

TERMS OF REFERENCE

Supervision of Construction Works for Rehabilitation and Upgrade of Water Supply System in Municipality of Gjilane

1. Background

The Government of Kosovo has received a credit totaling EUR 25 million from the International Development Association (IDA), to finance the Kosovo Fostering and Leveraging Opportunities for Water Security (FLOW) Project. The Ministry of Environment and Spatial Planning (MESP) has overall responsibility for the Project and is responsible for the implementation of the Project through its Project Implementation Unit (PIU).

The objective of the Project is to strengthen the national capacity for managing Kosovo's water resources for water security, and in selected basin areas, improve integrated land and water resource management practices and services, in a resilient manner. The programmatic approach is built around two pillars of a) foundational measures for long-term transformation and b) catalytic investments that address the immediate investment needs, deliver implementation lessons, and catalyze additional integrated interventions in water security.

The project will implement both the basin specific investments as well as the national investment planning. It includes a number of activities and implements investments that show readiness and are proof-of-concept and/or provide learning opportunities. The project will be flexibly designed to adapt to priorities emerging from the basin planning process, and overall support water security, climate change adaptation and preparing investments for future programmatic and larger scale investments. Several activities that are best approached through civil society initiatives and private sector (a number of activities related to agro-environment, watershed, water-saving, afforestation, irrigation efficiency improvements, tourism) will be supported through targeted and mainstreamed grant financing and sub-projects.

These Terms of References describe the requirements for supervision and monitoring of the contract for **"Rehabilitation and Construction Works for the Upgrade of the Water Supply System in Municipality of Gjilan"**, managed by the Regional Water Company "Hidromorava", in the framework of "Fostering and Leveraging Opportunities for Water Security Program", (FLOWS Project), funded by the World Bank credit.

2. Context

FLOWS project aims to strengthen Kosovo's capacity for managing water security at the national level, and improve water security in Morava e Binces basin, which is Kosovo's driest region. The water supply system for Gjilan has been in development for approximately 60 years, while the current average age of the entire distribution networks is about 30 years. Currently, the infrastructure exhibits signs of deterioration, leakages, and inadequacies in pipe sections, necessitating both replacement and expansion efforts.

The project's scope aims to elevate the quality of water services by renovating the distribution network, constructing the new water storage tank in Gjilan, increasing the pumping efficiency at four existing pumping stations, installation of SCADA system and upgrade of the existing chlorination station. Additionally, it seeks to ensure that the main transmission and distribution lines are capable of accommodating future expansions and developments. By undertaking these renovation works, the project also intends to reduce water losses throughout the city, thereby lessening the strain on water sources. In essence, the project is designed to enhance water supply, promote the efficient use of water, and minimize water losses.

The Regional Water Company (RWC) "Hidromorava" will provide the detailed design, technical inputs, monitoring and support, and will be the ultimate Beneficiary in charge of approving the deliverables. The Project Management Team (PMT) established under the Lead Agency "Ministry of Environment, Spatial Planning and Infrastructure" is providing procurement and engineering support to RWC "Hidromorava" for all activities foreseen under this project.

3. Objective of the Assignment

The overall objective of the assignment is to provide supervision and monitoring services during the **Rehabilitation and Construction Works for the Upgrade of the Water Supply System in Municipality of Gjilan**.

The specific objectives of the assignment require contractors' conformity and compliance to (i) standards, (ii) design specifications, (iii) design modifications, (iv) quality control and assurance, and (v) performance monitoring of the executed infrastructure works during defect liability period.

