

**Ministry of Health and Social Protection**

**Additional Financing for the Health System Improvement Project**

**(IBRD - Loan No. 9306-AL)**

**TERMS OF REFRENCE**

***Consulting Services for the Supervision for the rehabilitation of the Psychiatric Hospital within the territory of Mother Teresa University Hospital - Tirana***

**Local Consultant**

1. **Background**

The Government of Albania has received additional financing, in the amount of EUR 25 million for the Health System Improvement Project in Albania, a loan of International Bank for Reconstruction and Development (IBRD) to scale – up the activities of the parent project and ensure direct impact to the beneficiaries and further improvement of hospital care service provision in the country. The International Bank for Reconstruction and Development (“World Bank”) is acting as administrator of the amount provided. The Ministry of Health (MoHSP) herein after referred as “the Client” has overall responsibility for the Project, and the Project Coordination is responsible for the implementation of the Project through its Project Management Team (PMT). The objective of the Project is to contribute to the modernization of selected public hospital services and to support the reconstruction of selected medical facilities damaged by the 2019 earthquake. The Project consists of the following parts:

Part 1. Improving Hospitals Management and Infrastructure

Part 2. Improving Health Information Management / e-Health for Hospital Services:

Part 3. Monitoring, Evaluation and Project Management:

The additional financing will further support the hospital reform that derived by the Hospital Master Plan as a prerequisite for the rationalization of secondary level of health care in Albania and further improvement of efficiency and quality enhancement of hospitals. The urgency of rationalization and upgrading of the hospital network has been further heightened by the damage caused by the earthquake. The above will be made possible through the rationalization of oversized hospitals, transformation of current hospital activities and services to a more dynamic and self - efficient health care institution using an integrated approach addressing infrastructure rehabilitation, modern diagnostic equipment, and optimization of health care personnel. Building on the results of the parent project (such as the modernization of medical diagnostic equipment’s in 11 regional hospitals, reconstruction of the Pediatric hospital at Mother Theresa hospital, the new building of Laç hospital) the activities foreseen under additional financing are fully aligned with the extended reform agenda and further improvement of hospital care provision. The reconstruction of the regional and municipal hospitals will give an opportunity to implement the updated HMP. The outcomes of the parent project have encouraged the Ministry of Health and Social Protection in pursuing a deeper reform in the secondary level of care starting with the further improvement of diagnostic care, full optimization of regional hospital services, transformation of services in selected municipality hospitals and implementation of health information system in regional hospitals. The improvement of the hospital health care system in the country in all its tiers starting from strengthening management and governance for public hospital services, health financing arrangements, information systems, for improved efficiency and quality of health care in Albania continues to be a main objective for the government of Albania.

The service required to be performed under this Terms of Reference, is being financed due to the Albanian legal framework for the presence of a licensed supervisor for the supervision of the civil works. One of the activities financed under component 1 (Subcomponent 1.2 Improving hospital infrastructure and the management of medical equipment) is the activity “Civil Works for the Construction of the Psychiatric Hospital within the territory of TUHC – Tirana (which will be monitored through a company which will be selected under this ToRs.

1. **Overall Objective**

The specific objectives of this assignment are to provide the following activities: Supervision of Civil Works for rehabilitation of the Psychiatric Hospital within the territory of TUHC – Tirana.

1. **TASKS OF the service**

* Assist the beneficiary on receiving permission for reconstruction works, as per relevant requirements of the Albanian law.
* Assist the beneficiary on obtaining the reconstruction permission for commencement of civil works as per relevant requirements of the Albanian law.
* Carry out the supervision of construction works, including the installation of all internal systems (electric, mechanical, anti-fire, air conditioned etc.), according to the designs and specifications.
* Assist the MoHSP in administering the Civil Works Contract.
* Prepare and approve the variation of orders, or use of contingencies, based on the technical requirements, and submit it to the MoHSP/ PCU.
* Administer, approve the finalized works, and facilitate their handover from the Contractor to MoHSP, who will then transfer the assets to Beneficiary Authorities according to the Albanian Law. Make sure that all necessary legal and technical documents during the supervision work are kept for a period indicated under Albanian Law, and the liability period of the works contract.
* Authorize and confirm testing and commissioning of all internal and external systems.
* Assist in the implementation of the Environment Management Plan, and of the midterm waste management plan.
* Assist the Ministry of Health during the Defect Liability Period, in relation to actions and remedial works to be performed by the contractor, and
* Perform applicable provisions of the Albanian Law related to the supervision of works.

