

TERMS OF REFERENCE
for
SUPERVISION OF CIVIL WORKS FOR RECONSTRUCTION OF SHOP WINDOWS AND
FACADES AND STREET PAVING STONE IN OLD BAZAAR
SUB-PROJECT “PROMOTION OF OLD BAZAAR TOURISM IN MUNICIPALITY OF CAIR”

1. Background

As part of the Local and Regional Competitiveness Project (LRCP), the Municipality of Cair is implementing the sub-project Promotion of Old Bazaar in the Municipality of Cair. The main goal of the sub-project is development of the tourism in the municipality for the purpose of socio-economic development, increasing the activity of the tourism workers as well as improving the regional tourism infrastructure of the Old Bazar directly linked to tourists. All sub-project activities foresee key investments in this mass tourist destination in order to increase the attractiveness of the Old Bazar and its promotion as a main tourist destination in the City of Skopje.

In order to achieve the above-mentioned objectives, the sub-project envisages the following construction activities:

- 1. Reconstruction of shop windows and facades** – The façade and the windows in a number of shops are worn out and replaced with windows of PVC and aluminum material and thus the authentic character of Old Bazaar has been affected. Thus, the sub-project envisages replacement of the windows and renovation of facades of 43 shops in the Old Bazaar. (LOT 1)
- 2. Reconstruction of paving stones in the Old Bazaar** – The sub-project foresees rehabilitation and replacement of damaged paving stones at the main street Bit Pazarska. (LOT 2)

The above-mentioned activities will contribute to enhancement of touristic attraction of the Old Bazaar and enhanced socio-economic development of touristic operators and small businesses in the Old Bazaar. Furthermore, the planned activities will provide strengthening of the service culture and the capacity of tourism workers in this tourism destination.

2. Objective and scope of the supervision work

The objective of the Consultant assignment is to supervise and control the construction civil works for reconstruction of shop windows and facades and paving stones in Old Bazaar, Municipality of Cair including: reconstruction and carpentry works.

The Consultant shall be responsible for the following activities:

- To control all construction phases;
- To check the contractor's licenses and permissions in accordance with Macedonian law for construction;
- To check the quality of materials embedded in paving stones and shop windows, in accordance with Macedonian laws and regulation for construction works in the Old Bazaar, etc;
- To check all certificates and results of tests, performed to prove the quality of materials and equipment;
- To report any defects and irregularities to the Client and inspector for construction, immediately by a written report and for writing the mentioned defects in construction diary;
- For overseeing on a daily basis, the implementation of the reconstruction of shop windows and paving stones in Old Bazaar;

- In doing so, the Consultant must inspect all aspects of the project for professional, qualitative, normative and quantitative specifications as described in the technical documentation accepted by the Client. These aspects may include but are not limited to reconstruction works technical specifications;
- To monitor the parameters with impact on the environment (as defined in the ESMP Monitoring Plan), during the reconstruction works. The reports with results of monitoring should be submitted to the CDPMEA (PIU Environmental Expert) and the Municipality of Cair (quarterly);
- For truthful and accurate check, write in addition and signing in the Construction diary and the Construction book for the daily progress of accomplished works, labor force presence, and on materials and construction items received on the site and review and approve as-built drawings for the execution of the works;
- Must participate in activities specified by all normative documents and sign corresponding statements;
- To verify the Statements of Accomplished works (Interim monthly reports) provided by the Contractor. The Main supervisor is responsible for signing of all documents that meet the quality and quantity specified in the contract signed by the Contractor and CDPMEA and the Municipality of Cair;
- To sign the preliminary hand-over agreements accepted by the Client, provided that the Contractor has completed all his obligations under the contract signed with the CDPMEA and the Municipality of Cair;
- To coordinate the whole supervision and to submit final report for performed supervision;
- All other activities in accordance with the current Law on Construction of the Republic of North Macedonia.

The Main Supervisor has the right to stop the execution of the works:

- In case of serious defaults and deviations from the technical design and technical specification for the relevant civil works;
- If the works are in compliance with actual standards and technical regulations;
- If case of serious deviation from ESMP and Cultural Heritage Management Plan for the relevant works.

The Main Supervisor is not allowed:

- To take orders from the Contractor or their representative;
- To discuss, debate or give orders to the workers. These matters should be discussed with the director of the Contractor firm or its representative;
- To make changes in the technical design.

3. Information and services to be provided by the CDPMEA/Municipality of Cair

- The Consultant will have access to CDPMEA/Municipality of Cair materials necessary to complete the assignment:
 - Main Design for “Reconstruction of windows shops in the Old Bazaar, Municipality of Cair” and “Reconstruction of paving stones in Old Bazaar, Municipality of Cair”
 - Project Environmental and Social Management Plan,
 - Project Cultural Heritage Management Plan.
- The Consultant will have access to the site.

4. Implementation arrangement

The Consultant will report directly to the Project Manager and the CDPMEA and the Municipality of Cair, which will hold all proprietary rights to the materials and results of the activity.