4. Scope of Services

4.1 Supervision during construction works

During the entire construction period, the consultant shall work in close cooperation with the RWC "Hidromorava" and PMT to perform the following tasks:

4.1.1 Civil, mechanical and electrical works

- Supervise the Supplier/Contractor's actual work progress versus the planned work programme and ensure that delays are being kept to a minimum and, that the Supplier/Contractor at their cost takes measures to make up for time lost and pull the project back to planned schedule. In addition, the Consultant is required to keep a monthly updated work program in liaison with Supplier/Contractor.
- Timely issue to the Supplier/Contractor all the necessary correspondence related to information, instructions, clarifications and suggestions so as to ensure consistency in quality, positive progress and planned costs.
- Inspect, determine and approve the part of works before, during and after construction of part and/or whole of the works to ensure all time compliance with the specifications and standards.
- Supervise the Supplier/Contractor's procurements, ensuring that all materials are from the right source, quality and of sufficient quantities.
- Review Supplier/Contractor's proposed resources (labour/staff, equipment and materials), utilization, deployment, productivity and efficiency. Ensure the detailed works activities schedule presents the resource utilization and deployment for the target outputs and is synchronized with the work programme and updated on a monthly basis.
- Supervise the Supplier/Contractor's construction activities, ensuring that all construction is undertaken as designed, or in accordance with client approved variations to the original design, and that all quality standards are met.
- Ensure that the Supplier/Contractor has issued insurance of all personnel for accidents liabilities during construction.

- Inspect and certify all completed works. Certify payment certificates for payments of completed works or parts thereof. And measure and certify all quantities invoiced by the Supplier/Contractor. Prepare the Supplier/contractor's payment statement including final certificate in accordance with General and Particular Conditions of Contract.
- Ensure that the Supplier/Contractor performs tests and provide reports from approved laboratories according to approved and agreed upon quality standards to the client and approves the materials procured by the Supplier/contractor for the works to ensure that they comply with standards and specifications.
- Periodically review the status of the Supplier/Contractor's real versus required staffing, equipment, insurance, status of performance securities, advance payment guarantees and recommend appropriate actions to the Client. In addition, the Consultant will check the status of expiry of the performance bond and advance payment guarantee and recommend appropriate actions (if applicable) to the Client.
- State all methods and procedures that are intended to ensure robust quality control, execute all procedures accordingly, and report on all quality control undertakings and their results to the Client.
- In addition to continuous construction supervision, schedule and organise a weekly formal inspection of activities with the Supplier/Contractor's representative and agree on the progress made.
- Develop and maintain a project progress reporting format that is both concise and in accordance with the Client's requirements.
- Prepare Monthly progress reporting to the Client, and immediate reporting should any issues be identified, that could impact on the project completion schedule. This should include arrangement for site meetings as and when they may be required.
- Monitor the value of works executed against payments made to the Supplier/Contractor and report to the Client monthly consistency against programme of expenditure and works giving reasons and recommendations.
- In consultation with the Client, and if necessary, prepare variation orders.
- Schedule, organize and witness testing events, including contractual tests for the completed works.
- Maintain daily site records on prevailing weather conditions, labour productivity, operational condition of work facilities and equipment, daily activity outputs, and disputes between Clients and staff as well as between Supplier/contractor and local residents, and all other observations that may be of importance in case of any arbitration or legal disputes.

4.1.2 Environmental, Social, Safety at Work

- Carry out the preparation and updating of Environmental and Social Safeguards Procedures (ESAP), Occupational Health and Safety (OHS), including the preparation and updating of tools, formats/manuals and procedures and the review of environmental and social safeguards procedures. Ensure that all safeguard issues (OHS, Environment and Gender) are mainstreamed in the project works execution.
- Ensure that there is a timely and coordinated response to environmental and social issues – a functional system of reporting safeguard issues in place and issues of concern by different stakeholders regularly discussed and responded to.
- Document the responses to environmental and social issues of concern raised by different stakeholders.
- Ensure quality and timely environmental and social reports on a regular monthly basis.

4.1.3 Handing over of works to Client

- Guide the Supplier/Contractor on compiling an Operation and Maintenance Manual and forward copies of the Manual to the Client as provided for in the Works Contract.
- Commission and approve completed systems and facilitate hand over to Client (RWC Hidromorava).
- Prepare snag lists after substantial completion of works.
- Prepare environmental and social audits and certification with regulatory authority.
- Prepare Interim Payment Reports, for Invoicing.
- Prepare the 'substantial completion report' prior to technical handover.

