

## **TERMS OF REFERENCE**

### **Preparation of interior design projects for kindergartens in Bitola, Gostivar and Karposh, Skopje**

#### **I. 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 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.

#### **II. GENERAL OBJECTIVE**

The objective of this assignment is to design contemporary kindergartens efficient on all levels from pedagogy to energy use, cost efficiency, optimized and effective space that will incorporate contemporary elements and introduce a new model of kindergartens in the Republic of North Macedonia. The main focus shall be on the good design, since the design is essential, as the better the design is, the better are the living, working and learning conditions in the kindergarten. Good design does not only support, but also boosts the education and children's development providing a spatial frame for their new life experiences and skills.

The new kindergartens will focus on kids' areas and active spaces. 80% of the kindergarten space will consist of areas that kids can use freely without physical barriers. With increased playroom surfaces, as that is the immediate space the kids use, the communication areas should be optimized and the shape of the building should be compact and kept as simple as possible in order to reduce the surface of the façade. The design is encouraged to include the corridors and common spaces into the learning and playing activities of the children, especially to be designed in a way that the kids can use them for physical activities and encourage the children to walk or run a bigger distance during the day.

The design should make use of the newest technology and materials that enable a friendly environment for children, are natural and healthy and diminish the loss of energy and cost expenses.

### III. SCOPE OF WORK

Preparation of three interior design projects for new kindergartens in Bitola, Gostivar and Karposh, Skopje.

The project designs that shall be prepared under this assignment are for building/ extension of kindergartens. The Consultant shall be given the main design for the kindergartens, which has detailed program design for each kindergarten that defines the content, the structure, the capacity and the location.

#### 1. Kindergarten in the municipality of Bitola:

The kindergarten is located on the street "Dimche Lahchanski", on the urban parcel K.P. n. 15557 K.O. Bitola. The newly designed kindergarten has a gross surface of 810m<sup>2</sup>. The building Parcel has 4.400 m<sup>2</sup>.

The kindergarten is planned to be on one level, with the capacity of minimum 7 playrooms, communications, shared spaces, distributive kitchen, administrative, technical and utility premises. The capacity of the kindergarten should be for minimum 100 children.

#### 2. Kindergarten in the municipality of Gostivar:

The location of the kindergarten is in the municipality of Gostivar. The kindergarten is planned as extension of an existing kindergarten.

The kindergarten is planned to be on one level with the capacity of minimum 5 playrooms, with the maximum building surface of app. 520 m<sup>2</sup>. The total surface of the plot is app. 2420 m<sup>2</sup>. The capacity of the extension should be for 100 children.

#### 3. Kindergarten in the municipality of Karposh:

The location of the kindergarten is in the municipality of Karposh, Skopje. The kindergarten is planned as extension of an existing kindergarten in the settlement of Karposh 3.

The kindergarten is planned to be on one level with the capacity of minimum 4 playrooms, with the maximum building surface of app. 430 m<sup>2</sup>. The total surface of the plot is app. 9500 m<sup>2</sup>. The capacity of the extension should be for 100 children.

A. The project shall contain the following project elements:

1. Project for interior design, which includes complete design of the space, floors, ceilings, walls, lighting, specific elements equipment and furniture
2. Bill of quantities for construction works if any
3. Bill of quantities/Specification for the equipment
4. Bill of quantities/Specification for the kitchen equipment

B. Each project shall include the following project parts:

- Technical description
- Floor plans
- Plans of ceilings
- Wall design plans
- Plans for lighting
- Disposition of equipment
- Design of equipment
- Design of outside playground equipment (if requested in the requirements given in the Section "Reporting Obligations")
- Design of kitchen equipment
- Sections
- Details for all design elements
- 3d presentation of the design
- Bill of quantities with estimated cost for construction works
- Bill of quantities for equipment

C. The complete project design should focus on the following:

1. Spaces for children by age group:

- playrooms
- wardrobes
- toilets
- open area playroom/balconies where envisaged in the basic design

The playrooms should be designed in a way that they can be connected with the use of sliding doors that can form a bigger space that can be used as a multifunctional space.

The playrooms for children for ages 0-2 years must contain a wardrobe space for changing of clothes that will be used as a filter space from the clean playroom floor to the hallway for visitors. The balconies are envisioned as an extension of the playroom towards the outside of the yard.

2. Spaces for common use:

- Multipurpose space with workshop space incorporated

The multipurpose space is purposed for physical activities, plays, and group work as well as musical and dance recitals. When the kindergarten is smaller (up to 6 playrooms) it can be formed by two or more playrooms connected with sliding walls.

