

# TERMS OF REFERENCE

(ToR )

PROVISION OF DESIGN CONSULTANCY SERVICES & CONSTRUCTION  
SUPERVISION



**FFTL GRANDSTAND (MINI STADIUM)**

**DÍLI, TIMOR LESTE**

September 2024

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## 1. Introduction

The Federação de Futebol de Timor-Leste (FFTL) invites qualified consultancy firms to submit proposals for Design Consultancy Services and Construction Supervision for the development of a Grandstand (Mini Stadium) at Campo Democracia, Díli. This project aims to establish a modern sports facility that meets current standards for player and spectator safety, accessibility and sustainability.

Since 2015, Timor-Leste has been unable to host international matches due to the lack of proper infrastructure, with the current National Stadium failing to meet AFC Stadium Regulations. In alignment with the FIFA Forward Programme's broader goals for infrastructure development, this initiative is intended to enhance Timor-Leste's football infrastructure by providing a durable, inclusive, and high-quality venue that supports football development at all levels. In doing so, the project will contribute to the long-term growth of the sport in the country, benefitting both elite and grassroots football, while ensuring the facility is sustainable and meets international standards. Collaboration with FIFA guarantees the project is consistent with global best practices in sports infrastructure.

## 2. Project Background

The FFTL, as the governing body for football in Timor-Leste, plays a critical role in improving football infrastructure. With funding support from FIFA Forward Programme, FFTL has embarked on a significant project: constructing a Grandstand (Mini Stadium) at Campo Democracia. The proposed facility will enhance the quality of football events, promoting both domestic and international competitions. The stadium is planned to serve not only as a venue for FFTL's activities but also for broader sports and community events, with a vision to become a central hub for sports development in Timor-Leste.

## 3. Objectives of the Assignment

The purpose of this consultancy service is to ensure the following:

- The design is functional, efficient, and fully compliant with FIFA regulations, AFC Stadium Regulations, and international standards.
- The construction process is well-managed, completed on time, and adheres to the agreed budget.

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- Quality assurance is upheld at every stage of the project lifecycle, ensuring that the highest standards are maintained throughout.

In addition to these objectives, the consultant will play a key role in facilitating a seamless transition from the design phase to the construction phase, providing ongoing support and expert advice to FFTL on best practices for the sustainable management of the stadium.

While the local consultancy firm will be responsible for overseeing day-to-day tasks and operations, FIFA's involvement will focus on providing oversight and ensuring that the project complies with international standards. The local consultancy must work closely with FIFA's appointed experts to ensure full adherence to these guidelines while taking responsibility for the hands-on management of the project.

#### **4. Scope of Work**

##### **4.1. DESIGN CONSULTANCY SERVICES**

**Site Analysis:** The consultant will conduct a thorough site analysis, assessing the existing infrastructure, soil conditions, and environmental factors. This analysis will guide the design to ensure that the facility is sustainable and resilient against natural hazards.

##### **Architectural & Engineering Design:**

The consultant is expected to prepare:

- Detailed architectural blueprints with seating layouts, access points, safety exits, and space optimization.
- Structural designs that account for the region's climate, seismic activity, and material availability.
- Energy-efficient designs for lighting, heating, and cooling systems.

##### **Mechanical, Electrical, Plumbing (MEP) Engineering:**

The design should integrate modern, efficient systems for electricity, water supply, and waste management, with a focus on minimizing energy consumption and maximizing operational efficiency.

##### **Sustainability and Green Standards:**

Designs should comply with international sustainability standards. The consultant should

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propose green building practices such as rainwater harvesting, solar panel integration, and eco-friendly materials.

The local consultant will be responsible for developing the detailed design work, incorporating all necessary elements to meet both FIFA and AFC standards. The consultant must ensure that FIFA's specific requirements are fully integrated into the design documents, maintaining close coordination with FIFA's appointed experts. FIFA will provide oversight throughout this process to ensure compliance with international standards and that the design aligns with the broader goals of the FIFA Forward programme.

