

TERMS OF REFERENCE FOR CONSULTANTS

Suva Port – Strategic Review of Development Options

A. Introduction

1. The Government of Fiji has requested Asian Development Bank to support in conducting strategic review of maritime operations to identify a new site to relocate Suva Port (the port) or shifting some key operations to a new location.

2. ADB has provided assistance to the government in the maritime sector since 1979, when the first loan was approved for the port rehabilitation for containerized cargo.¹ In the 1990s, the Government anticipated the future capacity constraints at the existing Suva port location and completed several studies during the late 1990s and 2000s analyzing various options and plans (Appendix 1) for its relocation. ADB engaged with the Government in 2002 and provided a loan of \$16.8 million to improve the Suva and Lautoka. In December 2015, ADB approved technical assistance (TA) to prepare a Ports Development Masterplan (the masterplan) for Fiji which confirmed that the port will need to relocate because of aging infrastructure and capacity constraints.

B. Background

3. Fiji has one of the largest economies in the south Pacific and is centrally located, making it a natural regional hub for trade. The Government's National Development Plan (NDP), 2017–2036, sets a strategy for Fiji to become a regional hub of the south Pacific for business, including by improving transport and digital connectivity, and developing a skilled workforce and productive jobs, which will contribute to regional cooperation and integration.² Fiji's seaports provide the major gateway for container and cargo movement, the majority of which is concentrated at the space-constrained Suva Port while the rest is handled in Lautoka Port.

4. The port was first constructed as a wooden structure in 1883 and was redesigned in 1910. Following years of upgrades and construction challenges, the current port was reconstructed in 1963 and has not changed fundamentally from its original 1910 design; the port infrastructure is aging and has not been well maintained. The port is serviced by three wharves: King's Wharf (containerized cargo, liquid bulk and cruise ships), Princess Wharf (international fishing vessels) and Walu Bay Wharf (dry bulk).³ King's Wharf (north and center berths only) was rehabilitated in 2005 and is the only section of the port that is in condition to service container vessels; of the 492 m of King's Wharf, only 293 m is suitable for mobile crane activity. A condition assessment was undertaken by the consultants appointed by the government in 2019 to identify and prioritize rehabilitation needs for King's Wharf. The assessment estimated the investments required for the following interventions: high priority (F\$12 million), medium priority (F\$750,000) and low priority (F\$1.27 million).⁴

¹ ADB. 1979. *Report and Recommendation of the President to the Board of Directors on a Proposed Loan to the Ports Authority of Fiji for the Suva Port Project*. Manila.

² Government of Fiji, Ministry of Economy. 2017. *5-Year and 20-Year National Development Plan: Transforming Fiji*. Suva.

³ Princess Wharf (163 m, water depth of 5 m); Kings Wharf (497 m; South Berth: 162 m, water depth of 10.5 m, Center Berth: 165 m, water depth of 11.5 m and North Berth: 165 m, water depth of 11.5 m); Walu Bay Wharf (189 m, water depth of 7 m).

⁴ High priority works included a combination of rehabilitation of piles, pile caps, decks, beams, sheet pile walls on the three wharves.

5. In 2018, the port served about 1,300 vessels⁵, including container vessels (108,092 TEU), cruise liners, and international fishing vessels. The port also acts as transshipment hub for the region, estimated at around 13% of total imports, or 7,054 TEU. The Fiji Ports Corporation Limited (FPCL) throughput projections for 2025 at the Port are 132,000 TEU at 3.5% growth per year. This includes an increase in transshipment cargo and potential relocation of manufacturing operations (mainly Fast-Moving Consumer Goods) from Australia to Fiji.⁶ The container yard space (2.8 ha out of the total 5.4 ha inside the port boundary) is limited with 850 ground slots and a storage capacity of only 2,400 TEU (containers are stored four high (full) or six high (empties)).

