REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: February 10, 2021
	REFERENCE: "Croatia Education Recovery Support" (CERS)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Design and Supervision for Repair of Iliria 9-Year school Fushe Kruje Administrative Unit, Kruja Municipality**.

Please be guided by the form attached hereto as Part 2, in preparing your Proposal. Proposals may be submitted on or before **Tuesday, February 23, 2021 at 14:00 hrs** via e-Tendering.

Allowable Manner of Submitting Proposals: e-Tendering only. Bids not sent in e-Tendering system will not be considered. Proposal Submission Address: https://etendering.partneragencies.org

Please acknowledge receipt of this RFP by using the "Accept Invitation" function in e-Tendering system. This will enable you to receive amendments or updates to the RFP. Please find the link for all the procurement guides and videos:
https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html

Electronic submission (e-Tendering) requirements:

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: 35 MB
- UNDP reserves the rights to ask for originals during the evaluation.

Please name the submitted files following the structure of the solicitation document and consolidate the files into as few files as possible, using compression tools (zip etc.).

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of **120 (one hundred and twenty) days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated

above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Part 3.Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:
http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:
https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Nuno Queiros
Deputy Resident Representative

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PART 1

DESCRIPTION OF REQUIREMENTS

Context of the Requirement	"Croatia Education Recovery Support" (CERS), is an initiative funded by the Government of Croatia that addresses education sector recovery process after the earthquake of November 26th, 2019 in Albania. It aims to support Albanian citizens in the municipality of Kruje to improve their education outcomes. The project is implemented by the UNDP, in cooperation with the Albanian Government. The overall objective of the project is to support national and local governments in reducing further social and economic losses, and to accelerate the recovery process through education facility reconstruction. The project aims to deliver rapid assistance to help restore at one education facility and its services in local communities in Fushe Kruje/Kruje municipality in order to ensure pupils and communities loose minimum education services, and to enable the gradual normalization of life of affected population in those municipalities, with education the foremost priority. The proposal focuses on restoring service delivery capacity and ensuring the shortest possible interruption in access to essential services, in particular for vulnerable groups, while using the recovery to the earthquake as opportunity to increase the resilience of the education system and accelerate modernization of service delivery in the affected areas. The activities of the intervention will result in education facility repaired, with a strong emphasis on sustainability, inclusiveness, and environmental protection and quality of education environment improved.
Implementing Partner of UNDP	Municipality of Kruja
Brief Description of the Required Services[1]	This requirement consists of providing services on preparation of the: **"Design and Supervision for Repair of Iliria 9-Year school/ Fushe Kruje Administrative Unit, Kruja Municipality".** Overall objective of the assignment The assignment's overall objective is to deliver complete design documentation and provide supervision services for repair of the **Iliria 9-Year school /Fushe Kruje Administrative Unit, Kruja Municipality".** . The Main design should include: 1. Architectural Design; 2. Structural Design; 3. Electrical Design; 4. Mechanical Design (HVAC); 5. Water and sanitary sewer design;

[1] *A detailed TOR may be attached if the information listed in this Part is not sufficient to fully describe the nature of the work and other details of the requirements.*

	6. Environmental Impact Assessment; 7. Fire protection design of the building; 8. Preparation of the Environmental and Social Assessment. 9. Preparation of Cost Estimate and Technical Specifications; 10. Subcomponent Design Reports.
List and Description of Expected Outputs to be Delivered	The expected outputs are as follow: Design for the Repair of Iliria 9-Year school. The purpose of this RFP is to invite proposals from Designing & Supervision Consultancy Companies to: • Assess the current situation of the object provided in the ToRs to be repaired; • Prepare the Conceptual Design as described in the ToRs (two options); • Prepare the Detailed Technical Design as described in the ToRs; • Ensure the Construction Permit in collaboration with Respective Authorities; • Supervise the civil works during the implementation phase of the object's repaired; For more information, please refer to PART 4 (ToRs)
List and Description of Expected Outputs to be Delivered	Contract Implementation is composed of two components: i) design of educational facility, ii) Supervision of works for the educational facility. Implementation of each component shall be done in stages, and each of the stages shall have its deliverables For the **Design Component**, the deliverables shall be but not only the following: • Inception Report – Envisaging the finding during the data collection subcomponent comprising the facilities' structural assessment, work methodology, contract implementation schedule, and any other important finding during the data collection process. • Detailed Design of educational facility. The detailed design shall comply with the agreed intervention and shall consist of all components as described in the ToR, section 4.4; • Reports of all design components as described in ToRs section 4.4. For the **Supervision Component**, the deliverables shall be but not only the following: • Detailed working plan for the supervision of civil works during the implementation phase for the object provided in the ToRs, section 4.6; • Monthly reports on working progress for the construction contracts; • Minutes of the monthly meetings of the construction sites, agenda, and list of invitees proposed; • Final assignment report (in the English language) summarizing the work carried out and enclosing all related materials. For more information, please refer to PART 4 (ToR)

Person to Supervise the work/Performance of the Service Provider	Program staff
Frequency of Reporting	Every month during the implementation phase
Progress Reporting Requirements	Narrative and financial reporting as linked to deliverables
Location of work	☐ Exact Address/es *[pls. specify]* ☒ **At Contractor's Location**
Expected duration of work	As per ToRs in PART 4
Target start date	10 March 2021
Latest completion date	March 2022
Travels Expected	In Kruja Municipality
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ **Required** ☐ Not Required Please submit the time schedule table. • Preparation of Preliminary Project Ideas – 21 calendar days after the contract signature; • Preparation of Detailed Technical Design – 60 calendar days after approval of the Preliminary Project Idea; • Supervision of the construction works – during all the time life of the construction contract
Names and curriculum vitae of individuals who will be involved in completing the services	☒ **Required** ☐ Not Required The Bidders shall propose a team of 4 key engineers and other staff who shall be included, if selected, in the preparation of the design and supervision. Such engineers shall possess the relevant experience and licenses. The team will be composed by: • One Team leader/Leading designer – Architect – at least 15 years of experiences • One senior expert – Architect – at least 10 years of experience • One senior expert – Structural Engineer – at least 10 years of experience • One Team leader/Leading supervisor – Civil engineer with specialization in structural

	engineer – at least 15 years of experiences • Other staff (one geological engineer, one electrical engineer, mechanical engineer and cost estimator). The consultant shall ensure that the experts engaged will be dedicated to the project and shall not be part of any other contract until the successful implementation of the relevant contract. In case the Consultant proposes separate teams for Design and Supervision, he shall consider those equivalent experts are quoted the same. On the contrary, such discrepancy shall be subject to disqualifications. Bidders can propose more experts (i.e., bigger teams) based on their knowledge and experience. Bidders must provide a Management Structure in their offer with clearly indicated names and functions of each proposed team member (e.g., Architect, Civil Engineer, etc).
Currency of Proposal	☐ United States Dollars ☐ Euro ☒ **Local Currency (Albanian Lek)**
Value Added Tax on Price Proposal[2]	☐ must be inclusive of VAT and other applicable indirect taxes ☒ **must be exclusive of VAT and other applicable indirect taxes** ***Based on the Decision of Council of Ministers No. 143, dated 13.02.2020 "On the procedures for issuing the authorization for subjects of reconstruction and for exemption from value added taxation (VAT) of furniture of goods and services related with reconstruction process", amended by the Decision of Council of Ministers No. 804, dated 30.09.2020, the projects under this call are VAT exempted.*** ***Please, follow the link below for more details regarding this issue:*** *https://qbz.gov.al/eli/vendim/2020/09/30/804/0752944c-d6e2-478d-ac39-666cb0b2f5dc*
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☐ 60 days ☐ 90 days ☒ **120 days** In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	☒ **Not permitted** ☐Permitted [*pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in Lots, etc.)]*

[2] *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.*

<table>
<tr><td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td><td>☐ Not Required
☒ Required. Please submit the time schedule table.
Preparation of Preliminary Project Ideas (2 project ideas), taking into account the participation and contribution to the consultation process with the community – 21 calendar days after the contract signature;
Preparation of Detailed Technical Design – 60 calendar days after approval of the Preliminary Project Idea;
Supervision of the construction works – during all the time life of the construction contract</td></tr>
<tr><td>Payment Terms[3]</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td rowspan="2">Design</td><td>40% of Design Component contract amount</td><td>For the preliminary evaluation report and Conceptual Design</td><td rowspan="2">For Design

