Republic of North Macedonia
Ministry of Finance

Public Sector Energy Efficiency Project
(P149990)

MK-MOF-004-2025-CS-CQS

Terms of Reference (TOR)
Supervision, Commissioning and Management Supervision during DLP Period, for reconstructions of municipal buildings with implementation of EE measures in Municipality of Mogila

I. Introduction

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

In partnership with the World Bank, Republic of North Macedonia is implementing the Public Sector Energy Efficiency Project. The project development objectives are: (i) reduce energy consumption in the municipal sector; and (ii) support the establishment and operationalization of a sustainable financing mechanism for the public sector. The project is supported by a €25 million equivalent IBRD loan, to support energy efficiency investments in public buildings and policy/TA to help set-up and operationalize an energy efficiency revolving fund. Physical investments will be needed to help develop the market for energy efficiency materials and services, while a transition plan is developed to move from the proposed Project Implementation Unit (PIU) structure to a more sustainable and permanent, independent fund.

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

The sub-component 1c (Technical studies to support investments) of the project would include consultancies to support the investment component, including development of detailed energy audit reports and detailed designs and technical specifications, as well as supervision over the works. It would also include technical assessments needed for adequate disposal of any hazardous materials from the reconstructions as well as their actual disposal and a pre-and post-reconstruction building occupant satisfaction surveys. The Consultant firm will be selected based on the Consultants' Qualifications (CQS) method set out in the World Bank Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, Sixth edition, February 2025 (Procurement Regulations) and the Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants, dated October 15, 2006 and revised January 2011 and as of July 1, 2016; and other provisions stipulated in the Financing Agreements.

II. Objective and scope of work for the supervision

The consulting services ("the Services") include Consulting Services for Supervision, Commissioning and Management Supervision during DLP Period, for reconstructions of municipal buildings with implementation of EE measures in Municipality of Mogila, including and not limited to provision of expertise for effective works contract management and administration, environmental and social safeguard monitoring, and mitigation of the observed negative impacts throughout the duration of the assignment to secure smooth and timely implementation of the works.

The main objective of the consulting services is to assist the Project Implementation Unit (PIU) within the MoF in successful supervision of the works in the given Municipality, provision of expertise and effective contract management, environmental and social safeguard monitoring, including design of additional mitigation of the observed negative impacts (e.g. prescribing corrective measures).

The applicable Laws of the Republic of North Macedonia and the WB policies shall be in force for this and all other contracts under the Project. Accordingly, within provision of the Services in question, besides the specifications provided in the works contracts (which will include WB aligned Environmental and Social Management Plan - ESMP), the Consultant shall use national laws, rulebooks, and standards, as well as the best experiences from the worldwide practices. In the case the ESMP and the national regulation differ, the stricter one shall prevail. Knowledge of national legislation, technical regulations and standards represents a precondition for successful implementation of the Services.

The consulting services ("the Services") include provision of the supervision on reconstruction of municipal buildings with implementation of EE measures in Municipality of Mogila for which the Municipality is conducting bidding procedure and will sign contracts with the contractors for the following works:

Reconstruction of Elementary schools and school sports hall with implementation of EE measures and rooftop PV in Municipality of Mogila separated in

Lot 1: Reconstruction of Elementary schools and school sports hall with implementation of EE measures in Municipality of Mogila and

Lot 2: Installation of rooftop PV of Elementary schools and school sports hall in Municipality of Mogila

Within the project for "Implementation of energy efficiency measures in 3 public sector buildings (primary schools and a sports hall) in the Municipality of Mogila", it is planned to carry out reconstructions of three buildings divided into two lots which include the following activities: Lot 1 - Reconstruction of the building of the Sports Hall "Iljo Lopatichki" in Mogila with energy efficiency measures – construction of a boiler room and Reconstruction of the building of the Primary School "Braka Miladinovci" in the village of Dobrushevo and the building of the Primary School "Kocho Racin" in the village of Ivanjevci with application of energy efficiency measures and Lot 2 - Installation of a photovoltaic power plant on the roof of the buildings: Sports Hall "Iljo Lopatichki" in Mogila, Primary School "Braka Miladinovci" in the village of Dobrushevo and Primary School "Kocho Racin" in the village of Ivanjevci.

