

## Section 5. Terms of Reference

**Title:** Development of preliminary and detailed technical designs and preparation of complete tendering documentation for reconstruction, construction and furnishing of six psychiatric clinics in Bosnia and Herzegovina

**Reporting to:** UNDP Project Manager

**Contract Type:** Contract for Professional Service

**Duration:** 12 Months (tentative start 1 December 2019)

### a. Background Information

The Governments of the two Entities of Bosnia and Herzegovina, Federation of Bosnia and Herzegovina (FBiH) and Republika Srpska (RS), accepted and formally endorsed the initiative of their respective Ministries of Health to approach the Council of Europe Development Bank (CEB) with a request to provide loan funds to BiH for reconstruction, construction and furnishing of six psychiatric clinics in Bosnia and Herzegovina, at the following locations: Sarajevo, Mostar, Banja Luka, Sokolac, Modriča and Višegrad.

The capital investment in the psychiatric care sector infrastructure aims to improve:

- i. Quality of health care for an average 900 patients hospitalized in the six institutions at any moment, and several thousand outpatients who visit the facilities for diagnostic procedures and to receive their treatment
- ii. Quality of accommodation, hygiene, working and therapeutically conditions for the patients and their caretakers.

Ultimately, this investment will result in increased comfort and dignity for patients during their treatment and it will enhance the rates of their recovery and resocialization through creation of conditions ensuring access to modern health and socialization treatments, in line with the relevant EU and WHO standards.

Respectively, the Government of the Republika Srpska endorsed this initiative at its 154th session, held on 30 November 2017, and the Government of the Federation of B&H adopted the same decision at its 144th session, held on 24 May 2018. Two Entity Ministries of Health and the Ministries of Finance were authorized by these government decisions to proceed, through the Ministry of Finance and Treasury of Bosnia and Herzegovina, with the submission of a formal request for loan support to CEB. With the same government decisions, Ministries were also tasked to immediately proceed with the preparation of a credible loan application to CEB, with the technical support of UNDP BiH.

In response to the request of Bosnia and Herzegovina, CEB has in March 2019 initially approved an €11 million loan to BiH for the rehabilitation and expansion of the psychiatric clinics throughout the country. However, given the complexities and limited resources available in the health sector of BiH, national health authorities are not able to allocate from internal sources the resources needed for the preparation of detailed reconstruction/ construction project designs for the six psychiatric institutions, which is the necessary precondition for realization of the loan arrangement with CEB.

In response to this problem, the government of BiH made a request to CEB for the allocation of technical assistance grant with the objective to provide, through UNDP BiH, technical assistance to the government which would enable effective preparation of the loan proposal for reconstruction, construction and furnishing of the psychiatric clinics.

Consecutively, upon the request of the government, CEB has approved a grant for technical assistance (TA) in the process of rehabilitation and expansion of the psychiatric clinics, which is to be implemented by the UNDP Bosnia and Herzegovina. The TA grant funding originates from the Slovak Inclusive Growth Account (SIGA), a fund set up by the Slovak authorities in 2016 to support CEB initiatives.

Immediately upon the formal approval of the grant and the loan application, CEB and BiH Government have initiated the process of Loan Agreement negotiations, which will include the necessary ratification of the agreement by the governments and parliaments at entity and state level.

At the same time UNDP has start implementation of the grant for technical assistance. Central part of the grant for technical assistance are the activities foreseen under this RfP. Aim is to have the two processes completed simultaneously, so that the loan is ready for implementation as soon as the process of ratification is completed.

#### **b. Overall objective**

The overall objective of this activity is to contribute to removal of the technical barriers for the Government of Bosnia and Herzegovina to efficiently implement the CEB loan for reconstruction/ construction of the six psychiatric institutions, by contracting a specialized, licensed company to develop:

1. Preliminary and detailed technical designs; and
2. Complete tendering documentation;

for reconstruction, construction and furnishing of six psychiatric clinics in BiH, all in line with the relevant national legal framework requirements and the technical requirements of CEB.

With implementation of the activities included in this RfP UNDP wants to ensure that all the technical documentation required for reconstruction/ construction of the six psychiatric institutions, including the collection of relevant geodetic and urbanistic documentation, is prepared in shortest possible timeframe and with the highest quality.