Within thirty (30) days from the date of meeting the following conditions:
a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and

b) Receipt of the invoice from the Service Provider.

c) UNDP’s written acceptance (i.e., not mere receipt) of the Successful completion of the Contract</td></tr>
<tr><td>60% of Design Component Amount</td><td>Upon completing/ delivering the detailed design</td></tr>
<tr><td>Supervision</td><td>Bi-monthly based</td><td>Invoice shall be issued bi-monthly based on the number of involved experts.</td><td>For Supervision
Within 30 days from approval of invoice from UNDP supervising engineer</td></tr>
</table>
</td></tr>
<tr><td>Person(s) to review/inspect/ approve outputs/completed services and</td><td>Program staff</td></tr>
</table>

[3]*UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.*

authorize the disbursement of payment	
Type of Contract to be Signed	☐ Purchase Order ☐ Institutional Contract **☒ Contract for Goods and/or Services** ☐ Long-Term Agreement[4] *(if LTA will be signed, specify the document hat will trigger the call-off. E.g., PO, etc.)* ☐ Other Type of Contract *[pls. specify]*
Criteria for Contract Award	☐ Lowest Price Quote among technically responsive offers **☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)** **☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.**
Criteria for the Assessment of Proposal	***1.1 Preliminary Examination and eligibility criteria and fulfillment of minimum qualification requirements*** Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements. Eligibility criteria and minimum requirement will be evaluated on a Pass/Fail basis. If the proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria unless otherwise specified in the criterion. **Fulfillment of Minimum Qualification Requirements and Eligibility Criteria are explained in detail in PART 5.** ***1.2 Technical Proposal Evaluation*** The evaluation team shall review and evaluate the Technical Proposals of only those companies that fulfill the minimum qualification requirements and eligibility criteria outlined in PART 5. The technical proposals will be evaluated based on their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in PART 6 (Technical Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score of 70%. **Technical Proposal (70%)** **☒ Expertise of the Firm 30%** **☒Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%** **☒ Management Structure and Qualification of Key Personnel 30%** **Financial Proposal (30%)**

[4] *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed $200,000.00.*

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ **One and only one Service Provider** ☐ One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions[5]	☒ **General Terms and Conditions for contracts (goods and/or services)** ☐General Terms and Conditions for de minimis contracts (services only, less than $50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[6]	☒ **Form for Submission of Proposal *[Part 2]*** ☒ **General Terms and conditions *[Part 3]*** ☒ **Detailed ToRs *[Part 4]*** ☒ **Minimum Qualification Requirements and Eligibility Criteria *[Part 5]*** ☒ **Technical Evaluation Criteria *[Part 6]*** ☐ Others[7] *[pls. specify]*
Contact Person for Inquiries (Written inquiries only)[8]	*UNDP Albania Procurement Unit* *procurement.al@undp.org* Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	**Submission of Proposals** Bidder's proposals will consist of Two Parts. **Part 1** **Bidder's qualification, capacity and experience & Management Structure and Key Personnel** Bidders must all the related documents, such as legal documents, similar experience, annual turnover, financial statements etc. The applicant also must submit the CVs of Key Personnel in this part of the submission. Part2 **Proposed Plan Methodology, its appropriateness to the condition and timeliness of the implementation plan and Financial Proposal**

[5] *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*
[6] *Where the information is available in the web, a URL for the information may simply be provided.*
[7] *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.*
[8] *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.*

PART 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[9]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[10])

[insert: *Location]*.
[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

2.1 Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations;
b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
c) Latest Audited Financial Statement – income statement and balance sheets to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;
d) Track Record – list of clients for similar services as those required by UNDP, indicating the description of contract scope, contract duration, contract value, contact references;
e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List.

2.2 Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions, and quality assurance mechanisms that will be put in place while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

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[9] *This serves as a guide to the Service Provider in preparing the Proposal.*
[10] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

2.3 Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b) CVs demonstrating qualifications must be submitted if required by the RFP; and
c) Written confirmation from each personnel that they are available for the entire duration of the contract.

2.4 Cost Breakdown per Deliverable* *(*This shall be the basis of the payment tranches)*

	Deliverables *[list them as referred to in the RFP]*	**Percentage of Total Price** *(Weight for payment)*	**Price** *(Lump Sum, All Inclusive)*
1	Component 1		
2	Component 2		
	Total	100%	

2.5 Cost Breakdown Cost of Component 1(the table is an example)

	Proposed Input	**Monthly Rate**	**Total Cost**
	Month		
Key staff			
Non-Key Staff			
Other Services[11]			

[11] *Bidders must include the Institute of Construction and Environmental Impact Assessment approval fees within their design financial offer.*

Total Cost of Component 1			

2.6 Cost Breakdown Cost of Component 2

	Proposed Input	**Monthly Rate**	**Total Cost**
	Month		
Key staff			
Non-Key Staff			
Other Services			
Total Cost of Component 2			

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

PART 3

GENERAL TERMS AND CONDITIONS FOR SERVICES

UNDP_GTCs_for_Contracts_(Goods_and

PART4

TERMS OF REFERENCES

FOR PREPARATION OF DESIGN AND SUPERVISION FOR REPAIR OF ILIRIA 9-YEAR SCHOOL FUSHE KRUJE ADMINISTRATIVE UNIT, KRUJA MUNICIPALITY

February 2021

4.1 BACKGROUND

The 6.4 magnitude earthquake that hit Albania on 26 November 2019, has left 51 people dead and injured thousands. It was the strongest earthquake to hit Albania in more than 40 years. Eleven municipalities, namely Shijak, Durres, Kruja, Tirana, Fushe Kruje, Kavaja, Vora, Rrogozhina, Kurbin, Mirdita and Lezha, with an approximate population of 1,185,286 persons, have suffered to varying degrees from the earthquake. For the first time in recent history, the Government of Albania announced a State of Natural Emergency in the prefectures/regions of Tirana, Durrës and Lezha. In order to identify the damages, losses and recovering needs arising from the earthquake, the Government of Albania in partnership with United Nations, European Union and World Bank undertake a full and comprehensive Post-Disaster Needs Assessment (PDNA).

The sectors assessed by PDNA are health, education, housing, productive sectors, infrastructure, social protection and civil protection and disaster risk reduction. According the PDNA, the total effect of the disaster in the 11 municipalities amounts to 985.1 million EUR (121.21 billion ALL), of which 843.9 million EUR (103.84 billion ALL) represents the value of destroyed physical assets and 141.2 million EUR (17.37 billion ALL) refer to losses. While, the total recovery needs are 1,076.15 million EUR (132.4 billion ALL) across all sectors and for the 11 affected municipalities.

One of the most damaged sectors is the education sector. Damages were reported to 321 educational institutions (all types including dormitories) in the 11 affected municipalities, representing 24% of all educational establishments.

Earthquake recovery must go back to back with measures taken to address the COVID-19 pandemic situation. COVID 19 has the potential to cause three waves of morbidity and mortality: the first is due the disease itself; the second to the inability of education systems to maintain education services, and the third is due to increased levels of unemployment, poverty and other adverse determinants of education that are associated with inclusive education needs and reduced access to education services. On 14th September most of the Albanian schools are reopened, although under strict rules of social distancing and hygiene. Still reeling from a devastating November 2019 earthquake, Albania is faced with two back-to-back shocks that are likely to cumulate into severe economic and social hardship for the country, as well as more restricted fiscal space, in the context of dwindling global financial resources. Caring for the most vulnerable, maintaining and ensuring access to equitable service delivery including full disruption of the education system, addressing the digital divide, experimenting with alternative working and studying options, improving community infrastructure and providing uninterrupted basic services for the most affected population are among key challenges to overcome for increased resilience to shocks.

The overall objective of the Project is to further support central and local governments in reducing social and economic losses from the earthquake, and to accelerate the recovery process through education facility reconstruction.

