

ПОВИК ЗА ИЗРАЗУВАЊЕ ИНТЕРЕС

РЕПУБЛИКА СЕВЕРНА МАКЕДОНИЈА
ПРОЕКТ ЗА ЕНЕРГЕТСКА ЕФИКАСНОСТ ВО ЈАВНИОТ СЕКТОР
(ИБРД 9038МК)
ИДЕНТИФИКАЦИСКИ БРОЈ НА ПРОЕКТ : Р149990

МК-MOF-005-2023-CS-CQS

ТЕХНИЧКА ПОМОШ: НАДЗОР НА ГРАДЕЖНИ РАБОТИ ЗА РЕКОНСТРУКЦИЈА И АДАПТАЦИЈА НА ЗГРАДАТА НА ЈЗУ УНИВЕРЗИТЕТСКА КЛИНИКА ЗА ПСИХИЈАТРИЈА ВО СКОПЈЕ

Владата на Република Северна Македонија доби заеми од Меѓународната банка за обновување и развој - Светска банка за имплементација на Проектот за енергетска ефикасност во јавниот сектор. Целите за развој на проектот се: (i) намалување на потрошувачката на енергија во општинскиот сектор; и (ii) го поддржуваат развојот и спроведувањето на одржлив механизам за финансирање на енергетската ефикасност во јавниот сектор. Проектот има за цел да ги постигне овие цели преку овозможување инвестиции во згради во општинска и (централна) влада и употреба на обновливи извори на енергија. Во согласност со условите од договорот има намера дел од средствата да ги насочи за обезбедување на техничка помош за надзор на градежни работи за реконструкција и адаптација на зградата на ЈЗУ Универзитетска Клиника за Психијатрија во Скопје.

Консултантските услуги вклучуваат консултантот да изврши надзор на градежни работи, пуштање во работа и надзор за време на периодот за одговорност за дефекти за реконструкција и адаптација на зградата на ЈЗУ Универзитетска Клиника за Психијатрија во Скопје. Подетални информации во однос на потребните квалификации може да се најдат на следниот линк: https://finance.gov.mk/proekt_za_energetska_efikasnost/.

Министерството за финансии ги повикува квалификуваните консултантски фирми ("консултанти") да искажат интерес за обезбедување на услуги. Заинтересираните консултанти треба да достават информации со кои ќе докажат дека ги поседуваат потребните квалификации и релевантно искуство за извршување на услугите. Истите треба да ги исполнуваат следните критериуми:

Искуство и квалификации на консултантот:

1) Економски и финансиски капацитет на консултантот

Просечниот годишен обрт на консултантот мора да надмине 60.000 евра за последните 3 финансиски години секоја (2019, 2020, 2021).

2) Професионална способност на консултантот

Критериуми за правни и физички лица:

- Правното лице мора да поседува важечка лиценца А за надзор издадена од Министерството за транспорт и врски на Република Северна Македонија / во случај на Заедничко Вложување, најмалку еден од членовите во Заедничко Вложување мора да добие важечка лиценца за фирма А за надзор издадена од Министерство за транспорт и врски на Република Северна Македонија.

- Најмалку 10 постојани вработени кои работат за консултантот, потврдено од официјална институција во Република Северна Македонија

3) Технички капацитет на консултант

Референци:

Референтниот период кој ќе се земе предвид ќе биде последните 5 години до крајниот рок за поднесување. Консултантот мора успешно да има завршено најмалку 5 договори за услуги за надзор над енергетско ефикасна градба/реконструкција.

Потребни сертификати за исполнување на следните стандарди:

- ISO 9001: 2015
- ISO 14001: 2015

Потребна минимална опрема:

- Термичка камера
- Мултифункционален мерен инструмент,
- Инструмент за влажност и температура,
- Инструмент за мерење на протокот на воздух,

