



Ministry of Food and Agriculture

# **Ghana Agricultural Sector Investment Programme (GASIP)**

## **DRAFT TERMS OF REFERENCE**

**FOR**

### **Engagement of Consultants to design and supervise the construction of Warehouses and Processing Facilities**

**Productive Infrastructure and Facilities Sub - component**

**November 2018**

## TERMS OF REFERENCE

### 1. BACKGROUND

The Ghana Agricultural Sector Investment Programme (GASIP) is a Government of Ghana (GoG) programme designed to provide a framework for a long-term financing arrangement for private sector-led, pro-poor agricultural value chain development in Ghana. It's being financed by the International Fund for Agricultural Development (IFAD) and the Government of Ghana (GoG). The Ministry of Food and Agriculture (MOFA) is the implementing ministry.

The Programme has three components. **Component 1** (Value Chain Development) is central to ensuring strong business linkages among actors in the entire value chains of commodities to ensure they meet market or consumer and industry demands. It has three sub-components: (i) Agribusiness linkage development; (ii) Rural financial services and (iii) Climate Change Resilience—which is mainstreamed value chain interventions to reduce risks, enhance profitability and sustainable production systems. **Component 2** (Rural Value Chain Infrastructure) is aimed at providing the enabling infrastructure to catalyse value chain development. It has two sub-components: (i) Productive Infrastructure and Facilities—aimed at encouraging investments in commercial infrastructure and facilities for the selected value chains; and (ii) Enabling Public Infrastructure—aimed to finance enabling public infrastructure for the growth and viability of selected value chains. **Component 3** (Knowledge Management, Policy Support and Coordination) aimed at harnessing successful lessons for replication and providing an enabling environment for optimization of programme opportunities and benefits.

This TOR covers the Productive Infrastructure and Facilities Sub-component of the Programme under which Warehouses/ Processing facilities shall be constructed/rehabilitated as per details in table 1. Below;

**Table 1.** Details of Warehouses/ Processing Facilities

No.	ZONE	Region	District	Sub-Site	project	Description of Works
1	Southern	Volta, Greater Accra and Eastern				
2	Central	Ashanti, Western, Central and Brong Ahafo				
3	Northern	Upper West, Upper East and Northern				

### 2. OBJECTIVES OF ASSIGNMENT

The objective of the assignment is to provide Technical Assistance to GASIP to guarantee quality of works in accordance with relevant Building Standards and in conformity to general civil engineering and architectural practice.

### 3. SCOPE OF WORK

The Consultancy service shall cover Warehouses / Processing Facilities in targeted rural communities in Ghana as detailed in Table 1 above. *(List to be provided)*

The Consultancy services shall be made up of two (2) main phases as follows;

**Phase 1: Feasibility Studies and Detailed Designs**

**Phase 2: Construction Supervision**

#### **3.1 Feasibility Studies and Detailed Designs (Phase 1)**

Feasibility studies and detailed designs shall be carried out for new constructions and/or rehabilitation of existing warehouses and Processing Facilities.

**i) Desk study**

A desk study should be carried out, collecting all data, maps and information relevant to warehouse and packhouse design and reviewing for planning of further field survey and investigation works as well as detailed design.

**ii) Technical Feasibility Study**

It should include reviewing the available data, collecting, reviewing and analysis of field data including topographic survey, nature and structure of surface soil and subsurface soil including groundwater, source of electricity, and other information as required for the study and conducting analysis to decide upon the technical feasibility of the project. The Consultant shall assess the floor area requirements for the facilities and other purposes in consultation with the GASIP. A cost comparison of different types of concepts shall be made and discussed with the GASIP before proceeding to construction site for soil investigation.

**iii) Building Layout Selection**

The most suitable layout for the Building based on the access road, adequacy of light as well as other building on the surrounding location shall be selected. The building layout should also be guided by climatic factors and environmental considerations such as solar, rain, wind, temperature, noise, light, energy efficiency, ventilation, etc.; and other existing and/or planned facilities in the area. All the characteristic features of the chosen building site shall be given in order to facilitate easy reference while designing the Building.