#### **4.2. CONSTRUCTION SUPERVISION SERVICES**

##### **Daily Supervision and Quality Control:**

- **Supervision during Construction:** The consultant will be responsible for daily supervision of the construction process, which includes conducting regular site visits by qualified supervisors, monitoring contractor performance, and ensuring adherence to project specifications.
- **Testing and Inspection:** The consultant must ensure that all materials used meet the necessary quality standards. This includes conducting tests such as soil testing, concrete strength evaluation, and equipment functionality tests throughout the construction process.
- **Health & Safety Management:** Implement and manage safety protocols that comply with international standards to minimize accidents and ensure a safe working environment for all labourers and project stakeholders.

While the consultant will handle on-site supervision and day-to-day management, FIFA will provide periodic reviews of the work to ensure compliance with the agreed standards. FIFA's role will focus on strategic oversight rather than daily supervision, ensuring that the project adheres to international standards and FIFA's requirements.

## 5. Deliverables

The consultant will be responsible for delivering the following reports and documents:

<b>Deliverable</b>	<b>Description</b>
Inception Report	A detailed plan outlining the methodology, work schedule, key milestones, and specific sections addressing compliance with FIFA standards and guidelines.
Design Reports	Complete architectural, structural, and MEP designs for review and approval, including detailed sections that demonstrate adherence to FIFA and AFC standards.
Environmental Impact Assessment	A study assessing the environmental implications of the project, including measures to mitigate any negative impacts.
Progress Reports	Monthly updates detailing work progress, challenges, and financial standing, with specific references to compliance with FIFA guidelines.
Final Report	A comprehensive report summarising the construction, supervision, and completion, with an emphasis on how FIFA standards and guidelines were met throughout the project.

All deliverables, particularly the Inception Report and Design Reports, must include sections specifically addressing compliance with FIFA standards and guidelines to ensure alignment with international requirements.

## 6. Timeframe

The entire consultancy is expected to span a period of 12 months. The proposed project timeline is outlined below:

Phase	Duration	Description
Inception Phase	1 month	Site surveys, feasibility studies, and preliminary designs. <b>Milestone:</b> Submission of the Inception Report for FIFA review and approval.
Detailed Design Phase	3 months	Completion of architectural, structural, and MEP designs. <b>Milestone:</b> Submission of Design Reports for FIFA review and approval.
Construction Supervision	7 months	On-site supervision, testing, and quality control during construction. <b>Milestones:</b> Monthly progress reports and periodic reviews by FIFA.
Finalization and Reporting	1 month	Final inspection, submission of reports, and handover of the completed project. <b>Milestone:</b> Final Report submission and review by FIFA.

This timeline ensures that key deliverables are reviewed and approved by FIFA at crucial stages, helping to avoid delays and maintain the overall project schedule.

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## 7. Team Composition & Key Experts

### 7.1. Detailed Team Composition

This section outlines the structure of the team involved in the consultancy and construction supervision for the FFTL Grandstand. The team will be composed of the following key roles:

- **Project Manager:** Responsible for overall project execution, managing contracts, and ensuring timely completion. The Project Manager will serve as the primary point of contact between the project team and stakeholders.
- **Lead Architect:** Responsible for the design of the grandstand, ensuring compliance with building codes, and overseeing architectural quality. The Lead Architect will integrate FIFA's design standards into the project.
- **Structural Engineer:** Ensures the structural integrity of the design, providing technical expertise in construction materials and methods. The Structural Engineer will work to ensure all structural elements comply with FIFA and AFC standards.
- **Electrical Engineer:** Responsible for designing and supervising electrical installations and safety systems, ensuring adherence to international safety regulations.
- **Civil Engineer:** Oversees construction planning, site preparation, and overall execution of civil works, ensuring that all aspects comply with local regulations and standards.
- **Quantity Surveyor:** Manages costs, prepares budget estimates, and ensures financial compliance, providing regular updates on the financial status of the project.
- **Health & Safety Officer:** Ensures that the construction site complies with health and safety standards, implementing and monitoring safety protocols to protect workers and stakeholders.
- **Site Supervisor:** Provides on-site management, monitors daily activities, manages subcontractors, and ensures quality control in accordance with design specifications and timelines.

### 7.2. Key Responsibilities

- **Project Manager:** Leads the project team, manages contracts, communicates with all stakeholders, and oversees the integration of FIFA's oversight into daily operations.



