

Republic of North Macedonia

Ministry of Finance

MK-MOF-006-2023- CS-CQS

**Terms of Reference (TOR),**

**For framework agreement for Supervision, Commissioning and Management Supervision during Defects Liability Period, for Reconstruction with energy efficiency measures in 14 public health institutions in Republic of North Macedonia**

**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.

In partnership with the World Bank, Republic of North Macedonia is implementing 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. The project is supported by a €25 million equivalent IBRD loan, to support energy efficiency investments in public buildings and policy/TA to help set-up and operationalize an energy efficiency revolving fund. 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. The Consultant firm will be selected based on the Consultants' Qualifications (CQS) method set out in the World Bank's Procurement Regulations for IPF Borrowers (July 2016, revised Nov 2017, Aug 2018 and November 2020).; 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. Brief description of the public health institutions that are subject to this task

The Consultant will be required to carry out **Supervision, Commissioning and Management Supervision during Defects Liability Period for Reconstruction of the following public health institutions.**

No	Region	Number of the Healthcare centre	Settlement-urban/rural	Name of institution	Area of the buildings (m <sup>2</sup> )
<b>South-East, East and North-East Region - total area of the buildings 19047m<sup>2</sup></b>					
1	South-East	Valandovo	Valandovo	PHI Health Center, Valandovo	3848
2	East	Pehchevo	Pehchevo	PHI Health Center, Pehchevo	1473
3		Probishtip	Probishtip	PHI Health Center, Probishtip	1825
4			Zletovo	PHI Health Center, Probishtip - r.e. ambulance Zletovo	430
5		Shtip	Shtip	PHI Health Center "Dr. Pance Karagjov", Stip	6681
6	North-East	Kratovo	Kratovo	PHI Health Center, Kratovo	3938
7		Kriva Palanka	Kriva Palanka	PHI Health Center "Academic Prof. Dr. Dimitar Arsov ", Kriva Palanka - working unit (ie) main service	730
8			v. German	PHI Health Center "Academic Prof. Dr. Dimitar Arsov ", Kriva Palanka - r.e. ambulance German	122
<b>Total</b>					<b>19047</b>
<b>South-West, Pelagonia and Vardar Region - total area of the buildings 12057m<sup>2</sup></b>					
09	South-West	Debar	Debar	PHI General Hospital with expanded activity - Former building of PHI Healthcare centre	4193
10	Pelagonia	Demir Hisar	Demir Hisar	PHI Health Center, Demir Hisar	2250
11		Resen	Resen	PHI Healthcare centre Resen	4559

12	Vardar	Negotino	Demir Kapija	PHI Health Center, Negotino - ie health station Demir Kapija	450
13			v. Dolni Disan	PHI Health Center, Negotino - ie Dolni Disan health Center	260
14		Lozovo	PHI Health Center "Prim. Dr. Gjorgi Gavrilski ", Sveti Nikole - b.c. ambulance Lozovo	345	
<b>Total</b>					<b>12057</b>

For technical details for each building, please refer to part III. Scope of Services and Description of Consultant’s Tasks.

### 1. Public health institution “Prof. Dr. Dimitar Arsov” in Kriva Palanka.

The building was built in 1978. The total gross area of the building is 730 m<sup>2</sup>. The facility is located in the third climate zone and is self-standing, facing all four cardinal directions. It is located at the entrance to Kriva Palanka, in a complex with the Hospital, the Administration and the First Aid Service, which are in separate buildings.



Picture 1– Situation

- 1. PHI „Pr.Dr.Dimitar Arsov”
- 2. Hospital
- 3. Administrative building



Picture 2– PHI in Kriva Palanka

Detailed Design for reconstruction of the public health institution “Prof. Dr. Dimitar Arsov” in Kriva Palanka, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

- **Architectural phase**
- **Thermo-technical Phase**
- **Electrotechnical Phase**

- **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.

## 2. Public health institution “Zdravje” in Valandovo.

The public health institution “Zdravje” was built in 1985. The total gross area of this building is 3.848 m<sup>2</sup>. It is located in the first climate zone, and the entrance of the city of Valandovo. It consists of three parts, interconnected with a warm connection, thus forming a functional unit. The building is oriented towards all four sides of the world.



