

Terms of Reference

1. Background:

The PNSC Workshop is the dedicated Technical & Engineering facility of Pakistan National Shipping Corporation (PNSC), established to provide comprehensive engineering, maintenance, fabrication, and repair support for the Corporation's fleet and associated maritime operations. With decades of experience in ship repair and marine engineering, the workshop has developed extensive technical expertise and a proven track record in executing a wide range of engineering works.

Strategically located to support both port and vessel operations, the PNSC Workshop is equipped with the necessary infrastructure, skilled manpower, and engineering resources to undertake routine maintenance, emergency repairs, fabrication, machining, and other specialized technical activities in an efficient and timely manner.

As an integral part of Pakistan National Shipping Corporation, the PNSC Workshop operates in accordance with established quality standards, statutory requirements, and industry best practices, ensuring reliable, compliant, and cost-effective engineering solutions for the maritime sector.

2. Objective(s) of the Assignment

Certifying body for ISO 9001:2015 certification of PNSC workshop.

3. Scope of Services, Tasks (Components) is attached in Annex and Expected Deliverables (90 days)

Ensure that the Contractor delivers its ES obligations under its contract. This includes, but is not limited to the following:

- (i) review the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions at frequencies specified in the Contractor's contract (normally not less than once every 6 months);
- (ii) review all other applicable contractor's documents related to ES aspects including the health and safety manual, security management plan and SEA and SH prevention and response action plan;
- (iii) review and consider the ES risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;
- (iv) undertake, as required, audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities under its contract, to verify the Contractor's compliance with ES requirements (including relevant requirements on SEA/SH);
- (v) undertake audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ES related documentation, as necessary, to confirm the Contractor's compliance with ES requirements (including relevant requirements on SEA/SH);
- (vi) determine remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ES obligations;
- (vii) ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ES obligations;
- (viii) monitor that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
- (ix) review and critique, in a timely manner, the Contractor's ES documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
- (x) undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ES issues;
- (xi) establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of SEA and/or SH.

[Include the following additional tasks if the Consultant is being employed for supervision of Works contract:

- (xii) carry-out the following activities consistent with the Works contract to be supervised including but not limited to the following:
 - (a) support the Works employer to organize an SEA/SH conference, ensure appropriate representation in the conference and follow-up of any agreed actions by the attendees;

- (b) monitor contractor's compliance with its SEA/SH Prevention and Response Obligations, and take appropriate contractual actions if non-compliance is identified, including upon identification of potential non-compliance by a dispute board;
- (c) ensure that any allegation of SEA and/or SH that are received by the Consultant are documented, maintaining appropriate confidentiality, and promptly submitted to the Employer and the Contractor;
- (d) prior to its engagement for the Works, verify that, a subcontractor not named in the contract, is qualified in accordance with the provisions of the SEA/ SH performance declaration for sub-contractors;
- (e) provide appropriate support and relevant documents that a dispute board may need in reviewing SEASH contractual compliance;
- (xiii) add any other tasks as appropriate, ensuring consistency with the Consultant's contract conditions and the Contractor's contract.

4. Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts)

The proposed certification body, shall be an internationally recognized certification organization accredited by the United Kingdom Accreditation Service (UKAS) for the applicable certification services.

5. Reporting Requirements and Time Schedule for Deliverables (90 days)

As a minimum, list the following:

- (a) format, frequency, and contents of reports;
- (b) number of copies, and requirements to electronic submission (or on CD ROM). Final reports shall be delivered in CD ROM in addition to the specified number of hard copies;
- (c) dates of submission;
- (d) persons (indicate names, titles, submission address) to receive them; etc.

If the Services consist of or include the supervision of infrastructure (such as Plant or Works), include the following on ES reporting:

- (e) Immediately notify the Procuring Agency of any failure by the Contractor to comply with its SEA and SH obligations;
- (f) Immediately notify the Procuring Agency of any allegation, incident or accident, which has or is likely to have a significant adverse effect on the environment, the affected communities, the public; Procuring Agency's Personnel, Contractor's Personnel or Experts. In case of SEA and/or SH, while maintaining confidentiality as appropriate, The Consultant shall provide full details of such incidents or accidents to the Procuring Agency within the timeframe agreed with the Procuring Agency;
- (g) Immediately inform and share with the Procuring Agency notifications on ES incidents or accidents provided to the Consultant by the Contractor, and as required of the Contractor as part of the Progress Reporting;
- (h) Share with the Procuring Agency in a timely manner the Contractor's ES metrics, as required of the Contractor as part of the Progress Reports."

6. Procuring Agency's Input and Counterpart Personnel

- (a) Services, facilities and property to be made available to the Consultant by the Procuring Agency: PNSC Workshop (list/specify)
- (b) Professional and support counterpart personnel to be assigned by the Procuring Agency to the Consultant's team: Assistant manager / JE Workshop (list/specify)