4.2 The objective of the Assignment

The objective of the Assignment consists of data collection, Design, and Supervision of Iliria 9-Year school/ Fushe Kruje Administrative Unit, Kruja Municipality described in sections below and respective annexes. Based on the findings of the Institute of Construction, the object is foreseen to be repaired and retrofitted. However, the consultant is requested to prepare a deep analysis to assess the condition of the building and then decide on the type of intervention.

4.3 Design Scope of Works

These ToRs refer to Iliria 9-Year school Fushe Kruje Administrative Unit, Kruja Municipality. The contract shall comprise two components with their respective scope of the Works. The Consultant shall develop the Scope of Works for both components as follows:

I. Detailed Design of recommended intervention
II. Supervision of the intervention

4.4 Detailed Design Subcomponents

4.4.1 Type of intervention

Information on level of damages and needs for the educational facility can be provided by institutions in charge. However, the Consultant has the responsibility to inspect and provide his expertise for the intervention. After data collection and formal approval of the recommended Interventions from Authorities, the contractor shall prepare a list of repairing/retrofitting measures to be discussed and agreed upon with UNDP technical staff. If the repair and retrofitting costs will be more than 70% compared to a new construction, then the school will be recommended to be reconstructed new as anticipated in the law no. 97/2019 and the respective normative act no. 9 dated 16.12.2019.

Only after formal approval from UNDP will the Consultant start developing a detailed design for the repair/retrofit measure.

Despite the category to which belong, the design package of each category shall comprise but not limited to the following sub-components:

1. Architectural Design
2. Structural Design
3. Electrical Design
4. Mechanical Design (HVAC)
5. Water and sanitary sewer design
6. Environmental Impact Assessment
7. Fire protection design of the building
8. Preparation of the Environmental and Social Assessment,
9. Preparation of Cost Estimate and Technical Specifications
10. Subcomponent Design Reports

4.4.1 Architectural Design

The Consultant shall use the best of his previous experience and documentation for the facilities' architectural Design. He shall care to consider including first in his conceptual Design and later to the detailed Design, all functional components as foreseen in the Decision of Council of Ministers no. 319, dated 12.04.2017 "On approval of standards for the design of schools",.
No deviation from the DCM No 319would be accepted, especially for the requirement a) to i). If the land property of the facility does not allow the Consultant to develop an architectural concept in compliance with the following requirement, He shall consult UNDP technical staff and authorities to find a solution, which could be additional land provided by the authorities or agreement to take off any functional components.

a) **Classrooms:** The Design of classrooms, the surface should be calculated according to the standard 28 -32 pupils per classroom, with min 1.5 m2 per pupil

b) **Laboratories**: in calculating the space of laboratory classes, should be considered as the requirement student's space of 2.2 m2, and the required space for auxiliary facilities for equipment and preparations.
c) **Library:** Library users are both students and teachers, so this should be considered when calculating library spaces. For 9-year schools, the library space shall be of at least 18 m², or depending on the number of students, a minimum area of 0.15 m² shall be calculated for each student.
d) **Multipurpose spaces**: Multipurpose spaces include environments that can be used for several purposes, such as student-teacher meeting rooms, teacher-parent meeting rooms, symposiums, display of various film materials, etc. These spaces should be calculated for 9-year schools based on pupils' number considering a minimum area of 0.25 m² for each pupil, not less than 70 m2.
e) **Administration space:** The school should include the minimum spaces such as (i) a directory office (20-25 m2), (ii) secretary (16 m), (iii) teacher's meeting room (2.5 m2/teacher), (iv) psychologist room (17 m2), (v) doctor room (17 m2) and the appropriate number of toilets.
f) **Physical Education Room**, nine-year schools must have a separate indoor gym for physical education and outdoor playgrounds. The gym size shall allow accommodation of a standard volleyball and basketball field as well all its auxiliary facilities such are: (i) Two size wardrobes each 16 m², (ii) two bathrooms - showers 16 m², (iii) a warehouse 16 m² for materials, (iv) teacher room with bathroom - shower and wardrobe 10 m²; Outdoor playgrounds are designated according to the curriculum requirements where should be: a volleyball court, a basketball court, gymnastic part, etc.
g) **Hot Water**: Depending on the amount of Hot Water Consumption, especially for the Kindergartens or Crèches, provision of the preparation of Hot Water with a Heat pump or Solar Thermal Energy (DCM no. 159, 9.2.3 and DCM no. 530);
h) **Ventilation:** Provision of Mechanical ventilation system, fulfilling the requirements for fresh air according to the DCM no. 319, 8.7, table nr.2;
i) **Heating and Cooling system:** The system's capacity should not exceed 25% of the capacity required for the building. The calculated capacity should be presented in the Energy Efficiency report;

Additionally, during design development, the Consultant shall consider the following nonmandatory recommendations. He shall be free to recommend any corresponding measure which, in his opinion, is more appropriate, especially in terms of weather conditions.

Terrace / Roof: The Designer should provide all the details for the terrace/roof layers, wood roof structural and architectural design, Design of the eavestrough, horizontal gutters, downspouts. The designer should consider using leave guards on top of the gutters to avoid roof flood because of blocked gutters. The Designer should also indicate the gutters' size and diameters according to the applicable norms per roof area to be drained.

Hydrometeorological Institute data will be used for rainfall intensity and time of concentration.

Painting: The interior walls and ceilings will be painted with hydromat eco paint, whereas enamel plastic paint will be applied to exterior walls.

Facade: The facade walls should be easy to maintain. The facade colors are subject to approval, relative to the type of educational facility and purpose of use.

Tiles: The toilets' floors and their walls should be insulated at a certain height, and the Designer should provide the details of their insulation. Each layer must be detailed with the relevant specifications.

Sanitary Facilities: The Consultant should provide appropriate sanitary types of equipment for the age group of children. Sanitary nodes should be separate with enough sinks for the number of children. Provide continuous and warm water in the sink, so consider the possibility of installing boilers and the realization of the necessary plumbing network. The bathrooms should be ventilated and illuminated. Where there is no direct ventilation, a particular facility for ventilation should be provided. Bathrooms should have open gates on the outside and disconnected from the floor and exclude openings on the inside for emergencies.

Playground: Outdoor playground is needed to ensure the quality of children's entertainment

School Yard: Special attention should be paid to the exterior works such as the existing fencing, located very close to residential buildings. It shall be transparent enclosures (such as railings) and guarantee all safety standards and norms for constructing this type. An outdoor environment mainly serves for relaxation, sports activities, and entertainment, so creating a green area with plants or trees around these areas is highly recommended. The Designer should integrate and combine the interior with the exterior green spaces and exterior lighting of the building, in accordance with the location surroundings and the specific requirements for the lighting network provided in this design task. Outside lighting can be connected to photovoltaic panels that generate clean, renewable energy and saves energy bills. Moreover, to maintain exteriors, waste bins should also be provided, especially near benches. Also, special attention should be shown to the regulation and discipline of surface water.

Energy Efficiency Report: As part of the architectural solution, the Consultant shall provide proofs of each facility's energy evaluation analyses. The Report may contain analyses for the selected construction materials, analyses of the walls, floors, and roofs proposal, calculations for the area of doors and windows, insulation calculation, etc.

4.4.2 Structural Design

4.4.2.1 Structural Assessment

In line with the above facility categorization and recommended interventions, the Consultant may be required to prepare Structural Assessment for facilities lacking recommended intervention and or the one's Consultant has reasonable doubt that the authorities' intervention is not appropriate. The Consultant shall include the necessary testing and expert cost to the other in terms of the quotation.

4.4.2.2 Structural type of New Facility

The Consultant shall be utterly responsible for choosing the structural type of the new facilities. Moreover, the Consultant shall ensure that the structural solution does not contradict any of the architectural requirements explained above, especially in spacings terms.
It is recommended that the structure is of concrete frame type (columns and beams). However, based on floor surfaces and the number of floors, especially for kindergartens, the Consultant shall be free to apply other structural solutions.