Слика 1 – Ситуација



Слика 2 – ЈЗУ во Валандово

Detailed Design for reconstruction of the public health institution “Zdravje” in Valandovo, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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## 3. Public health institution “Zdravstvena stanica – ambulanta German” in v.German.

The public health institution “Zdravstvena stanica – ambulanta German” was built in 1986. The total gross area of this building is 127m<sup>2</sup>. It is located in the third climate zone, and is oriented towards all four sides of the world.



Слика 1 – Ситуација



Слика 2 – ЈЗУ- амбуланта во с.Герман

Detailed Design for reconstruction of the public health institution “Zdravstvena stanica – ambulanta German” in v.German, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje , in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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#### 4. Public health institution “Zdravstvena stanica – ambulanta Zletovo” in Zletovo.

The total gross area of this building is 430m<sup>2</sup>. It is located in the first climate zone, and is oriented towards all four sides of the world. This building is located in the eastern part of Zletovo, near to river “Zletovska reka”.



Слика 1 – Ситуација



Слика 2 – ЈЗУ- амбуланта во Злетово

Detailed Design for reconstruction of the public health institution “Zdravstvena stanica – ambulanta Zletovo” in Zletovo, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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#### 5. Public health institution “Zdravstven dom Kratovo” in Kratovo.

The public health institution “Zdravstven dom Kratovo” in Kratovo was built in 1984. The total gross area of this building is 3938 m<sup>2</sup>. It is located at the entrance od the city of Kratovo in the tirth climate zone, and contains several buildings that are connected between them.



Слика 1 – Ситуација



Слика 2 – ЈЗУ во Кратово

Detailed Design for reconstruction of the public health institution “Zdravstven dom Kratovo” in Kratovo, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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## 6. Public health institution “Dr.Ivan Georgiev” in Pehchevo.

The public health institution “Dr. Ivan Georgiev” in Pehchevo was built in 1990. The total gross area of this building is 1629 m<sup>2</sup>. It is located in the southern part of the city of Pehchevo, near the industrial zone of the city. This building is self-standing, and is oriented towards all four sides of the world.



Слика 1 – Ситуација



Слика 2 – ЈЗУ во Пехчево

Detailed Design for reconstruction of the public health institution “Dr. Ivan Georgiev” in Pehchevo, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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## 7. Public health institution “Dr. Nada Mihajlovska” in Probishtip.

The public health institution “Dr. Nada Mihajlovska” in Probishtip was built in 1984. The total gross area of this building is 1825 m<sup>2</sup>. It is located in the central part of the city of Probishtip. This building is self-standing and is oriented towards all four sides of the world.



Слика 1 – Ситуација



Слика 2 – ЈЗУ во Пробиштип

1. ЈЗУ Д-р Нада Михајлова
2. Дом за стари лица

Detailed Design for reconstruction public health institution “Dr. Nada Mihajlovska” in Probishtip, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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#### **8. Public health institution “Dr. Panche Karagjov” in Shtip.**

The public health institution “Dr. Panche Karagjov” in Shtip was built in 1980. The total gross area of this building is 6681 m<sup>2</sup>. It is located in the central part of the city of Shtip on the right side of the river “Otinja”. This building is self-standing and is oriented towards all four sides of the world.





Слика 1 – Ситуација



Слика 2 – ЈЗУ во Штип

Detailed Design for reconstruction of the public health institution “Dr. Panche Karagjovov” in Shtip, was prepared in 2023 by GEING & DELTA PROJECT consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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#### **9. Public health institution “Prim. Dr. Gjorgi Gavrilovski – ambulanta Lozovo” in Lozovo.**

The public health institution “Prim. Dr. Gjorgi Gavrilovski – ambulanta Lozovo” in Lozovo was built in 1985. The total gross area of this building is 280 m<sup>2</sup>. It is located in the central part in v. Lozovo. This building is self-standing and is oriented towards all four sides of the world.