- Facilitate technical commissioning.
- Prepare the Project Completion Report

4.2 Supervision during Defect Liability Period

The Consultant shall ensure and maintain low intensity supervision and monitoring during the defect liability period. During the defect liability period, the consultant's task shall include, but not be limited to the following:

- Supervise and update the Supplier/Contractor's snag list, as agreed and contained in the substantial completion report.
- Monitor the performance of works and equipment, notify both the Supplier/contractor and the client on defects identified, and recommend remedial actions.
- Supervise and certify the remedying of any defects that become apparent during the defect liability phase.
- Review and supervise the agreed upon 'on the job' training programme of operational staff by the Supplier/Contractor.
- Ensure that the Supplier/Contractor supplies complete sets of all works manuals, drawings, models, warranties, and other relevant documentation to the Client. Point out all items missing and recommend actions to be taken to the Client.
- Review, approve, and certify 'As-Built' drawings.
- Review and certify the Final Statement of Accounts.
- Develop and maintain a Defects Liability reporting format that is both concise and in accordance with the Client's requirements.
- Hold regular scheduled meetings with the Supplier/Contractor and Client where all defects identified are recorded and a time schedule for remedying these shall be agreed.
- Prepare monthly progress reporting to the Client on the operational status of systems.
- Prepare Final Completion Report, including the design modifications (detailed analysis).
- Assist the Client in the final handover and acceptance process, including all associated administrative work, such as the discharge certificate (Defects Liability Certificate) for the Supplier/Contractor.
- Update Asset Register.

The Consultant is expected to provide in his proposal a work breakdown and schedule, which will enable him to accomplish the above among other requirements of the assignment.

5. Approach and Methodology

The Consultant shall elaborate a methodology on how it will administer the contract and supervise the works in accordance with the contract documents, specifications and drawings. The methodology shall describe in detail all the inputs to be given for these services, as listed in Section 4 here above.

In order to achieve the contract administration and supervision of the works the Consultant shall prepare templates containing the outline, format and content of the activities of the supervision services for the following, inter alia, supervision documents.

- Daily site supervision record
- Photo-documentation/recording of the construction activities (before, during, after)
- Reporting to RWC Hidromorava and PMT (weekly, monthly)
- Health & Safety records
- Quality control of the materials
- Quality control of the works done
- List of testing requirements and records
- Verification of the quantities of works done and certification for payment
- Managing periodic progress meetings with the contractor, RWC "Hidromorava" and PMT.
- Managing the substantial completion procedures
- List of O&M manuals and its contents
- Quarterly monitoring visits during the Defects Liability Period
- Managing the final completion procedures.

These templates and their contents can be modified after contract signature in consultation with RWC “Hidromorava” and PMT.

6. Outputs

The following outputs are expected from the Consultant:

- ☐ Approved Work Program at commencement
- ☐ Approved updated Work Programs for the Supplier/Contractor.
- ☐ Site Records; including weather, labour productivity, plant operational condition and availability and productivity, stores/materials availability and usage, personnel/workforce, and security/theft incidents. Daily outputs and resource utilization.
- ☐ Approved revisions of designs if necessary (with detailed drawings, analysis and calculations, BoQ, etc.)
- ☐ Minutes of Site Meetings and Special Management Meetings
- ☐ Site Instructions to Contractor.
- ☐ Monthly Progress Reports.
- ☐ Payment Certificates.
- ☐ Prepare Interim Payment Reports, for Invoicing of Consulting Services.
- ☐ Quarterly DLP Monitoring report.
- ☐ Final Construction Supervision Report.

7. Facilities to be Provided by the Client and the Consultant

Detailed Design Documentation will be provided by the Client. Other relevant data which the Client may have will be availed to the consultant; however, the consultant has the ultimate responsibility for collecting the required data and documentation which cannot be made available by the Client from official sources.

The Consultant shall operate their own project office and shall bear all accommodation, local transportation, visas, and other costs necessary to carry out the assignment.