GENERAL TECHNICAL CHARACTERISTICS OF THE FACILITIES

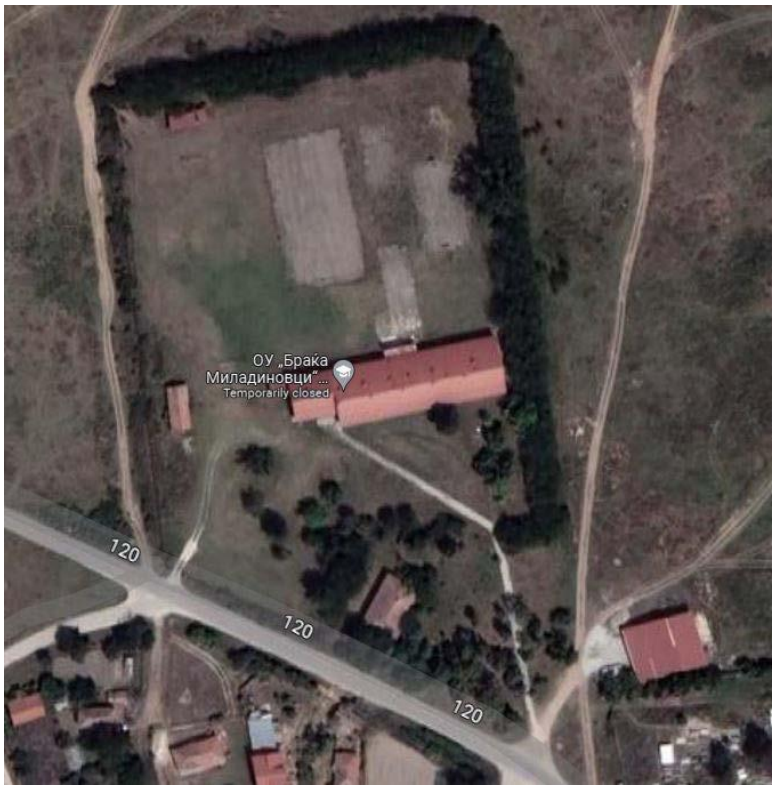
The Sports Hall "Iljo Lopatichki"

Current condition: The Sports Hall "Iljo Lopatichki" is a facility functioning within the Primary School "Goce Delchev" - Mogila is located on "Dimche Mogila" Street No. 93. The facility was built in 2015 with a total heating area of 621m^2. The facility is constructed as a combined structure where the locker rooms and office area are reinforced concrete structures, while the hall is a steel structure with load-bearing steel columns and steel lattice girders on the roof. The facility consists of two units: a main area for sports activities with a height of 8.70m, with facade sandwich panels with t=10cm placed onto a substructure, a gable roof covered with a sandwich panel with corrugated plastic-coated steel sheets and polyurethane foam filling with t=10cm and an accompanying part with an entrance area, changing rooms, toilets and utility rooms with a single-story height of 3.00m covered with YTONG block with t=32cm, a gable roof covered with a sandwich panel with t=10cm. The sports hall "Iljo Lopatichki" does not have a heat production system, but there is a heating distribution system, which, due to the remaining water during the winter period has damaged part of the heating elements and the piping network.

Activities with reconstruction: For the facility Sports Hall "Iljo Lopatichki" in Mogila, an extension of the boiler room is planned on the south side of the facility with dimensions 21.67*4.3=93.2m^2. Installation of a new energy source is planned in the new boiler room - a compact hot-water and fully

automatic pellet/biomass boiler with capacity of: Qk=100 KW, including a pellet/biomass burner, a 280l pellet tank, with automatic regulation, as well as construction of a self-supporting chimney made of light concrete elements, with thermal insulation, a high-quality smoke pipe with technical ceramics, internal ventilation, an interior opening Φ 25cm and H=10m', with exterior sizes 48/48cm, including all the necessary elements and materials for its installation. The existing heating installation, pipes and heating elements will be inspected and all defects will be repaired, and after the installation of the new heat source, the entire system will be tested under pressure and put into operation. Installation of a heat recovery system in the ventilation system in the hall is planned by installing one unit of Heat Recovery Ventilator with DX Coil with a nominal capacity: 1000/1000/800 m³/h. In order to put the new heating and ventilation system into operation, a new mechanical and electrical installation will be placed. In addition to this, measures towards modernization of the lighting in the hall are planned, i.e. replacement of the existing lighting with appropriate LED lights and reflectors. Also, installation of a photovoltaic power plant for production of electricity with a capacity of up to 20kW is planned, which will be installed onto the roof surface of the hall, 10 kWp on the east and west. The proposed system includes installation of 49 photovoltaic panels with an effective power of 410Wp and one inverter (DC-AC) with a power of at least 20kW. These panels cover a surface area of around 100 m^2.