6. The location of the port, next to the central market and bus station, limits the ability of the port to expand its area and generates significant traffic congestion in the central business district of Suva. In 2017, it was estimated that the port would reach capacity by 2020 and a 7-year action plan was proposed to prolong the port's capacity to 2025⁷. However, the port operator, Ports Terminal Limited (PTL), has been active in making the most out of the limited port space they have through the following measures: (i) implementation of terminal operating system to streamline yard operations; (ii) customs and bio-security inspections are predominantly handled outside the port (after X-ray scans in the port); (iii) limited free storage of 3 days only inside the port for all containers (full and empty), to motivate cargo owners to quickly move containers out of the port; and (iv) planned implementation of vehicle booking system to spread arrival of truck to further optimize the port's cargo handling. Despite these measures, it is clear that the port may need to relocate or undergo expansion, reclamation and/or rehabilitation works at the existing site to achieve the government's ambitions. In addition to the port, related operations in the area are the domestic fishing wharf located at Muaiwalu I, the domestic ferry port servicing passengers and domestic freight located at Muaiwalu II, and the ship repair facility operated by Fiji Ships & Heavy Industries Ltd (FSHIL).

7. **Ownership and Management.** FPCL is a commercial port management company operating the two main ports of entry into Fiji – Kings Wharf, Suva and the Queens Wharf, Lautoka. In August 2013, FPCL entered into a Public–Private Partnership (PPP) with Aitken Spence PLC (ASPLC) for the management of the cargo terminals in Suva and Lautoka. ASPLC purchased a 51% stake in PTL from FPCL (which retained a 49% stake) and was awarded a concession to provide terminal management services for a period of 15 years. In November 2015, the government agreed to sell 59% of its shares in FPCL—39% to the Fiji National Provident Fund and 20% to ASPLC.

C. Previous Assessments and Studies

8. The port has had a long history of assessments and studies, most of which relate to relocation of Suva. These assessments and studies will provide a foundation for this assignment. List of studies conducted in past are placed at Appendix 1.

9. **Demand assessment and forecast.** A 25-year demand assessment and traffic forecast was undertaken in the masterplan from 2015 to 2040. Under a conservative mid-point growth it was estimated that container vessel arrivals would increase slightly from an annual average of

⁵ Of these 1,300 vessels, 63% were international fishing vessels, 21% were cargo vessels, 6% were liquid bulk tankers 4% were car carriers, 3% were cruise liners, and 2% were dry bulk vessels.

⁶ Examples include non-durable household goods such as packaged foods, beverages, toiletries, over-the-counter drugs, and other consumables.

⁷ TA 9063-FIJ: Ports Development Master Plan in Fiji produced the Fiji Ports Development Masterplan. Draft Final Report (February 2017).

259 arrivals in 2015 to 286 per annum in 2040.⁸ Comparison of the forecasted demand and real-demand for 2016, 2017 and 2018⁹ indicate that the actual vessel calls are aligned with the 'pessimistic' forecasts presented in the masterplan; exceptions are an increase in fishing and car carrier vessels. A 2019 study on cruise tourism in Fiji examined the benefit-cost ratio of construction of a temporary cruise terminal that would separate the cruise and commercial aspects of the port.¹⁰ The results show that there is potential for a positive ratio of 1.01 but also found that port redevelopment is not a driver of itinerary planning and this new terminal would not necessarily attract new ships.¹¹

10. **Survey data.** Fiji has benefitted from numerous surveys over the years resulting in a library of bathymetric, hydrographic, seismic, topographic and geologic data. The past surveys have not covered the entire coastline, but the sections of available data may be useful to this study; supplemental surveys at the specific sites will be required.

