

TERMS OF REFERENCE

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

MULTINATIONAL: TANZANIA / BURUNDI / DR CONGO JOINT STANDARD GAUGE RAILWAY PROJECT PHASE II (TANZANIA / BURUNDI SECTION) CONSTRUCTION OF UVINZA – MUSONGATI STANDARD GAUGE RAILWAY SECTION

“CONSULTING SERVICES FOR PROJECT OFFICE ADMINISTRATOR”

COUNTRIES: UNITED REPUBLIC OF TANZANIA AND REPUBLIC OF BURUNDI

SECTOR: TRANSPORT

FINANCIER: AFRICAN DEVELOPMENT BANK (AfDB)

1. BACKGROUND

The Governments of the United Republic of Tanzania and the Republic of Burundi have secured financing from the African Development Bank (AfDB) toward the implementation of the Multinational Tanzania / Burundi / DR Congo Joint Standard Gauge Railway (SGR) Project Phase II (Tanzania – Burundi Section: Uvinza – Musongati). This railway section is a branch-off of the Dar es Salaam – Kigoma SGR corridor.

A portion of the AfDB financing will be allocated to the Design and Build contract for the Standard Gauge Railway (SGR), as well as for consulting services, including the recruitment of individual consultants to support the Client’s Project Implementation Unit (PIU).

The scope of works under this project includes the design and construction of approximately 240 route-kilometers of mainline railway and 60 kilometers of sidings and passing loops. The electrified Standard Gauge Railway (SGR) line will extend from Uvinza (Tanzania), branching off from the Tabora – Kigoma SGR line, crossing the Malagarasi River at the international border, and terminating at Musongati (Burundi).

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to engage an Individual Consultant to serve as the Office Administrator within the Office of the Project Coordinator. The Office Administrator will be responsible for managing all administrative matters related to the project, ensuring efficient coordination and smooth operation of the project activities.

3. SCOPE OF SERVICES

Under this assignment, the Office administrator reports to the Project Coordinator and will be responsible for the following key tasks:

- a) Serve as the Secretariat in project meetings, preparing agendas, minutes, and reports, and ensuring proper follow-up on action items.
- b) Oversee and manage all administrative matters related to the project, ensuring efficient office operations.
- c) Oversee and monitor project vehicles and other administrative facilities, ensuring their availability, maintenance, and optimal utilization.
- d) Provide secretarial and administrative support to the Project Coordination Team, including documentation, scheduling, and correspondence management.
- e) Support project execution by ensuring proper documentation and record-keeping.

4. QUALIFICATIONS AND EXPERIENCE

Eligible individual consultants must demonstrate the following qualifications and experience:

- a) A Bachelor's degree in Civil Engineering
- b) A minimum of seven (7) years of experience in project administration, office management, or infrastructure project coordination.
- c) Must be registered with a recognized professional engineering body.

5. REMUNERATION AND BENEFITS

- a) The salary for this position is tax-free.
- b) The contract does not include medical and housing coverage; therefore, the consultant will be responsible for their own medical insurance and accommodation arrangements.
- c) Transport to the project site will be provided as per the project's logistical arrangements.