

「2024 Ghanaian Women’ s Fish Processing and Distribution Capacity Building Project」
Terms of Reference (ToR) for
Construction Supervision Service for Renovation Work

2025. 6.



**Center for International
Development Cooperation**

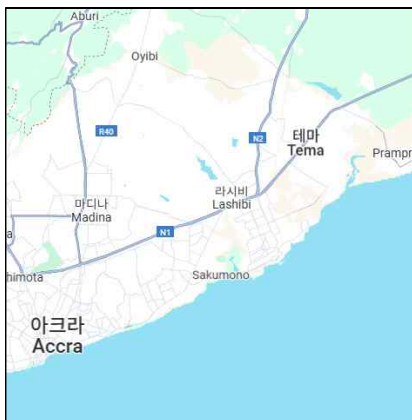
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I . Terms of Reference (ToR)

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- 1. Project Title** : Construction Supervision Service for Renovation Work of the 2024 Ghanaian Women's Fish Processing and Distribution Capacity Building Project
- 2. Project Location** : Near the Tema Fishing Harbour, Greater Accra Region, Ghana



Map for Tema, Accra



Project Site near Tema Fishing Harbour, Ghana

*Official Land Area: 6,210.79m² (Project Site: **4,299.12m²**, Excluded Area: **1,911.67m²**)

*Location: [Google Map Link](#)

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3. Project Objective

- (1) This project is part of the "2024 Ghanaian Women's Fish Processing and Distribution Capacity Building Project", aiming to provide professional construction supervision services for the renovation of fish processing, hygiene, and storage facilities to support the economic activities of Ghanaian women in fisheries sector and improve their working conditions.
- (2) The supervision service covers the renovation work scheduled over the project period, including supervision of the refurbishment of existing fish smoking facilities (within work and rest areas), installation of new smoking units, hygiene facilities, and storage facilities (e.g., refrigeration and freezing units), as well as living support infrastructure (e.g., office space, childcare center).
- (3) The main objective of this supervision service is to ensure proper construction quality, safety, and compliance with design specifications for the fish processing, hygiene, and storage facilities renovation work for women in fisheries sector in Ghana.

4. Project Overview

- (1) **Construction Supervision Work:** Supervision of construction work based on the design and foundational work completed in the previous year, including supervision of structural, interior, and electrical works.
 - * Project Scale: Four single-story buildings
 - * Building Areas: Building A-314.73m², Building B-215.52m², Building C-573.48m², Building D-103.13m²
 - * Building Structure: Timber, light steel frame, and masonry structures, etc. / Roof Structure: Corrugated steel and panel roofing

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5. Project Duration : The construction supervision service shall be completed from the contract commencement date to September 20, 2025.

6. Conditions for Modification

The contractor may request modifications through consultation with the contracting authority under the following conditions:

- (1) Changes in supervision workload requiring adjustments in the number or grade of technical personnel;
- (2) Changes in the construction scope requiring adjustments in supervision services;
- (3) Delays or disruptions in construction implementation due to public complaints;
- (4) Inability to perform supervision due to force majeure events such as natural disasters, war, or civil unrest;
- (5) Changes in the implementing agency's plan or upon request from the counterpart government authorities.

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II . Scope of Work Instruction

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1. General Provisions

1.1 Project Duration

The project duration for this supervision service is from the contract commencement date to September 20, 2025. The contractor may request a change in the contract duration in writing to the contracting authority or their delegate under the following circumstances:

- (1) Delay due to reasons caused by the partner country during consultation and review;
- (2) Inability to perform due to force majeure events such as natural disasters, war, or civil unrest;
- (3) When the contracting authority's policy or instructions change;
- (4) When the scope and content of the project are changed due to consultations with the partner country or other reasons;
- (5) Delay or inability to perform due to circumstances not caused by the contractor.

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1.2 Conditions for Modifications in Project Content

The contractor may request modifications through consultation with the service supervisor under the following conditions:

- (1) Changes in workload adjustments and changes in the number or grade of technical personnel;
- (2) Changes due to the contracting authority's policy or instructions;
- (3) When it is necessary to adjust the execution quantity according to the contract:
 - 1) When changes occur in the scope of the project or objectives during bilateral consultations;
 - 2) If additional local surveys are required due to the partner country's lack of materials or information during the bidding and contracting phase;
- (4) Inability to perform due to force majeure events such as natural disasters, war, or civil unrest;
- (5) When the contracting authority's plan is modified based on consultations with the partner country.

