

.Republic of North Macedonia

Ministry of Finance

Public Sector Energy Efficiency Project

(P149990)

MK-MOF-001-2025-CS-CQS

Terms of Reference (TOR)

**Supervision, Commissioning and Management Supervision during DLP
Period, for Reconstruction with implementing EE Measures of PHI
Healthcare Centre Skopje Polyclinic Idadija**

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 and €2.14 million Western Balkans Investment Framework Grant for Additional Financing for the Public Sector Energy Efficiency Project, to support energy efficiency investments in public sector.

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, scope of work for the supervision and

The consulting services (“the Services”) include Consulting Services for Supervision, Commissioning and Management Supervision during DLP Period, for Reconstruction with implementing EE Measures of PHI Healthcare Centre Skopje Polyclinic Idadija, 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, 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).

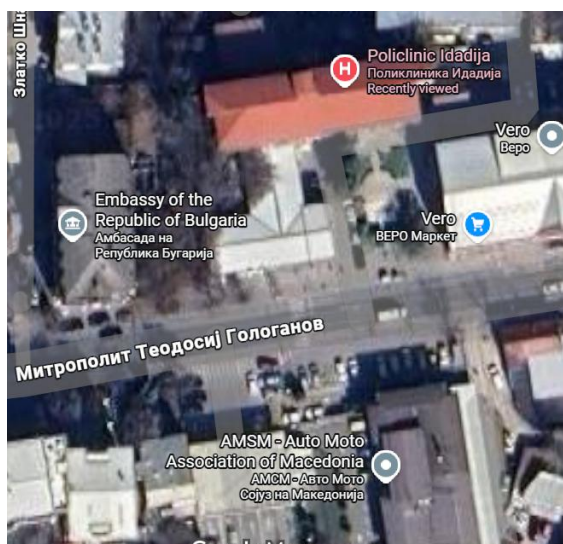
The applicable Laws of the Republic of North Macedonia and the WB policies shall be in force for this and all other contracts under the Project. Accordingly, within provision of the Services in question, besides the specifications provided in the works contracts (which will include WB aligned Environmental 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 for Reconstruction with implementing EE Measures of PHI Healthcare Centre Skopje Polyclinic Idadija, for which the Client is conducting bidding procedure and will sign contract with the contractor for the following works: Reconstruction with implementing EE Measures of PHI Healthcare Centre Skopje -Polyclinic Idadija.

III. Brief description of the public health institution that is subject to this task

The Consultant will be required to carry out **Supervision, Commissioning and Management Supervision during DLP Period, for Reconstruction with implementing EE Measures of PHI Healthcare Centre Skopje Polyclinic Idadija.**

PHI Healthcare Centre Skopje Polyclinic Idadija, is a healthcare institution located in the municipality of Centar, city of Skopje, on "Mitropolit Teodosij Golomanov" street, K.P. 11483/1 11483/2. The building was built in 1975 with occupation of about 2,900m² and consists of two lamellas, one of which is built on one level - ground floor, and the other is built on one underground and four above-ground levels: basement, ground floor and three floors. The structural system of the two lamellas is made of reinforced concrete columns (in places reinforced concrete canvases) and beams and a reinforced concrete slabs (in some places with suspended ceilings).



With this project, in accordance with the prepared energy audit and the developed detail design, it is planned to implement energy-efficient measures that include: insulation of the external walls with the “ETIC” system based on “EPS”, with a thickness of the insulation layer of 10 cm.; insulation of the ceiling structure on the external (upper) side with stone wool, with a thickness of 10 cm.; replacement of the old facade joinery with new, highly energy efficient, with PVC profiles and a heat transfer coefficient $U \leq 1.3 \text{ W/m}^2\text{K}$; installing dynamic thermostatic valves that will enable more precise temperature control and contribute to additional energy savings; and replacing of the existing lighting sets with energy-efficient LED modules, which consume less electricity and have a longer lifetime.

Detailed Design for Reconstruction with implementing EE Measures of PHI Healthcare Centre Skopje Polyclinic Idadija was prepared in 2023 by consortium formed by Prima Inzenering and Bar E.C.E. from Skopje, in accordance with the Law on Construction and Spatial and Urban Planning, as well as the Rulebook on content of the detailed design, marking of the design, manner of design verification by responsible persons and usage of electronic records 2. As part of this Detailed Design, the following technical documents are developed:

- **Architectural phase**
- **Thermo-technical Phase**
- **Electrotechnical Phase**
- **Water supply and sewage 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.