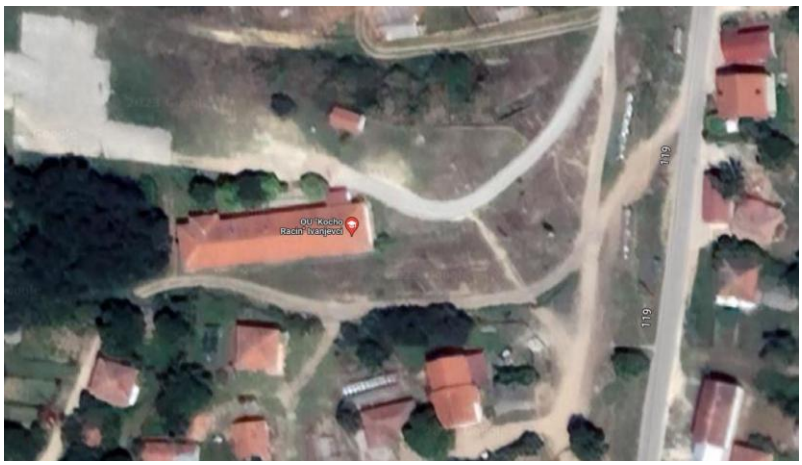
Primary School "Braka Miladinovci"



Current condition: The building of the Primary School "Braka Miladinovci" is located in the village of Dobrushevo. The construction of the building began in 1964, and it has been in use since 1968. The building was constructed as a massive structure. The last reconstruction was in 2019, when the walls were reconstructed (thermal insulation was placed on the external walls to a height of up to 1.6m, with a thickness of 5cm), the water drainage system around the building was reconstructed, the old wooden windows were replaced with new PVC windows, a new plastic-coated steel sheets were installed onto the existing wooden roof structure, a suspended ceiling was constructed and a 5cm thermal insulation was installed; additionally central heating with a new pellet boiler was installed. The total heating area of the building is 835m^2.

Activities with reconstruction: For the building of the Primary School "Braka Miladinovci" in the village of Dobrushevo, the following activities are planned: installation of a new contact thermally-insulated facade with t=10cm over the entire height of the exterior walls, installation of dynamic thermostatic valves with a protective head on each radiator in the school; installation of a new pellet and biomass boiler (compressed straw pellets) for central heating, as well as modernization of the lighting, i.e. replacement of the existing lighting with appropriate LED lights. Also, installation of a photovoltaic power plant for production of electricity with a capacity of up to 40kW is planned, which will be located on the south roof side of the school. The proposed system includes installation of 97 photovoltaic panels with an effective power of 410Wp and two inverters (DC-AC) with a power of at least 20kWp. These panels cover a surface area of 187 m^2.

Primary School "Kocho Racin"



Current condition: The building of the Primary School "Kocho Racin" is located in the village of Ivanjevci. The building was constructed in 1945 and is a massive structure system with stone walls t=60cm. The building is a ground floor structure where the school is located, with an approximate surface area of 445m2 and a 3.20m height to the suspended ceiling. There is also a basement (cellar)

with an approximate surface area of 176m2 and height of 2.20m, where the boiler room with an oil boiler is located. In 2007 the building was renovated and the floors were changed, new PVC windows were installed, a cassette suspended ceiling was constructed, the walls were demolished to the stone layer, then plastered and painted, a new electrical installation was installed and the roof cover was changed.

Activities with reconstruction: For the building of the Primary School "Kocho Racin" in the village of Ivanjevci, the following activities are planned: installation of thermal insulation onto the facade with t=10cm and construction of the facade; installation of thermal insulation on the roof with t=15cm; installation of thermal insulation on the slab structure between the basement and the ground floor level; installation of dynamic thermostatic valves with a protective head on each radiator in the school; installation of a new pellet and biomass boiler (compressed straw pellets), including the accompanying equipment for the existing boiler room of the building, usage of the existing distribution network and radiator heating is planned as well as modernization of the lighting, i.e. replacement of the existing lighting with appropriate LED lights. Also, installation of a photovoltaic power plant for production of electricity with a capacity of up to 40kW is planned, which will be located on the south roof side of the school. The proposed system includes installation of 97 photovoltaic panels with an effective power of 410Wp and two inverters (DC-AC) with a power of at least 20kWp. These panels cover a surface area of 187 m^2.

Reconstruction will be implemented according the Detailed Designs for:

A1. Reconstruction of the building of the Sports Hall "Iljo Lopatichki" in Mogila with energy efficiency measures – construction of a boiler room, B1. Installation of a photovoltaic power plant on the roof of the Sports Hall "Iljo Lopatichki",

A2. Reconstruction of the building of the Primary School "Braka Miladinovci" in the village of Dobrushevo with application of energy efficiency measures, B2. Installation of a photovoltaic power plant on the roof of the PS "Braka Miladinovci" and

A3. Reconstruction of the building of the Primary School "Kocho Racin" in the village of Ivanjevci with application of energy efficiency measures, B3. Installation of a photovoltaic power plant on the roof of the "Kocho Racin" in the village of Ivanjevci.

that were prepared in 2024 by Inkom inzenering & T.P. Antevska consortium from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records.