8. Reporting Arrangements

The Client is the Regional Water Company “Hidromorava” in Gjilan. The Consultant will be directly supervised by the Project Management Team of the project FLOWS and the RWC” Hidromorava”. The RWC” Hidromorava” and PMT will guarantee close coordination and participation of other Government Agencies to ensure information exchange.

The Client will hold discussions with the Consultant at various stages of the consultancy to assess work progress, discuss constraints and possible interventions to ensure quality and meet deadlines.

9. Team Composition

The consultant shall assemble a multi-disciplinary team of professionals. Staff for all positions should be fluent in both spoken and written English and have computer and common software usage skills.

Position	Requirements
Team Leader	Master’s degree (or equivalent) in Civil/Water/Hydrotechnical Engineering, with a minimum of 10 years’ experience in supervision of water supply infrastructure projects. Experience as Project Manager or Team Leader in at least one similar project in scale and content to the proposed project. Excellent command of English and computer skills.

Site Supervisor / Hydrotechnical Engineer	Master's degree (or equivalent) in Hydrotechnical Engineering with a minimum of 7 years' experience in construction supervision of water supply infrastructure projects, similar in scale and content to the proposed project.
Civil (Structural) Engineer	Master's degree (or equivalent) in Civil Engineering with a minimum of 5 years' experience in construction supervision of structural works, similar in scale and content to the proposed project.
Mechanical Engineer	Master's degree (or equivalent) in Civil Engineering with a minimum of 5 years' experience in construction supervision of mechanical works, similar in scale and content to the proposed project.
Electrical Engineer	Master's degree (or equivalent) in Electrical Engineering with a minimum of 5 years' experience in construction supervision of electrical works, similar in scale and content to the proposed project.
SCADA Expert	Master's degree (or equivalent) in Electrical/IT/SCADA Engineering with a minimum of 5 years' experience in supervision of SCADA works, similar in scale and content to the proposed project.
Environmental & Social Expert	Master's degree (or equivalent) in Environmental Engineering with a minimum of 5 years' experience in supervision of works similar in scale and content to the proposed project.
H&S Experts	OSHA (Occupational Safety and Health Administration) certifications or minimum a bachelor's degree in engineering field, with a track record of successful HSE management and implementation in at least 2 projects of similar scale and content to the proposed project.

All key experts must be fluent in Albanian and English. Experience in the region will be an advantage to all key experts.

The Consultant may also propose an additional expert or team of experts if deemed necessary for the implementation of the assignment.

10. Level of Efforts and Duration of the Assignment

The estimated level of efforts for key staff is 40 man-months and 30 man-months for non-key staff, necessary to carry out the respective tasks of the assignment.

Duration of the assignment will be from the contract signature up to the issuance of the final completion certificate for the civil works contract.

It is envisaged that the civil works contract will have a 12-month duration from site handover. Therefore, the timeline for the Consultant will consider the following benchmarks:

- Time to complete civil works – 12 months from the date of site handover/possession
- Substantial completion procedures – 30 days
- Defects liability period – 12 months
- Final completion procedures – 30 days
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The Consultant will arrange the level of effort in its site supervision in line with the progress of the civil works.

11. Qualification of the Consultant

The minimum qualification criteria are:

- The Consultant must be an engineering consulting company with at least ten years of operation in construction supervision, by evidence from business registry
- The consultant must have completed two similar contracts for supervision of construction and/or rehabilitation works of water supply system: network pipelines and pumping stations in the last five years (2019-up to date).

- The Consultant must be certified in Quality Assurance System (ISO 9001 or equivalent).

Evaluation will be based on the following criteria:

- Demonstrated track record of consulting services in supervision of construction works (20%)
- Number of construction/rehabilitation supervision contracts for water supply network implemented in the last 10 years (25%)
- Number of construction/rehabilitation supervision contracts for water pumping stations and water storage tanks implemented in the last 10 years (25%)
- Number of construction/rehabilitation supervision contracts for water supply systems implemented in the last 10 years (30%)

The Consultant will be selected in accordance with the procedures set out in the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, revised November 2017 and August 2018, according to selection based on Consultants Qualifications (CQ) method.