The Consultant shall be responsible for all necessary geological and geotechnical tests to determine the type of building foundation. No special requirements are included in these TORs; however, the Consultant shall

consider any recommendation during conceptual design discussion, especially concerning parking spaces or any other architectural components.

Concrete or steel class shall be in accordance with provisions of DCM-s 319. The Consultant, especially for the steel, shall also consider the local market's capacity or availability. Generally, the construction time shall be short, though the import may delay the construction activities and completion date.

Additionally, to the soil parameter to determine the foundation type (bearing capacity, winkler coefficient, cohesion, friction, modulus of elasticity, etc.), the contractor shall extend the geological investigation and determine the soil's local seismic parameters.

A licensed laboratory shall carry out the testing, and all information shall be presented in the Geological and Seismic Report, signed and stamped by the laboratory representative.

4.4.3 Electrical Design

Electrical Design shall respect all requirements as per Decision of Council of Ministers no. 319, dated 12.04.2017 "On approval of standards for the design of schools".

The Consultant shall identify and ask preapproval from power authorities to follow if a new source is required.

- System of medium voltage network
- System of power supply for safety systems
- System of communication network

Each of the above power systems shall be designed respecting all requirements included in DCM No 319.

4.4.4 Mechanical Design (HVAC)

The mechanical Design shall respect all requirements as per Decision of Council of Ministers no. 319, dated 12.04.2017 "On approval of standards for the design of schools".

He shall consider the weather conditions (minimum and maximum temperature) recommended in table no 1 of the DCM No 319. For the design requirement of internal climate conditions, shall refer to table no 2 of the same DCM.
Except for the source, the Consultant shall also be responsible for selecting the HVAC System typology. He shall evaluate different alternatives based on location, facility capacity, climacteric conditions, and other social factors. The chosen alternative, which will be developed to Detailed Design, shall be prior discussed and formally approved by the authorities responsible for covering such a system's cost in the future.

The HVAC package of Detailed Design shall comprise all calculations, schemes, drawings necessary to facilitate permission and construction.

4.4.5 Water and sanitary sewer design

The water system shall consider requirements of DCM-s 319supply with potable (fresh), and hot water.
An existing point to the public network may exist for every facility, however similar to town or localities to whom the facility belongs; the supply may not be continued. In such cases, it is recommended to evaluate an external source's possibility, like wells or a second connection to a different pipe or zone of the locality distribution network. If the facility is located close to any Tank or Water Source, a direct connection is recommended.

The freshwater demand shall be calculated as per DCM 319. The Consultant shall also evaluate the facility's connection pipe with a distribution network and upgrade if necessary, to ensure the required flow.

No special requirements like quantity or how to produce the hot water shall be included in the TOR. However, for kindergartens, The Consultant shall be obligated to asses as source the use of photovoltaic panels. If the solutions render as feasible for any facility, the Designer shall consider it a solution for detailed Design.

For the water system, a discharge point to the locality collection network may exist. Therefore, no complications in terms of leveling or capacity, are expected. However, considering that the locality's collection network is a mixed one (storm and sewerage), an inundation possibility exists during the storm events. Therefore, the consultant shall evaluate and consider such a risk during the Design. If during data collection, results that the locality sewer and storm systems are separate, the Consultant shall also design the sanitary and storm network of the facility separately.

4.4.6 Fire protection system design

The fire protection system is a critical component of every building's design, especially for a school or kindergarten. Therefore, the Consultant strictly follows the guidelines of DCM 319, and not only, but consider and get also advised from European Norms and Standards. He shall design all the system components described in the DCM 319and ensure that the warning signs and operation instructions are visible and readable.

The Consultant shall also evaluate the accessibility of the facility from fireplaces. A straightforward route presented on a visible map shall be included in the Fire Protection Design Package. In most facilities, the entrances to the backyard do not allow direct access for the fire engines. During the backyard design, the Consultant shall consider redesigning the entrance consider relocation to accommodate proper access to fire engines.

The Fire Protection package of Detailed Design shall comprise all calculations, schemes, drawings necessary to facilitate permission and construction.

4.4.7 Environmental and Social Impact Assessment

The Consultant shall prepare an Environmental and Social Impact Assessment. The Report may be separate or in chapters but shall include all facilities included in the TOR. The Report shall follow the applicable law requirement and have a branch of public consultation and photo documentation annexes. The Consultant shall be free to choose the format, time, and place of public consultation. However, the Report shall comply with all permit requirements.

4.4.8 General Site Plan including protection of site work

For each facility on the TOR, the location includes coordinates and an aerial view of google maps, locality name, and property boundary. For some of the facilities, the property plan is missing, and it is not even presented on the ASIG website. The Consultant shall be responsible for communicating with the authorities and ensuring each facility's property boundary plan and property certificate. He shall consider and quote a topographic survey of the facility's boundaries and use it during yard design. The Survey plan shall include existing connection to water and sewer supply and the power source and any existing lighting system.

4.4.9 Cost Estimate and Technical Specifications

Technical Specification shall be transparent and referred to respective BOQ Items. They should include a detailed clarification of the item or the product and the standards or norms which have to be followed during implementation.
The facility's final cost estimate should be prepared based on each component's final set of approved drawings, technical specifications, relevance to required standards, and UNDP Albania's specific format.

4.4.10 Special Requirements

In realizing the technical construction design and the proper architectural Design, all urban and architectural rules and norms for people with disabilities should be considered and adequately implemented. The Designer should include in the Design also ramps and elevators for movements of children with disabilities (CWDs), signage for the blind, etc.

The Consultant shall study and design an on-grid photovoltaic system foreseen to be installed on the school terrace. The power capacity may vary according to the available area and locations. The intention of the investment is to develop a sustainable and environmentally friendly system which can be easily maintained and further extended in the future.

Regardless of the examination results and decision-making on the intervention's typology, foresee the construction of emergency stairs for evacuation in case of fire, according to the laws and technical design criteria in force.

4.5 Contract Implementation

This chapter explains communication and cooperation between Consultant and UNDP to ensure a timely and successful contract implementation.

Following the above clarification, especially the necessity to communicate and agree on the conceptual Design of the facilities, assistance the Consultant may need from UNDP or the authorities to access the sites, etc., the Contract shall attend the following steps:

- Phase 1 – Data Collection
- Phase 2 – Conceptual (Preliminary Design)
- Phase 3 – Detailed Design
- Phase 4 – Appraisal and Permission
- Contract Award Assistance

4.5.1 Data Collection

The Consultant shall assess all information provided within the TOR, inspect and survey the sites, meet the authorities, and evaluate all recommended intervention. The finding of this Report shall be presented in an Inception Report not later than 14 calendar days after awarding (commencement) date. The UNDP Technical Staff shall comment and approve the Inception Report not later than the end of Third Week.
If the recommended intervention should be changed for any of the facilities, a detailed structural assessment shall be included as an annex to the Inception Report.

UNDP shall be responsible for communicating to the Authorities (Construction Institute and Local Government) informing get their approval of intervention change. The Consultant shall not proceed with other phases until formal approval has been issued from UNDP.

4.5.2 Conceptual Design

If this TOR's intervention measure is appropriate, according to Consultant's assessment, the Conceptual Design shall start immediately after the commencing date and parallel with the data collection process. Conceptual Design, two options, mainly related to architectural and structural components, shall be presented not later than 21 calendar days after the commencement of the Assignment.
The deliverables of conceptual design shall be simple and must consist at least of:

- General Plan to show location, placement, and orientation of the facility
- Floor Plans if facility consists of more than one floor
- Few Characteristic Sections to show the type of structure and foundations
- Several views of a 3D dimensional view of the facility to show the architectural harmony of the proposal with the environment and other
- Technical Report to explain how TOR and DCM-s no. 319requirements are respected.

The Conceptual stage's Deliverable may be in PDF or other electronic formats, as instructed during contract implementation by UNDP Engineer.

4.5.3 Preparation of the Detailed Technical Design

After Formal approval of UNDP's Conceptual Design, and as agreed during the consultation processes with community, where the consultant will present two project ideas for the facility, the Consultant shall continue preparing the detailed design package**.** The Consultant shall be aware that his final package will have a technical appraisal from Institute of Construction and serve for the Construction Permit.