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- **Lead Architect:** Finalises design plans, ensures compliance with local building codes, liaises with structural and civil engineers, and ensures that designs meet FIFA's standards.
  - **Structural Engineer:** Assesses structural stability, reviews designs for strength and durability, provides solutions to design challenges, and ensures alignment with FIFA and AFC guidelines.
  - **Civil Engineer:** Manages infrastructure planning, such as roads, drainage, and foundation works, ensuring compliance with local regulations and integration with FIFA's requirements.
  - **Electrical Engineer:** Designs electrical systems including lighting, power distribution, and emergency systems, adhering to safety regulations and FIFA standards.
  - **Quantity Surveyor:** Prepares cost estimates, controls the project budget, ensures expenditures are within approved limits, and provides financial reports for FIFA's review.
  - **Health & Safety Officer:** Implements health and safety policies, conducts regular site inspections, and ensures compliance with safety standards, with periodic reviews by FIFA.
  - **Site Supervisor:** Oversees daily site operations, manages subcontractors, ensures work is in accordance with design specifications and timelines, and provides regular updates to the Project Manager.

#### **Roles of the Consultant and FIFA:**

- The **local consultant** will handle the day-to-day supervision, manage site operations, and ensure that all project tasks are executed according to plan. The consultant is responsible for direct oversight of the team and daily interactions with contractors.
- **FIFA** will provide periodic reviews and strategic oversight, focusing on ensuring that the project complies with international standards and FIFA guidelines. FIFA's role will include approving key deliverables, such as the Inception Report and Design Reports, and conducting periodic inspections to verify compliance with agreed standards.

This clear delineation of responsibilities ensures that while the local consultant manages the daily aspects of the project, FIFA provides essential oversight to maintain global standards.

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## 8. Reporting Requirements

### 8.1. Frequency & Format

The consultants are required to submit regular reports to FFTL and the FIFA-designated team according to the following schedule:

- **Weekly Reports:** Provide progress updates on construction, budget status, and any issues encountered. These reports should include a brief summary of key activities and immediate concerns.
- **Monthly Reports:** Offer more detailed analyses, including adherence to the project schedule, cost variances, and any changes to the design or project scope. These reports should provide a comprehensive overview of project progress and challenges.
- **Key Phase Reports:** Submit specific reports at critical stages, such as:
  - **Design Completion:** A detailed report when the design phase is completed, outlining adherence to FIFA and AFC standards and any modifications made.
  - **Construction Milestones:** Reports at significant construction milestones, including completion of major structural elements, installation of key systems, and other major achievements.
- **Ad-hoc Reports:** Provide these as needed when urgent issues arise, such as risks, delays, or major design changes. These reports should be timely and focus on addressing specific problems or deviations from the plan.
- **Final Report:** A comprehensive summary of the entire project upon completion. This report should include all relevant documentation, performance evaluation, and lessons learned throughout the project.

#### Reports should be structured as follows:

- **Executive Summary:** A high-level overview of the report's key points, including major achievements and issues.
- **Detailed Progress Information:** A section detailing project milestones, issues encountered, and recommendations for resolution.
- **Financial Overview:** Updates on the budget, including any cost overruns, adjustments, and financial performance against the project budget.

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- **Risk Register:** Updates on identified risks, including mitigation actions taken and current risk status.
  - **Appendices:** Supporting documents such as photos, drawings, and other relevant materials that provide additional context to the report.

## 8.2. Specific Reporting Instructions

Reports must be submitted electronically in both PDF and editable Word format. Each report should include a cover page with the following details:

- **Project Title:** Clearly state the project name.
- **Reporting Period:** Indicate the time frame covered by the report.
- **Consultant Details:** Include contact information for the consulting team.
- **Distribution List:** Specify recipients of the report, including FFTL, the FIFA-designated team, and any other relevant stakeholders.

This structure ensures that FIFA receives timely and detailed updates during key project phases, allowing for effective oversight and alignment with international standards.