- Мерен инструмент за светлина
- Инструмент за мерење на звук

Консултантите може да се здружуваат со други фирми во форма на заедничко вложување или како под-консултанти за да ги подобрат своите квалификации. „Здружението“ може да има форма на заедничко вложување или под-консултантска куќа. Во случај на заедничко вложување (ЗВ), сите членови на ЗВ ќе бидат оценети заеднички за целите на кратката листа и ќе бидат заеднички и поединечно одговорни за задачите и ќе го потпишат договорот во случај на доделување на заедничкото вложување(ЗВ). Заинтересираните консултанти треба јасно да ја наведат структурата на нивното „здружение“ и должностите на партнерите и под-консултантите во нивната апликација. Нејасното изразување на интереси во смисла на „во соработка со“ и/или „во врска со“ и слично не може и нема да се земе во предвид за кратката листа. Задржувајќи го еден израз на интерес по фирма како принцип, консултантската фирма може да одлучи дали сака да учествува како под-консултант или како индивидуален консултант или како партнер во заедничко вложување(ЗВ). Ве молиме имајте предвид дека фирмата ќе поднесе само еден израз на интерес во истиот процес на селекција или поединечно како консултант или како партнер во заедничко вложување. Ниту една фирма не може да биде под-консултант додека поднесува израз на интереси поединечно или како партнер во заедничко вложување (ЗВ) во истиот процес на селекција. Фирмата, доколку дејствува во својство на под-консултант со кој било консултант или заедничко вложување (ЗВ), може да учествува со повеќе од еден консултант, но само во својство на под-консултант.

Дополнителни информации можат да се добијат на адресата којашто е наведена подолу во текот на работното време од 8:30-16:30 часот, од понеделник до петок.

Изразувањето на интерес треба да се достави во пишана форма на адресата којашто е наведена подолу (лично, по пошта, или e-mail) најдоцна до **06 март 2023 година 16:30 часот**.

Министерство за финансии
Проект за енергетска ефикасност во јавниот сектор
Ул. Даме Груев, бр.12, 1000 Скопје
Република Северна Македонија

До г-н Александар Најдовски, МСИП-ЕИП
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Republic of North Macedonia

Ministry of Finance

Terms of Reference (TOR), Consulting Company

Supervision, Commissioning and Management Supervision during Defects Liability Period, for
Reconstruction and adaptation of the building of the PHI University Clinic for Psychiatry in Skopje

I. Introduction

The global commitment to environmental protection and in particular to reduction of greenhouse gas emissions, North Macedonia's dependence on energy imports, as well as the need to secure greater variety and thereby reliability of energy supply undoubtedly impose increased share of renewable energy sources in the final energy consumption. However, in parallel with activities and measures targeting increased share of renewable energy sources, measures and activities to increase energy efficiency of final energy consumption should be pursued. Thus, the target share of renewable energy sources in final consumption will be achieved much easily and faster, but the economy's competitiveness will also be improved due to reduced energy costs.

The Republic of North Macedonia signed and ratified the Agreement of the Energy Charter, the Energy Community Agreement, the United Nations Framework Convention on Climate Change and the Kyoto Protocol. Together with the signing of the Energy Charter Agreement, North Macedonia also signed a Protocol for Energy Efficiency and Relevant Environmental Protection Aspects.

The activities related to regulating specific issues associated to the performance of energy activities specified in the Law on Energy are performed by the Energy Regulatory Commission (ERC) of the Republic of North Macedonia. The Energy Regulatory Commission works and decides independently within the framework of the competences determined in the Law on Energy. The Energy Regulatory Commission has the status of a legal entity.

In partnership with the World Bank, Republic of North Macedonia intends to implement the Public Sector Energy Efficiency Project. The project development objectives are: (i) reduce energy consumption in the municipal sector; and (ii) support the establishment and operationalization of a sustainable financing mechanism for the public sector. Physical investments will be needed to help develop the market for energy efficiency materials and services, while a transition plan is developed to move from the proposed Project Implementation Unit (PIU) structure to a more sustainable and permanent, independent fund.

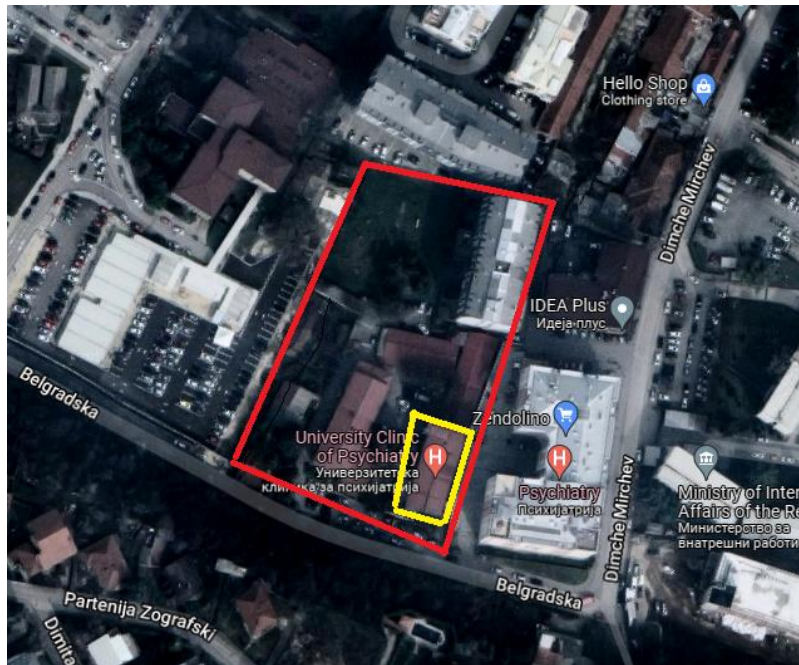
The Project would include three components: (1) energy efficiency investments in the municipal sector; (2) technical assistance (TA) and project implementation support and (3) establishing of Energy Efficiency Fund.