1. **ASSIGNMENT PHASE**

Supervision of Civil Works for rehabilitation of the Psychiatric Hospital within the territory of TUHC – Tirana

The consultant will carry out day-to-day on-site technical supervision/inspection of rehabilitation works on behalf of the MoHSP/PCU, with the responsibility for the following tasks:

1. ***Site Handover***

The consultant shall:

* + - Issue handovers notice of the site to the Contractor(s) as per the contract, in coordination with the beneficiary.
    - Checking and approval of the Contractor(s)' drawings.
    - Mark-out the buildings within the site as per the QSUT Master Plan.
    - Furnish for the use of the Contractor all necessary geodetic data for the location of the project components.
    - Provide all other necessary complementary information for the use of the Contractor.
    - Introduce to the Contractor his obligations related to the implementation of the Environmental Management Plan (EMP)
    - Check and recommend for approval the Contractor’s work schedule and any other program the contractor is obliged to furnish for the Client’s approval and authorize the Contractor to start the works.
    - Prepare a program for quality control in line with the project design and specifications, including tests of materials and organize all testing of materials to assure that the quality as specified in the contract documents is obtained and that the workmanship achieved meets the standards required in the codes of practice.
    - Site levels, boundaries and setting out: Verify the accuracy of setting out of the works and levels and take all measurements required for the determination of final quantities.

1. ***Progress of works***

The consultant shall:

* + - Prepare the schedule/program for supervising the construction works according to the contract conditions and duration.
    - Control and monitor that the quality of works is executed according to the contract provisions and technical specifications as approved by the "Client", as well as and in accordance with the technical regulations already existing in the Republic of Albania.
    - Controlling and approving the quantity of the works billed (invoiced) by the Contractor is in accordance with progress made in the site and as per the contract provisions and BoQ.
    - Ensure faithful adherence to drawings and specifications during construction.
    - Deliver to the Contractor all supplementary drawings, specifications, and schedules necessary for the execution of works to achieve sound and proper performance.
    - Examine and approve documents and drawings submitted by the Contractor.
    - Maintain a measurement book for each site; and approve Contractor's invoices (by signing them).
    - Assist and advise the MoHSP/PCU and/or the Beneficiary representative, as regards suspension, interruption or reduction of Request for Payments submitted by the Contractor, if the quality or quantity of the works is not in accordance with the BoQ and provisions of the contract or does not comply with the technical requirements existing in the Republic of Albania.
    - Verify and determine unit price (using market references) and quantities for new items (not included in the original BoQ), which shall be needed for additional work. The employer has the authority for final approval of additional works that become necessary during the execution of civil works in this contract. The Employer final approval will be issued after the consulting company has provided proper justifications and proved their necessity from the technical perspective.
    - Inspect and test during manufacture the materials, machinery, and plants (they are usually inspected and tested by architects and engineers) and supervise all architectural and engineering acceptance tests.
    - Check the Contractor’s applications for payment, prepare interim valuations for certificates and accounting purposes, and issue certificates authorizing payment to the Contractor in accordance with the conditions of the contract.
    - Issue variation orders on behalf of the Client and negotiate and agree on the costs of variation orders with the Contractor.
    - Assess the Contractor’s claims for extra payments and/or extensions of contract time and advise the Client on the application of liquidated damages in accordance with the conditions of contract.
    - Issue authorization in writing to the Contractor of Civil Works for the commencement of works on each site.
    - Prepare and submit to the Client for approval a set of standard forms, including but not limited to the following: verified request for payment (invoice) from the Contractor, Variation Orders, Site Instructions, Approval of Works, Site Measurements etc. as required by the Albanian law.
    - Review, verify, approve and keep on file the following forms and documents prepared by the Contractors: Daily Diaries, Amendments to Drawings, Progress Photographs if necessary, and Daily Reports and As-Built- Drawings, Hidden Works Verification Report, etc. One copy of these documents should be submitted to PCU and MoHSP for records and attach to each payment request those that are relevant to it.
    - Ensure that the contractor fulfills his contractual obligations during the Liability Period, including rectifying all defects and performing remedial works with quality and in a timely manner.
    - Carry out regular works inspections and establish (if necessary) site works inspectorate to settle disputes on technical matters.
    - Prepare and maintain inspection and engineering reports and records to adequately document the progress of works and the Contractor’s performance.
    - Hold formal site meetings at least once per month and distribute minutes of the meetings.
    - Prepare weekly site reports on the day-to-day state of works, their progress, labor, materials, plant, weather condition, hours of work lost, drawings received and visits to the site.
    - Take necessary steps to ensure that the Contractor fulfill his obligations and adhere strictly to the time schedule.
    - Follow the testing and commissioning of all equipment.

