

Section VI: Requirements

Preamble

This Section shall provide sufficient information to enable Participants to prepare comprehensive, realistic and competitive proposals addressing the Client's requirements.

The Requirements shall form an integral part of the resulting Contract.

The Requirements consist of the following parts:

- Scope of Services (Terms of Reference);
- Personnel;
- Reports and Documents;
- The Client's Inputs.

The Client shall ensure that the ESHS requirements, specified in the Project legal agreements, are appropriately reflected in the Requirements.

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Scope of Services (Terms of Reference)

The Client shall state the purpose of the Services, subject to the procurement process, provide a brief description and specify the important requirements that Participants shall include in their proposals.

If the Services are grouped into lots, the requirements shall be prepared to reflect the arrangements.

Title of the Contract

[specify the name of the Contract as shown in the Procurement Document]

Description of the Services

- **Project Overview**

[Provide the brief description of the Project]

- **Contract Overview**

[Provide the brief description of the Contract and its role in the Project.]

- **Objectives**

[Provide description of the objectives the Client intends to accomplish by engaging the Consultant and the expected results]

The Client desires the Services described below to be provided in order to *[state the purpose]*.

Participants shall ensure that the Services they undertake to provide are fit for the stated purpose, as per the requirements, provided for by the Client.

- **Tasks**

[Provide description of required detailed tasks to be performed or implemented by the Consultants in respect of each objective listed above]

- **Location of Services**

[Provide information about the location of the Services and relevant information about the Site. Where appropriate, outline regulatory requirements, physical constraints, relevant maps].

- **Duration of Services and Phasing**

[Provide the expected or required Time for Completion for the Services and any parts thereof, as appropriate.]

Provide information on the key phases, milestones and expected time schedule (in days) for deliverables.]

- **Outputs and Deliverables**

[Provide a description of outputs and deliverables, which the Consultant shall produce to demonstrate completion of the tasks and reaching the objectives, listed above]

- **Quality Assurance**

[Describe the quality assurance requirements.]

- **Approvals and Supervision**

[Articulate the required approvals, their phases and respective processes, including the approvals by the Client or other parties, stated in the Contract, as well as the statutory approvals required by the laws].

- **Collaboration with Third Parties**

[Describe involvement of any third parties with the Contract, and state any specific requirements regarding the Consultant's cooperation with them.]

- **Donor and Co-Financier Requirements**

[If the Contract is financed out of proceeds of donor funds (grants) or other sources, list specific requirements of the donors or the co-financiers relative to the Scope of Services, as appropriate.]

- **Environmental, Social, Health and Safety Requirements**

[Provide an explicit list of the detailed Environmental, Social and Health and Safety (ESHS) requirements, taking into account the applicable environmental and social requirements and standards, including national and, where appropriate international standards and regulations, legal documents for the Project signed with the Bank. the Bank's Environmental and Social Policy, the Environmental and Social Action Plan, Environmental and Social Impact Assessment and similar documents for the Project.

The sub-section shall list key environmental and social risks and issues, and requirements for the Consultant to manage those, if envisaged as part the Services. Where appropriate, special attention shall be paid to management and safety of hazardous materials, management of relations with the affected communities, management of working conditions on the Site, as well as living conditions of the Consultant's Personnel and the Experts, as appropriate, avoidance of the Sexual Exploitation and Abuse, or any form of the Gender-Based Violence.

Health and Safety requirements should be prepared to complement the relevant provisions of the Contract and taking into account the specifics of the Services.

The detailed ESHS requirements should, to the extent possible, describe the intended outcome rather than the method of achieving that.]

- **Inclusion**

[Where appropriate, specify any requirements for inclusion.]

Personnel

- **Team Composition**

[Provide the list the minimum requirements to the composition of the Consultant's team, including the Key Experts and other Experts.]

- **Qualification of Experts**

[State minimal experience and qualification requirements for every Experts, or where appropriate, group of Experts.]

- ***[Expected Inputs]***

[Where appropriate, provide indicative expected man-day inputs by the Experts.]

Reports and Documents

- **Reporting Requirements**

[State the reporting requirements, specify content, format, frequency, and submission time.]

- **Documents**

[List the output related documents, their content, format and submission time.]

The Client's Inputs

[Describe the inputs by the Client in respect of counterpart staff data, information, facilities and equipment, if any]

Client's Services, Facilities and Equipment

The following services, facilities and equipment will be made available to the Consultant by the Client:

[list and provide brief description or specification of services, facilities and equipment, as appropriate, to be provided by the Client]

Information and Reports

The Client will provide the following information and reports:

[list the reports and specific set of information to be made available to the Consultant. Where essential for preparation of the proposals, enclose the available information to the Procurement Document, or provide an access to it via dedicated web-links or otherwise.]

Counterpart Personnel

The Client shall make available to the Consultant free of charge the following designated counterpart personnel:

[list the personnel and intended engagement, as well as their key individual qualifications and experience relevant to the Contract.]