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1.3 Pre-approval for Major Tasks

The contractor must consult with the contracting authority and carry out the following tasks after approval:

- (1) Changes to the project execution plan or initiation report;
- (2) Matters to be discussed with the partner country;
- (3) Other matters that require approval based on the service supervisor's directions or the contractor's judgment;
- (4) Plans for various local surveys.

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1.4 Project Execution and Progress Reporting

(1) Initiation Report

- 1) The contractor must submit the initiation report to the contracting authority within 15 days of the contract date. The report must include the proposed schedule, the assignment of the responsible technical expert, etc.
- 2) The contractor must submit the required reports in digital format, as per the regulations under the Construction Technology Promotion Act.

(2) Project Execution Plan

- 1) Within 15 days after submitting the initiation report, the contractor must submit the project execution plan, which includes the following:
 - ① Detailed supervision work plan
 - ② Inspection schedule for each phase of construction
 - ③ Organizational structure and supervision manpower plan
 - ④ Construction supervision experience certificate
 - ⑤ Personal information of participating supervision technicians, their roles, and expected participation period
 - ⑥ Security confidentiality statement from participating technicians
- 2) Two copies of the project execution plan must be submitted to the contracting authority for approval.

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(3) Monthly Progress Report (if needed)

The contractor must submit a monthly supervision progress report to the service supervisor by the 10th of the following month, including:

- 1) Construction supervision progress and status
- 2) Inspection results and approval status
- 3) Key supervision issues and solutions
- 4) Next month's supervision plan

(4) Interim Reports

The contractor must submit relevant data and have the responsible technical experts explain the progress upon the service supervisor's request or in the following cases:

- 1) Upon completion of major milestones;
- 2) During at least one interim report;
- 3) When major plans or policies are set or changed.

(5) Meetings

The initiation meeting, interim meeting, and final meeting for the project will be scheduled after prior consultation with the service supervisor and contracting authority.

1.5 Service Supervision

(1) Service Supervision

The contracting authority has the right to verify and supervise the contractor's performance of contract-related tasks. The contractor must actively cooperate.

Areas of verification include:

- 1) Technical personnel mobilization;
- 2) Design report preparation, construction progress, and work performance;
- 3) Other necessary verification matters.

(2) Service Inspection

The contracting authority may carry out periodic or random inspections to confirm design quality. Unless there are special reasons, the contractor must correct any issues as identified during the inspection in consultation with the service supervisor, and engage in discussions with the partner country when necessary.

1.6 Data Requests and Inquiries

- (1) The contracting authority must provide the contractor with the basic project data and information needed for supervision execution within a short period after the commencement of the project. The contractor may request additional related materials from the contracting authority..

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- (2) The contractor may submit written inquiries or questions regarding the execution of the supervision service, and the contracting authority must respond in writing within 14 days.

1.7 Contractor's Responsibility

(1) Scope of Responsibility

- 1) Even if the contractor submits documents approved by the contracting authority, the contractor remains responsible for correcting any defects or errors that occur due to the contractor's fault during supervision execution.
- 2) The contractor must faithfully implement the terms specified in the contract and obtain prior written approval from the contracting authority for any significant matters related to the supervision project.
- 3) If additional supervision work is requested by the contracting authority due to plan changes, the contractor must submit a review of the proposed changes and initiate work after obtaining written approval from the contracting authority.

(2) Document Record Keeping

The contractor must keep records of key communications, directives, and actions taken during supervision execution. These documents must be submitted to the contracting authority if requested.

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(3) Safety Management Obligations

The contractor must comply with safety regulations and ensure the safety of the construction site through proper supervision. The contractor is responsible for any accidents or damages arising from negligence in supervision duties.

(4) Compliance with Laws

The contractor is responsible for ensuring compliance with all relevant laws during supervision execution.

1.8 Applicable Regulations and Design Standards

- (1) The contractor must apply the latest domestic and international regulations and design standards in supervision activities. If regulations or standards are revised, the contractor must determine their applicability based on the changes and consult with the contracting authority for matters not specifically addressed.
- (2) For international regulations and standards, those established by the recipient country will be applied. If there is insufficient information, Korean or internationally recognized standards will be applied.
- (3) The relevant laws, regulations, and standards applied to the supervision execution must be clearly stated.
- (4) Statistical data should primarily be sourced from international statistical data and recipient country

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statistics. However, if necessary, additional data from reputable government agencies, local governments, international organizations, and other public institutions such as the Bank of Korea may be used. The source of the cited statistical data must always be indicated.