### 3. Spaces for communication

The communication spaces (hallways and corridors that the children are using) should be an extension of the playrooms and also made suitable for children's play. They should be logical and without any physical barriers that obstruct the movement.

### 4. Administrative premises and staff rooms

The administrative premises are defined by the type of the kindergarten; they should allow the option of shared use where possible.

### 5. Economic-technical premises

The selection of the equipment should be in compliant with the relevant standards yet respecting price/performance criteria especially kitchen equipment.

### 6. Interior elements:

The interior design should encourage physical activities and creative learning made out of natural materials that are intuitive and tactile, suitable for encouraging individual as well as group activities. The activities considered should be ropes for climbing, hiding places, climbing walls (integrated on the walls or elements of the building), drawing boards (integrated on the walls of the building, or equipment), toboggans etc.

The color scheme of kindergarten should be subdued, without use of intensive colors, as children may be disturbed with the overstimulation. It is better to avoid wall images of cartoon characters and rather devote walls to exhibit children's artwork or introduce active walls to encourage various activities such as climbing or drawing for example. Similar to walls, learning content can also be applied to floors, ceilings, stairs and other elements.

### 7. Furniture design principles

The choice of furniture is key, as it is one of the most important elements to promote flexibility and multi-use. Furniture arrangements should be flexible, adjusted to various age groups or specific activities as well as learning methods.

Quality furniture is:

- adjusted to the age and size of the children
- durable
- safe to be used by children (no sharp edges)
- easy to clean

- flexible, preferably stackable/hanging
- in calm, soothing, coordinated colours
- creates variety in the playrooms

Quality furniture makes optimum use of natural materials and should help to create different environments in the playroom and a home-like feeling. In addition to quality, good price performance should be an important part of the selection criteria.

All furniture should be compliant with the relevant standards and safe for use. As for finishing, corners should be smooth and round, sharp edges should be avoided. Heavy and tall furniture should be fastened to the wall and floor for safety reasons.

**Note: Upon request of the Client the Consultant shall provide design supervision in the phase of implementation of the works of interior design and furnishing.**

#### IV. **REQUIRED QUALIFICATIONS**

##### **1. The consultant firm shall possess the following relevant qualification**

- a. License B for preparation of designs 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
- b. 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
- c. 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
- d. The Consultant company shall be excluded from the contract award procedure, provided that:
  - o is a under a bankruptcy or liquidation procedure;
  - o 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;

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

The requested documents should be dated not more than one month prior to the publishing of the procurement notice, except the document for unpaid taxes, contributions or other public duties which should be dated not more than 6 months prior to the publishing of this procurement notice.

For the requirement “it has been announced, in the last 5 years, effective court decision for participation in criminal organization, corruption, fraud or money laundering” the consultant should submit signed statement

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

To have employed (fully formally, for indefinite 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 2 employees/technical expert staff, for the following position

**Architect (minimum qualifications):**

- Bachelors Degree in Architecture;
- At least 5 years of professional experience in preparation of designs;
- Valid Authorization B for preparation of 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.

## V. REPORTING OBLIGATIONS

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

<b><u>No</u></b>	<b><u>Name of the report</u></b>	<b><u>Deadline for submission</u></b>
1	Interior design project for kindergarten in Bitola <ol style="list-style-type: none"><li>1. Project for interior design and outside playground equipment</li><li>2. Bill of quantities for construction works</li><li>3. Bill of quantities/Specification for the equipment</li><li>4. Bill of quantities/Specification for the kitchen equipment</li></ol>	90 calendar days from the date of the delivery of the main design and the detailed program design specification
2	Interior design project for kindergarten in Gostivar. <ol style="list-style-type: none"><li>1. Project for interior design and outside playground equipment.</li><li>2. Bill of quantities for construction works</li><li>3. Bill of quantities/Specification for the equipment</li></ol>	90 calendar days from the date of the main design and the delivery of the detailed program design specification
3	Interior design project for kindergarten in Karposh, Skopje. <ol style="list-style-type: none"><li>1. Project for interior design and outside playground equipment.</li><li>2. Bill of quantities for construction works</li></ol>	60 calendar days from the date of the main design and the delivery of the detailed program design specification

	3. Bill of quantities/Specification for the equipment	
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All the outputs prepared must be in accordance to the:

- 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

#### VI. DURATION OF THE ASSIGNMENT

The expected duration of the assignment is 24 months.

The consultant shall consult the SSIP Project Architects during the entire process of project preparation, and shall request approval for the design concept.

#### VII. 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).