**Annex - 02 - Areas of Competencies**

| **Competency Area** | **Achievement of Competencies**  **through curriculum** | **Achievement of Competencies**  **through other means** |
| --- | --- | --- |
| **AREA 1 –**  **COST MANAGEMENT** |  |  |
| * 1. Provide cost advice at pre-feasibility stage and provide input to the development of project brief. |  |  |
| 1.2 Advise on cost and benefits of construction projects and prepare cost benefit analysis. |  |  |
| 1.3 Collection of cost data, cost analysis, establishing data, storing system and implement updating procedure. |  |  |
| 1.4 Establish objectives and parameters of cost planning prepare and analyze required inputs and prepare cost plans. |  |  |
| 1.5 Provide advice to Clients on estimate, cost alternatives and cost plan. |  |  |
| 1.6 Prepare development budget for the project, coordinate client’s cash flow and advice on financing of the project. |  |  |
| **AREA 2 –**  **COST ESTIMATION** |  |  |
| 2.1 Cost data collection, storing and establish updating system required for estimation. |  |  |
| 2.2 Preparation of procedure for estimation and preparation of estimates. |  |  |
| 2.3 Advice on tendering including critical evaluation of various documents included in the tender. |  |  |
| 2.4 Assist and advice on accuracy of cost estimate and cost audit reporting. |  |  |
| 2.5 Establish estimate review system and conduct reviews on estimates. |  |  |
| **AREA 3 –**  **CONTRACT ADMINISTRATION** |  |  |
| 3.1 Interim valuation. |  |  |
| 3.2 Prepare progressive financial reporting during construction phase and monitoring. |  |  |
| 3.3. Variation process up to finalization of variation accounts. |  |  |
| 3.4 Initiation of contractual correspondence and interpretation of contract. |  |  |
| 3.5 Data collection, prepare contractual cost and time related claims, negotiation and finalization. |  |  |
| 3.6 Prepare project implementation and procurement plan. |  |  |
| 3.7 Final accounts and reporting |  |  |
| 3.8 Advice on contractual and extra contractual claims. |  |  |
| **AREA 4 –**  **COST REPORTING** |  |  |
| 4.1 Establish cost monitoring procedure including contractor’s budget and analysis of pricing for cost value reconciliation and interpretation. |  |  |
| 4.2 Turnover, profit and lost forecasting cash flow forecasting and coordinate with client’s/ contractor’s cash flow. |  |  |
| 4.3 Control and management of sub contract accounts.  . |  |  |
| 4.4 Advice on procurement or resource including materials, labour and plants.  . |  |  |
| 4.5 Preparation of insurance claims, presentation, negotiation and finalization. |  |  |
| 4.6 Resource analysis and management including resource usage, productivity reports, interpretation and reconciliation. |  |  |
| **AREA 5 – PROCUREMENT ADVICE** |  |  |
| 5.1 General advise on tender process considering constructability, delivery systems and time limitations. |  |  |
| 5.2 Initiate, prepare documents, evaluation criteria and evaluation of pre-qualification process. |  |  |
| 5.3 Recommendation and agree on all inputs required for preparation of Bills of Quantities |  |  |
| 5.4 Prepare Bills of Quantities, undertake checking required and prepare necessary addenda. |  |  |
| 5.5 Preparation of tender documents including compilation and tender action. |  |  |
| 5.6 Tender evaluation, negotiation and award. |  |  |
| 5.7 Specification writing |  |  |
|  |  |  |
| **AREA 6 – CONSTRUCTION TECHNOLOGY AND BUILDING SERVICES** |  |  |
| 6.1 Acquire knowledge of construction process, technologies, building materials, and its suitability to the project climate. |  |  |
| 6.2 Acquire knowledge of the principals of the design and the science of construction. |  |  |
| 6.3 Acquire knowledge of the principals of construction. |  |  |
| 6.4 Interpretation of drawings, specification and other documents. |  |  |
| **AREA 7 –**  **SPECIALIZED AREAS** |  |  |
| 7.1 Financial auditing of construction projects. |  |  |
| 7.2 Feasibility studies. |  |  |
| 7.3 Life cycle cost analysis. |  |  |
| 7.4 Provide value management services. |  |  |
| 7.5 Use of computer application relevant to quantity surveying services. |  |  |
| 7.6 Risk management. |  |  |
| 7.8 Acquire knowledge on regulations and guidelines related to construction in relation to government and local authorities, statutory bodies and donor funded projects |  |  |
| **AREA 8 –**  **OTHER AREAS / ACADEMIC ACTIVITIES** |  |  |
| 8.1 List down any specialist area research, studies or academic activities or other experience not by the above areas. |  |  |