During the construction period, the Consultant will be responsible for the project implementation, especially to oversee and to inspect all qualitative, normative, and quantitative aspects of the project in accordance with the technical specification and bill of quantity for the relevant civil works. Also, the Consultant is responsible to verify the construction book, the construction diary and the interim monthly reports, prepared by the Contractor and to report to the representative of CDPMEA and the Municipality of Cair for any defects and possible civil works which are not in compliance with actual standards and technical regulations for construction.

The Consultant's main supervisor will submit monthly reports that also include photo documentation to the CDPMEA and the Municipality of Cair, based on the progress of the civil works during the construction period, in comparison with the approved dynamic plan for civil works, submitted by the Contractor.

5. Consultant Qualifications

5.1 Qualification of the Consultant

The Consultant should possess the following qualifications:

- License A for supervision of I category of buildings issued by the Ministry of Transport and Communications of the Republic of North Macedonia;
- At least 5 (five) years professional experience in supervision of building structures;
- Experience in at least 3 (three) projects in construction/reconstruction of commercial, residential and/or public buildings, whereas at least in one relevant project for reconstruction of sites/facilities protected as a cultural heritage. The total sum of the construction works to be at least 25.000.000 MKD.

The company shall provide Recommendation Letters as a support for the projects stated as a Company's experience.

The Consultant must provide a list with additional engineers with confirmation of their availability during the execution of the civil works, including:

2 (two) graduated Architects/civil engineers,

CV's of all proposed team members should be attached.

5.2 Qualifications of the Consultant's team

The Consultant has to nominate a team of 2 (two) engineers:

1. One engineer for supervision of works for LOT 1: Architect

- Authorization A for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia
- At least 5 (five) years professional experience in supervision or building structures;
- Experience in at least 3 (three) projects in construction/reconstruction of commercial, residential and/or public buildings, whereas at least in one relevant project for reconstruction of sites/facilities protected as a cultural heritage. The total sum of the construction works to be at least 8.000.000 MKD.

2. One engineer for supervision on works for LOT 2: Civil Engineer

- Authorization A for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia
- At least 5 (five) years professional experience in supervision or building structures;

- Experience in at least 3 (three) projects in construction/reconstruction of commercial, residential and/or public buildings and road infrastructure, whereas at least in one relevant project for reconstruction of sites/facilities protected as a cultural heritage. The total sum of the construction works to be at least 14.000.000 MKD.

The Consultant may select and hire other experts as required according to the scope of the activities.

6. Reporting requirements

Completion and submission of the documentation, including:

Name of report	Content	Time of submission	Time for approval (by the Project Manager)
Inception Report	<p>Analysis of existing situation and plan of work for the project. These reports, among others shall consist of:</p> <ul style="list-style-type: none"> • The work plan and the overall approach, methodology; • Implementation program and timetable of the works; 	No later than 2 weeks after the start (the commencement date) of the implementation of the Contract	within 2 weeks after submission
Progress reports (Monthly)	<p>These reports, among others shall consist of:</p> <ul style="list-style-type: none"> • Main contractual details; • Progress achieved during the reporting period, detailing any delays and acceleration measures; • Cumulative progress achieved; • Photos. 	No later than 5 working days after the end of each month.	within 2 weeks after submission
Final Report after implementation	<p>On completion of the Works Contract (that is, upon the issue of the Certificate of Completion), the (Consultant for Supervision) shall prepare a Final Report and shall contain at least:</p> <ul style="list-style-type: none"> ▪ Short description of achievements including problems encountered and recommendations; a final invoice for implementation of works period and the financial report accompanied by the expenditure verification report; ▪ copies of the Certificate(s); ▪ verified “as-built drawings”, prepared by the contractors, showing all revisions to the design of the Works, ▪ a complete analysis of the cost of the completed Works; ▪ an overview of the actual progress of the Works, including details of reasons for delays and/or extensions 	Within 1 month of receiving comments on the draft final report from the Project Manager identified in the contract	within 2 weeks after submission

	<p>of time;</p> <ul style="list-style-type: none"> ▪ an overview of site safety procedures, any problems in this respect and recommendations for improvements; ▪ an assessment of the quality of materials and workmanship, any problems in this regard and recommendations for improvement; 		
Defects Liability Period reports	After any planned missions or missions related to any incident, the (Consultant for Supervision) shall prepare Defects Liability Period reports with status of the project and any defect found with recommendation and proposals.	Within 5 days after completion of each mission.	within 2 weeks after submission

All reports in Macedonian and English language must be approved by the Project Manager specified in the Contract (Representative of Municipality of Chair). After approval by the Project Manager the reports will be submitted to the PIU for final review and payment.

7. Duration of the assignment and type of procurement

It is foreseen that the duration of the assignment will be 7 months during the period commencing June 2019 through November 2019. It is expected that work will start immediately after signing of the contract.

The Consultant shall be selected in accordance with the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers](#), published by the World Bank in January 2011, Revised in July 2014 www.worldbank.org.