D. Objective of the Assignment

11. The main objective of the assignment is to support the government in taking an informed decision on the relocation and site selection of Suva port by assessing:

- (i) **Review of existing maritime policy and regulatory framework.** This involves review of current policies and plans to identify any gaps for improvement, current and future operations including relocation of the port.
- (ii) **Assessment of current Suva port condition and operation.** The assessment will be conducted to find out the health of current Suva port infrastructure, its operations and existing resource utilization. The study will also identify gaps to optimize the utilization of seaports infrastructure under FPCL
- (iii) **Port development options – scoping and identification.** The assignment involves close consultation and support in forming consensus in the government related to the scoping and site selection for new port and its development. A study will identify potential candidates and provide development options to relocate Suva port by following series of activities below:
 - (a) stakeholder consultation,
 - (b) technical analysis,
 - (c) scoping and preliminary assessment of environment and social safeguard issues and matters (including 'red flag' or 'no go' sites),
 - (d) economic and financial analysis,
 - (e) identification of policy and regulatory barriers,
 - (f) risk assessment,
 - (g) legal assessment, and
 - (h) multicriteria analysis and selection of a preferred site for detailed study.
- (iv) **Project Preparatory activities.** This part of the assignment will prepare an implementation plan and background documentation required for ADB establishing the feasibility study and project preparation.

⁸ The pessimistic and optimistic estimates were 278 and 292 per annum in 2040, respectively.

⁹ As reported in the FPCL Annual Reports.

¹⁰ This terminal was proposed in the Masterplan comprising a floating pontoon, anchored with piles, two berthing dolphins and two mooring dolphins for an estimated cost of \$6 million.

¹¹ IFC. 2019. Assessment of the Economic Impact of Cruise Tourism in Fiji. October 2019.

E. Scope of Services

12. **Deliverable 1: Review of Policy, Regulatory and Operating frameworks.**
- (i) Review of existing maritime policies/plans, assess fitness of current policies and identify any inconsistency between them.
 - (ii) Collect and review related development plans from other related sectors including urban development plan, transport network plan, national development plan etc. This includes policies/plans under preparation.
 - (iii) Assess the role of seaports in Fiji in Pacific context. Identify gaps and areas of improvement to play role in national development.
 - (iv) Assess the economic viability, linkages and contribution of existing seaports in the overall economic development of country.
 - (v) Based on review of above, identify regulatory and legal barriers impacting the potential growth of maritime sector in Fiji and suggest way forward.
 - (vi) The consultant will develop assessment and analysis result to have comprehensive recommendations for the overall strategy or program for the maritime ports development in Fiji.
13. **Deliverable 2: Assessment of existing Suva port condition and operations (Princes Wharf, King's Wharf and Walu Bay Wharf).**
- (i) Summarize design conditions and specifications of Princess Wharf, King's Wharf, Walu Bay Wharf of Suva Port (based on design documents and other technical documents/studies available).
 - (ii) Conduct review on condition assessment report conducted by consultants, followed by supplemental on-site surveillance to evaluate soundness of terminals/wharfs.
 - (iii) Considering the physical soundness of wharfs, and operational constraints of the port, evaluate cargo handling capacity of existing terminal and options available for its expansion in terms of container cargo, and other cargo types.
 - (iv) Summarize utilization of existing port facilities and equipment, including berths, shed/warehouses, yard, and cargo handling equipment, with indicators of port performance.
 - (v) Prepare a maintenance schedule with estimated maintenance cost to maintain capacity and function of the port's facilities for the next 5, 10 and 15 years.
 - (vi) Assess the sustainability of future investments (CAPEX) planned by FPCL including strengthening of wharfs from short and long-term perspective, considering the relocation of Suva port or some of its main functions in future.
 - (vii) Assess utilization of FPCL existing seaport facilities and equipment, including berths, shed/warehouses, yard, and cargo handling equipment and recommend plan to optimize their utilization and gain efficiency in port operations.
 - (viii) Develop a business case with an option analysis based on with and without new Suva port scenario to help the government in taking decision for relocation.
14. **Deliverable 3: Port development options – scoping and identification of new site.**
- (i) **Technical Analysis:**
 - (a) Review of existing policies, technical studies, plans and roadmaps related to maritime and other relevant sectors like urban development, transport network plan, trade development, national development plan, and development plan of utilities. All necessary consideration shall be made to