1. **Completed buildings – handing over.**

The Consultant shall:

* + - Inspect the works prior to physical completion, list all outstanding work after practical completion and assist the Client in issuing Completion Certificate of all architectural and engineering works, and the installation of medical equipment, and officially hand over the works, or portions of the works, for the Client to occupy.
    - Check and approve the building owner’s manual, including user instructions (if applicable) and maintenance requirements for all items and works provided under the contract, and the as-built drawings prepared by the contractor.
    - Ensure the receipt, and maintain as permanent records, of all warrants required under the terms of the contract for materials and equipment accepted and incorporated in the project.
    - Inspect the buildings and installations continuously during “the defects liability period”, prepare schedule of defects, and ensure their rectification before the end of this period.
    - Prepare final accounts for the Client’s approval.
    - Perform the final inspection and assist the Client in issuing Final Completion Certificate.
    - At the completion of the project, provide the Beneficiary, free of charge, a full copy of the as-built drawings, which record all changes from the original work drawings.
    - **Assist the Ministry of Health and Social Protection in the training and compiling an operation and maintenance manual for operation of the project.**
    - Check and approve the building owner’s manual, including user instructions and maintenance requirements for all items and works provided under the contract, and the as-built drawings prepared by the contractor.
    - Assure the receipt of, and maintain as permanent records, all warrants required under the terms of the contract documents for materials and equipment accepted and incorporated in the project.
    - Assist the PCU and management staff of the hospital to set up an Operations and Maintenance Plan, including the translation of key documents in Albanian language.
    - The consulting company shall also cover the DLP Period and provide the necessary service and reports.

1. **delivery schedule**

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| **Supervision of Civil Works for reconstruction of the Psychiatric Hospital within the territory of Mother Teresa University Hospital – Tirana** | | |
| 1. | **Inception Report**  In this report the consultant will include a detailed action plan and the methodology for the implementation of the third phase of this service and deliverables expectations, project implementation schedule. | 2 weeks after civil works contract signature |
| 2. | **Monthly Progress Report (supervision)** including Site Meetings and other Meetings. | Monthly basis (during the whole implementation of Civil works) |
| 3. | **Civil Works Completion Report** including Quality Assurance Dossier | Estimated 20 months after Civil Works contract signature )8 months WC and 12 months DLP) |
| 4. | **Status Report during the 12 months liability period (or other period indicated by Albanian Law)** | On completion of civil work |
| 5. | **Final Report (completion of Works Liability Period)** | 12 months after works completion (or other period indicated by Albanian Law) |

1. **Reporting requirements**

**The Consulting Company** will report to MoHSP/PCU and designated staff members of MoHSP, periodically, every month or more often as required, verbally and in writing.

The Consultant Company will work close with, responsible technical staff of MoHSP, Deputy minister and PCU staff for finalization of the reports required as per this ToR-s. The technical approval for each report, as per the above schedule of deliverables, will be the responsibility of contract coordinator. All reports shall be written in Albanian and in English, each in three original copies, and will be addressed officially to:

* Deputy Minister of Health/PCU
* Contract Coordinator

1. **Consultant's Qualifications**

This assignment will be carried about by a Local firm, established and operating according to the Albania legislation, rules and regulations.

* The Consulting Company should have at least 5 yearsof experience in Construction management (supervision of public buildings).
* Ability to communicate and prepare the documents in both languages Albanian and English.
* References or proofs for at least 3 supervision contracts in the last 5 years carried out in Albanian territory (submission of executed contracts)
* The Consulting Company should be able to provide in original or legal certified version, valid professional licenses for the supervision, as below:
* The Consultant should have a valid “Supervision” license, issued by responsible authorities, including all categories which cover the works required under this assignment.
* The consultant should be certified for:
* ISO 9001- 2008 (Quality Management System)
* ISO 14001-2004 (Environmental Management System)
* OHSAS 18001-2007 / ISO 45001(Occupational Health and Safety Management System Key consultant’s staff should be composed of the following staffs which should meet the following respective criterion.

