**TERMS OF REFERENCE**

**Preparation of audit reports on main project designs for building of new kindergartens in the municipalities: Arachinovo, Bitola, Lipkovo and Valandovo and for upgrades and extensions of kindergartens in the municipalities: Gostivar, Karposh and Probishtip**

1. **BACKGROUND**

The Government of the Republic of North Macedonia (GOM) and the International Bank for Reconstruction and Development signed a loan for implementing the Macedonia Social Services Improvement Project (SSIP).

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](http://projects.worldbank.org/P162246?lang=en) 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.

The project will contribute to the GoM’s ultimate objectives of alleviating poverty and enhancing human capital by strengthening the overall social protection delivery system and access to services by existing social assistance recipients and other vulnerable groups. Also the Project shall help alleviating poverty and enhancing human capital by investing in quality early learning for preschool children and their families and by supporting the transition into primary education.

1. **GENERAL OBJECTIVE**

The objective of this assignment is project audit and revision reporting of the main project designs for kindergartens in the municipalities of Arachinovo, Bitola, Lipkovo, Valandovo, Gostivar, Karposh (two locations) and Probishtip.

The main project designs will be prepared by a project design companies that shall be selected in a separate procurement procedure

The company that has been selected for preparation of the project design shall not be eligible for preparation of the project audit and revision reporting of the respective main project designs

1. **SCOPE OF WORK**

Audit and revision reporting of four main project designs for new kindergartens in Arachinovo, Bitola, Lipkovo and Valandovo and audit and revision reporting of four main project designs for upgrades and extensions of kindergartens in the municipalities of Gostivar, Karposh 1, Karposh 2 and Probishtip

The main project designs that shall be prepared by a design company are for building new kindergartens and for upgrades and extensions of kindergartens. The Consultant shall be given for audit a detailed program design for each kindergarten that will define the content, the structure, the capacity and the location by the investor, as well as the complete legislation and documentation necessary for the location, the complete main project design with all necessary phases, studies and reports and a detailed bill of quantities for construction works for each phase.

Description of projects:

1. Kindergarten in the municipality of Arachinovo:

The kindergarten is planned to be on one level (ground level) with the capacity of minimum 5 playrooms, main kitchen, communications, shared spaces, administrative, technical and utility premises with the maximum building surface of 696m2 according to the legislation. The total surface of the plot is 2219,54m2. The capacity of the kindergarten should be for minimum 100 children.

1. Kindergarten in the municipality of Bitola:

The kindergarten is planned to be on one level (ground level) with the capacity of minimum 10 playrooms, distributive kitchen, communications, shared spaces, administrative, technical and utility premises with the maximum building surface of 1900m2 according to the legislation. The total surface of the plot is 4400 m2. The capacity of the kindergarten should be for minimum 165 children.

1. Kindergarten in the municipality of Lipkovo:

The kindergarten is planned to be on one level (ground level) with the capacity of minimum 7 playrooms, main kitchen, communications, shared spaces, administrative, technical and utility premises with the maximum building surface 791m2 according to the legislation. The total surface of the plot is 2700m2. The capacity of the kindergarten should be for minimum 120 children.

1. Kindergarten in the municipality of Valandovo:

The kindergarten is planned to be on minimum one level (ground level) with the capacity of minimum 6 playrooms, distributive kitchen, communications, shared spaces, administrative, technical and utility premises with the maximum building surface 580m2 according to the legislation. The total surface of the plot is 1747m2. The capacity of the kindergarten should be for minimum 80 children.

1. Kindergarten extension in the municipality of Gostivar:

The extension of the kindergarten is planned to be on one level (ground level) with the capacity of minimum 4 playrooms, communications, shared spaces, administrative, technical and utility premises with the maximum building surface of 500m2. The total surface of the plot is 4543m2. The capacity of the kindergarten should be for minimum 60 children.

1. Kindergarten in the municipality of Karposh (project 1):

The addition of the existing kindergarten is planned to be a second floor to the existing building.

The addition should be with the capacity of minimum two playrooms, communications, with the minimum building surface of 200m2 according to the legislation. The total surface of the plot is 3429 m2. The capacity of the kindergarten should be for minimum 40 children.

1. Kindergarten in the municipality of Karposh (project 2):

The kindergarten is planned to be an extension on one level (ground level) with the capacity of minimum 2 playrooms, communications, with the maximum building surface 300m2 according to the legislation. The total surface of the plot is 8000m2. The capacity of the kindergarten should be for minimum 40 children.

1. Kindergarten in the municipality of Probishtip:

The extension of the kindergarten is planned to be on one level (ground level) with the capacity of minimum 6 playrooms, communications, sensory room, minimal administrative, technical and utility premises with the maximum building surface 600m2. The total surface of the plot is 8022m2. The capacity of the kindergarten should be for minimum 80 children. Additionally to the new extension, a project for renovation of the existing kitchen and dining room should be included with the total of 100m2.