The sub-component 1c (Technical studies to support investments) of the project would include consultancies to support the investment component, including development of detailed energy audit reports and detailed designs and technical specifications, as well as supervision over the works. It would also include technical assessments needed for adequate disposal of any hazardous materials from the reconstructions as well as their actual disposal and a pre-and post-reconstruction building occupant satisfaction surveys. Consultant will be selected in accordance with the Consultant Qualification Specification (CQS) which will be conducted according to the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers 'Procurement in IPF, Goods, Works, Non-Consulting, and Consulting Services' (Procurement Regulations) dated July 2016, revised November 2017 and August 2018, under the 'New Procurement Framework (NPF)'; the 'Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants', dated October 15, 2006 and revised on July 1, 2016; and other provisions stipulated in the Financing Agreements.

II. Scope of Services

The Consultant will be required to carry out **Supervision, Commissioning and Management Supervision during Defects Liability Period for Reconstruction and adaptation of the building of the PHI University Clinic for Psychiatry in Skopje.**

Physical size and location of the building: Total net heating area of the building which is subject of this project is 1446.3 m². The location of the building of the Psychiatric Clinic is located in the municipality of Centar on Centar 2, on BB, Skopje.



Picture 1: Micro location of the project site: red line plot presents the targeted CP 2143, while the yellow line building is the Clinic for Psychiatry.

The following technical projects are available:

1. Detailed Design for reconstruction and adaptation of the building of the PHI University Clinic for Psychiatry in Skopje, was prepared in 2020 by company KVADAR DOO – Skopje, according to a project program defined by the client (UNDP) and the user of the building (Ministry of Health – Clinic for Psychiatry), in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on standards and norms for design and arrangement of space. As part of this Detailed Design, the following technical documents are also developed:

- Phase Architecture
- Phase Construction and building
- Phase Thermo-technical
- Phase Electrotechnical
- Phase Water supply and Sewerage
- Phase for Firefighting Protection

2. Elaborate for Energy Efficiency was prepared in December 2020 by company KVADAR DOO – Skopje, followed by a Confirmation for the energy class. Due to lack of specific data for energy savings and CO2 emissions for the targeted/selected measures, a Detailed EE Audit is also prepared.

3. Report on Existing Seismic Stability based on high-level seismic screening of the structure of the building, was prepared in October 2021, by IZIS Skopje.

4. Construction permit no. 28 Up.-120/21 from 09.02.2022 is issued by the Ministry of Transport and Communication.

5. Environmental and Social Management Plan, which is integral part of the project documentation and Works Contract is also prepared. Its mitigation measures must be implemented and monitored.

III. Description of the Consultants's Tasks

PRINCIPLES OF CONSULTANT ASSIGNMENT

- The Consultant shall be responsible to carry out supervision of all respective activities, performed and stipulated as a Contractor's obligations at the signed civil works contract agreement.
- The Consultant shall execute the services in accordance with latest positive laws and regulations in reference to the civil works contract agreement.
- The Consultant shall supervise and oversee all aspects of the construction and installation of the various components of the works and engineering services to ensure strict compliance with the drawings and contract documents, subject to any expressed or implied terms contained in the Contract entered into between the Client and the Contractor.
- The Consultant shall stipulate the criteria, the planning and the procedure for all tests and inspections necessary for the materials, equipment, plant and workmanship and the commissioning of the Works and shall provide supervision and inspection for these tests, during the First Interim Progress Report. The Consultant shall compile a record of all such tests and compare the results with the specifications, standards or with the performance criteria that has been guaranteed by the suppliers or contractors.
- The Consultant shall arrange weekly and monthly meetings with Contractor, inform the Client about progress of the work and activities, attend any meetings reasonably convened by the Client and provide any information or evidence reasonably required by the Client at any public meetings or inquiries which might be held in connection with the Project.
- It is the duty of the Consultant to interpret the drawings and specifications and to consult with the Contractor as required to ensure compliance with the Contract and the work programme.
- The Consultant shall check the Contractor's interim payment certificates according to the Conditions of Contract and shall submit the approved interim payment certificate to the Client. The actual procedure of submission of the certificates, supporting documents, etc. shall be discussed and agreed with the Client,
- The Consultant shall have a quality review of the designs, plans, technical specifications, BoQs, etc. that were originally prepared during the first phase design services contract and prepare any additional documents and detailed designs (if needed) that would minimize variation orders during the construction/installation stage. However, in case it is considered necessary by the Consultant or the Client that any alterations in any of the Contract Documents, Plans or Specifications are advisable (due to reasons not attributable to the