As part of this Detailed Design, the following technical documents were developed:

Part A1 reconstruction

- Architectural phase
- Constructional phase
- Electrotechnical Phase
- Thermo-technical Phase
- Water supply and suage
- Fire protection elaborates

Part A2 and A3 reconstruction

- Architectural phase
- Electrotechnical Phase
- Thermo-technical Phase
- Fire protection report

Part B1, B2 and B3 rooftop photovoltaic power plant

- Architectural phase
- Constructional phase

- Electrotechnical Phase

Also, the Environmental and Social Management Plan, is prepared which is integral part of the bidding documentation and Works Contract, its mitigation measures must be implemented and monitored.

III. Scope of Services and Description of Consultant's Tasks

The Consultant shall be responsible to carry out supervision of all respective activities, performed and stipulated as a Contractor's obligations at the signed civil works contract agreement.

Detailed activities for each reconstruction work for the above stated municipality buildings are included in the Detailed designs. The consultant will get electronic copy of the detailed designs that will be subject to this contract, upon singing of the contract.

Main duties of the Consultant are the following:

- The Consultant shall execute the services in accordance with latest positive laws of the Republic of North Macedonia, location conditions, contract documents, the detailed designs and this TOR. The applicable Laws of the Republic of North Macedonia and the WB policies shall be in force for this. Accordingly, within provision of the Services in question, besides the specifications provided in the works contracts (including ESMPs), the Consultant shall use national laws, rulebooks, and standards, as well as the best experiences from the worldwide practices. In the case the measures differ, stricter ones will prevail.
- The Consultant shall also carry out the environmental and social supervision during the works for the reconstruction in the Municipality buildings, in accordance with the site-specific Environmental and Social Management Plan (ESMPs) Checklists and their mitigation & monitoring measures. Particularly, the Consultant shall check whether all safety measures have been taken when organizing the Preparatory Phase, followed by other reconstruction and installation works, as well as traffic regulation and protection by the Contractor. The Consultant shall especially monitor that there is a sufficient waste management equipment available at the site (containers, storage, bunded containers for liquid waste if needed, etc.) for separate collection of main fractions, records are kept diligently, hazardous waste is not mixed with non-hazardous and between types, waste is protected from adverse weather impact and other ways of spreading, the various demolished items defined as waste are dismantled carefully and all waste is cleaned-up from the site as soon as possible, minimum once a week at the assigned location for temporary waste disposal until its removal and final handover, and to make sure that the location is restored to its original state immediately upon the end of works as defined in the ESMP Mitigation measures. Illegal dumping is strictly prohibited; therefore, the Consultant shall confirm final destination and quantities of all waste. Stored waste must be adequately protected from adverse weather conditions.
- In the case of Environmental and Social incompliances, the Consultant will (i) without delay inform the Client (PIU Environmental and Social Expert) of all significant or reoccurring incompliances, and (ii) prescribe correction measures and will report on implementation of these measures to the Client (PIU Environmental and Social Expert).
- The Consultant shall conduct inspections necessary for the materials, equipment, as well as checking the certificates of the equipment and results of tests performed to prove the quality of materials and equipment. These activities will be described detailly in the Interim Monthly Progress Reports. The Consultant shall compile a record of all such tests and compare the results with the specifications, standards or with the performance criteria that has been guaranteed by the contractors.
- The Consultant shall arrange meetings whenever the need arises with the Contractor but at least once in a month, inform the Client about progress of the work and activities, attend any meetings

convened by the Client and provide any information or evidence required by the Client at any public meetings or inquiries which might be held in connection with the Sub-Projects.

- The Consultant shall check and verify the Contractor's quantities (including measurements) in the interim payment certificates (hereinafter: "IPC"), according to the Conditions of Contract and shall approve and sign IPC within 5 working days upon receiving of the IPC from the Contractor. The actual procedure and presentation of the IPC, supporting documents, etc. shall be discussed and agreed with the Client. The Consultant shall review and report on any technical and financial claims submitted by the Contractor within 3 working days of receipt of such claim submission. Report on any claim shall include (not limited to) determinations, the justification letter, all probable effects on approved work plan and the final decision on any variation.
- The Consultant must inspect all aspects of the sub-project for professional, qualitative, normative and quantitative specifications as described in the technical documentation accepted by the Client.
- All the correspondences received from the Contractor shall be reviewed, evaluated and responded the latest within 3 working days.
- The Consultant shall assist in the setting of all disputes or differences, which may arise between the Client and the Contractor, in a timely manner. In the case of litigation and arbitration the Consultant shall assist the Client in the preparation of the documents needed by the Client.
- Awarded Consultant and its nominated sub-consultants must establish or have a local branch office in North Macedonia for the administrative communication aspects (corresponding letters, etc.) as well as all lawfully required supervision licenses as per the Macedonian construction law. All environmental and social responsibilities equally apply to Consultant and its nominated sub-consultants.
- The Consultant has the right to stop the execution of the works:
    - In case of serious defaults and deviations from the detailed design as well as the technical specifications for the relevant works in each of the Municipality buildings, and the same must be noted in the construction diary.
    - If the works are in disrespect with actual environmental and social standards, mitigation and corrective measures defined in the ESMP and other E&S instruments in accordance with the national legislation, technical regulations or World Bank ESF and regulations, stricter ones prevailing.

