors, windows, electrical system, water and waste-water system.
 - d. Estimation of percentage completion according to the specifications for payment stages in the construction contract. This is Conducted with the ADRA Health Worker and or assigned manager.
 - e. Key monitoring events would include Driving pilings/Foundation verification, Ground beam steel and concrete pour, upper beams and brickwork, Painting and tile finishing. Coordination with the ADRA district management will be made to both coordinate the site visits as well as identify additional key points that local staff can verify and document.
4. **A Final Construction Site Environmental Review and Completion Evaluation** with the Contractors and relevant local officials and staff at 1 construction location will be conducted once the contractors declare that they have finished all the construction obligations. Final evaluation of the compliance with the following issues will be documented:
- a. **Review of compliance with all construction plans and specifications** to ensure that all contractual obligations have been met and that the quality standards are appropriate based on the specifications and common construction standards.
 - b. **Site Restoration Work** – Evaluate the level of completion of the site clean-up, construction and or hazardous waste disposal, vegetation restoration, rainwater

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- drainage management, or other risks to the physical environment or local population according to the initial **Joint Site Environmental Management Plans**.
- c. Collect feedback and Comments on any outstanding issues or concerns from the local MOH or Administrative authorities regarding the construction completeness.

5. **Required Reporting and Documentation –**

a. **Joint Site Environmental Management Plans:**

- i. **One (1) plan** will be prepared with written (signed) agreement from the Contractor **for construction site (1 site total)**. This plan will specify all details in point 2. (a-g) above.
- ii. **A short summary Report (1-2 pages)** will be prepared and shared with ADRA Cambodia which highlights the key issues and points which will be monitored during construction which the contractor needs to comply with.

b. **General Site Monitoring Reports**

- i. One Site/Building Inspection Report will be submitted for 1 site for the 4 General monitoring visits. (Total of 6 monitoring check sheets) These Inspection Reports will be signed by the contractors site representative with copies sent to the contractor and assigned Provincial Manager/Senior Project Manage.

c. **A Final Construction Site Environmental Review and Completion Report**

- i. One (1) Checklist and Report will be prepared with written (signed) agreement from the Contractor for the construction site (1 site total). The report will confirm the full completion and compliance of the contractor with all parts of the construction contract
- ii. Follow-up report for any repairs or maintenance that is required for ADRA to check off prior to making final payments.

SCHEDULE and COORDINATION REQUIREMENTS

The fieldwork will need to be conducted on a flexible basis as negotiated with the two local contractors. A schedule of their construction work will need to be negotiated with the contractors. Site-monitoring visits in addition to those listed in the SOW will be added if determined necessary by the project management.

All the field and design work will be completed between July 15th, 2025, and October 30th, 2025, **unless there are further changes in the construction schedule**. Field work will have to be coordinated with TOGETHER Czech project staff and schedules of the relevant government officials required to make decisions on the location and site details at each location.

Interested construction engineer, please fill the amount in USD below

1. The Service Provider will need an estimated sum ofUSD (according to the proposed breakdown below) for the contract period for verifiable progress and completion of the different aspects of the SOW. Payments will be made monthly, determined by the number of activities/sites completed including required submission of documented plans, checklists, and reports.

SOW Stage	#Visits	Site	\$/site visit	\$Total Cost
Pre EA Planning and Site Visits Lot 1-Komphun Health Center, Sesan district, Stung Treng	1	1	\$	\$
General Site Monitoring Lot 1 - Komphun Health Center, Sesan district, Stung Treng	4	1	\$	\$
Final Site Monitoring Lot 1- Komphun Health Center, Sesan district, Stung Treng	1	1	\$	\$
Grand Total (Exclusive of With-holding tax)				\$

Note: If there are specific challenges that project management determines to need additional monitoring oversight – the contractor agrees to make additional trips based on the schedule of fees listed above.

2. The ADRA Cambodia project team will provide all needed construction and Environmental Management documentation to the contractor and will be available to meet with the Service Provider to support the planning and implementation process to allow efficient use of the Service Provider's time. ADRA Cambodia will support logistics for the various interviews and meetings
3. ADRA Cambodia is responsible for paying withholding tax to the Government for this Consultancy Contract.
4. ADRA reserves the right to terminate this contract prematurely if the progress towards agreed upon objectives is not being achieved by the Service Provider.
5. This contract may be amended at any time provided both ADRA and the Service Provider agree.