The Detailed Design Phase shall be considered complete only after issuing the authorities' construction permit. Any required review from the Consultant during this phase shall be deemed to have been included in the offer.

The final package shall contain but is not limited to the following drawings and reports in line with country regulation.

Drawings

a) Topographic survey;
b) Architectural Design;
c) Construction design;
d) Electrical and lightening Design;
e) Fire Protection and Safety design;
f) Hydro-technical Design;
g) Thermo mechanical / air conditioning design associated with the
h) Design for the implementation of the rainwater drainage network;
i) Design for the implementation of the sewage system;
j) Water Supply Network Implementation Design, including details of equipment, manholes and joint fixtures, etc.;
k) Technical specifications for the items of works to be performed;

l) Bill of Quantities and Cost Estimation based on market prices;
m) Chart of detailed works according to work items;
n) Works Organization Plan and the construction of the shipyard in the function of the means, which are part of the realization of the facility, based on the schedule of works;
o) Environmental Impact Assessment (EIA) report;
p) Design firm license, environmental expert license, and facility property certificates
q) Declarations of professional responsibility for the staff involved in Design.

Reports

a) Technical reports (constructive, architectural, topographic, geological, seismic, hydrotechnical, electrical, mechanical, energy efficiency, sewerage system (KUZ), rainwater drainage (KUSH));

The materials mentioned above should be submitted physically and appropriately: (Acad, word, excel).

4.5.4 Technical Appraisal and Construction Permit

The Consultant shall be responsible after reflecting the comments, if any, from the Construction Institute and getting the formal appraisal approval, on behalf of the UNDP to apply for Construction Permit. The Application shall be done through the Integrated Territory Register portal based on law 107/2014 "On Territory Planning and Development. "
The Consultant shall include in his offer the amount, which shall be deemed to be paid to the Construction Institute for their appraisal Services as foreseen by the legislation in force. Such costs shall be considered to be included in the office running cost.

4.5.5 Support during tender

The Consultant Company is expected to support the UNDP during the tender process as required and needed. Such support may include site visits during the pre-bid, support with the Questions and Answers process if there will be any clarification, and support during the evaluation process if there is any verification required.

4.5.6 Standards in Design

The Consultant shall follow all norms and standards recommend throughout these TORs, especially DCM 319. In case the local norms or standards do not provide any guidelines, the EU norms (EN and ISO) shall prevail. However, if, in his experience, application of any other international standard offers more safety and commodity to any functional component, the Consultant shall be free to apply the subject of prior notification to UNDP technical staff.

4.5.7 Literature and Software

In accordance with UNDP and other Donor regulations, the Consultant shall use legal software and literature for the Works. If required, a list of such software and their permanent or leased licenses shall be made available to UNDP.

4.5.8 Final submitted documents

Drawings

The Consultant shall prepare and submit the final version of drawings in PDF and CAD (2007-2012) format and 5 (five) colored hardcopies (signed and stamped). The documents submitted in the electronic version

(PDF and CAD) shall be similar revision and contain a list of drawings and proper numbering. Drawings shall be bilingual, English, and Albanian. The Consultant shall be responsible for an appropriate presentation of the following list of drawings but not only:

1. The existing survey plan of the facility
2. The existing plan of the building on scale 1: 100;
3. The general layout of the building in scale 1: 200; 1: 500;
4. Plan of the scale of the existing floor 1: 100, 1:50;
5. Object layouts after changes 1: 100; 1:50;
6. Existing facades scale 1: 100;
7. New facades in 2D and 3D scale 1: 100;
8. Building sections (in both directions) scale 1: 100;
9. Furniture plan scale 1: 100;
10. Foundation plan scale 1: 100;
11. Foundation sections and details scale 1: 50;
12. Structural plan scale 1: 100;
13. Sewer network layout at the scale of 1: 100;
14. Manholes and other sewer network details scale 1: 10, 1:20;
15. Water supply layout in scale 1: 200, 1: 100;
16. Water supply axonometric charts, details of sanitary equipment scale1: 100;
17. Wells and other details of the water supply network scale 1: 20, 1:10;
18. Power supply system plans scale 1: 100;
19. Protection systems, grounding, lighting plans, and details scale 1: 100;
20. Power distribution 1:100
21. LAN and telephone system plan scale 1: 100;
22. Outdoor lighting layout and details scale 1: 100; 1:50;
23. Single line and control diagrams showing switchboard and metering details;
24. Layout and details of the fire protection system scale 1: 100;
25. Greenery layout and details scale 1: 100; 1:50;
26. Surrounding wall layout, type, and detail of bench fixing scale 1: 100; 1:50;
27. Surface water discipline and discharge plan and related details scale 1: 100; 1:50.
28. Mechanical plans for the buildings and details, scale 1: 100;

Reports

The reports shall be presented in pdf format, signed and sealed by the Consultant and respective experts. The Reports shall also be bilingual, except software calculation outputs, which shall be included as annexes. The Reports shall present the input data, assumptions, and standards considered during modeling and calculation, output data, etc. Structural Report shall contain the software's name, a short explanation about the software's capabilities, and adequacy with the facility structure.

Technical Specification
Technical Specification shall be delivered in word format; they should be separate for each facility; instruction shall be provided during contract implementation.

4.5.9 Data to be provided by UNDP

After the contract signature, the UNDP shall deliver the Consultant available information like an assessment from Construction Institute, Assessment from other Consultants provided to UNDP from respective municipalities where the facility is located.

4.5.10 Staffing and Implementation Schedule

Referring to the sections above, the implementation time shall be divided into three stages, Data Collection and Conceptual Stage, Detailed Design, and Assistance to the UNDP for acquiring permission from authorities. The Data Collection and Conceptual Design shall merge for the facilities that recommended interventions to the Consultant's opinion are appropriate. The following tables present a general and indicative implementation schedule of the contract and shall be the key to the services' quotation. However, the Consultant shall be obligated to show his schedule in compliance with his offer. The implementation schedule shall be part of the Technical Proposal and shall be subject to evaluation under part 6 of RFP.
The Consultant shall be aware that no quotation shall be made for the assistance period. The cost service of this staging shall be deemed to have been included in the Design Period cost. For reference, see table 1 and table 2 below:

Activities	**Timeline (Weeks)**													
	Design Period										**Assistance Period**			
	21 calendar days			Client Approval	60 calendar days						Client Approval		Bidding Process	
Data Collection														
Conceptual Design														
Architectural Design														
Structural Design														
Building Installation Design														
Infrastructure Design														
Electrical Design														
HVAC Design														
ESIA														
Archeological Permit (if required)														
Application for Project Appraisal (Institute of Construction)														
Application for Construction Permit														

Table 1 Indicative Implementation Timeline

It is expected that the services do not exceed 15.5 man/month input from key and non-key experts presented in the below table. The Consultant shall be obligated to include a completed table of expert's inputs in his Technical Proposal and be aware that such a table will be subject to evaluation in compliance with technical evaluation criteria of this RFP.

Key Staff	**Timeline (Weeks)**													
	Design Period										**Assistance Period**			
	21 calendar days			Client	60 calendar days						Client		Biddin	
Architect -Team Leader														

Architect– Senior expert														
Structural Engineer– Senior Expert														
Civil Engineer – Construction Engineer														
Non-Key Staff														
Architect 2														
Hydrotechnical Engineer														
Mechanical Engineer														
Electrical Engineer														
Etc.														
Other Services														
Survey														
Geology														
ESIA and Archeology														
Transport														
Office, Printing, appraisal, etc														

Table 2_ Maximum Expert M/M Input

The Key Staff of the Consultant shall include but not limited to the following expertise

- One Team leader/Leading designer -Architect – at least 15 years of experiences
- One senior expert – Architect – at least 10 years of experience
- One senior expert – Structural Engineer – At least 10 years of experience
- One senior expert –Civil engineer with specialization in construction materials –At least 10 years of experience

The consultant shall ensure that the experts engaged in one awarded contract shall not be part of any other engagement until the successful implementation of the relevant contract.