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

Task 1. Carry out supervision of the Reconstruction works in Municipality of Mogila, for both of the Lots

It is foreseen that the duration of the assignment will be 8 months, starting from the time of signing the contract and work commencement notice letter with the construction Contractor until completion of the reconstruction works by taking over certificate and 12 months for the Defect Liability period – DLP. The Client shall notify in written the Consultant for each signed contract with the construction Contractor for each lot in the given Municipality.

1a) Supervise the sub-projects for Reconstruction works in Municipality of Mogila for both of the Lots

- Oversee and control the Reconstruction works in Municipality of Mogila, for both of the Lots of the Sub-Project and Contract and sign IPC as specified in the Contract. For each month of the implementation of the sub-project for Reconstruction works on buildings in Municipality of Mogila for both of the Lots, the Consultant is responsible to submit the monthly report to the Client, Ministry of Finance –PSEEP PIU. This report refers to the performed Reconstruction works

in Municipality of Mogila for both of the Lots, with judgment for compliance of the works with the technical specifications, works contract, location conditions, World Bank safeguards, and this TOR;

- To check, verify and sign all necessary documents needed for completing the invoice according the Macedonian legislative i.e., IPC, measure recording book, construction diary as well as to enforce the submission of IPC on monthly basis;
- Conduct regular site visits minimum three times a week per facility on the construction sites as well as when need arises, for overseeing the implementation of the works for sub-project for Reconstruction works on buildings in Municipality of Mogila for both of the Lots, as well presence of the appointed staff. Notwithstanding the above, during the different phase of the reconstruction works on the buildings, the Consultant shall appoint different type of the staff appropriate for the phase and shall conduct site visits for the particular phase;
- Prepare monthly progress reports and send a copy of the material acceptance to the Contractor and PIU. In case of an accident, significant non-compliance, significant accident re-occurring incompliances, and similar, the Consultant is obliged to inform the Client immediately without a delay;
- To check the quality of materials according to the detailed designs, works contract and in accordance with Macedonian laws and regulation for construction;
- To check all certificates and results of tests, performed to prove the quality of materials and equipment;
- To verify the Statements of Accomplished works provided by the Contractor. The Consultant is responsible for signing of all documents that meet the quality and quantity specified at BoQ-Working Schedule in the contract signed between the Contractor and the Municipality of Mogila.
- Ensure that all health & safety measures are respected by the Contractor in compliance with the monitoring and reporting requirements of relevant official authorities and as stipulated in detail in the ESMP Checklist.
- Administer the Contract: evaluate schedules; monitor progress of the Contractor on the project; ensure that project deadlines are met; proactively identify the Reconstruction works in the municipality and propose solutions; ensure that Reconstruction works on buildings in Municipality of Mogila follow the Detailed Design.
- To monitor the implementation of all mitigation measures as stated in the Environmental and Social Management Plan (ESMP) as per singed agreement between the Municipality of Mogila and the Contractor, on-site during the works for EE reconstruction of the targeted buildings, and require improved performance where needed. Ensure that contracting documentation of sub-contractors include relevant E&S instruments (e.g. ESMP) and adequate insurance in the case of accidental situations is in place.
- The reports with results of the ESMP monitoring should be submitted to the Ministry of Finance – PSEEP PIU together with the monthly progress reports, including proofs for appropriate actions (e.g. visible protection measures for workers, users and goods of the beneficiaries, checking and approving the waste collection, transportation and disposal records (overseeing full waste management cycle), hazardous materials management data sheets, etc. as stipulated in details in the ESMP Checklist) and other relevant E&S instruments.
- 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 and measure recording book.

- Approve the contractor's Manager Plan prior to commencement of works, and once approved should in written notify the Client, in order the Manager plan to be approved by the Project Manager appointed by the Municipality.