This approach should also ensure that all the interventions are following the relevant national and EU medical standards and approaches in the psychiatric care sector.

Concretely, the technical designs which are subject of this RfP must ensure that all the interventions financed by the CEB loan are planned and executed in a way which:

- Is based on functional hospital programing and takes in consideration the specific requirements of mental health facility design
- Maximizes energy efficiency of the buildings, use of renewable sources of energy where possible and make the buildings disaster-smart to the maximum extent possible, and

- Ensures full accessibility of the facilities for persons with disabilities, contributing to improved quality of life and respect of the basic human rights for this vulnerable group.

### **c. Scope of work**

In preparatory phase of this technical assistance cooperation, UNDP has prepared for the two entity Ministries of Health an estimate of the costs of the reconstruction, construction and furnishing of the six psychiatric clinics as a starting point for the process of CEB loan application development and, as a reference for the later detailed design and implementation phases.

The cost estimate document prepared by UNDP's national expert, in cooperation with the two entity Ministries of Health, has identified all the individual buildings, installations and equipment which will be reconstructed, constructed, procured, delivered or installed at the six psychiatric clinics under the CEB loan. The document has also identified and briefly described the reconstruction or construction works and equipment which need to be planned, implemented, procured and installed at the six clinics in order to achieve the objectives of this technical assistance and the CEB loan.

All the individual buildings, installations and equipment for which, the preliminary and detailed technical designs and complete tendering documentation for reconstruction, construction and furnishing will be prepared through the activities foreseen under this RfP are listed in the Annex 1 of this RfP: "List of the buildings, installations and equipment for reconstruction, construction and furnishing with the CEB loan funds at the psychiatric clinics in BiH".

### ***Preparation of Technical design***

The technical design for reconstruction, construction and furnishing of the psychiatric clinics in Bosnia and Herzegovina shall encompass preparation of the Preliminary Design and Detailed Design.

Content of the Preliminary and Detailed Design must be fully in line with relevant legislation including but not limited to:

1. Project task
2. Technical description
3. Architectural design
4. Structural design and calculations
5. Design of electrical installations of high and low current
6. Design of mechanical installations HVAC
7. Design of hydrotechnical installations (water and sewage etc)
8. Geotechnical report if needed in line with legal provisions
9. Geodetic survey
10. Design of the external area of the building plot and infrastructural connections on the building plot

11. Bill of quantities with technical description of works phases
12. Fire protection elaborate
13. Elaborate for work protection
14. Energy efficiency elaborate
15. Calculation of the design heat load for the buildings which do not have it
16. Underground water exploration and water physical characteristics examination in locations where a water-water heat pump system is foreseen (Modriča), adequate to determine capacity and other characteristics of the heating system
17. Elevator and escalator design
18. Location information from relevant planning documents and location permit according to the respective Laws of entities/cantons
19. Enterier design, with positioning and procurement specification of furnishings and equipment.

All activities shall be performed in accordance with the relevant national legislation and good practices. Content of the technical documentation shall be in line with:

- “Rulebook on the type, content, labelling, keeping, control and validation of investment-technical documentation” (Official Gazette F BiH, no. 459/10),
- “Regulation on Content and Control of Technical Documentation”, Ministry of Urban Planning, construction and Ecology of RS BiH, Regulation No. 101/13.

Technical documentation of the main design will be subject to revision, i.e. technical control or nostrification by an independent company in line with legal provisions for works of reconstruction and new buildings in the country.