1.9 Security Measures

- (1) The contractor must prepare a security agreement for the representatives and project participants and submit it to the contracting authority upon project commencement. Security training must also be conducted.
- (2) The contractor must implement measures to minimize the number of participants and restrict participation of non-regular employees to ensure effective security.
- (3) When there are replacements of project participants, the contractor must ensure the security agreement is signed and that proper handover procedures are followed to prevent data leakage and ensure compliance with security measures.
- (4) The contractor must implement access control measures, such as dividing the work areas and controlling access to the site, to prevent unauthorized access to sensitive information.
- (5) If project content is likely to cause a dispute due to external leakage, the contractor must establish and

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implement measures to prevent unauthorized external access to sensitive deliverables.

- (6) The contractor must ensure that project-related materials are kept in separate storage and designated management responsibility is assigned to a primary and deputy responsible person.
- (7) All project-related materials, documents, and storage media must be completely destroyed after the completion of the service, and if the contracting authority requests, the contractor must prepare and maintain security management records for critical project tasks.
- (8) The contractor must limit the issuance of service-related meeting materials and ensure that all materials are retrieved and destroyed at the end of the meeting.
- (9) If confidential or classified deliverables need to be printed or reviewed, security regulations must be followed. The deliverables must be printed by a government-authorized security handling company, with the publication details (company name, authorization basis, participants, publication date) clearly stated on the deliverables.
- (10) The contractor must not own or leak any information or materials learned during the service execution without prior approval from the contracting authority.
- (11) The contractor must not disclose or provide any materials or information obtained during the project execution to a third party without the contracting authority's approval. If any leakage or unauthorized use causes damage to the state, the contractor will be liable for compensation.
- (12) The contractor must comply with printing and review regulations for confidential deliverables and other

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materials to ensure proper security management.

- (13) The contractor is prohibited from producing any additional quantities of deliverables without the contracting authority's approval.
- (14) The contractor must not own, copy, or release any materials or deliverables from the project without prior approval from the contracting authority. Project waste, such as defective or outdated materials, must be properly destroyed (e.g., incinerated).
- (15) The contractor is responsible for security measures throughout the project execution and after completion and must ensure that all participants, technical partners, and employees adhere to these security protocols.
- (16) The contractor must regularly conduct security training for all personnel involved in the project and maintain records of the training.
- (17) Other security-related matters must be carried out according to the National Information Security Guidelines and internal regulations of the Development Agency.

1.10 Interpretation of Terms

If there are discrepancies in the interpretation of terms in the project document, the contracting authority and contractor shall mutually agree on the interpretation, which shall be documented in writing.

1.11 Replacement of Service Providers

- (1) The technical personnel involved in the supervision project must have sufficient education, experience, and qualifications. If the service supervisor deems the personnel unqualified to perform the supervision work properly, they may request their replacement, and the contractor must comply unless there are justifiable reasons.
- (2) If the technical personnel originally planned to participate, such as the responsible supervision technician or sectoral responsible technicians, are unable to continue due to retirement or other reasons, they must be replaced with equally qualified personnel with the contracting authority's prior approval.

1.12 Other Matters

- (1) If project delays occur due to the fault of the contracting authority, the additional costs incurred due to the delay will be borne by the contracting authority.
- (2) The timing and frequency of bilateral consultations will be decided in consultation with the contracting authority.
- (3) Subcontracting Matters
 - 1) The contractor may not subcontract the entire project to a third party.
 - 2) The contractor may subcontract certain tasks under the following conditions:
 - ① Local supervision activities that require knowledge of local building methods in accordance with local laws (subject to agreement with the contracting authority).

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② Tasks that the contracting authority recognizes as appropriate, considering the uniqueness of the supervision project.

* For example, when subcontracting with local supervision firms for specific technical inspections, items related to safety compliance, quality control, etc., must be included in the contract conditions.

- 3) If the contractor wishes to subcontract any of the tasks, they must submit a subcontracting plan to the contracting authority for approval and proceed with the work only after approval.
- 4) If the contractor signs a subcontracting agreement, they must notify the contracting authority of the following details within 10 days of the subcontract agreement:
 - ① The scope of the subcontracted tasks.
 - ② The status of the subcontractor and participating technicians.
 - ③ The subcontract period and amount (rate), etc.
- 5) The contractor remains responsible to the contracting authority for the design work even if part of the service is subcontracted.
- 6) If changes occur in the project content, the contractor must directly notify the subcontractor of the reason for the changes and adjust the subcontract amount accordingly.
- 7) The contractor must comply with the relevant laws and regulations on subcontracting transactions.
- 8) The contractor must, if necessary, utilize local engineering firms, experts, etc., for smooth project execution and to meet project objectives within the deadline. The detailed implementation plan must be discussed and agreed upon with the service supervisor.