Detailed Design for reconstruction of the public health institution “Prim. Dr. Gjorgji Gavrilovski – ambulanta Lozovo” in Lozovo, was prepared in 2023 by BAR E.C.E. Doeel & Prima Inzenering consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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#### **10. Public health institution “Zdravstven dom Demir Hisar” in Demir Hisar.**

The public health institution “Zdravstven dom Demir Hisar” in Demir Hisar was built in 1985. The total gross area of this building is 2455 m<sup>2</sup>. It is located in the southern entrance of the city of Demir Hisar, next to primary school Goce Delchev and the secondary school Krste Petkov Misirkov. This building is self-standing and is oriented towards all four sides of the world.



Источна фасада

Detailed Design for reconstruction of the public health institution “Zdravstven dom Demir Hisar” in Demir Hisar, was prepared in 2023 by BAR E.C.E. Doel & Prima Inzenering consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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- **Hydrotechnical Phase**
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#### **11. Public health institution “Zdravstvena stanica Demir Kapija” in Demir Kapija.**

The public health institution “Zdravstvena stanica Demir Kapija” in Demir Kapija. was built in 1976. The total gross area of this building is 457 m<sup>2</sup>. It is located in the central part of the city of Demir Kapija. This building is self-standing and is oriented towards all four sides of the world.



Северна фасада

Detailed Design for reconstruction of the public health institution “Zdravstvena stanica Demir Kapija” in Demir Kapija, was prepared in 2023 by BAR E.C.E. Doel & Prima Inzenering consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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## **12. Public health institution “Zdravstven punkt Dolni Disan” in v. Dolni Disan.**

The public health institution “Zdravstven punkt Dolni Disan” in v. Dolni Disan, was built in 1978. The total gross area of this building is 301 m<sup>2</sup>. It is located in the village Dolni Disan, Municipality of Negotino. This building is self-standing and is oriented towards all four sides of the world.



Северозападна фасада

Detailed Design for reconstruction of the public health institution “Zdravstven punkt Dolni Disan” in v. Dolni Disan, municipality of Negotino, was prepared in 2023 by BAR E.C.E. Doel & Prima Inzenering consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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- **Hydrotechnical Phase**
- **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.

### **13. Public health institution “Opsta bolnica so proshirena dejnost - Debar” in Debar.**

The public health institution “Opsta bolnica so proshirena dejnost - Debar” in Debar, was built in 1981. The total gross area of this building is 2807 m<sup>2</sup>. It is located in the central part in the city of Debar. There are 6 separate buildings as part of the hospital in Debar, but the subject of this task is only the general hospital and the boiler room.



Detailed Design for reconstruction of the public health institution “Opsta bolnica so proshirena dejnost - Debar” in Debar, was prepared in 2023 by BAR E.C.E. Doel & Prima Inzenering consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking od the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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#### **14. Public health institution “Zdravstven dom Resen” in Resen.**

The public health institution “Zdravstven dom Resen” in Resen, was built in 1985. The total gross area of this health institution is 3996,85 m<sup>2</sup>. It is located in the central part in the city of Resen, near the city cinema and near the secondary school “ Car Samuil”. Main entrance to the building is from the eastern side of the building. This public health institution consists of 3 buildings and all of them are subject to this task.



Јужна страна

Detailed Design for reconstruction of the public health institution “Zdravstven dom Resen” in Resen, was prepared in 2023 by BAR E.C.E. Doel & Prima Inzenering consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

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### III. Scope of Services and Description of Consultant’s Tasks

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.

*Main activities that will be taken with the reconstruction of the buildings are following:*

- Reconstruction of the roof and floor of the buildings
- Insulation of the buildings
- Replacement of the windows with new EE windows

- Replacement of the electrical lines and systems
- Replacement of existing heating system

Detailed activities for each building are included in the detailed designs. The consultant will get electronic copy of the detailed designs for each building that will be subject to this contract, as well as the reports for seismic screening issued by the Institute of earthquake engineering and engineering seismology – *IZIIS*, upon signing of the contract.