1b) Evaluate the completion and implement commissioning of the Sub-Projects for Reconstruction works in the Municipality of Mogila for both of the Lots

- Confirm the sub-projects are in compliance with the Construction Contract. In case of deviation from the Construction Contract, justification of the differences and evaluation of consequences in terms of compliance with the detailed designs shall be reported.
- Before issuing the Certificates of Completion/Taking-over Certificates, the Consultant will enforce any obligation placed on the fields where the Reconstruction works was conducted, Contractor to remove all obstructions, surplus materials, plant, rubbish, and temporary works.
- Upon completion of the Works, the Consultant will require the Contractor to remove all plant, equipment, and materials.
- The Certificates of Completion/Taking-over Certificates shall be prepared and issued by the Consultant in consultation with the Client, following the successful completion of the works provided that the Consultant is satisfied that any defects or deficiencies have been successfully rectified.
- The Consultant shall confirm that training of Beneficiary staff on new equipment has been conducted in the Municipal sub-projects. The issuance of the Taking-over Certificate shall be subjected to:
    - The Contractor having provided the operating and maintenance manuals[1], training of Beneficiary staff on new equipment, as well as all the drawings and documents handed over to the Client requested in the Contract
    - No major deficiencies are found, and minor deficiencies are listed in the defects list by the Consultant.
- During the Taking-over process, the Consultant shall ensure that the Certificates of Completion/Taking-over Certificate also contains a chapter on Environmental and Social issues, proving that the ESMP required measures for the Operational Phase of the reconstructed works are available and relevant personnel is trained for the future use and maintenance. Upon submission of this Certificates of Completion/Taking-over Certificates, the Client will conduct an Environmental and Social Post-construction audit visit on the site to check and confirm the findings of the Certificates of Completion/Taking-over Certificates.

1c) Deliverables under Task 1:

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

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

(a) Plan for regular maintenance of the installations for achieving the EE (PV power plants, electricity, heating,) within the users/personal of the municipal buildings
- Ensuring the energy certificate for the rehabilitated buildings

(b) Available Manual for use of the reconstructed municipal buildings and its installations for achieving the EE (PV power plants, electricity, heating,)
- Ensuring the users/personal of the building is informed and trained on the EE measures and use/corrective measures of relevant installations

(c) Plan for monitoring of the energy savings at daily, monthly and annual levels

(i) a description of physical progress, with reference to the program (including progress charts and dated photographs in colour giving all information regarding the progress of the Works).

(ii) explanations for differences between actual and forecast progress and mitigation measures how to compensate the differences.

(iii) major milestones, obstacles, achievements, constraints on progress and problems encountered and appropriate identified solutions.

(iv) remarks on procedural issues.

(v) variations and proposals for future variations to the timing and budgets of individual activities.

(vi) records of human resources, mechanical equipment, and materials, testing and quality control, with copies of the test results and, evaluation of the test results in table or graphical form. Action taken with regard to poor results shall be stated.

(vii) status of payments and requests for payment;

(viii) stakeholder issues.

(ix) a summary of environmental and social issues, reporting the compliance with the ESMP Checklist for Reconstruction works in each of the Municipality buildings, including proofs/records for appropriate actions (e.g. waste collection, transportation and disposal records, hazardous materials management data sheets, monitoring the complaints system, facility designations, communication with the user committee, monitoring the institution's services towards end users, etc. as stipulated in the ESMP Checklist).).

(x) The report shall include the percentages of the Work items completed and planned.

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

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

Final completion report, to be delivered 4 weeks after completion of the works by the contractors and obtaining the whole completed documentation from the Contractors for each municipality buildings. In case of comments and remarks to the Final completion report (hereinafter: ”FCR”), the Consultant is obligated to deliver new corrected version of the FCR in period of one week after receiving the comments and remarks from the client. The report shall contain at least:

(i) Copies of requests for issuance of a takeover certificate;

(ii) A list of approved As-Built Design submitted by the Contractor showing all the modifications in relation to the Main design elements of performed works;

(iii) Quality assessment of materials and workmanship;

(iv) Data on the technical difficulties encountered and how they were solved;

(v) Summary of information contained in the previous monthly reports, such as summary of completed works, completed tests and acceptances of materials, and works as well as completed control testing,

(vi) An overall review of the project, as well as complete financial summary of the contract.

(vii) A report on problems encountered and how they were overcome.

(viii) Copy of the complete documentation prepared during the construction period

(ix) Recommendations for maintenance works.

(x) Data on the technical difficulties encountered and how they were solved.

(xi) The Final Report on the compliance with ESMPs, Code of conduct and other relevant E&S instruments, and applicable national E&S regulation, any issues/complaints and how they were overcome.

(xii) Commission reports and completion certificates for all materials, according to the national legislative

Other reports upon request. The PIU may request the Consultant to submit specific reports on the issues related to the execution of the works. The Consultant will make the requested report in such manner within a reasonable time.

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

The Defects Liability Period (DLP) is 12 months, starting on the date of Certificates of Completion/Taking-over Certificates.