Key Expert 1: Team Leader – Engineer's Representative
A Team Leader shall lead and coordinate the activities of the Consultant team. He/she is expected to be responsible for contractual matters and the communication between the Consultant, the Contractor(s), the Employer (UNDP), and the other relevant authorities. The Team Leader is expected to participate in all progress and management meetings where his/her presence may be required.
The Team Leader is expected to possess at least a University degree or equivalent qualification in Architecture, proven experience in leading multidisciplinary teams, fluent in English, good computer skills, communication, leadership, and organizational skills.

Key Experts 2 – Architect

The Architect shall have a university degree in architecture, have good English language skills, be fluent in Albanian and possess good knowledge of relevant international norms, standards and procedures, and local circumstances and practices. He should have proven experience in architectural design of equal or more complicated buildings.

Key Expert 3: Structural Engineer
The Structural Engineer shall have a university degree in civil engineering, have good English language skills, be fluent in Albanian and possess good knowledge of relevant international norms, standards and procedures, and local circumstances and practices. He should be a certified structural engineer and have proven experience in structural calculation of equal or more complicated buildings.

4.6 SUPERVISION OF WORKS

4.6.1 Objectives and results of the supervision consultancy

The consultancy supervision contract's general objective is to provide qualified and professional technical assistance to UNDP in ensuring the successful implementation of contract implementation.

The specific objectives of the consultancy are to:

- Act as the Supervisor according to applicable law and UNDP Contract for Civil Works and Supply Contracts;
- Provide contract administration and works supervision in compliance with the Conditions of Contract for Civil Works and Supply Contracts;
- Ensure implementation of the project following the UNDP Social and Environmental Safeguards and approved Environmental Management Plan and Resettlement Plan Framework.
- Supervise and monitor the daily activities including the Health, Safety and Environmental performance from the Contractor.
- Ensure project management and administration, quality assurance, commissioning and taking over in strict compliance with the works contract and relevant legislation;
- Provide technical and financial reporting to the UNDP Project Implementation Team
- Provide technical and contractual support during the Maintenance Period – Defects Liability Period (DLP).

The above tasks are to be performed in line with the procurement and construction program planned for the civil works. The results to be achieved by the Construction Supervision Consultant (from now on called "Consultant") are summarized as follows:

- All contractual paperwork in place on time (insurances, guarantees, permits, etc.);
- Smooth project implementation system in place and implemented, including quality assurance system;
- All risks in terms of potential quality problems, delays, or budget overruns timely identified and professionally managed;
- The contractor(s) constructed technical infrastructure systems in strict compliance with the respective works contract(s) within the contract timeframe and budget. Supervision of works carried out and all relevant documentation completed in accordance with the Works contract(s) and relevant law;
- Works handed over and permissions for utilization obtained under the statutory procedures and within the specified periods;
- All required technical and administrative reports are prepared and submitted on time.

4.6.2 Supervision Scope of the work

To attain the Project's specific objectives and results, the Consultant shall carry out activities listed below. The Consultant should be proactive in identifying optimal solutions to reach the objectives of this contract and identify any additional tasks and activities desirable or necessary for this assignment's successful implementation.

The Consultancy Services Supervision contract comprises 4 phases:

- Mobilization Phase;
- Construction Phase;
- Commissioning Phase; and
- Maintenance (DLP) Period.

4.6.2.1 Mobilization phase

The mobilization period shall commence immediately upon commencement of the civil works contract or the Consultancy Supervision Services Contract's signature, whichever is the latest.

During the mobilization phase, the Consultant shall become familiar with all aspects of the project, work contract, and project's environment, review the present Terms of Reference and tender and contract dossiers for the Works contracts.

4.6.2.2 Construction phase

The Consultant shall administer the contract and supervise the construction works, i.e., carry out the Engineer's duties following the Conditions for Works Contracts financed by the UNDP.

Such activities of the Consultant shall include, but not necessarily be limited to, the following:

Approvals and reviewing.
The Consultant shall:

a) analyze and monitor contractual programs submitted by the Contractor and give instructions to the Contractor to take appropriate measures to fulfill the Contractor's tasks. The Consultant shall review the Contractor's programs regularly throughout the project.
b) Ensure that the contract conditions are strictly adhered to, and Contractors and any sub-contractors fulfill their contractual obligations.
c) Maintain up-to-date records of all contractual administration, correspondence, measurements, payments, variations, etc. The Consultant shall document all instructions to the Contractor.
d) Ensure that all safety risks during construction and commissioning of the works shall be assessed in advance and risk mitigation measures introduced before commencing the respective activities.
e) Be in continuous contact with the Contractor to identify and resolve any potential problems in a proactive manner. The Consultant shall hold weekly site meetings and monthly progress meetings with the Contractor and other stakeholders. All potential delays and other issues shall be identified, and corresponding actions discussed and agreed to assist the Contractor in avoiding or mitigating the overall delay.
f) Keep UNDP Team informed of the progress of works and any ongoing or anticipated problem, challenge, delay, or cost variation by providing properly prepared minutes of meetings.

g) Prepare all reports following the requirements laid down in the present ToR.
h) Check and comment on the adequacy and authenticity of all certificates, insurance, securities, indemnities, ownership of the plant, etc. for which the Contractor is liable under the conditions of the contract. The Consultant shall issue all requisite certificates in compliance with the Contract.
i) Assist the Contracting Authority in administrative duties, including financial planning and cash flow forecasts for all contracts monthly.
j) Review and approve the Contractor's working drawings and possible modifications to the detailed design.

The Consultant shall consider that a gap period between completion of design services and commencement of supervision services exist. Additionally, the Consultant shall consider that all contracts commence simultaneously; therefore, He shall be responsible for providing the staff accordingly.

4.6.3 Site supervision

The Consultant shall carry out day-to-day supervision of construction works following the Works Contracts, Site Procedures Manual, Environmental Management Plan, and Supervisor's Quality Assurance Manual.

The supervision's main objective is to facilitate the highest possible standard of construction works within the contract time and in full conformity with the contract's technical specifications.

- The Consultant shall carry out the following activities as part of site supervision:
- ensure that the quality of materials and the end product complies with Albanian EN Norms.
- order the Contractor to substitute and make good any part of the works, if levels, dimensions, materials or workmanship do not conform to the requirements and specifications or are otherwise insufficient/inferior;
- conduct regular site inspections to check the quality of the workmanship and materials following the Contract and good engineering practice;
- verify that the Contractor's payment applications for work executed are accurate, fair, and reasonable representations of the work's value. The Consultant shall prepare subsequent certificates and present these to the UNDP for endorsement and further processing. The Consultant shall ensure that the UNDP is informed of all matters relating to payments, cash flow, or any other impacts on budgetary provisions.
- Keep accurate records taken throughout the contract's duration to reach an agreement on the Contractor's final account.
- Assist UNDP and ensure the works are implemented following the Environmental Management Plan. The consultant will be responsible for reporting monthly to the UNDP Technical Team to any environmental issue.
- Assist UNDP to monitor and address all the citizens' and beneficiaries' complaints during the works' implementation.

4.6.4 Measurement of Works

The Consultant shall measure and keep accurate records of permanent works executed by the Contractor.

The works shall be measured on-site, following the appropriate clauses in the Contract's General Conditions associated with the Works contract.