*Main duties of the Consultant are the following:*

- The Consultant shall execute the services in accordance with latest positive laws of the Republic of North Macedonia and this TOR.
- The Consultant shall supervise and oversee all aspects of the reconstruction and installation of the various components of the works and engineering services to ensure strict compliance with the drawings and contract documents.
- The Consultant shall also carry out the environmental and social supervision during the construction phase of the public health institutions, in accordance with the site-specific Environmental and Social Management Plan (ESMPs) Checklists and their mitigation & monitoring measures.
- 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. These activities will be described detailly in the Interim Progress Reports. 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 the Contractor, inform the Client about progress of the work and activities, attend any meetings convened by the Client and provide any information or evidence 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 within 5 working days and will submit the approved interim payment certificate to the Client.
- The Consultant shall review and report on any technical and financial claims submitted by the Contractor within 3 working days of receipt of such claim submission. Report on any claim



shall include (not limited to) determinations, the justification letter, cost-benefit analysis, all probable effects on approved work plan and the final decision on any variation.

- The Consultant shall have a quality review of the detailed designs, plans, technical specifications, BoQs, etc. that were originally prepared as technical documentation.
- . If any modification of the existing technical documentation is needed, the consultant will help the contractor with providing technical solutions and changes of the technical documentation, in order to minimize the variation orders during the reconstruction phase
- All the correspondences received from the Contractor shall be reviewed, evaluated and responded the latest within 3 working days.
- 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) must establish or have a local branch office in North Macedonia for the administrative communication aspects (corresponding letters, printing or plotting of project document, etc.) as well as all lawfully required supervision licences as per the Macedonian construction law.
- The Consultant has the right to stop the execution of the works:
  - In case of serious defaults and deviations from the technical design and technical specification for the relevant civil works
  - If the works are in disrespect with actual standards and technical regulations or World Bank safeguards and regulations

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

***Task 1: Carry out reconstruction supervision and building commissioning services***

This task is estimated to last about 30 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 and the Defect Liability period – DLP. The Client shall notify in written the Consultant for each signed contract with the construction Contractor.

**1a) Supervise the Project for reconstruction for each building that will be in reconstruction phase:**

- Oversee and control all phases for reconstruction of the Project and Contract, approving payment request by the Contractor, approve and sign interim payment certificates as specified in the Contract. For each phase of reconstruction, the Consultant is responsible to submit the report to the Client, Ministry of Finance –PSEEP PIU. This report refers to

the performed works for reconstruction of the PHI Health Centres with judgment for compliance of the reconstructed works with the Project, works contract, location conditions and World Bank safeguards;

- To check the quality of materials embedded in the Project, in accordance with the works contract and in accordance with Macedonian laws and regulation for construction.
- Conduct regular site visits minimum once a week 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 reconstruction progress is in compliance with the workplan, building access plan, and restrictions (for access to users during the reconstruction phase).
- Checking and verifying the accuracy of the data entered into Log File (Construction Diary) on a daily base.
- Providing relevant data in the Construction Diary, remarks, instructions, observations and other comments relating to Works and Contractor's contract obligations as necessary.
- The Consultant shall check the Contractor's quantities (including measurements stipulated in the Construction Measurements Book) in the interim payment certificates according to the Conditions of Contract and shall approve and sign interim payment certificate within 5 working days upon receiving of the interim payment certificate from the Contractor. 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 Checklists including proofs for appropriate actions (e.g. visible protection measures for workers, users and goods of the beneficiaries, 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 details in the ESMP Checklist).
- Ensure that all health & safety measures are respected by the Contractor in compliance with the monitoring and reporting requirements of relevant official authorities and as stipulated in details in the ESMP Checklist.

**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 reconstruction Contractor to remove all obstructions, surplus materials, plant, wreckage, rubbish and temporary works.
- Inspection and approval of the contractor's testing and specifications as well as monitoring and controlling on-site testing methods, review of the results of the tests submitted by the contractor, preliminary and current testing and specifications.
- 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 confirm that training of Beneficiary staff on new equipment has been conducted. The issuance of the Taking-over Certificate shall be subjected to:
  - ✓ The Contractor having provided the operating and maintenance manuals<sup>1</sup>, training of Beneficiary staff on new equipment, as well as all the drawings and documents handed over to the Client requested in the Contract.

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<sup>1</sup> 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 reconstructed 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 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 public healthcare buildings and adequate contracts with authorized companies for medical waste collection, transportation and disposal are in place.