- The Consultant shall continue to be responsible for the supervision and inspection of the replacement and completion of the Works during the DLP as defined in the Works Contract. The level of supervision shall be appropriate to the scale of the works being carried out. These inspections and supervision are to ensure that works, agreed to be carried out during the DLP, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the Client and take required actions to rectify the defect. A report of these inspections shall be submitted to the Client, which shall include all details of any defects, faults, accidents, or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed.
- Preparation and submission operating and maintenance manuals for all items/equipment incorporated in or associated with the works, shall be reviewed, and approved by the Consultant in timely manner. Operating and maintenance manuals should be obtained from the Contractor during the issuing of Certificates of Completion/Taking-over Certificates for each of the Municipality buildings. Otherwise, the Client might ask the Consultant for the conversion of the approved operating and maintenance manuals if Client considers that the Consultant is not strictly following up the work.

Deliverables under Task 2:

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

Task 3: Measurement and Reporting on Performance Indicators

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

(i) **Percentage of female staff hired and engaged by the Consultant for this ToR**. For this performance indicator, the Consultant shall establish evidence list from the start date of his works and report in the Interim Monthly Reports on the actual status of male and female staff hired/engaged on various project activities.

(ii) **User Committee members satisfied with the reconstruction consultation process**. For this performance indicator, the Consultant shall inform the User Committee members monthly about the progress of works and any important issues for the Users or in case of urgent issues, as needed. The Consultant shall establish evidence lists for this consultation process from the start date of his works and report in the Interim Monthly Reports on the actual status of participation and issues

discussed.

IV. Deliverables

***Deliverables*:**

The Consultant will deliver monthly progress reports. In this report, all works conducted by contractor/s including the progress of the works for both of the Lots will be detailly described, including chapter on ESMP implementation. The report will be delivered to the client not later than 7th day of the month for each previous month.

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

The Client will approve the report within 3 working days if there are no any comments. If there are some comments from the Client, the Consultant must make modification to the report according to the remarks in 5 working days and submit for final approval of the monthly report by the Client. Approved monthly report will be base for the invoice and payment.

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

Task	**Deliverable**		**Reporting period** (months after contract signing)	**Deadline for submission of deliverable**
1	1a	1st Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.	Month 1	7th Day of the next month
	1a	2nd Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.	Month 2	7th Day of the next month
1	1a	3rd Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.	Month 3	7th Day of the next month
	1a	4th Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.	Month 4	7th Day of the next month
	1a	5th Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the	Month 5	7th Day of the next month

		interim monthly payment certificate.		
	1a	6th Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.	Month 6	7th Day of the next month
	1a	7th Interim Monthly Progress Report for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.	Month 7	7th Day of the next month
1	1b	Final completion report (including E&S and OHS compliance); (including calculations, drawings, specifications, test reports etc.); Other reports as requested related to the completion of the works (Taking-Over stage)	Month 8	4 weeks after taking over all 3 buildings in the Municipality, as agreed with the Client.

V. Timeline

The Services to be provided by the Consultant are expected to start at the beginning of 2026 and shall cover a period of 8 months duration of the civil works and additional 12 months for Defects Liability Period (DLP) upon completion of the civil works for Reconstruction works in each Municipality building.

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

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

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

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

VI. Variations In Scope

The commencement dates of the works for Reconstruction works for Lot 1 and Lot 2 may vary in case the Contracts for Lot 1 and Lot 2 are signed with different Contractors, and different works schedule of the Contractor. The Consultant shall wait for the finalization of the tender evaluation and signing of the works contracts with the Contractors or other issues to be concluded in order to start up the civil works and shall not request any payment or compensation.

If the relevant Construction Contract is not tendered or is not awarded by the Client, the Client may decide:

- to cancel the remaining services of the Consultant. The remaining payments will not be made to the Consultants and the Consultant shall not request any payment or compensation for the cancelled parts of the Services.
- to suspend the remaining services until the awarding of Works Contract. In such case the Consultant shall not be paid by the Client during the period between suspension and startup date of the Construction Contract, and the Consultant shall not request any payment for compensation for the duration mentioned above.
- In relation to the ongoing stages of the Consultant Services, the submission requirements for deliverables above should be allowed by the Consultant as a guideline for the extent and type of documentation that will be required by the Client during the performance of the Services. However, the Consultant shall allow in its fee for the submission of all reports, drawings, documents, etc. either specifically requested in these Terms of Reference or those which may be implied therefrom and the Contractors' contracts. The Client may however vary such requirements while the Services to be performed.
- Upon the completion of Works, the Consultants shall submit all the original copies of correspondences, documents, test results, drawings etc., relating to the Services and Works, to the Client together with indices in acceptable files and forms by the Client.
- If due to justified or any reasons, the completion date for the whole of the works of contractor's works is postponed and the contractor's completion deadline is extended, then the supervisor's implementation period will be extended as well, without any financial implications, and the Consultant shall not request any payment for compensation for the extended duration.

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

- The PIU staff from the Client will work closely with the Consultant and will provide technical assistance during the implementation period if needed.