contractor's Works), the Consultant shall prepare and submit such alterations to the Client for approval, in a timely manner, supported by the necessary calculations, details and, time and cost implications. The Consultant shall state whether the alterations will cause any delay in the work program, and therefore the contractor(s) to be entitled any time extension or not, supported by necessary documentation. On receiving written approval from the Client, the Consultant shall promptly amend the existing designs or supply any additional designs, plans, drawings and specifications where required or found necessary for the satisfactory completion of the works. Furthermore, the Consultant shall review and approve Contractor's and manufacturer's drawings and where appropriate incorporate these drawings into the overall design and review alterations which might be requested by the Contractor during the course of Works. The Consultant shall fully inform the Client about the cost and time impact and any other consequences of any sort of proposals (such as revisions, recommendations, etc). The Client shall not be responsible from the consequences of the fact of which the Client is not informed and approved in advance.

- All the correspondences received from the Contractor shall be reviewed, evaluated and responded the latest within one week.
- The Consultant shall also carry out the environmental and social supervision of the implementation of the relevant requirements of the Detailed Design and mitigation measures from the Environmental and Social Management Plan of the Design for reconstruction and adaption of the PHI University Clinic for Psychiatry in Skopje.
- The Consultant shall assist in the setting of all disputes or differences, which may arise between the Client and the Contractor, in a timely manner. In the case of litigation and arbitration the Consultant shall assist the Client in the preparation of the documents needed by the Client.
- Awarded Consultant and its nominated sub-consultants (if applicable) shall have a local branch office in North Macedonia for the administrative communication aspects (corresponding letters, printing or plotting of project document, etc.).

Not limited to the above, the specific tasks are described as follows:

TASK 1: CARRY OUT CONSTRUCTION SUPERVISION AND BUILDING COMMISSIONING SERVICES

THIS TASK IS ESTIMATED TO LAST ABOUT 6 MONTHS, FROM THE TIME OF SIGNING THE CONTRACT AND WORK COMMENCEMENT NOTICE LETTER WITH THE CONSTRUCTION CONTRACTOR UNTIL COMPLETION OF THE RECONSTRUCTION WORKS BY TAKING OVER CERTIFICATE.

1a) Supervise the Project for reconstruction and adaptaion of the PHI University Clinic for Psyhiatry in Skopje:

- Oversee all phases of the Project and Contract and sign interim payment certificates as specified in the Contract.
- Conduct regular site visits on the construction site.
- Prepare monthly progress reports and send a copy of material acceptance to the Contractor and PIU.
- Administer the Contract: evaluate schedules; monitor progress of the Contractor on the project; ensure that project deadlines are met; proactively identify reconstruction challenges and propose solutions; ensure that installation and reconstruction work follow design specifications and good practices for EE reconstructions.
- The Consultant, shall ensure the construction progress is in compliance with the workplan, building access plan, and restrictions (for access to users during the construction phase).

- The Consultant shall check the Contractor's quantities (including measurements) in the interim payment certificates according to the Conditions of Contract and shall submit the approved interim payment certificate to the Client. The actual procedure and presentation of the certificates, supporting documents, etc. shall be discussed and agreed with the Client.
- With regard to the Environmental and Social Management Plan (ESMP), the Consultant shall oversee the implementation of the mitigation measures from the ESMP including proofs for appropriate actions (e.g. waste collection, transportation and disposal records, hazardous materials management data sheets, declarations on the safe non-toxic and non-hazardous content of the paintings and similar materials, etc. as stipulated in the ESMP).
- Ensure that all health & safety measures are respected by the Contractor in compliance with the monitoring and reporting requirements of relevant official authorities and the World Bank.