## 9. Eligibility Criteria

### 9.1. Qualifications of the Firm

The consultancy firm should have:

- **Proven Experience:** At least 5 years in stadium design and construction supervision.
- **Portfolio of Projects:** Demonstrated success in similar grandstand or mini stadium projects.
- **Team Capability:** Access to experienced professionals in architecture, engineering, quantity surveying, and health and safety.
- **Financial Stability:** Proof of sufficient financial resources to undertake the project without risk of insolvency.

### 9.2. Key Experts' Qualifications

The key experts should meet the following minimum qualifications:

- **Project Manager:** 5 years of project management experience in construction.

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- **Lead Architect:** Licensed architect with at least 5 years of experience in stadium design.
  - **Structural Engineer:** Licensed engineer with experience in large-scale construction.
  - **Electrical Engineer:** Certified with experience in stadium or large public building electrical installations.
  - **Quantity Surveyor:** Chartered with a proven track record of managing large-scale construction budgets.
  - **Health & Safety Officer:** Certified in occupational health and safety, with experience in construction.

## 10. Budget & Payment Schedule

A detailed breakdown of the project's cost will be provided, covering all phases from design to completion. Payments will be disbursed based on milestones achieved:

- **Initial Payment:** 20% of the total contract value upon signing.
- **Interim Payments:** 40% based on monthly progress (calculated proportionally).
- **Final Payment:** 40% upon the satisfactory completion of the project, submission of all deliverables, and approval from the supervisory committee.

## 11. Contract Management

### 11.1. Contract Supervision and Review Process

The project will be overseen by a Contract Supervisor appointed by FFTL, who will be responsible for reviewing and approving deliverables. Monthly review meetings will be held to ensure adherence to project timelines and quality standards.

### 11.2. Conflict Resolution

Any disputes arising from the contract will be resolved through the following process:

- **Initial Mediation:** Involving FFTL, the consultant, and a neutral mediator.
- **Arbitration:** If mediation fails, arbitration will be conducted according to international construction contract standards.
- **Final Legal Recourse:** If arbitration fails, the matter will be resolved in the courts of Timor-Leste.

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## 12. Risk Management

### 12.1. Risk Mitigation Strategies

Key risks include design delays, cost overruns, material shortages, and adverse weather conditions. Mitigation strategies will involve:

- **Contingency Planning:** Allocating extra time and budget for unexpected delays.
- **Regular Risk Reviews:** Held during progress meetings.
- **Pre-approved Alternatives:** For materials and subcontractors.

### 12.2. Contingency Planning

A 10% contingency fund will be set aside in the budget to address unforeseen issues, such as sudden market price changes for materials or design adjustments during construction.

## 13. Stakeholder Engagement

### 13.1. Engagement Methodologies

Key stakeholders will include FFTL, FIFA, local authorities, contractors, and the local community. Engagement methodologies will include:

- **Stakeholder Meetings:** Regular updates and decision-making discussions.
- **Workshops:** Technical workshops for design validation and construction techniques.
- **Community Outreach:** Engagement with local residents to inform them of the project, minimize disruption, and gather feedback.

### 13.2. Community Involvement

Local communities will be involved through:

- **Public Consultations:** Before construction begins, to address concerns.
- **Local Employment Opportunities:** Prioritizing hiring local workers and contractors.

## 14. Evaluation & Selection Criteria

Bids will be evaluated based on the following:

- **Technical Expertise:** 40%
- **Cost Competitiveness:** 30%
- **Experience and Past Performance:** 20%
- **Community Engagement and Local Knowledge:** 10%

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## 15. Legal & Compliance Requirements

The consultant must comply with all relevant regulations and laws in Timor-Leste, including obtaining the necessary permits and ensuring that designs adhere to local building codes. Compliance with environmental standards is also mandatory.

## 16. Annexures

- **Annex 1:** Detailed Project Timeline – includes milestones for each phase of design and construction.
- **Annex 2:** Budget Breakdown – provides a detailed allocation of the project budget across different components.
- **Annex 3:** Sample Design Illustrations – showcases initial design concepts, drawings, and architectural renderings.
- **Annex 4:** Risk Management Plan – contains a detailed risk register and mitigation strategies.
- **Annex 5:** Key Regulations and Standards – lists all the legal and regulatory standards that the project must comply with, including building codes and environmental regulations.

Approved by;

  
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