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

- Insulation of the building and placing new facade
- Insulation of roof slab
- Replacement of the windows with new EE windows

- Installing dynamic thermostatic valves and interventions (where needed) on the central heating system; and
- Replacing of the existing lighting sets with energy-efficient LED modules

Detailed activities for each reconstruction work for Reconstruction with implementing EE Measures of PHI Healthcare Centre Skopje Polyclinic Idadija are included in the detailed design. The consultant will get electronic copy of the detailed design that will be subject to this contract, upon signing of the contract.

Main duties of the Consultant are the following:

- The Consultant shall execute the services in accordance with latest positive laws of the Republic of North Macedonia, location conditions, contract documents, the detailed design 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 contract (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 supervise and oversee all aspects of the reconstruction and installation of the various components of the works and engineering services to ensure strict compliance with the drawings and contract documents.
- The Consultant shall also carry out the environmental and social supervision during the works for the reconstruction works, 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 installations 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, banded 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 Project.

- It is the duty of the Consultant to interpret the drawings and specifications and to consult with the Contractor as required to ensure compliance with the Contract and the work programme.
- The Consultant shall check 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 Project for professional, qualitative, normative and quantitative specifications as described in the technical documentation accepted by the Client. The Consultant shall have a quality review of the detailed design, plans, technical specifications, BoQs, etc. that were originally prepared as technical documentation.
- If any modification of the existing technical documentation is needed, the consultant will help the contractor with providing technical solutions and changes of the technical documentation, in order to minimize the variation orders during the reconstruction phase.
- All the correspondences received from the Contractor shall be reviewed, evaluated and responded the latest within 3 working days.
- The Consultant shall assist in the setting of all disputes or differences, which may arise between the Client and the Contractor, in a timely manner. In the case of litigation and arbitration the Consultant shall assist the Client in the preparation of the documents needed by the Client.
- Awarded Consultant and its nominated sub-consultants 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 licences 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 civil works, 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 on reconstruction works and building commissioning services

It is foreseen that the duration of the assignment will be 12 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 the signed contract with the construction Contractor.

1a) Supervise the Project for reconstruction of the building

- Oversee and control all phases of the Project for reconstruction of building and Contract, approving payment request by the Contractor, approve and sign IPC as specified in the Contract. For each month of the implementation of the Project for reconstruction of building, the Consultant is responsible to submit Monthly reports to the Client, Ministry of Finance –PSEEP PIU. This report refers to the monthly performed reconstruction works with implementing EE Measures for PHI Healthcare Centre Skopje Polyclinic Idadija with judgment for compliance of the works with the detail design, 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 on the construction site as well as when need arises, for overseeing the implementation of the works for the Project for Reconstruction with implementing EE Measures for PHI Healthcare Centre Skopje Polyclinic Idadija, 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 embedded in the Project, in accordance with the detail design, technical specifications, works contract and in accordance with Macedonian laws and regulation for construction, as well as the World Bank safeguards.
- 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 Client – Ministry of Finance.
- Administer the Contract: evaluate schedules; monitor progress of the Contractor on the project; ensure that project deadlines are met; proactively identify reconstruction challenges and propose solutions; ensure that reconstruction and installation works follow detail design specifications and good practices for EE reconstructions;
- The Consultant, shall ensure the reconstruction progress is in compliance with the workplan, building access plan, and restrictions (for access to users during the reconstruction phase).
- Checking and verifying the accuracy of the data entered by the Contractor into Log File (Construction Diary) on a daily base.

- Providing relevant data in the Construction Diary, remarks, instructions, observations and other comments relating to Works and Contractor's contract obligations as necessary.
- The Consultant shall check the Contractor's quantities (including measurements stipulated in the Construction Measurements Book) in the 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 certificates, supporting documents, etc. shall be discussed and agreed with the Client.
- With regard to the Environmental and Social Management Plan (ESMP), the Consultant shall oversee the implementation of the mitigation measures from the ESMP Checklists including proofs for appropriate actions (e.g. visible protection measures for workers, users and goods of the beneficiaries, waste collection, transportation and disposal records, hazardous materials management data sheets, declarations on the safe non-toxic and non-hazardous content of the paintings and similar materials, etc. as stipulated in details in the ESMP Checklist).
- The Consultant shall monitor the implementation of all mitigation measures as stated in the Environmental and Social Management Plan (ESMP) as per signed agreement between the Ministry of Finance and the Contractor, on-site during the reconstruction works, 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.
- Ensure that all health & safety measures are respected by the Contractor in compliance with the monitoring and reporting requirements of relevant official authorities and as stipulated in details in the ESMP Checklist.
- 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 MoF.