1b) Evaluate the completion and implement commissioning of the construction project until Taking-over Stage

- Confirm the projects compliance with the Contract. In case of deviation from the Contract, justification of the differences and evaluation of consequences in terms of compliance with the Detailed Design shall be reported.
- Before issuing the Taking-Over Certificate, the Consultant will enforce any obligation placed on the Contractor to remove all obstructions, surplus materials, plant, wreckage, rubbish and temporary works.
- Upon completion of the Works, the Consultant will require the Contractor to remove all plant, equipment and materials except those required to complete any outstanding or remedial works and facilities required by the Consultant during the Defects Liability Period.
- The Taking-over certificate shall be prepared and issued by the Consultant in consultation with the Client, following the successful completion of the works provided that the Consultant is satisfied that any defects or deficiencies have been successfully rectified.
- The Consultant shall oversee if training of Beneficiary staff on new equipment is needed and control the training process. The issuance of the Taking-over Certificate shall be subjected to:
 - ✓ The Contractor having provided the operating and maintenance manuals¹, training of Beneficiary staff on new equipment, as well as all the drawings and documents handed over to the Client requested in the Contract.

¹ The following manuals and plans for operational phase are required:

- (a) Plan for regular maintenance of the installations for achieving the EE (water supply, sewage network, electricity, heating, roof, earthquake) within the hospital building
 - Ensuring the energy certificate for the rehabilitated building
- (b) Available Manual for use of the rehabilitated hospital building and its installations for achieving the EE (water supply, sewage network, electricity, heating, roof)
 - Ensuring the hospital personnel is informed and trained on the EE measures and use/corrective measures of relevant installations
- (c) Plan for monitoring of the energy savings at daily, monthly and annual levels
- (d) Plan for response of personnel and patients in case of earthquake and leaving the building
 - Ensuring the hospital personnel is informed and trained on the behaving in case of earthquake, exercise has been done prior to handover
- (e) Plan for evacuation in case of fire and its regular up-dated as regulated in the Law for firefighting

✓ No major deficiencies are found and minor deficiencies are listed in the defects list by the Consultant.

- During the Taking-over process, the Consultant shall ensure that the Taking-over Certificate also contains a chapter on Environmental and Social issues, proving that the required measures for the Operational Phase of the building are available and relevant personnel is trained for the future use and maintenance. Upon submission of this Taking-over Certificate, the Client will conduct an Environmental and Social Post-construction audit visit on the site to check and confirm the findings of the Taking-over Certificate.

Deliverables under Task 1:

1a) Interim monthly progress reports for Works Contract. These will describe the physical and financial progress of the works and will address contractual and technical matters. They shall provide information on (tentative list below that can be amended):

- (i) a description of physical progress, with reference to the program (including progress charts and dated photographs in color giving all information regarding the progress of the Works);
- (ii) explanations for differences between actual and forecast progress;
- (iii) major milestones, obstacles, achievements, constraints on progress and problems encountered and appropriate identified solutions;
- (iv) remarks on procedural issues;
- (v) variations and proposals for future variations to the timing and budgets of individual activities;
- (vi) a projection of activities for the forthcoming month;
- (vii) recommendation for further actions and improvements, both short- and long-term;
- (viii) records of human resources, mechanical equipment and materials, testing and quality control, with copies of the test results and, evaluation of the test results in table or graphical form. Action taken with regard to poor results shall be stated;
- (ix) a summary financial report containing cash-flow forecasts and budget expenditure;
- (x) status of payments and requests for payment;
- (xi) explanations for differences between actual and forecast cash-flow and summary of claims and disputes;
- (xii) stakeholder issues;
- (xiii) a summary of environmental and social issues, reporting the compliance with the ESMP, including proofs for appropriate actions (e.g. waste collection, transportation and disposal records, hazardous materials management data sheets, declarations on the safe non-toxic and non-hazardous content of the paintings and similar materials, etc. as stipulated in the ESMP).

protection

- Ensuring the hospital personnel is informed and trained on the evacuation measures; fire drill has been done prior to handover

- (f) Plan for medical waste management is available for the Clinics of Psychiatry and adequate contracts with authorized companies for medical waste collection, transportation and disposal are in place.

- (xiv) The report shall include the percentages of the Work items completed and planned, and also the actual and planned cash-flows for each work item as of the reporting period prepared in the project planning tools accepted by the client.

The report shall be submitted to the Client by the seventh day of following month. Any comment by the Client on the report shall be reviewed and re-submitted to the Client within a week.

Consultant shall also prepare a report in table form showing summary of cumulative progress in main work activities on monthly basis. The report shall be submitted to the Client in an acceptable format.