4.6.5 Other activities

The Consultant shall carry out all other activities needed for the smooth implementation of the Project. These activities include, among other things, the following:

- Administration of the Works Contract following the contract documents;
- Approval of Contractor's details of temporary works and operations;
- Approval and surveillance of the traffic management proposals prepared by the Contractor following the General Conditions of the works contract; to ensure that the Contractor carries out the work to minimize interference with adjacent traffic by providing necessary lights, guards, fencing and watchmen, etc. and provide access to local buildings and properties at all times;
- Approval and surveillance of environmental measures identified by the Contractor and other stakeholders to carry out the work in an environmentally safe way, taking appropriate mitigating action to meet the relevant requirements of the contract and those of the local and state authorities;
- Assist the UNDP in the processing of variations, approve the setting-out of the works and give instructions to the Contractor in this regard;
- Review any changes in drawings and/or specifications, which may prove necessary or desirable before or during the execution of the construction works;
- Negotiate and recommend to the UNDP any Variations initiated by the Contractor or to be undertaken by the UNDP.
- Advice on any claims or contractual disputes and problems arising during the works, and prevent claims and delays whenever feasible
- Verify and approve "as-built drawings" and deliver to the UNDP all reports, records, certificates, etc. prepared or supplied by the Contractor;

4.6.6 Commissioning Phase

During the Commissioning Phase, the Consultant shall carry out the following duties:

- Verify and approve operation and maintenance manuals;
- Review, verify and certify as-built documentation
- Participate in pressure tests, hydraulic tests, and any other tests required under the works Contract and verify compliance with applicable norms and the Works Contracts requirements.
- Issue list of defects ("snag list") and other documentation as required before the Certificate of Provisional Acceptance is issued;
- Carry out the final inspection and prepare Provisional Acceptance Certificate, list of defects, and other documents as required by the contract;
- Ensure that taking over procedures are carried out in line with local regulations and requirements, as appropriate: and

4.6.7 Maintenance – DLP Period

During and after the Maintenance DLP period, the Consultant shall carry out the following duties:

- Supervise, inspect, and record completion of any outstanding work and remedy of defects, as well as the continued compliance with the conditions of contract and technical specifications
- Scrutinize the Contractor's payment applications and issue Interim Payment Certificates accordingly:
- Scrutinize the Contractor's draft Final Statement of Account; and
- Prepare the Final Statement of Account.

The consultant shall be responsible for assisting UNDP and respective beneficiary authorities to finally take over the Works and issue a Completion Work Certificate at the end of the Defect Liability Period.

4.6.8 Implementation Schedule and Contract Period

The Consultancy Supervision Service Contract is scheduled to start as soon as the Civil Works Contract is awarded and signed and end on the Maintenance DLP Period's expiry. The period of execution of the contract will be 8 months divided as follows:

- 7 months construction period;
- 2 weeks commissioning period
- 2 weeks at the end of the DLP period

The Consultant shall base his quotation on the following implementation schedule, considering that:

- The Team Leader is required to be full time dedicated to the Contract
- The Team Leader/supervising engineer is required to be full time dedicated to the Contract and present at site during the construction works to monitor and supervise the works daily.
- Electrical and HVAC engineers shall be quoted part-time, when to the opinion of team leader and UNDP supervision engineer, such engineers are needed.
- The expected inputs for a contract duration of 8 months including DLP period shall not exceed 12 man/month.

Key Staff/Months	Timeline (Months) Mobilization + Construction + Commissioning	DLP	Ass. During DLP
	7.5 months	12 Months	0.5 months
Civil Engineer	Along the entire Contract Period		0.5
Non-Key Staff			
Electrical Engineer	On-call. The m/m input shall not exceed 1.5 months along the entire construction contract period		0.5
Mechanical Engineer HVAC	On-call. The m/m input shall not exceed 1.5 months along the entire construction contract period		0.5
Reimbursable			
Office, printing, other administrative costs	along with entire contract period-cost LS		N/A
Transport	along with entire contract period-cost LS		N/A

Table 3_ Supervision Contract Implementation Schedule

4.6.9 Staffing requirements

The Consultant shall employ a team fully qualified for the provision of the requested services. The unit shall include experts for Civil Works and Supply and other general requirements and practices. CVs of key experts and other experts are provided in the appropriate format, as shown in the RFP.

The purpose of the Consultant's quality management (quality assurance) is to make sure that the results of the services provided comply with the highest international standards. The working language of the project is English.

Day-to-day communication language with the UNDP, employees of municipalities, and other local authorities will be either English or Albanian language.

4.6.10 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. All key experts must be independent and free from conflicts of interest in the responsibilities accorded to them. The selection criteria for the key and non-key experts for this contract are as follows:

All experts assigned by the Consultant must possess proficiency in the English language.

The Consultant's team shall include the following key and non-key experts and be supported by other experts as considered necessary by the Consultant and as substantiated in its proposals:

1. Team Leader / the Engineer's Representative — minimum of 15 years of experience
2. Electrical Engineer — minimum of 10 years of experience
3. Mechanical Engineer — minimum of 10 years of experience

4.6.11 Required Qualification Criteria

Key Expert 1: Team Leader/civil engineer – Engineer's Representative

The Team Leader/civil engineer shall lead and coordinate the activities of the Consultant team. He/she is expected to be responsible for contractual matters and the communication between the Consultant, the Contractor(s), the Employer (UNDP), and the other relevant authorities. The Team Leader is expected to participate in all progress and management meetings where his/her presence may be required. The Team Leader shall monitor and supervise the construction works daily to ensure the works' progress in compliance with contract requirements.

The Team Leader is expected to possess at least a University degree or equivalent qualification in Civil Engineering, proven experience in leading multidisciplinary teams, fluent in English, and good computer skills, communication, leadership, and organizational skills. He shall have at least 15 years of experience, a minimum of 7 in project management.

Non-Key Expert 2: Electrical Engineer

Supervision building installations. The Electrical Engineer will be carried out under the Team Leader's control and coordination and close cooperation with the Site Supervision Experts/Inspectors. The Electrical Engineer is expected to possess a university degree in electrical engineering, have good English language skills, and good knowledge of relevant international norms, standards, and procedures. The Electrical Engineer is expected to possess at least 10 years of construction supervision experience in electrical engineering installations.

Non-Key Expert 3: Mechanical Engineer

Supervision of mechanical installations will be carried out by the Mechanical Engineer, under the Team Leader's control and coordination and in close cooperation with the Site Supervision Experts/Inspectors. The

Mechanical Engineer is expected to possess a university degree in mechanical engineering, have good English language skills, and good knowledge of relevant international norms, standards, and procedures. The Mechanical Engineer is expected to possess at least 10 years of construction supervision experience of mechanical installations.

4.6.12 Support staff and backstopping and facilities

The Consultant shall be aware that any necessary cost requiring support due to any design discrepancies which may require further detailing of the design shall be considered as covered in the design stage.
The Consultant shall ensure that experts are adequately supported and equipped. The Consultant is responsible for providing a suitable office for the duration of the Contract. This office should be adequately equipped and staffed to enable the Team Leader and his/her staff to carry out their duties effectively. The cost of this office should be covered under reimbursable project costs.
The provisions of all other site offices within the project area are the Works Contractor's responsibility, and the Works Contractor will maintain them for the Contract's duration.
The Consultant shall also be responsible for transporting the experts from office to construction site and back.

4.6.13 Annex 1- Data Information

The facility is within the territorial boundary of Kruja Municipality.