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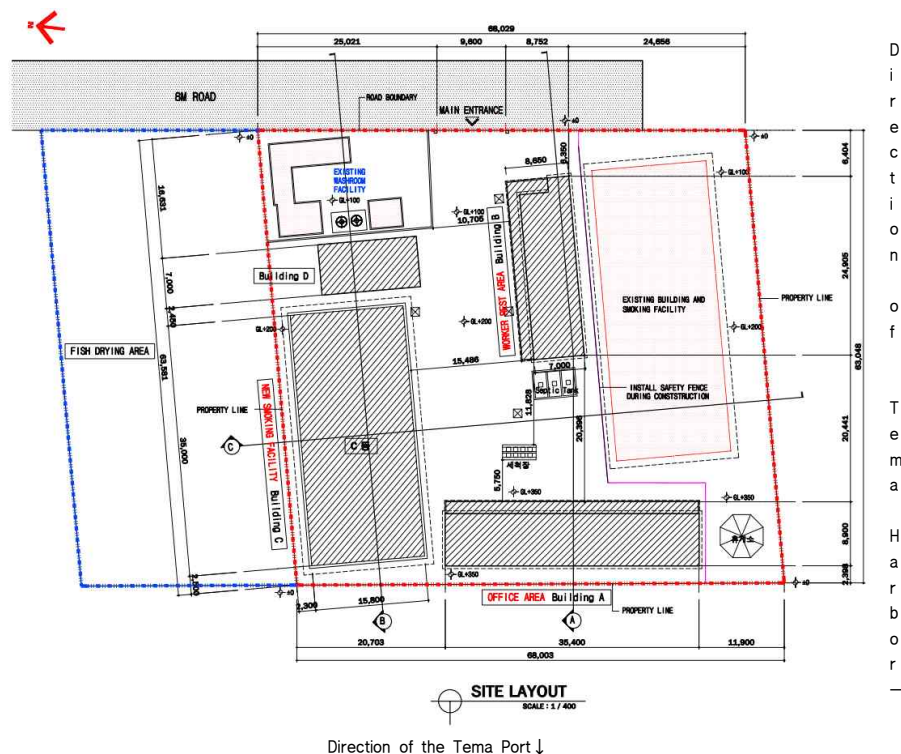
2. Detailed Project Execution Content

2.1 Construction Supervision Service (Structural/Interior/Electrical Work Supervision)

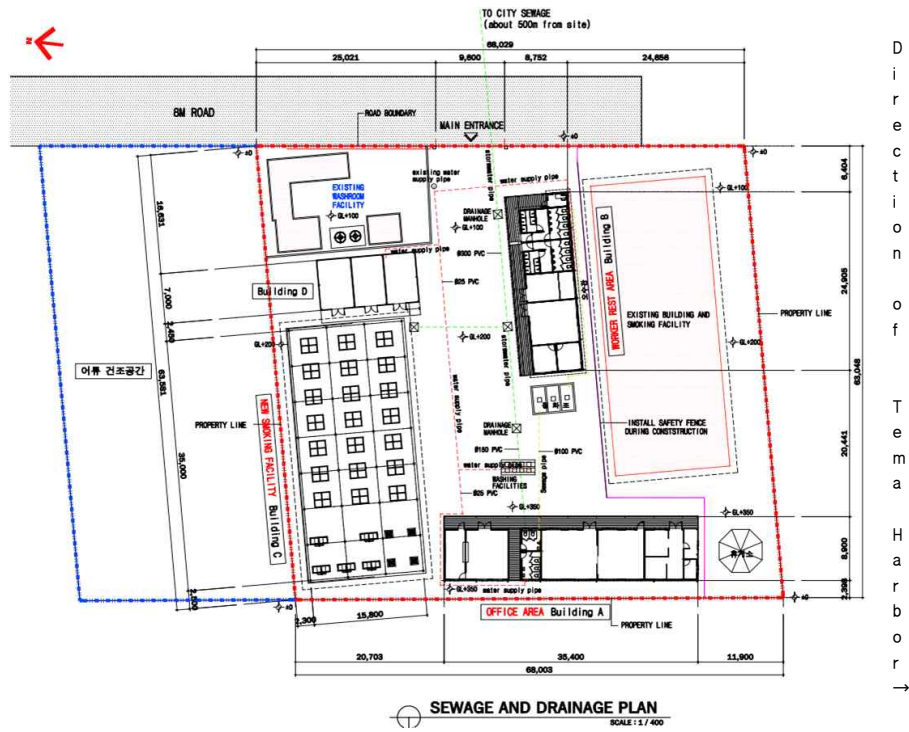
2.1.1 Overview

- (1) "Construction Supervision Service" refers to the professional supervision and quality control of structural, interior, and electrical works based on the design and foundational work completed in the first and second year of renovation.
- (2) The supervision service must ensure construction quality, safety compliance, and adherence to design specifications through systematic inspection and monitoring throughout the construction process.