1b) Draft project completion report, to be delivered 2 weeks prior to completion of the contract period. This will provide an overview and measure the success of the project. It shall contain:

- (i) a summary of information contained in the previous monthly reports;
- (ii) an overall review of the project;
- (iii) a description of physical progress, with reference to the program;
- (iv) explanations for differences between actual and forecast progress;
- (v) a summary financial report containing cash-flow forecasts and budget expenditure;
- (vi) the status of payments and requests for payment;
- (vii) explanations for differences between actual and forecast cash-flow on summary of claims and disputes;
- (viii) a report on problems encountered and how they were overcome;
- (ix) recommendations for maintenance works;
- (x) report on the compliance with ESMP.

The Consultant shall review and approve in consultation with the Client the final completion report with enclosed test results for the particular work sections submitted by the Contractor. This report shall address all Tests on Completion and Tests after Completion including their results. The approval of the completion report shall be a pre-condition for issue of any Taking-over Certificate and Tests after Completion.

Final completion report, to be delivered 2 weeks after completion of the works. In case of comments and remarks to the Final completion report, the consultant is obligated to deliver new corrected version of the FCR in period of one week after receiving the comments and remarks from the client. The contents will be as for the Draft completion report, with the incorporation of comments/suggestions from the reviewing parties. The report shall contain at least:

- (i) Copies of requests for issuance of a takeover certificate;
- (ii) A list of approved As-Built Design submitted by the Contractor showing all the modifications in relation to the Main design elements or surveyor of performed works;
- (iii) Quality assessment of materials and workmanship;
- (iv) Data on the technical difficulties encountered and how they were solved;
- (v) Approve the As-Built Design,
- (vi) List of Instructions for Use and Maintenance,

- (vii) Final Report on Contractor's ESHS performance (Code of conduct, compliance with ESMP, consent/permits and other relevant project requirements).

Deliver to the Client upon completion of the works all job records, reproducible "as-built" drawings including (but not limited to) calculations, drawings, specifications, test reports and final cost analysis and the instruction necessary for the satisfactory operation and maintenance of the works.

- **Final inspection report.** The final inspection report as part of the Final competition report, shall address the status of the work items at the time of Taking-over by the Client. The minor outstanding works, defects, failures, shortcomings are to be listed and compiled. Possible remedial actions by the Contractor as needed, are to be listed and noted, including the given period of time the Contractor is to rectify. The material handed over by the Contractor to the Client will be checked and listed for status and completeness.
- **Other reports upon request.** The PIU may request the Consultant to submit specific reports on the issues related to the execution of the works. The Consultant will make the requested report in such manner within a reasonable time. The Consultant is obliged to provide all assistance to the PIU, upon request, in drawing up reports to the bodies that comprise the institutional framework for project implementation described in the introduction to this project task, relating to project implementation reports, financial reports and etc.

TASK 2: MEASUREMENT AND REPORTING ON PERFORMANCE INDICATORS

The Consultant shall establish a system and monitor the following performance indicators as stipulated in the overall Project Appraisal Document under which the Ministry of Finance is required to report to the World Bank:

- (i) **Percentage of female staff hired and engaged by the Consultant for this ToR.** For this performance indicator, the Consultant shall establish evidence list from the start date of his works and report in the Interim Monthly Reports on the actual status of male and female staff hired/engaged on various project activities.
- (ii) **User Committee members satisfied with the reconstruction consultation process.** For this performance indicator, the Consultant shall inform the User Committee members on a monthly basis about the progress of works and any important issues for the Users or in case of urgent issues, as needed. The Consultant shall establish evidence lists for this consultation process from the start date of his works and report in the Interim Monthly Reports on the actual status of participation and issues discussed.

IV. Deliverables and Payment Schedule

All Documents need to be in Macedonian and English language. All deliverables must be submitted as Hard Copy (2 copies signed and stamped) and electronic copy.

The deliverables for each task will be submitted to and approved by the PIU. The Consultant must obtain approval for each deliverable before moving to subsequent tasks. The table below summarizes the deliverables and includes an indicative timeline and payment schedule.