- secure consistency and harmonization between this assignment and the plans.
- (b) Assess container cargo transshipment market in Pacific region considering capacity and development plan of competing regional ports.
 - (c) Identify gaps and recommend measures considering, but not limited to, internal and external factors like infrastructure, facilities, capacity, regional networks to become Suva as an optimal transshipment port
 - (d) Conduct supply/demand analysis considering future demand and growth on short and long-term basis. The analysis must ensure the integrated nature of the port development, avoid duplicated investments, and anticipate that future capacity will meet the region and nation-wide demand.
 - (e) Collect and analyze data of hinterland, including land use, transport network, logistic facilities, and utilities network.
 - (f) Proximity to destination of cargo, internal transport network, infrastructure enhancement and capacity to accommodate port cargo volume in present and to meet future demand to be assessed to meet port relocation objectives
 - (g) Conduct vessel's forecasting by size, specifications, and number of vessels, calling at the Suva Port, based on trend in the port and global market, considering cascading effect of vessel. Forecast shall be summarized by type of vessels with targeted horizon in 2030, 2040 and 2050. Forecast should also consider regional port competition, change in industrial structures, behavior of shipping lines, and other economic conditions including trade. Software which is commercially available may be used for the simulation. Determine constraints/ bottlenecks now and in future.
 - (h) Prepare development scenarios such as but not limited to: i) relocation of all functions and facility to new site; and ii) partial relocation (i.e., container only, all except cruise, etc.).
 - (i) Consultant will review and suggest with pro and cons, complimentary activities/operations can be relocated to new port site (shipyard, dry docking etc.).
 - (j) Determine broad specification and requirements of new port terminal, including total area requirements, draft, length, yard area, design vessel size, and equipment. Necessary consideration shall be made on differences according to development scenarios above and future growth.
 - (k) From a long list to be compiled from existing information and that obtained during the assignment, a list of maximum five potential sites is to be identified and screened to prepare development options at the five sites. Screening will be conducted based on already available surveys and data collected but not limited to: (i) nautical, (ii) hydrological, (iii) geographical, (iv) land acquisition, (v) social and environmental impacts, (vi) preliminary cost estimates, (vii) operational conditions/restrictions, and (viii) recommendations that arise during stakeholder consultations. Status of transport network, utility network and other development matters shall be considered as well.
 - (l) The potential sites list will be further scrutinized and refined based on additional assessments, field visits, and consultation with the government and other stakeholders, and through multi-criteria analysis reach a short list comprising three sites. Special attention shall be paid to environment and social safeguards considerations and ADB's Safeguard Policy