**iv) Topographical and Cadastral Survey**

The topographical survey of the land for the proposed building site shall be carried out as necessary. The Topographic map should show the following:

- a. Contours at 0.1 m. intervals
- b. Govt. and/or public establishments
- c. Traverse lines, benchmarks reference lines and/or points with respect to which the present topographical map is prepared.
- d. Cadastral surveys shall be carried out to delineate the boundaries of landed properties and other structures likely to be affected by this development. The cadastral survey shall

indicate houses, stream diversion, drains and other infrastructure, which may be similarly affected.

- e. Other information relevant to design, construction and/or maintenance of the building.

The survey should also produce a map showing other important features and facilities in the surrounding areas including roads, buildings, sewer lines, electric lines, trees, temple/ cultural sites, historic buildings, flooding areas, etc.

**v) *Consideration on Environment Protection***

Environmental consideration should start early-on. Layout plan of the building should be guided by environmental and climatic factors, and alternative layouts will be compared on environmental and climatic grounds. The design of the building should incorporate environmental concepts such as avoiding/ minimizing adverse environmental impacts, recycling or reusing and proper handling of wastes, making optimal use of natural systems (such as solar energy and natural lights), health & safety as well as accident/ emergency management measures, contributing to positive environmental aspects (such as recharging groundwater) etc. The proposed layout and designs should be screened for any environmental risks. The consultant shall carry out environmental assessment to predict damages of the building construction to the environment and attempt first to avoid and then to minimize the risks or damage through appropriate lay-out and design features. The unavoidable risks should be mitigated through appropriate mitigation measures (technology, type of structures, management etc). The consultant will suggest appropriate measures in the design for protection of surrounding environment in accordance with the national Environmental Policies and Environmental Protection Act and Environmental Protections Rules.

**vi) *Geotechnical Investigations***

- a. Determination of the physical and engineering characteristics of the sub-soil at the proposed site and assess its suitability for the project
- b. Provision of suitable geotechnical data for all aspects of economic, safe and reliable design and construction of the facility.
- c. Assessment of problems and constraints associated with the construction works arising from soil /groundwater condition.
- d. Identify potential sources of construction material.
- e. Undertaking and obtaining the required field and laboratory results and performing the necessary engineering analysis. The field works shall involve the following:
  - Sinking of trial pits
  - Soil Sampling and performance of in-situ Dynamic Core Penetrometer Test (DCPT)
  - Laboratory testing of samples
  - Interpretation of samples.

**vii) *Analysis of Data, Conclusion and Recommendation of Design Parameters***

Based upon the above-mentioned studies and investigations the consultants shall make best use of their technical know-how and professional skill to arrive at and recommend the most cost-effective design parameters. The consultant shall discuss in detail at least three different options and shall recommend the most appropriate option. The consultants are required to design the building keeping in view of the introduction of modern construction materials and technology into building construction industry.

### **viii) Socio- Economic Issues (Desk and Field Studies)**

The consultant shall carry out, inter alia, the following tasks:

- a) Review all relevant documents and studies on the sub-project, and consult with the community, the leadership of the farmers association, government officials, and district authorities, to familiarise itself with the details of the project;
- b) Provide background project information on: (i) physical data (location, topography, elevation, vegetation, land-use, water resources), (ii) soils, (iii) agriculture, and (iv) socio-economic and cultural profile of the community, identifying its strengths and weaknesses in group performance, and identifying how these can be managed to ensure sustainability of the proposed investment. These should include the community culture and organisation, available management capacity, resources mobilisation capacity, i.e. financial contribution ability, labour mobilisation capacity; etc., and proposing required community training needs and/or support;

### **ix) *Miscellaneous***

If not covered by aforesaid, the Consultants shall perform other studies, explorations, tests surveys, calculations, etc. required to produce full and complete set of working drawings, specifications, bills of quantities, requirement of materials and complete cost estimates for the building including related works based upon which construction activities can be started to complete without further study and/or reference to them.

### **x) *Detailed Design and Quantity/Cost Estimates***

Based on the collected information and results of the discussions mentioned above the consultants shall design the buildings, following the standard codes of practice, norms and guidelines in accordance with relevant British Building Standards or Euro Codes.. The list of all reference literature and materials shall be provided on the report. As mentioned earlier, the design will, to the extent possible, be guided by environmental and climatic factors and reflect state of the art practice in environmental consideration. The consultants shall produce detailed design and all structural drawing as per MMDAs Norms, Rule and Regulation and preparation of all documents need for MMDAs. Also, consultants shall take certificate for further procedure with the help of GASIP. The consultants shall produce detailed quantity estimate of the building and its accessories. The consultants shall collect information on sources of materials and their lead distances and prepare rate schedules and cost estimates based on the standard norms and prevailing district rates.