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

### **1c) Deliverables under Task 1:**

**1a) Interim monthly progress reports for Works.** These reports shall contain, detailed information that 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 colour giving all information regarding the progress of the Works);
- (ii) explanations for differences between actual and forecast progress and mitigation measures how to compensate the differences;
- (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 Checklist for each building under reconstruction, 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 Checklist).

(xiv) The report shall include an overview of certified works, 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.

(xv) 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 works. 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 ESMPs, any issues/complaints and how they were overcome.

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.

**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 for all renovated buildings, as listed in the ESMP Checklist – Operational phase,
- (vii) Final Report on Contractor’s ESHS performance (Code of conduct, compliance with ESMP, consent/permits and other relevant project requirements).
- (viii) Commission reports and completion certificates for all materials, according to the national legislative

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 completion report, shall address the status of the work items at the time of Taking-over by the Client, and shall be submitted 2 weeks after taking over for each building, as agreed with 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 etc.

***Task 2: Supervise remedial works to rectify defects that arise during the Defects Liability Period (DLP)***

The Defects Liability Period (DLP) is 12 months, starting on the date of building commissioning.

- The Consultant shall continue to be responsible for the supervision and inspection of the construction and completion of the Works during the DLP as defined in the Works Contract. The level of supervision shall be appropriate to the scale of the works being carried out. These inspections and supervision are to ensure that works, agreed to be carried out during the DLP, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the Client and take required actions to rectify the defect. A report of these inspections shall be submitted to the Client, which shall include all details of any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed.
- Preparation and submission of as-built drawings, operating and maintenance manuals for all items of equipment and plants incorporated in or associated with the works, shall be controlled and followed by the Consultant in timely manner. As-built drawings, operating and maintenance manuals should be obtained from the Contractor during the issuing of taking-over certificate. Otherwise, the Client might ask the Consultant for the conversion of the approved as-built drawings if Client considers that the Consultant is not strictly following up the work. The Consultant shall also prepare and submit to the Client's approval a report giving all information about the "as-built-conditions" including (but not limited to) calculations, drawings, specifications, test reports and final cost analysis.

**Deliverables under Task 2:**

- **DLP quarterly reports.** A report of the DLP inspections shall be submitted to the Client, which shall include all details of:
  - any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed.

The reports shall be prepared on a quarterly basis.

- **DLP final report** shall be submitted by the time of the expiration of the DLP giving full details of all works carried out during the period if any. This report shall be submitted by the Consultant to the Client 7 days after expiration the Defects Liability Period for the

completed Works.

### ***Task 3: 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- PSEEP PIU 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**

### ***Deliverables:***

The Consultant will deliver monthly progress report. In this report, all civil works conducted by contractors including the progress of the works for each building will be detailly described, including chapter on ESMP implementation. The report will be delivered to the client not later than 7<sup>th</sup> day of the month for each previous month.

The reports will be delivered to the client in Macedonian language. All deliverables must be submitted as Hard Copy (1 copy signed and stamped) and 1 electronic copy.

The Client will approve the report or give comments in timely manner. If there are some comments from the client, the consultant must make modification to the report according the remarks in 5 working days. Approved 2 monthly report will be base for the invoice and payment.

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 <sup>st</sup> Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 2	7 <sup>th</sup> Day of the next month	10%
1	1a	2 <sup>nd</sup> Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 4	7 <sup>th</sup> Day of the next month	10%
1	1a	3 <sup>th</sup> Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 6	7 <sup>th</sup> Day of the next month	10%
1	1a	4 <sup>th</sup> Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 8	7 <sup>th</sup> Day of the next month	10%
1	1a	5 <sup>th</sup> Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly	Month 10	7 <sup>th</sup> Day of the next month	10%

		payment certificate.			
1	1a	6th Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 12	7 <sup>th</sup> Day of the next month	10%
1	1a	7 <sup>th</sup> Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 14	7 <sup>th</sup> Day of the next month	10%
	1a	8th Interim Bi-monthly Progress Report for works contract  Together with the submission of the interim monthly payment certificate.	Month 16	7th Day of the next month	10%
	1b	Final completion report;  As-Built drawings (including calculations, drawings, specifications, test reports, confirmation that the contractor obtained EE passport confirming EE class of each building, including lifetime energy savings and final cost analysis );  Other reports as requested related to the completion of the works	Month 18	2 weeks after taking over for each building, as agreed with the Client.	20%

		(Taking-Over stage)			
		Defect Liability Period - DLP Final report  DLP Final Report shall be consisted of full details of all works carried out during the DLP if any.	Month 30	7 days after expiration the Defects Liability Period for the completed Works for all the buildings.	