- Statement 2009 (SPS). Impacts will be categorized as “go”, “red-flagged” or “no-go”.
- (m) The consultant will undertake investigations on shortlisted sites, conduct high level assessment considering risk of cyclones and metocean conditions and additional surveys (as needed) but not limited to geophysical and/or geotechnical, topographic, bathymetric, hydrological, seismic, marine ecology, nautical surveys etc., to determine suitability of the shortlisted sites for port development. The seasonal requirements of these surveys will be considered in the proposed work program. The extent of surveys will be such that enable the consultant to reach to a conclusive comparison of sites.
 - (ii) **Economic Analysis:** Based on the results, the consultant will develop Social Cost and Benefits Analysis and estimate economic internal rate of return (EIRR) for the shortlisted sites.
 - (iii) **Financial Analysis:** Based on the results, the consultant will prepare detailed cost estimates (construction, operation, maintenance, and overall investment costs), revenue stream estimates, financial model, and calculate financial internal rate of return (FIRR) for the shortlisted sites.
 - (iv) **Environmental analysis:** The consultant will Identify environment issues and impacts for each shortlisted site to pre-feasibility level assessment through identification of: (i) the influence area, (ii) sensitive receptors and ecologically sensitive areas in the influence area, (iii) areas of critical and/or natural habitat within or adjacent to the influence area, (iv) key differential impacts during the construction and operation stages of project development and ability for impacts to be avoided or mitigated, (v) likely categorization under the national laws and SPS, and (vi) perspectives and inputs of stakeholders and directly and indirectly affected people and communities. The expert will establish baselines and providing inputs to studies and reports.
 - (v) **Social safeguards analysis:** Identify social safeguard issues for each shortlisted site to pre-feasibility level assessment through: (i) review of all the shortlisted sites and their likely involuntary resettlement/land acquisition impacts and likely involuntary resettlement category as per ADB SPS; (ii) undertake risk assessments associated with land acquisition and involuntary resettlement for each option, in consultation with affected persons, landowners and other key stakeholders, to determine if there are ongoing land disputes on sites to be acquired, existing sacred sites, any outstanding land issues and feedback from all relevant stakeholders including directly and indirectly affected persons and CSOs/NGOs; and (iii) estimate the resources and actions required to possess likely site/s or implement safeguards requirements per each option given issues/risks involved from point
 - (vi) **Risk Analysis:** The consultant will identify major technical and commercial risks, estimate consequences caused by them, allocate them to the party most capable of overcoming them, and prepare mitigation strategies.
 - (vii) **Multicriteria Analysis:** Based on the results from the above, consultant will conduct a multicriteria analysis (MCA) to evaluate shortlisted sites for each development scenario and propose a preferred site for government concurrence and endorsement to detailed study and project preparation.
 - (viii) **Private Sector Participation:** The consultant will conduct an initial analysis related to implementation of potential PPP scheme for the new Suva port, including

Value for Money (VfM) calculation, proposed PPP project structure/options, risk allocation, government support requirements if needed, etc.

- (ix) **Stakeholder Consultation:** The consultant will prepare a stakeholder engagement and communications strategy (SECS), that will be further developed during the feasibility stage (a subsequent TA). For each stage of the project the SECS will identify the key stakeholders, the opportunities for participation, the key message to and from stakeholders, what methods of communication will be used, who is responsible for the consultation and engagement, and costs. Consultations undertaken during the assignment are to be fully documented, with minutes and attendance sheets, and included in the Final Report. The SECS will identify the consultations required during the feasibility study stage (subsequent TA) that will help inform the safeguards due diligence. A minimum of three workshops will be delivered in Suva:
- (a) Workshop 1: Inception workshop to help identify, and advise, all key stakeholders of the anticipated project, study and their roles;
 - (b) Workshop 2: Presentation of the longlist and prioritization of the five sites; Participation in the MCA of the three short-listed sites; and
 - (c) Workshop 3: Final presentation on deliverable 3 and 4; preferred site selection process and findings, justifications (technical, financial, economic, safeguard etc.), project costing, possible private sector participation, issues and challenges including legal, port development plan etc. Next steps towards project preparation on preferred site with details of consultation and communications expected during the safeguard due diligence of the preferred site.

15. **Deliverable 4: Project Preparatory activities**

- (i) Compare development scenarios for the preferred site and recommend the best development scenario. For the best development scenario, prepare staged port layout plan, with standard cross-section design of berths and other major facilities. GIS map shall be prepared identifying facilities and land use at sites.
- (ii) Explore and recommend construction method and phasing, structure type and other technical issues to reduce construction period and cost for the best development scenario.
- (iii) Prepare initial implementation/construction schedule.
- (iv) Support the government in preparation of background documents for selected site including environmental and social safeguards screening and categorization forms (including the REA checklist), Initial Poverty and Social Analysis, and elaboration of the SECS as a Stakeholder Communications Strategy (as per ADB's format).

F. **Key Expertise Required**

16. Proposing entities will determine the number and the nature of experts required to deliver the assignment consultancy outputs and deliverables. Proposing entities must include in their technical proposal, in the personnel work plan, and in the financial proposal, all experts required in accordance with the proposing entity's approach and methodology. The proposing entity must also determine and indicate the number of person-months inputs required for each of the experts and the minimum time in-country and home office each of the experts will deliver their inputs to the assignment. The team should comprise both international and national specialists and should include an appropriate mix of time working in the field and from the consultants' office.

