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# BACKGROUND INFORMATION

## Partner country

Republic of North Macedonia

## Contracting authority

Municipality of Shtip

# OBJECTIVES & EXPECTED OUTPUTS

## Overall objective

The overall objective (Impact) to which this action contributes is:

Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution

## Specific objective(s)

The specific objective (Outcome) of this contract is as follows:

* Successful implementation of procurement procedure for works within the project

## Expected outputs to be achieved by the contractor

The following results should be achieved as a result of project’s implementation:

* Interim certificates for monthly payments of the Contractor and final payment certificate.
* All necessary documents for issuing under the Macedonian Construction Law.
* Final supervision report, prepared after completion of the construction works

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

Cooperation between Contracting Authority and Consultant

## Risks

No significant risk has been identified

# SCOPE OF THE WORK

## General

### Description of the assignment

Municipality of Shtip, as partner PP2 in the project “Transforming of urban sites with Green infrastructures project”, intend to create new modern public areas that will provide conditions for improving the environment, through the establishing of new green areas, reconstruction of the existing green urban areas and their preservation. That includes development of green infrastructure on three locations on the territory of the urban area of the Municipality of Shtip. The planned works include planting of tall deciduous trees, decorated with flower arrangements and low-stemmed decorative evergreen plants, construction of garden with cherry trees, flower pots and irrigation system which use a storm water through the building's gutters, arrangement of new green areas in the urban part of the city and the planting of low-stemmed evergreen trees, development of small pocket park in the urban part of the city, within the framework of which it is planned to green the space with new areas of grass, planting of high-stemmed deciduous trees, of the maple species, installation of pots etc. .

The Consultant shall provide Construction Supervision Services on the works contract on behalf of the Contracting Authority, performing the functions of the “Consultant” (“Independent Construction Supervisor”) under the North Macedonian Construction Law and other relevant regulations.

All candidates for the role of the Supervisor must prove they are certified as competent for the work by the relevant national authority. For this purpose, the Consultant will be asked to provide a license from the relevant Macedonian authorities for performing the duties of the “Supervisor” according to the Regulation for Licensing of the Supervisors and the Macedonian Construction Law.

During his services the Consultant is expected to work closely with Contracting Authority as much as necessary to fulfil the general objectives of the project e.g. - implement the construction as per the drawings, specifications and the conditions of the works contract

### Geographical area to be covered

Municipality of Stip

### Target groups

Citizens of Municipality of Stip

## Specific work

Following specific tasks have to be undertaken by the Consultant:

**4.2.1 Construction supervision**

The Consultant shall assist in respect to the procedures, preparation of documentation before commencement, during the execution and in accepting and taking over of the construction works in compliance with the Macedonian legislation of construction works. The Consultant shall set up the supervisory organisation answering to the main demands for the efficient construction supervision i.e. quality and quantity control, monitoring of progress and contractual administration of the works.

The Services of the Consultant shall include but not necessarily be limited to the following tasks:

* set-up a quality control system for the works contract;
* issuing of a notice of the commencement date after due consultations with the contracting authority and supervise the commencement of the construction works according to the Macedonian legislation;
* assist the works contractor and give instructions on important questions related to implementation of the construction works;
* inspect the works and check weather performance complies with specifications and drawings;
* monitor the progress of the works by comparing the actual progress with the approved programme of the works and, if the works are behind the programme, request the contractor to take appropriate measures for improving work progress;
* issue monthly progress reports for the construction works;
* approve the contractor’s working drawings, approve the setting-out and give instructions to the contractor in this regard;
* ascertain and determine by measurement the quantity and quality of the implemented construction works in accordance with the works contract;
* monitor all financial disbursements and estimate the projected final cost of the works;
* conduct regular site inspections to check the quality of workmanship and materials in accordance with the demands of the specifications and recognized best engineering practice;
* ensure that the Works Contractor is conforming to the requirements in the design for the protection of the environment;
* recommend any changes in plans and specifications, which may prove necessary or desirable during the construction or subsequent to construction works, together with the consequent production of the necessary revised plans, specification, etc. for any changes which need to be approved by the contracting authority;
* advise the contracting authority on possible ways to reduce project expenditures;
* negotiate with the Works Contractor and make written recommendations to the contracting authority on the rates of any unscheduled work items;
* carry out an inspection of the works and the necessary testing prior to taking over of works and report to the contracting authority expressing his opinion for completion of contracted works and contractual issues.
* preparing of Final supervision report after completion of the construction works;
* advise the Contracting Authority on any possible cause which may lead to a delay of the works and postponement of the completion date;
* the consultant shall coordinate the preparation of documents under Macedonian Construction legislation, and prepare those that are his responsibility; during the Defect liability period inspect: any defects or damage and actions undertaken to remedy them during the Defect liability period; all buildings, facilities, units and equipment for any defects or damage, which will require the Contractor's intervention to remedy them and approve Contractor's remedy of defects.

In preparing the specific woks to be undertaken, the focus of the Consultant should be placed on ensuring the sustainability and dissemination of project results. The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See <http://ec.europa.eu/europeaid/work/visibility/index_en.htm>.

## Project management

### Responsible body

The Contracting Authority is Municipality of Shtip, Republic of North Macedonia and in that capacity, it is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operational project implementation will be performed by Municipality of Stip, Project office – which is responsible for implementation of project

### Management structure

The project “Transforming of urban sites with Green infrastructures project” is implemented by Consortium of the three public institutions from Bulgaria and North Macedonia, lead by Municipality of Gotse Delchev from Bulgaria. Municipality of Shtip (PP2) will be the Contracting Authority responsible for regular coordination as well as coordination with the other partners and will have the overall responsibility of implementation of the project work activities in Republic of North Macedonia

### Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority will provide all available information and will fully co-operate with the Consultant in order to achieve the best results. Technical information and access to the existing records, any useful information and/or documentation which may be relevant to the performance of the Contract will be provided upon request.

# LOGISTICS AND TIMING

## Location

Shtip, Municipality of Shtip

## Start date & period of implementation of tasks

The intended start date is 02.12.2024 and the period of implementation of the contract will be 12 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

# REQUIREMENTS

## Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

### Key experts

Key experts are not required.

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

## Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

## Equipment

**No** equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

# REPORTS

## Reporting requirements

The contractor will submit the following reports in English in one original:

* **Draft final report** of maximum 10 pages (main text, excluding annexes) in free format. This report shall be submitted no later than one month before the end of the period of implementation of tasks.
* **Final report** with the same specifications as the draft final report, incorporating any comments received from the concerned parties on the draft report. The final report shall be provided by the latest 10 days after the reception of the comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to permit an informed decision on the problems and obstacles occurred during the implementation of contract (if applicable). The detailed analyses which underlie the mission's recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

## Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

The assessment of the execution of the Services is in connection with the implementation of the construction works as quality and quantity. The key activities that are included in the schedule of the construction works will be used for monitoring of the physical progress of the Project.

The payments are connected to the execution of permanent construction works.