The Consultants shall: -

- a. Prepare detailed design and drawings for:
  - Architectural
  - Structural
  - Mechanical
  - Electrical and Allied system
  - Communication and Computer Networking
  - Fire Alarm and Fire fighting system
  - Water Supply and Sanitation (Sewerage, Drainage etc)
  - Environmental enhancement and protection measures
  - Interior detail

- Detailed list of furniture and equipment for the project
- Site Development Works
- b. Prepare Technical Specifications and cost estimate
- c. Prepare Municipality Drawings and assist Employer for its approval
- d. Prepare Bill of quantities for each building
- e. Any other document necessary for the bidding process & construction permit.

**Note:**

- Drawings should include Design / Working drawings
- The Consultant shall conduct soil test on the site to determine its bearing capacities prior to carrying out the structural design of the project.
- The consultant should present three-dimensional animation of building to GASIP.

***xi) Preparation of Bidding Documents and Assisting in the Procurement Process***

The consultant shall prepare Bidding Documents including Technical Specifications, Drawings, Bills of Quantities (BOQs) of the buildings.

The consultant will assist GASIP in the bidding process including the inviting of bids, bid opening and evaluation. Upon receipt of bids, the Consultant shall support the evaluation committee in the evaluation of the bids, and preparing bid evaluation report in accordance with the International Fund for Agricultural Development Fund (IFAD) procurement procedures and guidelines. After the approval of the Bidder(s) selection, the consultant shall prepare and facilitate the contract agreement to be signed between the winning bidder and the GASIP as per the specified agreed conditions.

***xii) Environmental Impact Assessment (EIA)***

the EIA study will Identify the environmental implications of the development of the fill material, gravel pits and quarry sites, on vegetation, topography, national reserves (both wild life and forestry), and also the project itself, and determine how their negative impacts can be mitigated through consultation and agreement with affected farmers, property owners and collaborating agencies;

The EIA study would also cover baseline information as well as Environmental Impact Statement (EIS) and would include the following:

- a. Climate, geology, seismology, geomorphology and topography.
- b. Soil and Land Use (including agriculture).
- c. Flora and Fauna.
- d. Water Resources (hydrology, aquatic biology and water quality).
- e. Health (vector transmitted and water-borne diseases) and occupational hazards.
- f. Socio-Economics, socio-cultural and archaeological resources.

The Environmental Impact Statement must cover the following:

- a. Identification of impacts of project on the environment.
- b. Quantification of the various impacts.
- c. Assessment of the Impacts.
- d. Amelioration/Mitigation measures to arrest the negative impacts.
- e. Monitoring programme.

- f. De-commissioning programme.

### **3.2 Construction Supervision (Phase 2)**

After the tender for the construction of the works have been launched the Consultant shall prepare the contract document for the construction of the works and present draft copies to GASIP for review.

After signing of the contract for construction of the works, GASIP shall arrange a start up meeting for all stakeholders. Discussion shall focus on the responsibility of the Consultant in particular and stakeholders in general. GASIP shall formally write to the Consultant to kick-start the construction supervision phase of the assignment.

Activities to be undertaken by the Consultant during the Construction Supervision Phase of the assignment include the following:

#### ***i) Contract Management and Administration***

The consultant shall take responsibility of contract administration in accordance with the provisions of the contract between the GASIP and the contractor and ensure the quality of works executed by the Contractor as per the contract. The Consultant shall be responsible for construction supervision to ensure timely completion of the contract, providing working drawings and instructions to the contractor, checking and approving Contractor's shop drawings, laying out the buildings on site as per the plan, measurement of works executed by the Contractor and certification for payments for the works executed in conformity with the contract requirements.

#### ***ii) Review of Contractor(s)' Implementation Schedule***

The Contractor(s)' proposed implementation schedule shall be reviewed thoroughly by the Consultant. Interrelations between the various activities shall be carefully reviewed particularly with respect to time allocation, commencement and completion dates. At the end of this procedure, an agreed implementation schedule should be provided by the contractor(s) to the satisfaction of all parties.