Task	Deliverable		Reporting period (months after contract signing)	Deadline for submission of deliverable	Payment (% of total payment)
1	1a	1 st Interim Monthly Progress Report for works contract Together with the submission of the interim monthly payment certificate	Month 1	7 th Day of the next month	20%
1	1a	2nd Interim Monthly Progress Report for works contract Together with the submission of the interim monthly payment certificate	Month 2	7 th Day of the next month	20%
1	1a	3rd Interim Monthly Progress Report for works contract Together with the submission of the interim monthly payment certificate	Month 3	7 th Day of the next month	20%
1	1a	4th Interim Monthly Progress Report for works contract Together with the submission of the interim monthly payment certificate	Month 4	7 th Day of the next month	20%
	1b	Draft final completion report	Month 5	2 weeks before the Works completion	
	1b	Final inspection report; Final completion report; As-Built drawings (including calculations, drawings, specifications, test reports and final cost	Month 6 At the time of drafting the taking-over report	2 weeks after taking over, as agreed with the Client	20%

		analysis); Other reports as requested related to the completion of the works (Taking-Over stage)			
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V. Facilities provided by the Consultant

The Consultant shall provide sufficient, qualified and experienced staff to ensure proper site supervision of the works and engineering services both during the construction and defects Liability periods and ensure that the works are executed in accordance with recent regulations and rules. All costs for equipment and administrative and logistic support must be covered by the Consultant and included in the bid price, including:

- All costs arising from the activities of its staff during the contract period, including accommodation, allowances, transportation, insurance, etc.
- Automotive, equipment, office supplies and hardware and software to ensure that the monitoring is fully functional;
- All communication costs, including fax, email, telephone, etc.
- All the equipment, instruments, services and logistical support required for the implementation of the contract, and any costs incurred during preparation of documents and drafts, copying, printing, etc.
- Technical equipment at the monitoring site;
- Excellent written and spoken English and Macedonian is required. If the Consultant will require a translation services, it will be at his own expenses and the Consultant will be responsible for the accuracy of the translation.
- The Consultant is required to obtain all the necessary permits, approvals, payment of all fees and contributions, as well as all the other elements necessary for the work of his professional staff who is engaged at his own expense for the performance of this Contract.

VI. Timeline

The estimated time period for this assignment will be held in second half of 2023 and will be finalised in 6months period.

During the supervision periods, it should be noted by the Consultant that any schedule, report, specification and other document submitted to the Client for approval will be reviewed by the Client and approved or returned for revision and/or resubmission in 15 calendar days.

The Consultant shall submit all the documents in a timely manner to complete the services on time without any delay. Time schedule for the completion of the consultants' services for the various parts of the work as mentioned below shall be submitted to the Client.

During the execution of the Services, the Client and the Consultant shall review the Work Plan and Staffing Schedule of the Consultant for every month. If required, Consultant shall update them requesting the official approval of Client.

VII. Variations In Scope

- The commencement dates of reconstruction works in the building may vary due to any unexpected reasons. The Consultants shall wait for the finalization of the tender evaluation or other issues to be concluded in order to start up the construction works and shall not request any payment or compensation.
- If the relevant Construction Contract is not tendered or is not awarded by the Client, the Client may decide:
 - i. to cancel the remaining services of the Consultants. The remaining payments will not be done to the Consultants and the Consultants shall not request any payment or compensation for the cancelled parts of the Services.
 - ii. in agreement with the Client; to suspend the remaining services until awarding of Works Contract. In such case the Consultants shall not be paid by the Client during the period between suspension and startup date of the Construction Contract, and the Consultants shall not request any payment for compensation for the duration mentioned above.
- In relation to the ongoing stages of the Consultants Services, the submission requirements for deliverables above should be allowed by the Consultants as a guideline for the extent and type of documentation that will be required by the Client during the performance of the Services. However, the Consultants shall allow in its fee for the submission of all reports, drawings, documents, etc. either specifically requested in these Terms of Reference or those which may be implied therefrom and the Contractors' contracts. The Client may however vary such requirements during the course of the Services to be performed.
- Upon the completion of Works, the Consultants shall submit all the original copies of correspondences, documents, test results, drawings etc., relating to the Services and Works, to the Client together with indices in acceptable files and forms by the Client.

VIII. Support to be provided by the Client to the Consultant

- The Client will sign letter with the beneficiary building that describe the responsibilities of the beneficiary, including appointing a contact/facility coordinator for all project phases, User Committee members, facilitating access to buildings or facilities, providing existing documentation, etc.
- The inputs (contract drawings, Bill of Quantities, tender documents, etc.) shall be provided free of charge by the Client to the Consultant. Consultant shall return all such drawings and documents received to the Client upon the completion of services.
- The Works Contractor' bidding documents are already arranged to incorporate clauses to provide temporary office facilities to the Consultant depending on the size and location of the construction site, the size and number of rooms shall be jointly determined by the Client and the Consultant considering the needs of the Client as well. However, this will be constructed by the Contractor and will take some time. The Consultant will be fully responsible for providing their central site office until the Contractor is in place to make site offices available. The central office shall be furnished and equipped by the Consultant, whereas the site offices shall be furnished by the Contractor. All sort of running expenses for the site offices except water and electricity (to be provided by the Contractor) shall be under the Consultant's responsibility. The Consultant shall not be required to deliver any equipment and materials provided by the reimbursable expenses and which have been used for the Services to the Client.