VI. Consultant Qualifications

Qualification of the consultant company

The Consultant Company should possess the following qualifications:

1. Professional capacity of the Consultant

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

- ISO 9001: 2018
- ISO 14001: 2015
- ISO 45001:2015

- At least 15 permanent staff working for the Consultant, confirmed by official institution in RNM.

General and Specific experience of the Consultant

2.1.General Experience of the Consultant

The Consultant Company must prove its capability and adequacy for supervision of construction/reconstruction works in the last 5 (five) years from submission deadline, by submission of reference list with description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities).

2.2 Specific experience of the Consultant

The Consultant Company shall present in a reference list with description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities), accompanied by certificates of orderly fulfilment of the contracts verified by other party from such contracts, of at least 3 (three) similar contracts for supervision of reconstruction/construction of buildings using energy efficient measures, whereas at least 1 (one) contract must be at least with value of 15.000,00 EUR, in the last 5 years.

3. Qualification of the Supervisor Team of Key experts and Non-Key experts

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

3.1 Requirements for Key-experts

3.1.1.Project Manager

The minimum necessary qualification for the Project Manager:

- University degree in Civil /Architect /Mechanical or Electric Engineering with Valid Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 10 years working experience as supervisor.
- Proven experience for supervision in engineering projects, especially supervision of projects for Construction/Reconstruction of buildings using energy efficient measures of at least three (3) conducted similar supervisions within last 5 years.
- Previous experience of supervision for minimum 1 Construction/Reconstruction of buildings using energy efficient measures funded by international finance institutions, preferably World Bank, EBRD, EU IPA, etc.
- Knowledge of the Macedonian legislation, standards and technical regulations for construction.

3.1.2 Supervision Engineer – Civil Engineer

Number of required Key experts as Civil Engineer is 2 (one).

The minimum necessary qualification for the Supervision Engineer

- University degree in Civil Engineer
- Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 7 years working experience as supervisor;
- Proven experience for supervision of projects for Construction/Reconstruction of buildings using energy efficient measures of at least three (3) conducted similar supervisions within last 5 years,

- Knowledge of the Macedonian construction industry (construction costs, techniques, materials, etc.), standards and technical regulations for construction;

3.1.3 Electrical engineer

Number of required Key experts as Electrical Engineer is 1 (one).

The minimum necessary qualification for the Electrical Engineer:

- University degree in electrotechnical engineering.
- Valid Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia.
- At least 5 years working experience as supervisor.
- Proven experience for supervision of projects for Construction/Reconstruction of buildings using energy efficient measures of at least three (3) conducted similar supervisions within last 5 years.
- Knowledge of the Macedonian legislation, standards and technical regulations for construction.

3.1.4 Mechanical engineer

Number of required Key experts as Mechanical Engineer is 1 (one).

The minimum necessary qualification for the Mechanical Engineers:

- University degree in mechanical engineering.
- Valid Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia.
- At least 5 years working experience as supervisor.
- Proven experience for supervision of projects for Construction/Reconstruction of buildings using energy efficient measures of at least three (3) conducted similar supervisions within last 5 years.
- Knowledge of the Macedonian legislation, standards and technical regulations for construction.

3.1.5 Environmental and Social Expert

Number of required Key experts as Environmental and Social Expert (E&S Expert) is 1 (one).

The minimum necessary qualification for the E&S Expert is:

- University degree in relevant science, such as: technical studies or natural sciences, or another relevant field.
- Valid Certificate for Environmental Impact Assessment examination, issued by a relevant National Authority, that prove the knowledge of the candidate in this field.
- At least 3 years of experience in relevant field (environmental and social management).
- Previous experience in preparation and implementation supervision of Environmental and Social Impact Assessment studies/reports, and/or Environmental and Social Management Plans (Mitigation and Monitoring Plans with site-specific measures) and/or environmental management or environmental compliance supervision for minimum 1 Construction/Reconstruction of buildings and/or other infrastructure.
- Experience in working on Projects funded by international finance institutions, preferably World Bank, EBRD, EU IPA, etc.

The Project Manager shall be responsible for overall Supervisor process, communication, reporting and quality control etc.

3.2 Requirements for the Non-Key experts

3.2.1 Occupational health and safety Expert (OHS Expert)

This expert shall be engaged by the Consultant for regular supervision of occupational health and safety on the work site as a non-key expert.

Number of required OHS Expert is 1 (one).

The minimum necessary qualification for the OHS Expert is:

- University degree in relevant science, such as: technical studies or another relevant field
- Valid appropriate authorization for OHS issued by a relevant National Authority in accordance with the relevant national legislation;
- At least 3 years of experience in relevant field of OHS;
- Relevant local expertise and knowledge of the RNM national legislation and language is required.

VII. Implementation arrangement

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

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

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