1b) Evaluate the completion and implement commissioning of the project until Taking-over Stage

- Confirm the project is 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 design shall be reported.
- Before issuing the Certificate for Completion/ Taking-Over Certificate, 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.
- Consultant shall performs inspection and approval of the contractor's testing and specifications as well as monitoring and controlling on-site testing methods, review of the results of the tests submitted by the contractor, preliminary and current testing and specifications.

- Upon completion of the Works, the Consultant will require the Contractor to remove all plant, equipment and materials except those required to complete any outstanding or remedial works and facilities required by the Consultant during the Defects Liability Period.
- The Certificate of Completion/Taking-over Certificate shall be prepared and issued by the Consultant in consultation with the Client, following the successful completion of the works provided that the Consultant is satisfied that any defects or deficiencies have been successfully rectified.
- The Consultant shall confirm that training of Beneficiary staff on new equipment has been conducted. The issuance of the Taking-over Certificate shall be subjected to:
 - The Contractor having provided the operating and maintenance manuals¹, 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.
- The Consultant shall ensure that the Certificate of Completion/Taking-over Certificate also contains a chapter on Environmental and Social issues, proving that the required measures for the Operational Phase of the building are available and relevant personnel is trained for the future use and maintenance. Upon submission of this Certificate of Completion/Taking-over Certificate, the Client will conduct an Environmental and Social Post-construction audit visit on the site to check and confirm the findings of the Certificates of Completion/Taking-over Certificate.

1c) Deliverables under Task 1:

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

- (i) a description of physical progress, with reference to the program (including progress charts and dated photographs in colour giving all information regarding the progress of the Works);
- (ii) explanations for differences between actual and forecast progress and mitigation measures how to compensate the differences;
- (iii) major milestones, obstacles, achievements, constraints on progress and problems encountered and appropriate identified solutions;
- (iv) remarks on procedural issues;
- (v) variations and proposals for future variations to the timing and budgets of individual activities;

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

- (a) Plan for regular maintenance of the installations for achieving the EE (water supply, sewage network, electricity, heating) within the Public Healthcare Centre building
 - Ensuring the energy certificate for the rehabilitated building
- (b) Available Manual for use of the reconstructed Public Healthcare Centre building and its installations for achieving the EE (water supply, sewage network, electricity, heating)
 - Ensuring the Public Healthcare Centre users/personnel is informed and trained on the EE measures and use/corrective measures of relevant installations
- (c) Plan for monitoring of the energy savings at daily, monthly and annual levels

- (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 the building under reconstruction, including proofs/records for appropriate actions (e.g. waste collection, transportation and disposal records, hazardous materials management data sheets, declarations on the safe non-toxic and non-hazardous content of the paintings and similar materials, 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.

1b) Final completion report, to be delivered 4 weeks after completion of the works by the contractor and obtaining the whole completed documentation from the Contractor for the reconstruction work. In case of comments and remarks to the Final completion report, the Consultant is obligated to deliver new corrected version of the FCR in period of one week after receiving the comments and remarks from the client. The 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 detail 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) Approve the As-Built Design,
- (xi) List of Instructions for Use and Maintenance for the renovated building, as listed in the ESMP Checklist – Operational phase,
- (xii) 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.

- (xiii) Commission reports and completion certificates for all materials, according to the national legislative
- (xiv) Approve the EE passport confirming EE class of the building, including lifetime energy savings and final cost analysis

Deliver to the Client upon completion of the works all job records, reproducible “as-built” drawings including (but not limited to) calculations, drawings, specifications, test reports and final cost analysis and the instruction necessary for the satisfactory operation and maintenance of the works.

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 Certificate of Completion/Taking-over Certificate for the building.

- The Consultant shall continue to be responsible for the supervision and inspection of the construction and completion of the Works during the DLP as defined in the Works Contract. The level of supervision shall be appropriate to the scale of the works being carried out. These inspections and supervision are to ensure that works, agreed to be carried out during the DLP, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the Client and take required actions to rectify the defect. A report of these inspections shall be submitted to the Client, which shall include all details of any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed.
- Preparation and submission of 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 Certificate for Completion/Taking-over Certificate. Otherwise, the Client might ask the Consultant for the conversion of the approved 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 (any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they were completed) carried out during the period if any. This report shall be submitted by the Consultant to the Client 7 days after expiration the Defects Liability Period for the completed Works.

