

Call Down Contract
Terms of Reference
Building climate resilience into the Improving Rural Access in Tanzania programme

Introduction

The Department for International Development (DFID) leads the UK's work to end extreme poverty, deliver the Global Goals, and tackle global challenges in line with the government's [UK Aid Strategy](#). Our aid budget is spent on tackling the great global challenges – from the root causes of mass migration and disease, to the threat of terrorism and global climate change – all of which also directly threaten British interests.

The purpose of these terms of reference is to assist in the development of climate resilient rural roads in Tanzania by incorporating adaptation principles into the planning, engineering, and maintenance of them, and make recommendations on an appropriate funding mechanism for emergency responses to road network failures.

This consultancy is an addition to the DFID funded programme Improving Rural Access in Tanzania (IRAT). In this programme DFID are providing £25 million of support to improve bottlenecks on rural roads and enable year round access for communities to schools, health care, local government administration, markets and the national transport network. DFID support pays for technical assistance to assist PORALG, TARURA and district engineers in implementing the project. The technical assistance is supplied by Cardno Emerging Markets (UK) Ltd.

Recently an additional £10.4 million funds were approved from the International Climate Funds (ICF) to enable this programme to look for ways to strengthen climate resilience both within the sector and for the communities served. £10 million will cover the capital costs of at least 10 additional structures, and up to £400,000 will be used to cover technical assistance costs. The technical assistance will cover two main areas:

1. Ensuring continued supervision between Dec 31 2017 and March 2019 of remaining construction works under the IRAT programme.
2. Research and Studies as described in the scope of works.

The Purpose

The objective of this consultancy is to build up understanding of climate risk and vulnerability of the rural road network and the communities they serve; this will result in the development of a practicable climate change adaptation strategy for PORALG, TARURA and District Councils, which can be used as a pilot in subsequent phases of IRAT. The consultancy will also include a study proposing and justifying options for a mechanism for emergency funds to deal with sudden failures of the rural road network. The consultancy will also provide support to PORALG and TARURA through regular supervision visits to ensure that the bridges under construction with the £10 million capital funds are implemented to the required standard.

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The recipient

The recipients for this work are Presidents Office of Regional and Local Government (PORALG), Tanzania Rural Roads Agency (TARURA) and District Councils, the Road Fund Board of Tanzania (RFB) and DFID.

Objective

To develop the climate change adaptation strategy for rural access, the Supplier will need to achieve the following specific tasks, and including others as identified during the inception and other stages of this consultancy.

1. Develop and pilot a methodology in a selected geographical area¹ to assess the climate vulnerability, risks and impacts on the rural road network and rural communities.
2. Assess current strategies and develop them to produce climate adaptation strategies and plans for the road network and communities in the selected geographical area.
3. Assess current planning and design process and develop guidelines which enable district engineers (and others) to incorporate climate adaptation into district planning, design and budgeting cycles.
4. Produce guidelines on design, standards and specification for roads and associated structures to be more climate resilient.
5. Provide training materials and train district staff/ PORALG/ TARURA staff as appropriate in the selected area.
6. Carry out an options study, on how to improve the Road Emergency Fund (currently held by the Road Fund Board), is distributed on as needed basis, but is insufficient in size.

The Scope

The supplier will need to produce the following reports:

1. Inception report giving greater detail than the project proposal on how the work is to be carried out, work plan and time frame, gaps in the terms of reference etc. (One month)
2. A report documenting the pilot methodology to assess the climate vulnerability, risks and impacts on the rural road network and rural communities Report.

¹ Geographical area – Cardno have suggested that parts of Iringa, Morogoro and Dodoma Regions look promising to give a range of climate issues, but this will need to be assessed against agreed criteria in the inception phase.

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3. A report setting out the climate adaptation strategies and plans for the road network and communities in the selected geographical area.
4. Guidelines on design, standards and specifications.
5. Training materials and/or handbook.
6. Options study on financing for emergencies including recommendations for next steps.
7. Regular supervision for remaining construction works between Jan 2018 and 31st March 2019.

Programme Timeframe

The programme is expected to run from 4th December 2017 to 31st March 2019. Outputs 1-6 will be required to be produced between January 2018 – 31st July 2018. Item 7 as described above.

Constraints and dependencies

The study work will need to be delivered by 31 July 2018.

The supervision of existing construction works is to ensure that all remaining projects are delivered to a satisfactory standard. It is envisaged that the supplier will work with PORALG to do this, through regular monitoring visits.

The work must be carried out in close collaboration with Cardno Emerging Markets Ltd who are supplying the technical assistance for IRAT to PORALG in Dodoma.

Reporting

For technical issues and advice the team will report to Amanda Duff, Infrastructure and Trade Adviser a-duff@dfid.gov.uk

For all administration and contract related issues the consultants will report to Zahra Dawood Alibhai z-dawood@dfid.gov.uk

The supplier will be required to produce monthly reports set out in 1-6 to both the lead Adviser and the Programme Manager. The monthly reports should be provided by 7th of each month.

Performance Monitoring

Payment to performance via milestones/outputs will be the main criteria for monitoring performance and payment of invoices.

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Budget

The total budget for this programme is up to a maximum of £400,000

Background

There is substantial evidence that climate effects are causing increasing disruption to the road network and that national adaptation plans and measures are urgently needed. The network has been shown to be insufficiently resilient to unpredictable and extreme weather patterns over recent years and particularly to the unusually high recent rains. In January 2014, it was reported that heavy rains in the Dumila/Dakawa areas of Morogoro region caused flooding that displaced 10,000 people and damaged property, roads, bridges and crops. In March 2015 flooding in North Western Tanzania killed 38 people and left hundreds of others homeless. The rains severely damaged mud houses and roads.