IX. Experience and Qualifications of the Consultant

The Consultant should be a consulting firm with relevant project experience as presented in this chapter:

1) Economic and financial capacity of the Consultant

— The average annual turnover of the Consultant must exceed 60,000 EUR for the last 3 financial years each (2020, 2021, 2022).

2) Professional capacity of the Consultant

Criteria for legal and physical persons:

- The Legal entity must possess valid Company License A for supervision issued by the Ministry of Transport and Communication of the Republic of North Macedonia / in case of JV, obligatory for each member of JV - at least one of the members in the JV must obtain valid company license A for supervision issued by the Ministry of Transport and Communication of the Republic of North Macedonia.
- At least 10 permanent staff working for the Consultant, confirmed by official institution in RNM

General qualifications of the Consultant and the proposed team:

- Strong knowledge of local laws, standards and norms about building construction.
- Prior experience on construction supervision of 3 buildings such as schools and administrative buildings, hospitals.
- Prior experience on construction supervision of reconstruction of 3 buildings.
- Knowledge of energy efficiency.
- Knowledge of environmental management, health and safety for construction projects.
- Good communication, management, organization and reporting skills.
- Excellent knowledge of Macedonian and English language.
- Excellent communication, presentation and use of basic computer (Microsoft office, AutoCAD etc.) skills.

The work should be undertaken by a consulting team consisting of experts who have following skills and credentials:

1. Project Manager/ Civil or Architectural Engineer

Qualification and skills:

University degree in Civil Engineering/Architectural Engineering

General professional experience:

Minimum of 15 years of relevant working experience

Authorization A for supervision issued by the Macedonian Chamber of certified architects and certified engineers

Larger experience in the field of energy efficiency and degree for master of science will be evaluated as advantage.

2. Main Supervision Engineer/ Architectural engineer or civil engineer

Qualification and skills:

University degree in Civil Engineering/Architecture Engineering

General professional experience:

Minimum of 7 years of relevant working experience as a supervision engineer

Authorization A for supervision issued by the Macedonian Chamber of certified architects and certified engineers

3. Electrical engineer

Qualification and skills:

University degree in electrotechnical engineering.

General professional experience:

Minimum of 7 years of relevant working experience as a supervision engineer

Authorization A for supervision issued by the Macedonian Chamber of certified architects and certified engineers

4. Mechanical Engineer

Qualification and skills:

University degree in mechanical engineering.

General professional experience:

Minimum of 7 years of relevant working experience as a supervision engineer

Authorization A for supervision issued by the Macedonian Chamber of certified architects and certified engineers

5. Environmental Expert

Qualification and skills:

- University degree in relevant technical science, such as: biology, chemistry, technology & engineering, environmental protection, geography, and similar;

- Certificate for Environmental Impact Assessment examination, issued by a relevant National Authority

- Previous experience in Environmental Impact Assessment studies/reports/elaborates for minimum 3 construction projects

General professional experience:

- Previous experience in Environmental Impact Assessment studies/reports or Environmental Management Plans (Mitigation and Monitoring Plans with specific measures) for construction projects funded by international finance institutions, preferably World Bank, EBRD, EU IPA, etc. is a strong asset.

6. Social Expert

Qualification and skills:

- University degree in social sciences and similar;
- Previous experience in Social Assessment studies/reports/elaborates for minimum 3 construction projects

General professional experience:

- Proven successful experience in collaboration with government institutions including local self-government (municipalities)
- Previous experience in Social Impact Assessment studies/reports or Social Management Plans (Mitigation and Monitoring Plans with specific measures) for construction projects funded by international finance institutions, preferably World Bank, EBRD, EU IPA, etc. is a strong asset

3) Technical capacity of Consultant

References:

The reference period which will be taken into account will be the last 5 years from submission deadline.

The candidate should have successfully completed at least 5 service contracts for supervision over energy efficient construction/reconstruction.

Required standards:

- ISO 9001: 2015
- ISO 14001: 2015

Required minimum equipment:

- Thermal camera
- Multifunction measuring instrument,
- Instrument for humidity and temperature,
- Air flow measurement instrument,
- Light measuring instrument
- Sound measuring instrument

NOTE: It is not required that the Consultant possess in its ownership all these instruments and equipment. However, the pre-renting agreement or proof of ownership shall be enclosed in the bid offer.