



International Federation of Consulting Engineers
The Global Voice of Consulting Engineers

FIDIC Consultant and Contractor Standing Task Group (CCS-STG) - Terms of Reference (ToR)

Terms of reference 2023 – 2025

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1. Purpose

The FIDIC Consultant & Contractor Selection Standing Task Group ('CCS-STG', herein referred to as 'STG') is appointed by the FIDIC BPLC (Business Practice Leadership Committee), primary functions of which are to:

- Promote the adoption of best practice methods for Consultant selection throughout the global consulting engineering industry,
- Promote the adoption of best practice methods for Contractor selection throughout the global consulting engineering industry.
- Monitor, guide, and advocate best practice selection methods across the throughout the global consulting engineering and construction industries.
- Provide direction and guidance on all aspects of consultant and contractor selection, including: the major selection methods used globally.
- Provide guidance and advocate for the correct application of best practice selection methods.

The strategic priorities of the STG are to:

- Seek means to demonstrate the benefits of best practice selection methods to procurers of consultant and contractor services.
- Through the Chair of the BPLC and the FIDIC CEO, consult with the FIDIC Global Leadership Forum Advisory Board (GLFAB) to identify global selection and procurement practices and to secure commitment to propose professionals to support STG initiatives and Task Groups.
- Review and update, as required, FIDIC's existing suite of selection documentation, including: Quality Based Selection Guideline, Consultant Selection Guideline, Selection of Contractors, etc
- Develop, guide, and advocate for improved methods for the selection of Engineering Consultants and Construction Contractors,
- Provide guidance related to the application of the recommended selection methods, to support consultants, contractors, and procurers use selection methods appropriately,
- Determine the conditions of fair competition among the Consultants and Contractors, and to investigate ways to prevent unfair competition,
- Compile business intelligence from a variety of sources including surveys, consultation with FIDIC Member Associations, the GLFAB, Multilateral Development Bank procurers, and examination of best practices of other professions.
- Establish functional Task Groups where required to support STG activities
- Issue bulletins, guidelines, and other publications as appropriate for the purpose,
- Work under the FIDIC Business Practice Leadership Committee (BPLC) and seek its approval for all works of the STG.

2. Membership and Composition

The Committee shall comprise up to 9 members¹ with relevant professional expertise and experience including, at least one representative of FIDIC Future Leaders Group.

¹ The FIDIC Future Leaders is the group of young professionals (under the age of 40 years) of the International Federation of Consulting Engineers (FIDIC) providing FLs opportunities for FLs to participate actively in FIDIC with their peers and to develop as the next generation of consulting engineering industry leaders.

Further, the composition of the STG will reflect as much as possible diversity objectives of FIDIC in gender, culture, or geography and age. Not more than one member shall be selected from a particular country.

Members shall be and their tenure managed in accordance with FIDIC By-Law VI “Working Committees”.

A delegate from the Secretariat shall attend all meetings of the STG. The FIDIC-BPLC Chair, or nominated representative, shall be entitled to attend all STG meetings but shall not be entitled to vote on matters considered by the STG.

3. Chair

The Chair of the STG shall be recommended to the Board by the BPLC Chair and shall be appointed by the Board in accordance with FIDIC By-Law VI “Working Committees”.

Should the Chair be absent from a meeting, the BPLC Chair may select one of the other members of the STG to chair the relevant meeting.

4. Meetings of the Standing Task Group

The STG shall meet at least 4 (four) times per year. Where the Chair of the STG believes that a face-to-face meeting would be beneficial to progress an issue, such meetings must have the prior approval of the Board/Secretariate. An annual schedule of planned meetings shall be prepared and submitted by 31 July each year. The schedule shall include a budget request for any proposed face-to-face meetings.

Every effort will be made to co-ordinate with the members to maximise attendance. Where possible, at least sixty (60) working days’ notice of any in-person meeting shall be provided to all members. Where possible, at least twenty (20) working days’ notice of any virtual meeting shall be provided to all members.

A quorum shall be STG members greater than 50% or a minimum of 4, whichever is greater.

Meetings may be conducted using any technology agreed by the members or held in-person where the Secretariat has provided approval for it.

A standing item on the agenda of each meeting of the STG will be “Conflicts of Interest”. Disclosure, management and resolution of actual, perceived or potential conflicts of interests shall be addressed and be recorded in the minutes.

Wherever possible, the STG shall attempt to achieve consensus in its decision-making. Decisions may also be made outside of any meeting by a simple majority resolution or agreement in writing by the majority of members of the STG. The STG Chair shall not have a casting vote.

FIDIC BPLC Chair is eligible to attend meetings of the STG on request and is entitled to receive a copy of any papers in advance of the meeting.

All meetings shall be minuted by the FIDIC secretariat in accordance with the protocol described in Section 7.

5. Conflicts of Interest

Members of the STG must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the STG. The Secretariat shall provide information to assist STG members as appropriate to their functions.

Members of the STG shall act in good faith and in the best interests of FIDIC as a whole, act with care and diligence and for proper purpose.

Members of the STG must disclose to the Chair and/or the STG members any actual, perceived or potential conflicts of interest which may exist as soon as the STG Member becomes aware of any issue and shall recuse themselves from discussion and or decisions which may involve that conflict.

6. Independent Advice

Subject to approval of the BPLC Chair, the STG may request independent advisers or other professional advice as may be necessary to undertake their function. The FIDIC CEO will be responsible for managing any such engagement.

7. Responsibilities

The STG has the following responsibilities:

- Establish and manage Task Groups, as described in Section 8, to undertake specific assignments as may be appropriate,
- Update the BPLC on any key issues affecting the ability of the STG to undertake its work effectively and efficiently,
- Notify the BPLC of any issues which may impact FIDIC and/or Member Associations and both their interests or their reputations.

Working under the BPLC, the Committee is expected to achieve the following:

- Produce relevant publications and guidance documents, as approved or requested by BPLC,
- Develop papers, advice and recommendations for BPLC relevant to progressing FIDIC's understanding or interests on global or regional matters,
- Ensure established Task Groups and activities are managed to retain a source of knowledge for FIDIC and its members,
- Maintain online resources about the STG, its membership and activities,

8. Task Groups

The STG shall appoint Task Groups to support it to address specific areas of the STG's work and to undertake detailed tasks prescribed by the STG, as approved by the BPLC. Task Groups shall be

established for limited time, and until the end of their duties. In any event, the STG shall review the Task Groups at the same time as it reviews their Terms of Reference and works.

The STG shall approve the Terms of Reference for each Task Group which are to be prepared by the TG Chairs and also shall seek the approval of BPLC.

9. Authority

The STG has no authority to incur expenditure without prior Board or FIDIC CEO (via the BPLC) approval.

10. Review of the Terms of Reference

The STG shall review its Terms of Reference in not more than 2 (two) years, since the relevant ToR or any revision of it was approved by the BPLC. The STG shall recommend any changes proposed to the Terms of Reference to BPLC for approval.