## VI. 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.

## **VII. Timeline**

The Services to be provided by the Consultant are expected to start in second half of 2023, shall cover a period of about 18 months duration of the civil works and additional 12 months for Defects Liability Period (DLP) upon completion of the civil works for each Building.

The Construction Works contracts should be implemented in various period of time. Therefore, the Consultant should plan its activities and provide capacities in accordance with the above stipulated facts and activities in each phase of the implementation of the Consultancy Contract.

During the supervision period, 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.

## **VIII. Variations In Scope**

- The commencement dates of reconstruction work in each building will vary due to different procurement schedule and different works schedule of the Contractor. 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 Consultant. The remaining payments will not be done to the Consultants and the Consultant shall not request any payment or compensation for the cancelled parts of the Services.
  - ii. to suspend the remaining services until awarding of Works Contract. In such case the Consultant 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 Consultant Services, the submission requirements

for deliverables above should be allowed by the Consultant 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 Consultant 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.

#### **IX. Support to be provided by the Client to the Consultant**

- Complete technical documentation (contract drawings, Bill of Quantities, tender documents, etc.) shall be provided by the Client to the Consultant.
- The Client shall provide list of responsible contacts from the beneficiaries of each PHI.
- The PIU staff from the Client, will work closely with the Consultant and will provide technical assistance during the implementation period if needed.

#### **X. Consultant Qualifications**

##### ***1.1 Qualification of the consultant company***

**The Consultant Company should possess the following qualifications:**

##### **1.1 ) Professional capacity of the Consultant**

- The Legal entity must possess valid Company License B for supervision issued by the Ministry of Transport and Communication of the Republic of North Macedonia / in case of JV, - at least one of the members in the JV must obtain valid Company license B for supervision issued by the Ministry of Transport and Communication of the Republic of North Macedonia.
- Required standards:
  - ISO 9001: 2018
  - ISO 14001: 2015
  - ISO 45001:2015

- At least 30 permanent staff working for the Consultant, confirmed by official institution in RNM, including at least 5 engineers who possess valid authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia.

### *1.2 General and Specific experience of the Consultant*

#### *1.2.1 General Experience of the Consultant*

The Consultant Company has to confirm its capability and adequacy for supervision of construction works in the last 7 (seven) years from submission deadline, by submission of reference list.

#### *1.2.2 Specific experience of the Consultant*

The Consultant Company shall present in a reference list of at least 5 (five) similar contracts for supervision of reconstruction/construction of buildings with EE measures, whereas at least 1 (one) contract must be at least with value of 100.000,00 EUR, in the last 7 years.

*Note: The Consultant Company may associate with other Consultant Company (s) in the form of a joint venture or of a sub-consultancy to complement their respective areas of expertise, strengthen the technical responsiveness of their proposal.*

### **1.2 Qualification of the Supervisor Team of experts**

The Consultant shall have the organizational capacity (it is expected that the Consultant shall have at least below listed key experts for performing activities under this assignment) and available appropriate skills among staff. The consulting team assembled to implement the project should be composed of experts with strong knowledge as per the below requirements.

#### **1. Project Manager**

The minimum necessary qualification for the Project Manager:

- University degree in Civil /Architectural /Mechanical or Electric Engineering Valid Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 10 years working experience as supervisor;
- Proven Experience in supervision of reconstruction/construction of energy efficiency buildings,
- Proven experience for supervision of reconstruction/construction of 3 (three) EE buildings within last 7 years.
- Knowledge of the Macedonian construction industry (construction costs, techniques, materials, etc.), standards and technical regulations for construction;

## **2. Supervision Engineers – Civil Engineers**

Number of required Key experts as Supervision Engineers is 3 (three)