The effect of these rains has been to put heavy stress on PORALG and on the RFB emergency funds. The rural road sector is critically underfunded under business as usual conditions, and there are already insufficient funds to cover routine and periodic maintenance. The additional requests due to emergencies is therefore resulting in a growing maintenance backlog and slows progress on tackling the growing list of bottlenecks.

There are more people living below the poverty line in Tanzania today than there were 10 years ago, most of these live in rural areas. Evidence suggests that this is because rural populations are not physically connected to the growth process. Around three quarters of Tanzania's rural population remain inadequately connected to local markets, administrative centres, health care, education, and the national transport network. This is because of the poor condition of a large part (41%) of the rural road network. The IRAT programme will improve the equivalent of 2,100km of earth roads to all weather, climate resilient standards. This programme forms part of the new DFID Tanzania economic development strategy, addressing one of the main binding constraints to rural economic development.

Nationally 406 priority bottlenecks have been selected from an extensive survey across District Councils. In the first year 36 bottlenecks in 14 Districts have been identified as providing the greatest returns from a socio-economic perspective.

Duty of Care

The Service Provider is responsible for the safety and well-being of their personnel and third parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.

DFID will share available information with the Service Provider on security status and developments in-country where appropriate. DFID will provide a copy of the DFID visitor notes (and a further copy each time these are updated), which the Service

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Provider may use to brief their personnel on arrival. A named person from the contracted organisation should be responsible for being in contact with DFID to ensure information updates are obtained. There should be a process of regular updates so that information can be passed on (if necessary). This named individual should be responsible for monitoring the situation in conjunction with DFID.

Travel advice is also available on the FCO website and the Service Provider must ensure it (and its personnel) are aware of this. The Service Provider is responsible for ensuring appropriate safety and security briefings for all of its personnel working under this contract.

The Service Provider is responsible for ensuring that appropriate arrangements, processes and procedures are in place for its personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the contract (such as working in dangerous, fragile and hostile environments etc.). The Service Provider must ensure its personnel receive the required level of appropriate training prior to deployment.

Service Providers must develop tenders on the basis of being fully responsible for Duty of Care in line with the details provided above and the initial risk assessment matrix prepared by DFID (see Annex 1 to this Terms of Reference). They must confirm in the tender that:

- They fully accept responsibility for security and Duty of Care.
- They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.
- They will give responsibility to a named person in their organisation to liaise with DFID and work with DFID to monitor the security context for the evaluation.

If you are unwilling or unable to accept responsibility for security and Duty of Care as detailed above, your tender will be viewed as non-compliant and excluded from further evaluation.

Acceptance of responsibility must be supported with evidence of capability (no more than 2 A4 pages) and DFID reserves the right to clarify any aspect of this evidence. In providing evidence tenderers should consider and answer yes or no (with supporting evidence) to the following questions:

- I. Have you completed an initial assessment of potential risks that demonstrates your knowledge and understanding, and are you satisfied that you understand the risk management implications (not solely relying on information provided by DFID)?
- II. Have you prepared an outline plan that you consider appropriate to manage these risks at this stage (or will you do so if you are awarded the contract) and are you confident/comfortable that you can implement this effectively?
- III. Have you ensured or will you ensure that your staff are appropriately trained (including specialist training where required) before they are

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deployed and will you ensure that on-going training is provided where necessary?

- IV. Have you an appropriate mechanism in place to monitor risk on a live / on-going basis (or will you put one in place if you are awarded the contract)?
- V. Have you ensured or will you ensure that your staff are provided with and have access to suitable equipment and will you ensure that this is reviewed and provided on an on-going basis?
- VI. Have you appropriate systems in place to manage an emergency / incident if one arises?

12. Transparency

DFID has transformed its approach to transparency, reshaping our own working practices and pressuring others across the world to do the same. DFID requires Service Providers receiving and managing funds, to release open data on how this money is spent, in a common, standard, re-usable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.

It is a contractual requirement for all Service Providers to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this DFID – further IATI information is available from; <http://www.aidtransparency.net/>

Background Documents

Main background documents for this project include:

DFID IRAT business case

Addendum to the business case

Annual Reviews

ITAD Reports and documents.

ITT Cardino reports and documents

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DUTY OF CARE OVERALL PROJECT/INTERVENTION SUMMARY RISK ASSESSMENT MATRIX – DFID TANZANIA

Project/intervention title: Technical Assistance (TA) for Improving Rural Access in Tanzania

Location: Tanzania

Date of assessment: 07th February 2017

Assessing official: Amanda Duff, Zahra Dawood Alibhai, Annabel Charnock

Theme	DFID Risk score	DFID Risk score
Programme Team to select geographical remit of programme	Dar es Salaam and Dodoma mainly	Whole of the country (including Dar)
OVERALL RATING	2 Low (1 rating x 3; 2 rating x 5; 3 rating x 3; 4 rating x 1 with score for project / intervention to be added)	3 Medium (1 rating x 3; 2 rating x 2; 3 rating x 6; 4 rating x 1 with score for project / intervention to be added)
FCO travel advice	1	1
Host nation travel advice	Not available	Not available
Transportation	2	3
Security	3*	3*
Civil unrest	2	2
Violence/crime	4*	4*
Espionage	(2 or) 3 *	(2 or) 3 *
Terrorism	3*	3*
War	1	1
Hurricane	1	1
Earthquake	2	3
Flood	2	2
Medical Services	2	3
Nature of Project / Intervention		

* DFID Tanzania Programme Team to confirm that these have not been subsequently updated when finalising their matrix. The ratings have been provided by DFID Security Section but with the proviso that these are generic to the country as a whole, and you may apply local knowledge or experience to amend these in your own risk assessment, or to take into account local variations. They are updated roughly annually, or in response to an event.