1. **REQUIRED QUALIFICATIONS**
2. **The consultant firm shall posses the following relevant qualification (short listing qualifications)**
3. License (Authorization) B for preparation of audit revision reports in accordance with the Construction Law of the Republic of North Macedonia. In a case of Joint Venture this qualification criteria must be met by all partners of the Joint Venture
4. ISO 9001 Certification. In a case of Joint Venture this qualification criteria must be met by the Leading partner of the Joint Venture
5. ISO 14001 Certification. In a case of Joint Venture this qualification criteria must be met by the Leading partner of the Joint Venture
6. The consultant should have performed at least three assignments in the past five years, similar to the one described in the specific request for expression of interest (name of the assignment, description, duration, contract amount, reference). The list shall be supported with certificates on fulfilled contract obligations. In a case of Joint Venture (JV) the qualifications of the JV partners will be cumulated, and the fulfilment of this criteria will be determined if the Leading partner has successfully completed at least one (1) similar contract
7. The Consultant company must provide documentary evidence that has been in its current form of business, for at least three years prior the date of issuing of this invitation for expression of interest. In a case of Joint Venture this qualification criteria must be met by all partners of the Joint Venture.
8. **The Consultant company shall be excluded from the contract award procedure, provided that (the selected consultant shall provide relevant evidence for this requirements):**
   * is a under a bankruptcy or liquidation procedure;
   * has unpaid taxes, contributions or other public duties, unless has received approval for delayed payment of taxes, contributions or other public duties, in accordance with the special regulations and pays them on regular basis;
   * has been imposed a secondary sentence prohibition on participation in open call procedures, awarding public procurement contracts and contracts for public private partnership;
   * has been imposed a secondary sentence temporary or permanent prohibition on performing a certain activity;
   * is being pronounced a misdemeanor sanction prohibition on practicing profession, performing activity or duty, i.e. temporary prohibition for performing a particular activity, or

* it has been announced, in the last 5 years, effective court decision for participation in criminal organization, corruption, fraud or money laundering;
* has been selected for preparation of the respective main project designs

In a case of Joint Venture this qualification criteria must be met by all partners of the Joint Venture.

1. **The Consultant must provide at least the following technical expert staff for completing the assignment:**

To have employed (formally full time employed) for at least 6 months prior to the publishing the Invitation for expression of interest for the services to be done, at least 4 employees/technical expert staff, i.e. minimum 1 for each of the following positions.

1. Civil engineer (minimum qualifications):

* Bachelors Degree in Civil engineering;
* At least 5 years of professional experience in revision of designs;
* Valid Authorization B for preparation of audit revision reports issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

1. Architect (minimum qualifications):

* Bachelors Degree in Architecture;
* At least 5 years of professional experience in revision of designs
* Valid Authorization B for audit revision reports issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

1. Mechanical Engineer (minimum qualifications):

* Bachelors Degree in Mechanical engineering;
* At least 5 years of professional experience in revision of designs
* Valid Authorization B for audit revision reports issued by the Chamber of authorized architects and authorized civil engineers of the Republic of Macedonia;

1. Electrical Engineer (minimum qualifications):

* Bachelors Degree in Electrical engineering;,
* At least 5 years of professional experience in revision of designs
* Valid Authorization B for audit revision reports issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

In addition to the above listed key experts the company must have employed or contracted at least 1 Environmental engineer with the following qualifications

1. Environmental Engineer

* Bachelors Degree in technical sciences,
* At least 5 years of professional experience in the environmental protection area
* Valid Certificate for environmental impact assessment expert issued by the Ministry of environment and physical planning or Authorization B (or A) for environmental aspects issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

At least one of the 5 key experts listed above must have valid Authorization B for preparation of energy efficient designs issued by the Chamber of authorized architects and authorized civil engineers of the Republic of North Macedonia;

In a case of Joint Venture (JV) the qualifications of the JV partners will be cumulated.

1. **REPORTING OBLIGATIONS**

The Consultant must prepare and deliver the following outputs in Macedonian language:

All audit reports for all project phases necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia need to be prepared. During the preparation of the revision of the main project designs it is necessary for the auditor to apply all the applicable regulations and standards for phase architecture, statics, plumbing and sewerage, electricity and phase thermo mechanics and necessary elaborates according to the law of the Republic of Macedonia

The consultant shall consult the SSIP Project Architects during the entire process of project revision process.

All the outputs prepared must be in accordance to the:

* Rulebook on the content of the project, marking the project, the method of verification of the project by responsible persons and how to use electronic records (Official Gazette of the Republic of Macedonia, No. 24, published 25.02.2011)
* Law for construction (Official Gazette of the Republic of Macedonia, No. 130/09, published 28.10.2009)
* Rulebook for standards and norms regarding the functioning of kindergartens/preschool centers (Official Gazette of the Republic of Macedonia, No. 28, published 06.02.2014)
* *”*Design Guidelines “Design guidelines for new kindergartens” and “Reconstruction and renovation guidelines” by Architect Dr. Jure Kotnik (Shall be given to the selected Constant)
* All other relevant Law regulations

Each of the audit report must be submitted within 20 days from the date of the delivery of the basic project design for the respective location

1. **DURATION OF THE ASSIGNMENT**

The expected duration of the assignment is 6 months.

1. **SELECTION METHOD AND CONTRACT**

The selection method is “Consultant’s Qualifications Based Selection” and the contract shall be Lump Sum 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/).