The minimum necessary qualification for the Supervision Engineers

- University degree in Civil Engineer
- Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 7 years working experience as supervisor;
- Experience in the past 5 years in supervision of energy efficiency projects,
- Knowledge of the Macedonian construction industry (construction costs, techniques, materials, etc.), standards and technical regulations for construction;

## **2. Supervision Engineers – Architectural Engineers**

Number of required Key experts as Supervision Engineers is 3 (three)

The minimum necessary qualification for the Supervision Engineers

- University degree in Architectural Engineer;
- Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 7 years working experience as supervisor;
- Experience in the past 5 years in supervision of energy efficiency projects,
- Knowledge of the Macedonian construction industry (construction costs, techniques, materials, etc.), standards and technical regulations for construction;

## **3. Electrical engineer**

Number of required Key experts as Electrical Engineers is 3 (three).

The minimum necessary qualification for the Electrical Engineers:

- University degree in electrotechnical engineering
- Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 5 years working experience as supervisor;

- Experience in the past 3 years in supervision of energy efficiency projects,
- Knowledge of the Macedonian construction industry (construction costs, techniques, materials, etc.), standards and technical regulations for construction;

#### **4. Mechanical Engineer**

Number of required Key experts as Mechanical Engineer is 3 (three).

The minimum necessary qualification for the Mechanical Engineers:

- University degree in mechanical engineering
- Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 5 years working experience as supervisor;
- Experience in the past 3 years in supervision of energy efficiency projects,
- Knowledge of the Macedonian construction industry (construction costs, techniques, materials, etc.), standards and technical regulations for construction;

#### **5. Environmental Expert**

- University degree in relevant sciences: biology, chemistry, technology & engineering, environmental protection, geography, Environmental Sciences, Environmental Engineering, Environmental Policy or a related field, or in absence of such, 7 years of working experience in the above areas;
- Valid Certificate for Environmental Impact Assessment examination, issued by a relevant National Authority
- Previous experience in Environmental Impact Assessment studies/reports, or Environmental Management Plans (Mitigation and Monitoring Plans with site-specific measures) or supervision for minimum 3 re/construction projects funded by international finance institutions, preferably World Bank, EBRD, EU IPA, etc. in the past 5 years.

#### **6. Social Expert**

- University degree in social sciences and similar;
- Previous experience in Social Assessment studies/reports/elaborates for minimum 5 energy efficiency projects
- 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.
- Proven successful experience in collaboration with government institutions including local self-government (municipalities)

## **XI. Implementation arrangement**

The Consultant will report directly to the Client Coordinator and the Ministry of finance – PSEEP PIU. If any disagreement occurs between the Consultant and the Client, during the performance of the Consultant Services, the decision from the Client Coordinator and the Ministry of finance – PSEEP PIU will be binding. During the construction period, the consulting company will be responsible for the project implementation, especially to oversee and to inspect all qualitative, normative, and quantitative aspects of the project in accordance with the technical specification and Activity Schedule for the relevant civil works. Also, the consultant is responsible to verify the measure recording book/s, the construction diary and the interim monthly reports, prepared by Contractor and to report to the representative of the MOF-PSEEP PIU for any defects and possible civil works which are in disrespect with actual standards and technical regulations for construction. The consultant's main supervisor will submit reports to the MOF-PSEEP PIU on a weekly basis, based on the progress of the civil works during the construction period, in comparison with the approved dynamic plan for civil works, submitted by the contractor.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The "association" may take the form of a Joint Venture or a sub-consultancy. In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case of award is made to that JV group. Interested consultants should clearly indicate the structure of their "association" and the duties of the partners and sub consultants in their application. Unclear expression of interests in terms of "in association with" and/or "in affiliation with" and etc. may not be considered for short listing. Keeping one expression of interest per firm as principle, a consultant firm may decide whether it wishes to participate as a sub consultant or as an individual consultant or as a partner in a joint venture. Please note that a firm shall submit only one expression of interest in the same selection process either individually as a consultant or as a partner in a joint venture. No firm can be a sub consultant while submitting an expression of interests individually or as a partner of a joint venture in the same selection process. A firm, if acting in the capacity of sub consultant in any consultant or JV, may participate in more than one consultant, but only in the capacity of a sub consultant.