### ***Tender dossier***

The tendering documentation (“tendering dossier”) shall at minimum encompass the following documentation, in line with the relevant CEB (EU Guidelines for the Procurement of Supplies, Works and Services) and local authorities’ requirements:

1. Tender document for works, and procurement and installation of equipment in line with CEB tendering procedures and provisions of Law on public procurement in Bosnia and Herzegovina
2. ToR for works, and procurement and installation of equipment encompassing the following parts in appropriate formats (excel sheets, pdf documents, dwg drawings):
  - Technical description of works
  - Bill of Quantities
  - Technical drawings

#### **d. Approach and Methodology**

The implementation of the international assignment will be carried out in full collaboration with and consultation of UNDP Project Manager. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

#### ***Deliverables and Schedules/Expected Outputs***

The Contractor is responsible for delivery of the following deliverables in accordance with the timeline, as given in the following table:

<b>Deliverables</b>		<b>Due date</b>
Deliverable 1.	Inception Report on collection and survey of necessary documentation and a detailed work plan.	1 December 2019
Deliverable 2.	First Progress Report including preliminary design for reconstruction, construction and furnishing of the psychiatric clinics in BiH.	1 March 2020
Deliverable 3.	Second Progress Report including final preliminary design for reconstruction, construction and furnishing of the psychiatric clinics in BiH, which addresses any comments and suggestions for improvement made by the UNDP, CEB and/or MoHs experts on the Preliminary project design.	1 May 2020
Deliverable 4.	Third Progress Report including detailed design for reconstruction, construction and furnishing of the psychiatric clinics in BiH.	1 September 2020
Deliverable 5.	Fourth Progress Report including final detailed design for reconstruction, construction and furnishing of the psychiatric clinics in BiH, which addresses comments from technical control i.e. revision of technical documentation.	1 October 2020
Deliverable 6.	Final Progress Report including tendering documentation for reconstruction, construction and furnishing of six psychiatric clinics in BiH in line with the relevant CEB requirements	1 November 2020

All the reports, designs and other deliverables are to be prepared and submitted to UNDP in English language. Additionally, "the final detailed design for reconstruction, construction and furnishing of the psychiatric clinics in BiH" (under the Deliverable 5.) and "the tendering documentation for reconstruction, construction and furnishing of six psychiatric clinics in BiH in line with the relevant CEB requirements" (under the Deliverable 6.) are to be prepared and submitted to UNDP both in English and local language.

#### **e. Key Performance Indicators and Service Level**

- Inception report on collection and survey of necessary documentation and a detailed work plan accepted by UNDP
- Preliminary design for reconstruction, construction and furnishing of the psychiatric clinics in Bosnia and Herzegovina accepted by UNDP
- Final Preliminary design for reconstruction, construction and furnishing of the psychiatric clinics in Bosnia and Herzegovina, which addresses comments and suggestions for improvement made by the UNDP, CEB and/or MoHs experts on the Preliminary design, accepted by UNDP
- Detailed design for reconstruction, construction and furnishing of the psychiatric clinics in Bosnia and Herzegovina accepted by UNDP
- Final Detailed design for reconstruction, construction and furnishing of the psychiatric clinics in Bosnia and Herzegovina accepted by UNDP and approved by revision of technical documentation with positive revision report issued by an independent licensed company
- Tendering documentation for reconstruction, construction and furnishing of six psychiatric clinics in Bosnia and Herzegovina in line with the relevant CEB requirements accepted by UNDP

All key activities and deliverables will be subject to review by UNDP Project Manager, as well as UNDP, CEB and MoHs technical experts.

#### **f. Governance and Accountability**

Monitoring and evaluation of the Service Provider's work will be conducted by the UNDP Project Manager.

UNDP withholds the right to request periodical updates on any particular issues as deemed necessary by UNDP. All updates will be submitted in writing to the above person in charge.

UNDP might request of Service Provider to liaise with respective UNDP partners during the implementation of the activities.

#### **g. Facilities to be provided by UNDP**

Project will not provide any facility, support personnel, support service, or logistics to the Contractor or any of the members of the Consortium.

#### **h. Expected duration of the contract/assignment**

Expected duration of work is 12 months, starting from 1 December 2019 and ending on 1 December 2020.

#### **i. Duty Station**

Contractor's duty station/location during the contract shall be Bosnia and Herzegovina, with extensive field work in the following six locations across the country, where the subject psychiatric institutions are located: Sarajevo, Mostar, Banja Luka, Modriča, Sokolaca and Višegrad.

#### **j. Professional Qualifications of the Successful Contractor and its key personnel**

For this scope of works, the Contractor must prove to have a minimum 5 years of relevant experience in provision of services in preparation of technical designs preparation. Experience in working for CEB for preparation of tendering documents will be considered as an additional asset of the service provider.