#### ***iii) Supervision of Construction Works***

The Consultant should provide the necessary supervisory staff to be employed during the period of implementation in executive and supervisory capacities in respect of the construction contracts. The Consultant will be delegated with all normal duties and powers of the "Residential Engineer as a project manager" for the implementation of the project. It will be the responsibility of the Consultant to supervise all operations from the commencement of works to the handover of the completed new/rehabilitated building on behalf of GASIP and to ensure that the work of the Contractor(s) is carried out in a proper workmanship and expeditious manner and in accordance with the contract documents.

The Consultant will check, approve, reject and record, as the case may be, inter alia, the following:

- a. Contractor(s)' construction plant and equipment
- b. Materials of construction
- c. Concrete testing, procedures and results

- d. Construction of site works: concrete structures, steel structures, finishing, mechanical, water supply, sanitation & electrical works and other utilities as required.
- e. Review and approve all methods proposed by the Contractor(s) for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.

**iv) *Issue of Instructions to the Contractor(s)***

- a. These services will relate to the fulfilment of the contractor(s)' duties from drawing up and approval of the work program till the completion of works. The services will include issuing field instructions in writing as required relating to:
  - Quality of materials used in the works.
  - Equipment and methods of construction
  - Supervision, checking and testing of works carried out.
  - Clarification of drawings and specifications.
  - Progress of works to ensure that the work program is adhered to.
- b. The Consultant shall not give any instructions which in his opinion are likely to increase the cost of works without the prior approval of GASIP.

**v) *Advice to the GASIP on Progress of Works***

It is of outmost importance that the progress of the works is in accordance with the programmed implementation schedule since the timely implementation of the project necessitates the strict adherence to the approved timetable. The Consultant will keep the GASIP advised continuously as to work progress. If any deviation from the implementation schedule occurs, the Consultant will inform the GASIP about the necessary measures to be taken to avoid dalliance of the project.

**vi) *Inspection and Testing of Works***

- a. At all stages of implementation, the consultant shall carry out regular inspection of materials and workmanship and acceptance tests on his own cost to ensure compliance with the specifications. Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall be removed or rectified.
- b. Carry out inspection at time of substantial completion of the works and arrange, for issue of the Initial Hand-Over Certificate in coordination with GASIP.
- c. Undertake periodic inspections during the Defects Liability Period and notify the GASIP and Contractor of any defect on the construction works, and supervising their repair. Following the expiry of the Defects Liability period, arrange for issuing the Final Hand-Over Certificate in coordination with GASIP.

**vii) *Approval of Payment Certificates***

- a. The consultant shall check, verify the measurements of works done by the Contractor and submitted through interim/ final payment certificates and certify payments due to the Contractor to GASIP for approval and payments.
- b. Certify all of the Contractor(s)' monthly statement and final statement within the time specified in the contract and forward to GASIP for arranging payment.
- c. The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor(s), and all materials and equipment supplied to the site.

#### **4. EXPERTISE REQUIRED FOR THE CONSULTANCY ASSIGNMENT**

The Consultant shall be required to field a team of personnel with the following qualification and experience;

##### **Team Leader/Coordinator (Civil Engineer/Architect)**

The Civil Engineer /Architect must be a registered professional with a minimum of MSc. in Civil Engineering/Architecture or its equivalent with at least fifteen (15) years post qualification experience in design and implementation of warehouses and Processing Facilities. He/She should demonstrate at least 10 years of Project Management in similar capacity. Specific experience must be in engineering design and construction of bulking facilities for agricultural purposes. He/she shall be expected to deal directly with decentralized MOFA offices, MMDAs and WUAs and should have demonstrated experience in similar institutional environment in a developing country context. Fluency in both written and spoken English is essential.

##### **Architect**

The Architect must be a registered professional with a minimum qualification of MSc. or its equivalent and at least ten (10) years working experience in Architectural design of agricultural bulking facilities in Ghana and any other African country. Fluency in both written and spoken English is essential.

##### **Civil/Structural Engineer**

The Civil/Structural Engineer must be a registered professional with a minimum of qualification of BSc. and at least ten (10) years post qualification experience in structural design of agricultural bulking facilities in Ghana and any other African country. Fluency in written and spoken English is essential.

##### **Quantity Surveyor**

The Quantity Surveyor must be a registered professional surveyor with a minimum qualification of BSc. Construction Technology or its equivalent and at least ten (10) years post qualification experience in preparation of Bill of Quantities and Cost estimates for similar agricultural infrastructure projects. Fluency in written and spoken English is essential.