17. The successful firm will demonstrate their experience working in the region and in similar assignments and clearly explain why they are best suited to deliver the required outputs. The inclusion of experts with experience in port development, port/harbour operations, maritime transport, port forecasting, port masterplans and safeguards. Pacific regional experience is required and experience in Fiji will be an advantage. The qualification and experience requirements for key experts are specified below. The team leader preferred to be a full-time employee of firm submitting the proposal. Minimum of 5 months of input is required from team leader.

18. **Maritime Port Operations Specialist (Team Leader, International).** Degree in civil engineering or related field to port operations. At least 15 years of experience in projects in the maritime transport sector, with at least 10 years of experience port operations: assessing port capacity, efficiency and constraints, port cargo flows and processes, demand, port operation improvements (wharf, yard layout, etc.). Work experience in the Pacific or other similar environments is required. The specialist will lead the assessment of current port operations and formulate and conduct the MCA for the new port development plan. For the team leader, knowledge of ADB procedures and experience working both internationally as well as in Fiji is considered beneficial. Team leader should be permanent staff of firm submitting proposal.

19. **Maritime Port Specialist (International).** The Port Specialist should have a master's degree in civil engineering or related field and at least 15 years of experience in port engineering design, port/harbor development and planning, forecasting and port operations. The specialist will provide engineering inputs as needed, review the current port condition, determine the optimal required port layout and support the team in formulating the and conducting the MCA.

20. **Maritime Structure Specialist (International).** Degree in civil engineering or related field to civil engineering structures. At least 15 years of experience in projects in civil engineering structures, with at least 10 years of experience in maritime structures: design of wharf structures, analysis of deficiencies in maritime structures. Work experience in the Pacific is preferred.

21. **Environmental Specialist (International).** The environment specialist should have a relevant advanced degree and at least 15 years of experience in preparing environmental assessments including environmental impact assessments (including detailed environmental management plans) of infrastructure projects in the maritime sector. Experience working in the Pacific is highly desirable. Experience working on development partner projects, especially ADB, is required. If the specialist is a registered consultant with the DOE this should be clearly identified in the proposal as this will be an advantage.

22. **Transport Economist (International).** The consultant will have at least 15 years of experience in designing and analyzing transport infrastructure development projects preferably in port development projects. An advanced degree in economics or closely related fields is required.

23. The bidder shall provide a full list of other non-key experts that it would intend to use to deliver the outputs required by the project. Minimum experience in relevant expertise required for non-key experts is seven years. These individuals will not be scored as part of the key expert evaluation but will be taken into account when evaluating the approach and methodology and personnel schedule. ADB may request replacement of personnel not deemed suitable to form part of the project team.

24. The team leader should spend most of its time in field in Fiji from expected duration of assignment. The consultant shall prepare for at least four official missions to Fiji to deliver three

workshops and others/consultation. The amount of time spent on field by any of the key experts (in aggregate) will be taken into account when evaluating the approach and methodology and personnel schedule.

G. Outputs/Deliverables

Table 1: Consultancy Deliverables and Target Milestone Dates

Task	Deliverable	Tentative Milestone Completion Date	Milestone Payment
Project Updates	(i) Inception report	3 weeks after contract award	10%
	(ii) Monthly project progress updates	Start from 2 nd month, within one week after the end of the month	N/A
	(iii) Midterm report	4 months after contract award	
	(iv) Final report	8 th months after contract award	10%
Deliverables 1: Review of the existing Policy, Regulatory and Operating frameworks	Report	2 months after contract award	15%
Deliverable 2: Assessment of current port conditions and operation	Report	3 months after contract award	25%
Deliverable 3 and 4: Identification and scoping of potential new port sites	Report	8 months after mobilization	40%
Workshops	(i) Workshop 1 (ii) Workshop 2 (iii) Workshop 3	As per Para 14, IX (a, b, c)	Provisional sums