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Direction of the Tema Port ↓

<Final version of Smoking Facility - Sewerage and Drainage Plan>

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Direction of the Tema Port ↑



<Final version of Smoking Facility Site - 3D architectural visualization>

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2.1.2 General Provisions

- (1) Supervision shall be conducted based on the completed foundation work and finalized design drawings.
- (2) Any design changes during construction must be reviewed, approved, and documented with proper supervision records.
- (3) Ghana's local regulations and laws related to architecture, structure, mechanical, and electrical systems must be thoroughly reviewed and compliance ensured.
- (4) The supervision deliverables include: Construction supervision reports, quality control documentation, safety compliance records, inspection reports, as-built drawing verification, and construction completion certification.

2.1.3 Construction Supervision Activities

- (1) Pre-construction supervision: Review of construction plans, material specifications, and contractor qualifications.
- (2) Progress supervision: Regular monitoring of construction progress, quality control, and compliance with approved plans.
- (3) Quality supervision: Inspection of materials, workmanship, and adherence to technical specifications.

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- (4) Safety supervision: Monitoring of construction site safety measures and compliance with safety regulations.
- (5) Final supervision: Completion inspection, defect identification, and handover supervision.

2.1.4 Supervision Management Requirements

- (1) The contractor must have qualified supervision personnel capable of overseeing construction work in Ghana.
- (2) Regular site visits and inspections must be conducted according to the supervision plan.
- (3) All supervision activities must be properly documented with photographic evidence where necessary.
- (4) The contractor must coordinate with local authorities and ensure all permits and approvals are in place.
- (5) Monthly supervision reports must be submitted detailing progress, issues, and recommendations.

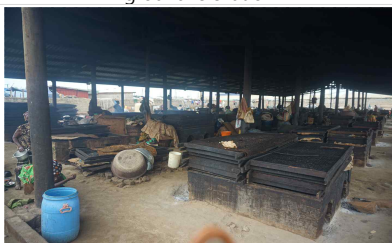
Condition of the Smoking Facility Before Renovation



Processing facility with frequent flooding due to low ground elevation



Women processor and children living within the facility



Outdated smoking facility and various equipment



Meeting with the Team Women's Association



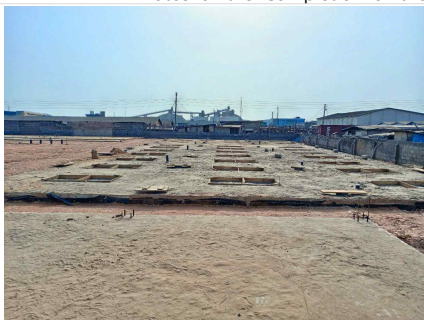
Current fish drying method (drying on the ground)



Current method of storing processed fish products

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Photos of the Completion of the 1st Phase Renovation Work (Foundation Work)



Smoking Facility



Relocation of Water Tank



Office Building



Rest Area Building

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3. Deliverables Preparation

3.1 Overview of Deliverables

The supervision service deliverables will include:

- (1) Construction supervision reports (monthly and final)
- (2) Quality control and inspection documentation
- (3) Safety compliance records
- (4) As-built drawing verification reports
- (5) Construction completion certification
- (6) Photographic documentation of construction progress

3.2 Final Supervision Report

The final report will include:

- (1) Summary of all supervision activities
- (2) Construction quality assessment
- (3) Compliance verification records
- (4) Recommendations for maintenance and operation
- (5) Appendices with detailed inspection records and photographs

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< List of Deliverables >

Deliverable Name	Specification	Quantity	Notes
Summary Supervision Report	A4	5 copies	2 copies in Korean and 3 copies in the partner country's official language
Full Supervision Report	A4	5 copies	5 copies in Korean
Inspection Documentation	A3~A4	5 copies	2 copies in Korean and 3 copies in the partner country's official language
Photographic Documentation	Digital	1 set	Electronic files
Various Deliverables (USB)	Digital	1 unit	All electronic files included

※ Note: The partner country's official language is based on English.

III. Proposed Work Schedule

☐ Proposed Work Schedule (4-Month Period)

Category	Month 1	Month 2	Remarks
1. Completion of Foundation Work Inspection and Preparation of Construction Plans by Stage			
- Review of foundation work completion			
- Construction plan review and approval			
2) Construction Supervision			
3) Documentation and Reporting			
2. Preparation of Deliverables			
Progress (%)	70	30	
Cumulative (%)	70	100	