##### **Electrical Engineer**

The Electrical Engineer must be a registered professional with a minimum of qualification of BSc. and at least ten (10) years post qualification experience in electrical design of agricultural bulking facilities in Ghana and any other African country. Fluency in written and spoken English is essential.

##### **Environmental Expert**

The Environmental Expert must have an advanced degree in Environmental Planning or similar discipline and at least ten (10) years post qualification experience in environmental, health, safety and social issues, including experience in similar projects and geographic areas. He/She should demonstrate experience from at least three (3) projects of similar nature and complexity within the Sub-Saharan Africa. Fluency in written and spoken English is essential.

##### **Geotechnical Engineer**

The Geotechnical Engineer must be a registered professional with a minimum of qualification of BSc. Civil Engineering or its equivalent and at least ten (10) years post qualification experience in geotechnical design and analysis of agricultural bulking facilities in Ghana and any other African country. Fluency in written and spoken English is essential.

### **Mechanical Engineer**

The Electrical Engineer must be a registered professional with a minimum of qualification of BSc. and at least ten (10) years post qualification experience in mechanical design of agricultural bulking facilities in Ghana and any other African country. Fluency in written and spoken English is essential.

### **Geodetic/Geomatic Engineer**

The Geodetic/Geomatic Engineer must be a registered professional with a minimum of qualification of BSc. and at least ten (10) years post qualification experience in survey and preparation of topographic maps as well as building layout works of agricultural bulking facilities in Ghana and any other African country. Fluency in written and spoken English is essential.

### **Clerk of Works/Technician engineers**

The Consultant shall also be required to maintain site supervisors (clerk of works) at all construction sites. Site supervisors should have a minimum qualification of diploma in construction and should have a minimum of seven (7) years relevant experience in construction supervision of works of similar nature.

## **5. IMPLEMENTATION OF THE CONSULTANCY ASSIGNMENT**

The Consultant shall be engaged to carry out the services described above by **GASIP** on behalf of MOFA.

The offices of MMDAs and decentralized MOFA offices shall be involved in monitoring of the project while project shall be managed by GASIP Zonal Offices under the overall guidance of the Infrastructure Manager.

## **6. TIME FRAME**

The estimated number of professional staff-months required for the assignment.

### **Phase 1: Feasibility Studies and Detailed Designs**

The consultancy is expected to be awarded by \_\_\_\_\_, and take a maximum of ..... **man-months**; however, the Consultant is at liberty to propose a reasonable man-month input.

*(The man-months proposed is for only key personnel and does not include other supporting staff such as draftsmen, secretariat, etc. and personnel whose input may require minimal duration)*

### **Phase 2: Construction Supervision**

The consultancy is expected to commence by \_\_\_\_\_, and take a maximum of ..... **man-months**; however, the Consultant is at liberty to propose a reasonable man-month input.

*(The man-months proposed is for only key personnel and does not include other supporting staff such as draftsmen, secretariat, etc. and personnel whose input may require minimal duration)*

## **7. Reporting**

The Consultant shall report to the **National Coordinator, of GASIP, the Contracting Authority**, or his representative for all activities and consultations. All reports and relevant data compiled or prepared in the course of the services shall be sole property of GASIP and shall not be shared without prior permission from GASIP.

- a) Inception Brief and Report: (5 copies) – Inception Brief and report due 4 weeks after signing of contract for assignment. Report shall outline approach to assignment, issues for the attention of the client including initial constraints and proposals to address them. Consultant shall indicate his set-up, planned activities, reporting schedules and draw a comprehensive workplan/budget for the lifetime of the assignment.

The CONSULTANT will among others, report on the following: (i) desk and field studies including baseline information, (ii) findings from reviews, visits, contacts, etc., (iii) beneficiaries perceptions on the project and their needs, (iv) approach to be adopted for the work, (vi) work programme and manning chart, and (vii) draft Table of Contents (TOC) for the Final Report. DA will review this report within one week after receiving it.

