

## TERMS OF REFERENCE

**Project** : Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)

**Position** : Senior Quantity Surveyor /Senior Contract Specialist (01 Nr)

**Funds** : Loan No – L0124A, Asian Infrastructure Investment Bank (AIIB)

### **Objective and Purpose of the Assignment:**

The RLVMMP aims to reduce landslide risk and severity, minimizing loss of life and economic damage. The RLVMMP aims to reduce landslide risk and severity, minimizing loss of life and economic damage. The project, initiated in 2019 and set to be completed in June 2027, consists of four components and 127 landslide-prone locations. The total cost is USD 101.3 million, funded by the Asian Infrastructure Investment Bank and the Sri Lankan government.

In March 2024, 03 Contracts worth approximately LKR 3.60 billion were awarded under Package 8, covering 22 project sites on a 225 km stretch of the upcountry railway line. Thorough Construction Supervision and Contract Administration are crucial in the timely completion of the Contracts while preventing any disruptions to the upcountry railway transportation system. These tasks will be carried out by the proposed Project Implementation Unit (PIU). The Sri Lanka Railway Department will collaborate on the transportation of men, materials, and equipment, as most sites are inaccessible via the road network.

The Senior Contract Specialist will provide leadership in contract management, ensuring compliance with contractual obligations and guiding the team on matters related to cost control, claims, disputes, and variations, in coordination with the assigned PIU, which includes other individual experts and/or staff from the National Building Research Organisation (NBRO), Sri Lanka Railways (SLR), or other relevant entities. This will be carried out under the leadership of the Deputy Project Director (DPD) at the Project Implementation Unit (PIU) located in Nawalapitiya.

### **Scope of Work**

The Senior Contract Specialist will be responsible for the comprehensive management and oversight of all contract-related activities under the RLVMMP. This role encompasses a wide range of tasks essential for ensuring the successful administration and execution of project contracts.

The Specialist will collect and maintain all information and documentation related to contracts. They will review ongoing contracts, monitor progress, and recommend necessary adjustments while documenting lessons learned to improve future procurement processes. A critical part of the role is

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contractual analysis, which involves evaluating physical and financial progress, identifying deviations, and proposing suitable recommendations. The Specialist will assist the Deputy Project Director in maintaining and updating project schedules using tools such as Primavera or MS Project, ensuring proper planning and execution.

Supervising Quantity Surveyors is another key responsibility. This includes overseeing technical and cost-related activities, quality assurance processes, diary abstracts, and detailed reporting. Additionally, the Specialist will check and recommend interim and final payments, while updating financial and physical progress on a monthly basis, incorporating variations and forecasting completion costs. The Specialist will ensure that annual, quarterly, and monthly work plans are updated to reflect actual progress, agreed changes, and resource allocations. They will provide strategic advice on procurement and contract management strategies aligned with government and AIIB guidelines, ensuring smooth and efficient execution of contracts.

Collaboration with the PMU, and other stakeholders is essential for finalizing payment certificates, variations, claims, and cost estimates. Dispute resolution is another critical function, where the Specialist will provide advice on disputes and mediate between contractors, the PMU, and other stakeholders as needed. They will also contribute to capacity building by assisting in on-the-job training programs for PMU staff related to contract administration and management. Regular performance monitoring will be carried out by the Specialist, including evaluating contract performance, identifying causes of delays or cost overruns, and proposing remedial measures. Comprehensive reports on contract performance will be prepared and submitted monthly, quarterly, and annually. Further, the Specialist will provide strategic advice on matters such as contract variations, claims management, risk mitigation, and developing strategies to ensure timely project completion within budgetary constraints. Through these responsibilities, the Senior Contract Specialist will play a vital role in the successful implementation of the RLVMMMP.

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### **Minimum Qualification Requirement**

A Bachelor's Degree in Quantity Surveying or Civil Engineering or equivalent qualification

**With**

professional qualification (Corporate/Chartered)

**or**

Masters in Project Management/Construction Law & Dispute Resolution.

The candidate should have a minimum of 10 years of experience in the construction industry, with at least 8 years in construction contract management, contract administration, cost control, claims management, and dispute resolution in civil engineering projects and at least 5 years' experience as Senior Quantity Surveyor/ Senior Contract Specialist. Experience in at least two (02) projects under multilateral donor-funded initiatives is essential.

The expert must demonstrate experience in managing contractual responsibilities, including interim and final payment certification, cost forecasting, claims analysis, contract administration, quality assurance, health and safety compliance, risk management, and dispute resolution.

Proficiency in data processing and project management tools, such as Primavera or equivalent software, is required. The candidate must also possess excellent verbal, written, and presentation skills in English, ensuring effective communication and reporting in all professional engagements.

### **Period and Places of the Assignment**

**Period** : 10 Months with probable extension

**Duty Station:** Nawalapitiya or Bandarawela