H. Implementation Arrangements

25. The government will establish a high-level steering committee that will meet at key points during the study, especially during the discussions on the longlist and the shortlist. The counterpart government agencies are the Ministry of Economy (MOE) as executing agency and Fiji Ports Corporation Limited (FPCL) as implementing agency. Daily supervision and monitoring will be done by FPCL as the implementing agency while key decisions shall be made by Steering Committee and with agreement of the MOE, as the executing agency. FPCL will provide: (i) counterpart staff, if needed; (ii) office accommodation for maximum two consultants at a time, (iii) access to meeting facilities, and (iv) access to data and information as available. A designated representative from FPCL will assist in the day-to-day activities of the assignment.

26. The firm's contract will be administered by the ADB in close coordination with the government. The TA consultant will mobilize promptly after signing the contract agreement, and will compile, prepare and submit all required reports within the timelines mentioned in the terms of reference. The consultant will respond promptly to all queries raised by ADB and the Government.

I. Procedure for Review and Acceptance of Outputs

27. Each deliverable will be reviewed by the ADB project team and the government, who will be required to provide comments within 15 working days after submission. All reports, in the English language, will be submitted by the consultant to MOE, FPCL and ADB. Each of the deliverables will be reviewed by MOE, FPCL and ADB. Draft outputs shall be submitted in both hard and electronic form to MOE and FPCL and electronic form to ADB. The consultants will address comments from MOE, FPCL and ADB, and then finalize the documents. Upon formal acceptance of the deliverables by MOE, FPCL and ADB, the progress payments will be made according to the payment schedule specified in the contract.

J. Project Progress Updates

28. The following reports will provide the government and ADB with regular updates on project progress:

- (i) Inception Report: The consultant will begin by preparing an Inception Report including, but not limited to, confirming the scope of the study, identifying all key stakeholders and preparing a plan for consultations, a detailed work and implementation plan and staffing inputs for the study.
- (ii) Monthly progress reports: The consultant will be required to provide monthly progress updates. These updates should be brief and can be in report format. The updates should include progress updates, consultations and any difficulties or challenges. These updates should be submitted to ADB by email within 1 week of the end of the month.
- (iii) Midterm Report: The consultant will be required to develop an interim report which should include major findings to date, consultations, summary of workshops to date, recommendations and any challenges. Appendices to the interim report should include any tasks that have been completed. The date for submission of this report will be agreed with ADB, the government and the consultants during inception, however, it should be no-later than 4 months after the consultants commence work on the TA. This report should be submitted to both ADB and the government prior to ADB's TA review mission.
- (iv) Final Report: The consultant will be required to develop a final report which should include all output deliverables, major findings, consultations, summary of all workshops and consultations, recommendations and any challenges. Four final hard copies in color along with electronic version will be provided for final report.

K. Terms of the Assignment

29. The duration of the assignment is 8 (eight) months from contract signing. The government will provide data and will support further data collection. However, the consultant should assess the quality of available data, and will be responsible for further data collection, as necessary, to deliver the required outputs under this assignment.

30. All key experts will be required to travel to project sites to carry out studies, surveys, and meaningful consultations with the government and all stakeholders in preparing the project outputs.

31. The procurement process will be a Quality and Cost Based Selection (QCBS) in accordance ADB Procurement Policy 2017, as amended from time to time) and its related staff

instructions. Firms will submit full technical and financial proposals. The engagement of the selected firm will be through a lump sum contract based on an output-based ToR.

32. Subject to satisfactory performance, the consultant selected for the current assignment may be retained by ADB's Borrower for follow-on assignment.

L. Proposal Preparation

33. Proposing entities must prepare a detailed description of how the consultancy outputs will be delivered and the details of the experts to be provided, including the Team Leader/Port Engineer/Senior Maritime Specialist, and the roles and responsibilities under the contract in the "Approach and Methodology" section of the technical proposal. Only one curriculum vitae (CV) may be submitted for each expert position proposed by the entity. The CVs of key experts will be evaluated and scored. Other CVs (those of non-key experts) will not be scored; however, each of the CVs will be reviewed and either approved or rejected based on an assessment of the relevance of the expert's qualifications and experience against the expert's roles and responsibilities stated in the "Approach and Methodology".