- b) Feasibility Report - The report shall be initially submitted in draft and later in final form. The draft feasibility report shall be prepared and submitted to GASIP for review and comments. It shall include a main report describing the project and its essential features and components and associated costs. A volume of technical details and classified annexes incorporating all the information required as set in the Terms of Reference shall also be produced. After receiving comments and suggestions from GASIP, appropriate revision and modifications shall be effected by the Consultant and the final feasibility report shall be prepared and submitted to GASIP. The final main report shall contain sections on the project background, project area, objective, description, costs design, benefit and economic and financial analysis. The final feasibility report shall inter alia, recommend the optimum design of the area and assess the practicability of the development.
- c) Detailed Design Report (5 copies) - The Consultant shall submit a Detailed Design Report. This report shall be in standard format, containing all the required components of the design and be presented in clear and easy to refer formats as per the general design guidance attached. The complete set of the report should consist of: (i) Volume I – Main Report (ii) Volume II – Drawings (architectural/structural / mechanical etc) (iii) Volume III – Design Calculations (iv) Volume IV – BOQ and Special Provisions to Standard Specifications and (v) Appendices.

The cost estimate of the designed facilities shall be submitted under confidential cover to GASIP.

- d) Monthly Progress Reports (5 copies) - Reports shall contain progress since last report, schedule and budget reviews, and constraints to progress, if any, and recommendations to overcome such constraints as well as minutes of site meetings.

- e) Draft Final Report (5 copies) - On completion of the assignment, the Consultant shall present a detailed Draft Final Report covering (i) each of the sites, (ii) all activities in the scope of work, (iii) all procedures adopted with as built drawings, final capital costs, variations (if any).
- f) Final Report (5 copies) - Following review and comments of the Draft Final Report by the Client and the IFAD, the Final Report shall be submitted within one month after receipt of all comments.
- g) Special Reports

The Consultant shall issue, if the need arises, ad-hoc reports related to the performance of the Works contract. Dispute/litigation or even arbitration, acquisition of land, evaluation of claims, changes of the design, etc. are among the issues the Consultant is likely to be requested to advise on within the scope of the assignment.

All reports shall be submitted in English. The Draft Final and Final Reports shall contain an Executive Summary. All reports shall also be provided on CDs or pen drives.

## **8. OUT PUTS OF THE CONSULTANT**

### ***i) Phase 1: Feasibility Studies and Detailed Designs***

The expected output during the Detailed Design Phase shall include the following:

- a. Feasibility report
- b. Detailed design and Tender Drawings
- c. Detailed BOQ, Cost Estimates and Work Specifications
- d. Complete set of Tender and Contract Documents
- e. Training needs for farmers to ensure sustainability of service
- f. Evidence of access to undisputed land.
- g. Record of all visits conducted by the Consultant with meeting minutes.

### ***ii) Phase 2: Construction Supervision***

Outputs expected during and after the construction supervision assignment for facility shall include the following:

- a. Warehouse/Packhouse constructed/rehabilitated and operational
- b. Operation and Maintenance Manual for the facilities.
- c. Progress reports
- d. An end of construction supervision report detailing information on the facility, major activities carried, the total cost of the completed works and lessons learnt.
- e. Record of all visits conducted by the Consultant with meeting minutes

## **9. Other Services**

### ***i) Services and Facilities to be Provided by the Consultant***

For the proper execution of the assignment, the Consultant shall be expected to set up office at locations deemed strategic enough to facilitate consultations and coordination at each level. The logistics to be provided by the Consultant shall include;

- a. Computing capability as required;
- b. Vehicles for the execution of the assignment
- c. Facilities for day-to-day running, periodic maintenance services for these vehicles and
- d. All office facilities, accommodation and subsistence necessary for the staff on the assignment.

**ii) *Services and Facilities to be Provided by GASIP***

GASIP shall make available to the Consultant all existing reports related to the project and shall assist the Consultant to obtain:

- a. Access to the site Entry and exit visas, etc. (if applicable)
- b. Immunity from any legal action which might be instituted for any acts accomplished by them in the discharge of project-related activities;
- c. Inviolability of secrecy and immunity from seizure of documents relating to the project; and
- d. Taxes, duties, levies, consistent with the tax provisions of the GASIP.

**iii) *Correspondence and Consultation with GASIP***

Liaison meetings shall be held with GASIP at monthly intervals. Meetings would be attended by members of the Supervision Staff as necessary and would have the objective of expanding on contents of the Progress Reports, discussing any problems and relevant matters.

GASIP shall see to it that correspondence exchanged in connection with the execution of the Project is dealt with promptly, by its offices, so as not to cause any delay.

The Consultant shall liaise closely with GASIP through the Zonal GASIP Offices during the course of the assignment.