I. Facility Name – Iliria 9-Year school – Kruja Municipality

Region	**Municipality**	**Adm/Unit**	**UTM/WGS84/K34 Coordinates**	**Cadastral Zone**
Kruja	Kruja	Kruja	394367mE / 4593926mN	
No. Students: 155 **(131 – elementary and middle school, 24 kindergarten)**				
Recommended Measure: **REPAIR/RETROFIT**				
Iliria 9-Year school is situated in north area of Fushe Kruje Administrative Unit, Kruja Municipality specifically 4.5 km from Fushe Kruje Town centre. The school structure is positioned in the middle of a low-rise residential area, characterized by individual dwellings, and residential buildings 2-3 storeys high, with an average urban density. The school can be accessed through an asphalted road.				
The current school has an approximate area of 860 m² divided in 2 levels where each level covers a floor area of 430 sq.m and provides accommodation to 131 students on 9-year cycle and 24 students in one mixed age group in kindergarten.				
The school spatial separation is characterized by a main hall in the ground floor that leads to the main stairwell at the front and 2 corridors on the left and right. The school staff is composed by 12 teachers, 1 school director and 1 kindergarten teacher. The school premises include 9 classrooms, 1 IT Lab, 2 storage rooms, 1 physical education equipment room.				
Functional problems identified in the school include: the kindergarten children use the same entrance as the school students and the same toilets; the school has only one laboratory for the IT, it needs another laboratory combined for chemistry, physics and biology; the school does not have a library; there is not enough number of toilets for the students and the staff; there is no teachers room; there is no secretary room, no psychologist room and no nurse room; there are no sports facilities.				
Technical problems identified: existing school building is an old structure built more than 50 years ago; it has not been properly maintained and is a depreciated facility; the structure consists of deteriorated brick walls, pre-casted brick and reinforced concrete slabs, supported by mixed stone and concrete foundation; most of the building components are out of their normal functioning; rooftop is flat and totally unable to hydro and thermo insulate the building; the ground floor does not have any thermo insulation or waterproofing; the building has no central heating and no thermo insulation; the windows and doors need to be replaced; the sanitary facilities are located on the right end corridor needing full rehabilitation; there is no fire protection system and no emergency exit; the electrical network is old and need to be replaced.				
The following engineering measures must be taken in order to improve the standard of the educational facility: repair and retrofit existing brick walls; drainage and Waterproof the entire building throughout from bottom up (School Building Envelope); thermal Insulation of the existing school building including roof top terrace that must be waterproofed and thermally insulated, PVC double-glazed windows, main door, new classrooms doors; HVAC system (installed under the floor tiles) accompanied with a proper ground floor thermal insulation; new floor tiles and wall tiles at the sanitary node ground floor; provide another sanitary node on the second floor; remove existing and supply and install new electrical network within the building and connect to the existing power transformer; build new technical room including a water reservoir of 50 cu.m capacity to provide uninterrupted water supply to the school complex; build new firefighting system as per current relative standards				
The relevance of above interventions will be validated during the process of technical design when the consultant will assess in depth the building structure and the feasibility of interventions. Considering the depreciation and the requirement to make a full repair of this building, if the costs are high and will not resolve the functional problems identified, then construction of a new school might be considered as a more feasible option as the community will benefit a new building with all needed standards. Constructing a new school would allow the students and the teaching staff to have all needed premises according to national standards on education facilities. The new building will ensure that kindergarten and the school have separate entrances and sanitary facilities. In addition to the 9 classes and 2 kindergarten groups, a library, 2				

laboratories and the necessary administrative spaces will be included in the design of new school and kindergarten building.
Report from Construction Institute or other source: **Not available**

Iliria 9-Year school– Photo Album

PART 5

5.1 MINIMUM QUALIFICATION REQUIREMENTS AND ELIGIBILITY CRITERIA

Subject	Documents to be provided
Eligibility	
1. Language of the bid must be English	1.1 All original legal documents must be notarized same as original and also notarized translation in English must be provided in case documents are in other languages.
2. Registration to perform the requested services as a legal entity;	2.1 Certified copy of applicant's registration 2.2 Written Self-Declaration The company is not on the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List, etc.;
3. Profile – describing the nature of the business, field of expertise, licenses, certifications, accreditations;	3.1 Company profile 3.2 License for services of technical documentation preparation, as a legal entity, issued by a relevant government authority; 3.3 Certified copy of the applicant's license for company and key personnel (team leader and team members) for technical documentation preparation. The following categories of licenses are required: (i) For design: Category 2, b2; Cat. 3.a; Cat. 4 a,b,f; Cat 9, a. and (ii) For supervision: NP-1; NP-2; NP-3; NS-1; NS-4 *(In case of Joint Venture, members of the JV cumulatively must fulfill the criteria)* 3.4 Certificates and Accreditation – including ISO, Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. *(In case of Joint venture, at least one of the members must be licensed according Albanian legislation to provide the required deliverables).*
4. Financial standing and tax obligations	4.1 Latest Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, proving minimum average annual turnover of 5,000,000 ALL for the last three years. 4.2 Certificate from Tax Office that shows that the Consultant has paid all obligatory taxes for the last year (not older than three months)

5. Personnel/staff of the company	5.1 Organigramme of the company (including job titles of personnel/staff)
Qualification	
Company Experiences: At least 5 (five) years of experience as a legal entity in preparation of technical documentation (detailed technical design, technical specification, reports, cost estimations) for community buildings, educational facilities, high-rise buildings, and civil construction of similar complexity. At least 2 (two) successfully prepared detailed designs and 1 (one) completed supervisions within the last 5 (five) years of educational facilities, community buildings, and civil construction structures of similar size and complexity	Reference list indicating successfully implemented projects within the last 5 (five) years on the company memorandum letter; At least two successfully performed contracts for similar designs and one for similar works in supervision within the last 5 (five) years performed by the company. The supportive documents such as contracts, invoices, letter of references should accompany the list of similar works. Reference letters should indicate the name, value, complexity and date of project completion, for at least 2 (two) projects in design and 1 (one) projects in supervision implemented within the last 5 (five) years. Letters should include the referral's contact details. Notarized Contract on the Joint Venture establishment.
Team composition and competences of the team members: 1 One (1) Team leader/Leading designer - Architect with a minimum of 15 years of experience in the design of public buildings and works of similar complexity; 2 One senior expert – Architect – at least 10 years of experience. 3 One senior expert – Structural Engineer – at least 10 years of experience; 4 One Team leader/Leading supervisor - Civil engineer with specialization in structural engineer – at least 15 years of experiences; 5 One (1) Electrical engineer – Non-key expert, with professional exam certificate in the area of energetics with minimum 10 years of experience in the electrical design of buildings and works of similar complexity; 6 One (1) licensed graduate Mechanical engineer – non-key expert, with professional exam certificate with minimum 10 years of	• List of team members (engineers and other personnel) to be engaged for the contract (names, education, skills, years of experience); • Original certificate issued by the relevant Tax Administration Office indicating the number of employees registered by the company. This document should be issued within 30 days prior to RFP launching date; • CV of each team member with references and letters of recommendation; • Copies of professional licenses and university diplomas (bachelor and master's degree) of each team member); • Statement on availability and exclusivity during the entire contracted period, signed by each team member;

experience in heating design and works of similar complexity; ***Team Leader and at least two team members must be permanent (full-time) personnel of the Service Provider.***	

NOTE: Above minimum qualification requirements are defined. Bidder must demonstrate relevant capacity in terms of the engaged staff through the submission of their CVs.

PART 6

6.1 TECHNICAL EVALUATION CRITERIA

6.1.1	Summary of Technical Proposal Evaluation Forms	Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Plan Methodology, its appropriateness to the condition and timeliness of the implementation plan	400
3.	Management Structure and Key Personnel	300
	Total	**1000**

6.1.2	Section 1. Bidder's qualification, capacity and experience	Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	20
1.2	Litigation and Arbitration history	20
1.3	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.	50
1.4	Relevance of specialized knowledge and experience on similar engagements in technical design and supervision.	100
1.5	Experience in implementation of activities and preparation of tendering dossiers in accordance with the UNDP and/or EU Guidelines for the Procurement of Supplies, Works and Services	30
1.5	Quality assurance procedures and risk mitigation measures	50
1.6	Organizational Commitment to Sustainability -Organization is compliant with ISO 9001or ISO 14064 or equivalent -Organization demonstrates significant commitment to sustainability through some other means such as renewable energies, sustainable environment, etc.	30
	Total Section 1	**300**

6.1.3	Section 2. Proposed Methodology, Approach and Implementation Plan	Points obtainable
2.1	To what degree does the applicant understands the tasks.	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100

2.3	Are the different components of the project adequately weighted relative to one another?	50
2.4	Description of how the Offeror's will ensure that the specific requirements of the education institutions are met in line with the relevant rules and regulations for this type of objects	50
2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
2.6	Understanding of specific design tasks	30
2.7	Understanding of specific supervision tasks	30
2.8	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
2.9	Soundness/completeness of the proposed workplan including whether the activities are properly sequenced and if these are logical and realistic	20
2.10	Structure of project management, monitoring, reporting	20
	Total Section2	**400**

6.1.4	**Section 3. Management Structure and Key Personnel**		**Points obtainable**
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		30
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader / Leading Designer - Architect		60
3.2 b	Team Leader / Leading Supervisor – Civil Engineer with specialization in structural engineering		60
3.2 c	One Senior Experts – Architect		50
3.2 d	One Senior Expert - Civil Engineer		40
3.2 e	Other experts (geological engineer, electrical engineer, mechanical engineer HVAC, cost estimator)		60
		Total Section 3	**300**