

**TERMS OF REFERENCE**

**STUDY ON THE POTENTIAL INCENTIVES FOR INFRASTRUCTURE PROJECTS ADOPT SUSTAINABILITY RATING TOOL**

**FOR**

***CONSTRUCTION RESEARCH INSTITUTE OF MALAYSIA* (CREAM)**

**TERMS OF REFERENCE**

**INSENTIVE STUDY FOR INFRASTRUCTURE PROJECTS ADOPT SUSTAINABILITY RATING TOOL**

1. **SERVICE**

Consultancy service on Study On The Potential Incentive For Infrastructure Projects Adopt Sustainability Rating Tool for *Construction Research Institute Of Malaysia* (CREAM)

1. **BACKGROUND**

Malaysia’s Goverment through Ministry of Works and CIDB Malaysia has launched Construction Industry Transformation Programme (CITP) 2016 – 2020; in which focuses on 4 Strategic Thrust: (1) Quality, Safety and Professionalism, (2) Environmental Sustainability, (3) Productivity, and, (4) Internationalisation.

Under Environmental Sustainability Strategic Thrust (ST02), 6 Key Performance Indicators (KPIs) has been set out to be achieved by 2020. The KPI related to this consultancy service are:

ET01 - 50% of new infrastructure projects more than RM 100 million to be certified in Sustainable INFRASTAR or any acceptable sustainability infrastructure tool from Dec 2020 onwards

To achive ET01, a study need to be conducted related to potential incentive for infrastructure projects adopt sustainability rating tool.

**3. CONSULTANCY OBJECTIVE**

The objective of this consultancy service is to establish potential incentive for infrastructure projects adopt sustainability rating tool. This includes:

O1: To identify various incentive Malaysia.

O2: To determine possible incentive and its feasibility to be carried out with respect to industry context.

O3: To propose incentive model to be carried out in Malaysian Construction Industry

**4. WORK SCOPE, METHODOLOGY AND DELIVERABLES**

**4.1 Work Scope**

4.1.1 Work scope that need to be carried out are, but not limited to, as follow:

1. Identify the incentive related to material readily available in Malaysia.
2. Identify the incentive related to material readily available in other countries.
3. Assessment on incentive feasibility to be carried out in construction industry context.
4. Develop incentive model with industry feedback and syndication.
5. Prepare the proposal on potential incentive for new infrastructure projects that adopt sustainability tool.
6. Establish paper for approval of new incentive to relevant authority.

**4.2 Methodology of Work**

4.2.1 The methodology of work will consist of field surveys, desk review of relevant project documentation, national and international reports, scientific publications and other resource tools in addition to direct consultations with key local stakeholders and data providers.

4.2.2 The work is expected to be carried out by one nationally recruited consultant with expertise in construction industry.

**4.3 Deliverables**

4.3.1 Consultant is expected to deliver main deliverables as follows:

|  |  |
| --- | --- |
| D1 | A work plan at the start of the consultancy, which clearly indicates the methodology and anticipated to achieve target outputs |
| D2 | Project Progress Report 1: Compendium on Incentive on Construction Materials |
| D3 | Project Progress Report 2: Feasibility Report on Incentive on Construction Materials |
| D4 | Project Progress Report 3: Incentive Model on Infrastructure Projects Adopt Sustainability Rating Tool. |
| D5 | Executive Summary on Insentive Study on Infrastructure Projects Adopt Sustainability Rating Tool. |
| D6 | Final Project Report: Full report that include all aspect including technical report describing the methodology used in developing the incentive model, data findings and suggesting areas for improvement |

4.3.2 All deliverabls need to be endorse and accepted by CREAM

4.3.3 Consultant is also expected to take and deliver discussion note, minutes of meetings, notes, workshop report that related to the project.

**5. REPORTING**

5.1 Order

The consultants shall be undertaken order from CREAM.

5.2 Chain of Reporting

The project will be supervised by CREAM. However, to ensure relevancy and verification. The consultant needs to report at platform provided as follows:

5.3 Formats

All deliverables should be handed out in three hard copies as well as one soft copy (word format and excel format for tables) and a PDF format for web publishing. If relevant, copies of high-resolution maps and graphics should also be handed out.

During the fulfillment of the assignment, the consultant will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

**5. PAYMENT SCHEDULE**

5.1 Progressive payment is as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Percentage** | **Deliverables** |
| 1 | 20% | D1 |
| 2 | 30% | D2 and D3 |
| 3 | 30% | D4 and D5 |
| 4 | 20% | D6 |

5.2 Consultant and its named team members in the proposal are eligible to claim Travel for meeting / workshop / briefing only with CREAM. The claim covers Travel (from outside Klang Valley) and Stay (if required). The rates is at attached in **Appendix A**

**6.0 INTELLECTUAL PROPERTIES**

All deliverables and as noted at item 4.3.2 are belong to CREAM interlectual property. Consultant shall not permitted to use, print or publish any content without written consent from Supervising Officer.

**7.0 CONSULTANCY AGREEMENT**

7.1 Consultant shall be given a copy of Consultancy Agreement that stated all terms and conditons on the project after accepting offer as appointment.

**8.0 TERMINATION OF CONSULTANCY**

CREAM shall terminate the appointment if:

8.1 Consultant fails to submit all deliverables stated in agreeable timeframe without consent from the Supervising Officer.

8.2 Consultant fails to conduct the task given with arranged scope accordingly. Perunding

8.3 Consultants fails to attend meeting or workshop that were pre-arranged.

8.4 Consultants did not comply with terms and conditions state in the Consultancy Agreement.

PREPARED BY

CONSTRUCTION RESEARCH INSTITUTE OF MALAYSIA (CREAM)