Task 3: Measurement and Reporting on Performance Indicators

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

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

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

IV. Deliverables

Deliverables:

The Consultant will deliver monthly progress reports. In these reports, all works conducted by contractor including the progress of the works will be described in details, 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	1 st 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	7 th Day of the next month
1	1a	2 nd 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	7 th Day of the next month
1	1a	3 rd 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	7 th Day of the next month
1	1a	4 th 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	7 th Day of the next month
1	1a	5 th Interim Monthly Progress Report	Month 5	7 th Day of the next

		for works contract with included E&S and OHS compliance report. Together with the submission of the interim monthly payment certificate.		month
1	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
1	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	1a	8th 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 8	7th Day of the next month
1	1a	9th 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 9	7th Day of the next month
1	1a	10th 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 10	7th Day of the next month
1	1a	11th 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 11	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 12	4 weeks after taking over of the building as agreed with the Client.

V. Facilities provided by the Consultant

The Consultant shall provide sufficient, qualified and experienced staff to ensure proper site supervision of the works and engineering services both during the construction and defects Liability periods and ensure that the works are executed in accordance with recent regulations and rules. All costs for equipment and administrative and logistic support must be covered by the Consultant and included in the bid price, including:

- All costs arising from the activities of its staff during the contract period, including accommodation, allowances, transportation, insurance, etc.
- Automotive, equipment, office supplies and hardware and software to ensure that the monitoring is fully functional;
- All communication costs, including fax, email, telephone, etc.
- All the equipment, instruments, services and logistical support required for the implementation of the contract, and any costs incurred during preparation of documents and drafts, copying, printing, etc.
- The Consultant is required to obtain all the necessary permits, approvals, payment of all fees and contributions, as well as all the other elements necessary for the work of his professional staff who is engaged at his own expense for the performance of this Contract.

VI. Timeline

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

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.

VII. Variations In Scope

The commencement date of reconstruction work will vary due to different procurement schedule and different works schedule of the Contractor. The Consultants shall wait for the finalization of the tender evaluation or other issues to be concluded in order to start up the construction works and shall not request any payment or compensation.

- If the relevant Construction Contract is not tendered or is not awarded by the Client, the Client may decide:
 - i. to cancel the remaining services of the Consultant. The remaining payments will not be done to the Consultants and the Consultant shall not request any payment or compensation for the cancelled parts of the Services.
 - ii. to suspend the remaining services until awarding of Works Contract. In such case the Consultant shall not be paid by the Client during the period between suspension and startup date of the Construction Contract, and the Consultants shall not request any payment for compensation for the duration mentioned above.
- In relation to the ongoing stages of the Consultant Services, the submission requirements for deliverables above should be allowed by the Consultant as a guideline for the extent and type of documentation that will be required by the Client during the performance of the Services.

However, the Consultant shall allow in its fee for the submission of all reports, drawings, documents, etc. either specifically requested in these Terms of Reference or those which may be implied therefrom and the Contractors' contracts. The Client may however vary such requirements during the course of the Services to be performed.

- Upon the completion of Works, the Consultants shall submit all the original copies of correspondences, documents, test results, drawings etc., relating to the Services and Works, to the Client together with indices in acceptable files and forms by the Client.
- 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.

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

- Complete technical documentation shall be provided by the Client to the Consultant.
- The Client shall provide list of responsible contacts from the PHI beneficiaries.
- The PIU staff from the Client, will work closely with the Consultant and will provide technical assistance during the implementation period if needed.

IX. 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 20 permanent staff working for the Consultant, confirmed by official institution in RNM, including at least 3 engineers who possess valid authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia.

2.General and 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 20.000,00 EUR, in the last 5 years.

3. Qualification of the Supervisor Team of experts

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

3.1 Requirements for Key-experts

3.1.1 Project Manager

Number of required Key experts as Project Manager is 1 (one)

The minimum necessary qualification for the Project Manager:

- University degree in Civil /Architecture /Mechanical or Electric Engineering
- Valid Authorization B for supervision issued by the Chamber of Certified Architects and certified Engineers of North Macedonia
- At least 10 years working experience as supervisor;
- Proven experience 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 one (1) assignment for 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/Architect

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

The minimum necessary qualification for the Supervision Engineer

- University degree in Civil Engineering/Architecture
- Valid 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 legislation, standards and technical regulations for construction.

3.1.3. Supervision Engineer – 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. Supervision Engineer – Mechanical Engineer

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

The minimum necessary qualification for the Mechanical Engineer:

- 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 sciences, 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).
- 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.

X. Implementation arrangement

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

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.