The Contractor must provide reference list to demonstrate the required experience in the above stated field which includes 3 similar technical designs in terms of area and complexity.

The Contractor should have minimum annual turnover of at least € 400.000,00 for the last three years.

The Team of Experts should be formed by the Contractor which must include at the minimum fifteen (15) members as the following:

- Team Leader/ Leading designer for two hospitals - Architect or Civil engineer, holding a master's degree or title dipl. ing. with a minimum of 240 ECTS. The Team Leader must have 15 years of working experience in a relevant field.
- Two (2) Senior Experts / Leading designer for two hospitals - Architect, holding a master's degree or title dipl. ing. with a minimum of 240 ECTS. The expert must have 8 years of working experience in a relevant field, hold a relevant license for design and a BiH professional exam.
- Two (2) Senior Experts - Civil Structural Engineers, holding a master's degree or title dipl. ing. with a minimum of 240 ECTS. The expert must have 8 years of working experience in a relevant field, hold a relevant license for design and a BiH professional exam.
- Senior Expert – Hydro-technics Engineer, holding a master's degree or title dipl. ing. with a minimum of 240 ECTS. The expert must have 8 years of working experience in a relevant field, hold a relevant license for design and a BiH professional exam.
- Two (2) Senior Expert - Electrical Engineers, holding a master's degree or title dipl. ing. with a minimum of 240 ECTS. The expert must have 8 years of working experience in a relevant field, hold a relevant license for design and a BiH professional exam.
- Senior Expert - Mechanical HVAC Engineer, holding a master's degree or title dipl. ing. with a minimum of 240 ECTS. The expert must have experience of working 8 years in the relevant field, and hold a relevant license for design and a BiH professional exam.
- Six (6) Junior Experts - Engineers with professional qualifications for civil roads engineering (i.e. low-rise structures), traffic engineering, geodesy and geology. Each holding at minimum a master's degree or dipl. ing. Title with 240 ECTS. All need to hold a BiH professional exam and a relevant personal license in line with legal provisions. Junior experts must have minimum of 3 years of relevant work experience.

The Team Leader, Senior Civil Structural Engineer and as a minimum additional 5 of the above-mentioned experts/engineers must be permanently employed by the service provider.

#### **k. Price and Schedule of Payments**

The contract price is a fixed output-based price regardless of extension of the herein specific duration.

In computation of the contract price the Proposer must include all the cost components needed to complete the activities and produce all of the results expected under this RFP (e.g., professional fees, inclusive of travel, living allowances, taxes, etc.).

Upon achievement of the key outputs payments will be made in the corresponding percentage of the contract price as per the schedule of payment given in the following table:

<b>Key outputs / Milestones</b>		<b>Percentage of the contract price to be paid</b>
1.	Inception Report on collection and survey of necessary documentation and a detailed work plan submitted and accepted by UNDP.	20%
2.	Preliminary project design for reconstruction, construction and furnishing of the psychiatric clinics in BiH submitted and accepted by UNDP.	30%
4.	Detailed design for reconstruction, construction and furnishing of the psychiatric clinics in BiH submitted and accepted by UNDP.	30%
6.	Final Report and tendering documentation for reconstruction, construction and furnishing of six psychiatric clinics in BiH, in line with the relevant CEB requirements, submitted and accepted by UNDP.	20%

#### **l. Additional References or Resources**

All the individual buildings, installations and equipment for which, the preliminary and detailed technical designs and complete tendering documentation for reconstruction, construction and furnishing shall be prepared through the activities foreseen under this RfP are listed in the Annex 1 of this RfP: "List of the buildings, installations and equipment for reconstruction, construction and furnishing with the CEB loan funds at the psychiatric clinics in BiH".

UNDP will, in cooperation with the Ministries of Health of the Federation of BiH and Republika Srpska, ensure that all existing technical documentation relevant to the buildings, installations and equipment which are subject of this RfP, including any existing designs, drawings, schemes of electrical and hydro installation, geodetic documentation and similar, are made available to the vendor to be used as the starting point for their work.