The consulting company must have the following **valid supervision licenses**:

NP - 1 (Excavation works on land)

NP - 3 (Reconstruction and maintenance of civil and industrial buildings, cladding of

facade)

- NP - 7 (Water pipelines, gas pipelines, oil pipelines, drainage and irrigation works

- NP - 12 (Environmental engineering works )

- NS - 1 (Works for demolition of buildings)

- NS - 2 (Hydro-sanitary Plants, Kitchens, Washers, Maintenance)

- NS - 4 (Masonry and related refinishing works, refinishing with wood, plastic, metal and

glass materials and technical construction refinishing)

- NS - 3 (Lifting Conveyor System)

- NS - 12 (Technological, thermal and air conditioning plants)

- NS - 14 (Domestic, electrical, telephone, radiotelephone, TV, etc.)

**The consultant must have adequate staff to perform the activities under this assignment. The qualification of key positions include:**

**Civil Engineer Team Leader**

Should have a degree in Civil Engineering;

* Leadership and managerial skills
* Previous working experience as team leader in supervision will be an asset.
* Be able to communicate and report in writing in English;
* Have a minimum of (15) fifteen years of relevant working experience in supervision of public buildings.

**Architect -**

Should have a degree in Architecture;

* Should have a degree in Architecture.
* Be able to fluently communicate and report in writing English.

• Have a minimum of (10) ten years of general relevant working experience in supervision of public buildings;

**Electrical Engineer**

• Should have a degree in Electrical Engineering;

• Be able to communicate and report in writing in English;

• Have a minimum of (10) ten years of experience in multi-disciplinary supervision of Public Buildings and its coordination;

**Mechanical Engineer**

* Should have a degree in Mechanical Engineering;
* Be able to communicate and report in writing in English;

• Should have a minimum of (10) ten years of relevant working experience in supervision of public buildings.

**Environmental Expert**

* Must have a degree in environmental engineering or a related field, such as civil, chemical, or general engineering. Employers also value practical experience.
* Ability to communicate and report in writing in English
* Should have a minimum of (5) five years of relevant working experience environmental engineering area

**The consultant may provide also non key experts.**

***Note: All the above experts should have professional Licenses issued by Albanian Authorities in the field of their expertise as per point 7 above “Consultants qualification***

1. **Time frame for the assignment**

The consultant should be a local Firm. The selection method to be applied is **Consultants Qualification (CQ)** in accordance with the procedures set out the World Bank’sProcurement Regulations for IPF Borrowers (procurement in investment project financing Goods, Works, Non-Consulting and Consulting Services July 2016 Revised November 2017 and August 2018).

**The consultant shall be engaged during the works implementation (estimated for 12 months period) and including DLP for 1 year. However, the assignment should be performed within maximum 30 Juen 2025.**

**The contract will be Time Based, and the consultant shall deliver time sheets and monthly reports (also the deliverables listed in the above section “Schedule of Deliverables”. The total input of all experts is estimated 205-man days (for all staff combined)**

The supervising company shall make sure that payments for the supervising service are paid in the same % of the payments executed under the civil works. Contract coordinator shall obtain the necessary information on the % **of approved and paid CW** and shall not approve man days to the supervising company which exceeds the % of the realization of CW.

The report shall be approved by the Contract Coordinator appointed from MOHSP. The costs and input of this consultancy are calculated as per the applicable Albanian Law.

***Important notice: This consultancy contract will be signed only if the contract for the execution of Civil works is signed (or entry into force of this consultancy contract will be done only after the contract for the execution of civil works is signed).***

***The amount of DLP shall not be paid if the service is not performed during project implementation period***

1. **Environment (including Safeguards)**

The existing structures of hospitals will be subject to reconstruction/construction of the mentioned hospitals that will allow modernization and improvement of service delivery. The scope of works triggers OP 4.01 on Environmental Assessment, due to potential noise, dust, and construction waste during works. All these impacts have been addressed through a Checklist Environmental Management Plan (EMPs) that have been prepared and disclosed in July 2014. The checklists will be re-disclosed prior to the start of work. Since these are existing structures with all existing connections and waste collection practices with the scale of works being relatively minor, there are no foreseen long-term or substantial environmental impacts that are associated with this project