

UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

OFFICE OF THE VICE CHANCELLOR / CABINET DU RECTEUR

University of Technology and Arts of Byumba

Post. Box: 25, Byumba, Gicumbi District

Northern Province, Republic of Rwanda

Phone: +250 - 789 350 053

Email: info@utab.ac.rw

Web: www.utab.ac.rw

CALL FOR APPLICATION FOR SUPERVISION

TERMS OF REFERENCE TO PROVIDE SUPERVISION SERVICES TO KIRAMURUZI DOLF REHABILITATION

1. Background

The University of Technology and Arts of Byumba (TAB) is a fully accredited community-based University. It is located in Byumba Sector, Gicumbi District, Northern Province, Rwanda.

Currently, UTAB proudly runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance and Open Learning Facility (**DOLF**) located in Gatsibo District, Kiramuruzi Sector.

In the perspective to advance high quality of teaching and learning process; the University of Technology and Arts of Byumba (UTAB) is in its full refurbishment of Kiramuruzi Distance and Open Learning Facility and wishes to hire a supervising company to ensure accurate construction works to the site.

2.1. Vision of UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

2.2 Mission of UTAB

The mission of UTAB is

- To provide quality higher education and community oriented Research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

3. Objective of the assignment

The main objective to hire a supervising company is to provide supervisory services for ongoing refurbishment activities of KIRAMURUZI Distance and Open Learning Facility. Furthermore, is to guide construction company and when necessary recommend for correction where seemingly not attaining all high quality of standardization and give technical report of the work done and way forward thereof.

4. Expected outputs

- Successful supervision on the refurbishment works to the site;
- Accurate management and safety of refurbishment project through planning and organizing and controlling;
- High maintenance of safe, secure and healthy work environment;
- Accomplish construction project milestones results by defining each milestone purposes and scope;
- Any other corrections and/or amendments of works where deemed necessary.

5. Scope of the work

The supervising company shall be assigned the following tasks:

- Oversee and direct refurbishment works from conception to completion;
- Meet construction budget by monitoring project expenditures;
- Monitor whether contractual conditions of performance are met;
- Review the work progress on daily basis;
- Plan ahead to prevent problems and resolve any emerging ones and provide report to the client;
- Analyze, supervise and mitigate risks;
- Coordinate and direct construction company and workers;
- Approve construction projects by conducting inspections at critical phases;

- Meet operational standards by contributing constructional information to strategic plans and reviews;
- Supervise tools, materials and equipment and track inventory;
- Understanding of all facets of the construction progress and provide reports thereof;
- Maintain a safe, secure, and healthy work environment by following guidelines, standards, and procedures;
- Proper monitoring of the BOQ for each milestone of implementation.

6. Characteristics of desired Supervising Company

A supervising company should have:

- Ability to read construction blueprints and drawings;
- Proficiency in demonstrating proposals and projects;
- Excellent communication skills both verbal and written;
- High organization with strong attention to details;
- Great time management and problem-solving skills.

7. Duration of assignment

The initial duration of the assignment is estimated to a period of 3 months renewable upon satisfaction of performance. UTAB will however issue engagement letter for the work to be done and payment is deliverable-based.

8. Selection criteria

The supervising company shall be selected in accordance with the experience and qualification as follows:

Experience and qualification required:

- Proven working experience in construction supervision and/ or management for at least 5 years;
- Advanced knowledge of construction management processes, means and methods;

- Experts knowledge of building products construction details and relevant rules, regulations and quality standards;
- Familiarity with construction management software packages;
- Ability to plan and see ‘‘ big picture’’;
- Competent in conflict and crisis management;
- Excellent time and project supervision skills;

9. Quotation/ Pricing

Any interested supervising companies should be required to provide his/her quotation for the work to be done with all details from the beginning up to the end of the work.

10. Reporting System

The supervising company should inform regularly the Office of Deputy Vice Chancellor in charge of Administration and Finance (DVC FA) all progress work to the sites and challenges encountered thereto

- A brief report of activities done to the site;
- Financial and material usage for any stage of refurbishment.

11. Submission and selection procedures


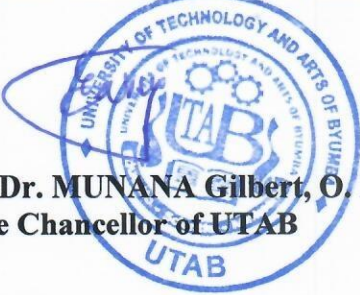
Technical proposal must provide information as below:

- a) Qualifications and experience of applicants (CV signed by the applicants indicating their qualification and previous experiences to perform the services required and notified copies of degree, accreditation certificates, description of similar assignments and relevant information to the assignment, etc. as per the requirements) and the proof of the capability to carry out the assignment;
- b) Submit at least two certificates of good completion obtained from prior work assignments
- c) A note showing understanding of the scope of work;
- d) Proposed methodology and work plan to undertake the assignment;
- e) Proposed financial cost;
- f) Online submission via info@utab.ac.rw

Deadline of application

Interested candidates should send their above said credentials no later than June 15, 2023 and note that only shortlisted candidates will be contacted for further steps.

Done at Gicumbi, June 05, 2023

For  

**Fr. Dr. MUNANA Gilbert, O. P
Vice Chancellor of UTAB**