34. Bidders financial proposal shall include all costs to deliver the deliverables listed in Table 1 by the completion dates (also listed in Table 1). Bidders' financial proposals will be assumed to include:

- (i) All experts, including the Team Leader, under the contract based on the person-month inputs identified in the "Approach and Methodology".
- (ii) Mobilization and demobilization costs of all experts and the consultant's personnel, including travel, ground transportation, accommodation, per diems and other expenses.
- (iii) Costs for sub-consultants (if necessary).
- (iv) Corporate overheads, including insurances.
- (v) (vii) Provisional sums allocated is a non-competitive item and should not be part of financial proposal. It covers only surveys and workshops.

Appendix 1: List of Previous Assessments and Studies

- 1995: The Ports Authority of Fiji (PAF) commissioned Kingston Morrison & W. Halcrow partners to produce a Port of Suva Master Development Plan. This study was funded by European Development Bank. The findings of this study declared that: (i) The capacity of the international port facilities is restricted by the relatively shallow depth of the container yard and its proximity to the market, bus station, central business district and surrounding roads; (ii) Road access is constrained by road network congestion; and (iii) The long term development plan (10-20 years) is for a modern multi-purpose cargo port facility at Rokobili for international trade. The Kings Wharf complex will be partly retained for cruise vessels and the bulk of the site sold for redevelopment.
- 2004; Fiji South Pacific Applied Geoscience Commission (SOPAC) Miscellaneous report based on compilations of various datasets collected during trials of equipment or otherwise unpublished data of relevance to the Rokobili Port Development Project.
- 2005; University of South Pacific, Coastal water quality and marine baseline studies of the proposed site for FPCL (Fiji Ports Corporation Ltd) Rokobili Port Development, Suva and assessment of potential impacts
- 2005; Beca Pty Limited. Rokobili Port Development – Suva Harbour Hydraulics Study as part of the Environmental Impact Assessment Report. December, 2005.
- 2005; Kench, P. 2005. Coastal Impact Assessment of Rokobili Port Development, Suva Harbour, Fiji. Auckland Uniservices Limited as part of University of Auckland, November 2005.
- 2005; Erasito Beca Ports and Coastal services team were brought in by FPCL to prepare an Initial Environmental Examination (IEE). The IEE provides a rationale for the project as well as describing the existing environment, identifying and screening potential environmental impacts and looking at possible mitigation measures.
- 2007; Tonkin & Taylor Project - Rokobili Port Development involves the reclamation of 40 ha of foreshore, construction of an 800 m long wharf structure with associated dredging, ancillary administration buildings and container handling/storage facilities. Services provided, Project management, Geotechnical investigations, Assessment of environmental effects, Study of coastal processes, Preliminary civil design, Construction cost estimates.
- 2008; KPMG study of Fiji Ports Corporation Limited Due Diligence on Rokobili Terminal Project Client, Maritime & Ports Authority of Fiji, study aims to make broad assessments of the project's ability to comply with Technical and Regulatory requirements and the economic impact issues relating to the project.

Other Assessments and Studies

- ADB Evaluation of Proposed Valaga Bay (Savusavu) Port Development 2006
- ADB Valaga Bay Engineering Assessment Report 2007
- ADB Fiji Ports Development Project, Completion Report 2008
- ADB Fiji Ports Development Project, Performance Evaluation Report 2011
- ADB Fiji Ports Development Masterplan 2017
- Cardno Condition Assessment – Suva Port 2019
- FPCL Annual Reports 2013, 2014, 2015, 2016, 2017, 2018
- FPCL 5 Year Strategic Plan 2019–2023

- Fiji Sea Ports Management Act 2005
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- IFC Assessment of the Economic Impact of Cruise Tourism in Fiji 2019
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