

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **PROJECT CIVIL ENGINEER/ ARCHITECT**

#### **I. BACKGROUND**

The Government of the Republic of North Macedonia has received Loans from the International Bank for Reconstruction and Development, for implementing: the Macedonia Social Services Improvement Project (SSIP); the Macedonia Social Insurance Administration Project (SIAP); and North Macedonia Emergency Covid-19 Response Project (ERCPC)

The SSIP development objective is to expand access to and improve the quality of social services, including preschool services, for vulnerable groups. The Social Services Improvement Project will help address the challenges that are particularly associated with social exclusion of vulnerable groups and the low quality and fragmentation of Early Childhood Education and Care (ECEC) and social services. By supporting strengthening the overall social protection delivery system for improved service provision and access to services by existing social assistance recipients and by vulnerable groups and by support of quality early learning for preschool children and their families and strengthen the transition into primary education with focus on inclusive education and learning, the project will contribute to the GoM's ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM's social safety net and thereby reducing the inter-generational transmission of poverty over the long run.

The SIAP project activities will address specific functional and technical areas within the social insurance. The project will support the Government's efforts to continue the process of improving the quality of services delivered by the social insurance administration. The SIAP project will make investments in:

- (a) developing a central single unified registry of socially insured individuals (SURS)
- (b) improving the Pension and Invalidity Fund's (PIOM) capacity and business processes
- (c) establishing a Central Disability Certification Coordination Unit (CDCCU)
- (d) revising the list of hazardous occupations eligible for early retirement with extended service period (ESP), and,
- (e) supporting implementation of the legal and institutional framework for employment and professional rehabilitation of persons with disabilities.

The ERCPC development objective is to prevent, detect and respond to the threat posed by COVID-19 and strengthen national systems for public health preparedness. This project has three components. Component one will provide immediate support to help the Republic of North Macedonia limit the local transmission of COVID-19 (Coronavirus) through containment strategies. There are three subcomponents: (i) Enhancing case detection, confirmation, contact

tracing, reporting, and monitoring; (ii) Strengthening the health system, and; (iii) Financing of Health Insurance Premia for Vulnerable Beneficiaries. Component two will finance temporary income support to eligible individuals and households to enable them to comply with the social distancing measures the Government has introduced to contain the COVID-19 pandemic. There are two subcomponents: (i) Temporary social assistance support, and; (ii) Temporary unemployment insurance support. Component three will support the administrative and human resources needed to implement the project and monitor and evaluate progress.

## **II. GENERAL OBJECTIVE**

The objectives of the assignment are to support the Project Management Unit (PMU), the Ministry of Labor and Social Policy (MLSP) and Ministry of Health (MH) during the process of building and or renovation of facilities.

## **III. SCOPE OF THE SERVICES**

- Prepare technical specifications for procurement of works, goods and relevant technical services;
- Support beneficiary institutions in acquiring required permissions, approvals of authorities and additional architectural designs if needed;
- Cooperate and coordinate with relevant departments in MLSP and other beneficiary institutions on obtaining technical documents (i.e. Bill of quantities, TORs, technical specifications, etc) for timely preparation of invitations to quote/requests for proposals;
- Provide assistance or to participate in the evaluation committees during the evaluation process related to the building/reconstruction activities;
- Maintain proper records of all tests carried out , meetings and site visits;
- Managing and supervising the implementation of the contracts signed for preparation of project designs, furnishing and for works i.e. for building and or renovation of facilities
- Close monitoring of the works and closely liaising with the Supervisors hired under the project;
- Monitor and inspect progress of works, by making regular follow up visits to building/reconstruction sites in order to ensure that building/reconstruction works are performed within the agreed deadlines;
- Certify all payments related to the procurement of goods, works and services after verification of work performed at sites;
- Perform any other duties related to the scope of the assignment that might arise and as determined by the Project Director/ Project Manager.

## **IV. EXPERIENCE AND QUALIFICATIONS**

- University degree in Architecture or Civil Engineering;
- Knowledge of Macedonia legislation and standards in the fields of architecture, design, construction, urban planning and environmental protection;

- At least 3 years of professional experience in project design, assessment, inspection or supervision of construction works and large scale renovations;
- Experience in coordination and management of civil works contracts;
- Knowledge of FIDIC Conditions of Contract will be considered as an advantage;
- Knowledge of construction terminology, ability to produce, read and interpret technical drawings and specifications, construction details, notes and instructions, sequencing, scheduling, means and methods of carrying out construction;
- Full computer (MS Office) and office automation literacy;
- Fluency in Macedonian and English; good report writing skills in both languages;
- Strong interpersonal and communication skills, ability to work in teams and transfer knowledge and skills;
- Driving license

## **V. REPORTING OBLIGATIONS**

The consultant shall regularly debrief the Project Director and the Project Manager on the progress in respect to the contract obligations performed

## **VI. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE CLIENT**

The Consultant will be provided with suitable office space, appropriate equipment such as PC and printer.

Selection method and contract: The selection method is Individual Consultant Selection and the contract shall be Time based according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017, [www.worldbank.org](http://www.worldbank.org).

## **VII. DURATION OF ASSIGNMENT**

The Consultant will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in Macedonia. The contract for this assignment will be until June 30, 2024, subject to satisfactory performance during 6 months probation period. A downstream work might be needed, subject to Client's business needs under the project and subject to consultant's satisfactory performance.