

## **Terms of Reference**

**for**

**“Design of Construction of Road Prekal – Qafa e Shoshit –  
Lotaj and Lekbibaj – Qafa e Agrit – Nderlyhaj”**

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# **1. GENERAL OVERVIEW**

## **1.1 Beneficiary Municipality**

Shkodra Region, Shkodra Municipality, Shale Administrative Unit.

## **1.2 Contracting Authority**

The Albanian Development Fund (ADF) is the contracting authority for this contract. The ADF is an agency whose mission is to promote sustainable economic and social development, a balanced level and regional and local cohesion. The ADF was established in early 1993, based on an agreement between the Albanian Government and the World Bank. The legal framework for the establishment and functioning of the ADF consists of Law no. 10130, dated 11.5.2009, "On the Albanian Development Fund". ADF implements projects funded by International Donors and the Albanian Government in the field of local and regional development.

## **1.3 Geographical location and existing condition of the road**

The road Prekal - Qafa e Shoshajt - Lotaj is a road which connects the villages in the North - East of the city of Shkodra with the villages along Shala River. This segment starts in the village of Prekal where along 2 km it passes on the trail of the existing road and then from there it will pass on a new route with a length of 8 km to Qafa e Majes se Shoshit. From Q.M Shoshi the segment continues on an existing route along the villages Cuke, Nicaj - Shosh, Gurra, Celaj, Ndrejaj, Pepaj, Pylaj, Bibgjon to Lotaj with a length of 16.6 Km. There have been no previous investments in this segment and the condition of the existing road is bad, where only a 2-2.5 m wide road trail can be seen and without any element of road infrastructure. The part of the new road from Prekal - Q.M Shoshi significantly reduces this distance as the existing road that connects these two areas has a length of about 19 km.

The road Lekbibaj - Qafa e Agrit - Nderlysaj will connect the villages in the North of the country such as Curraj i Eperm, Curraj, Querec-Mulaj, Vrana e Madhe, Brashtha, Nikaj Mertur, Peraj, Gjonpepaj, Tetaj etc., with the villages of Theth, Grunas, Prace etj. This road passes an area with mountainous relief which is characterized by places with beautiful landscapes that would give the surrounding villages a development by mountain tourism. The segment from Lekbibaj - Qafa e Agrit partially crosses the existing road tracks and the rest will be built new. The segment along the existing road up to the vicinity of the village of Perja has a route with a width of 2.5-3 unpaved and without any element of road infrastructure. The part of the road which will be realized has a length of 7 km to Qafen e Agrit. Then the segment from Qafa e Agrit to Bob will continue according to a new route that will be built of 5 km and from Bob - Vuksanaj with a length of 3 km. From Vuksanaj to Lotaj there is a trail of the existing road with a length of 2.5 km but it is in poor condition as there have been no investments from the area authorities. The segment from Vuksanaj to Nderlysaj passes through the villages of Pjolla, Nicaj-Shales, Dednikaj, Rrethi, Palna e Trasit. This segment passes along the existing route with a length of 9.5km which has a width of 2-3.5 m unpaved and without any element of road infrastructure.



Fig. 1 Trace of road segments “Prekal – Qafa e Shoshit - Lotaj dhe Lekbibaj – Qafa e Agrit - Nderlysj”

Photo of the existing condition:



Fig. 1



Fig. 2



Fig. 3



Fig. 4



Fig. 5



Fig. 6

## 2. SCOPE OF SERVICES

### 2.1 Objective

The main objective of the project: **"Inner Ring Of the Alps , Construction of the road Prekal - Qafa e Shoshajt - Lotaj and Lekbibaj - Qafa e Agrit - Nderlysj"** is to improve regional connectivity and facilitate accessibility to the tourist potentials of the North-East areas of the city of Shkodra and the Zones of the Tropoja District, bringing the expansion of the region's tourist offer and increasing the opportunity for sustainable regional economic development. The construction project of these segments will aim to improve the quality and safety of road traffic by preserving the existing road route in some areas and by building new routes where necessary.

### 2.2 Purpose

The purpose of this project is to prepare the detailed design project for these road segments.

### 2.3 Services required

The required services will be in accordance with **VKM 354, dated 11.05.2016.**

The design of the project must be carried out in accordance with the requirements of the design task.

### 2.3.1. Proposed interventions

Proposed interventions in the project will be:

- Construction of asphalt layers of the existing road segment, with asphalt width up to 4 m with shoulders 0.5 m.
- Construction of all road layers.
- Construction of canals on the side of the road, road drainage solution.
- Construction of retaining and bearing walls.
- Construction of culverts and hydraulic structures on the road.
- Vertical and horizontal signage.
- Electrical and optical fibers works;
- Engineering protective measures.
- Etc.

### 2.3.2. Design Costs

Cost estimation table:

No.	Name of the Area/ Project	Estimation of investment cost, in US\$ (excluding VAT)
1	Construction of Road Prekal – Qafa e Shoshit – Lotaj and Lekbibaj – Qafa e Agrit – Nderlysaj	29,000,000 US\$

### 2.3.3. Project elements

The required services will be the preparation and submission of phases I-VI of the project, in accordance with **VKM no. 354, dated 11.05.2016**<sup>1</sup>

The project elements are below:

- I. Analysis of the existing situation;
- II. Preliminary Draft Design
- III. Final Draft Design
- IV. The design for the approval of the construction permit
- V. Detailed Design and the bill of quantity
- VI. The report on the environmental impact assessment must be in accordance with **Law No.10440, date 07.07.2011**, VKM 686 date 29.07.2015 and relevant bylaws ( for permit renewal) and Environmental and Social Policy of World Bank.
- VII. Expropriations Report (if it needs) and RAP according to RPF (Resettlement Policy Framework)
- VIII. Economic Analysis Report

## 2.4. Elements of Design Products

### Phase I. Analysis of the design task / terms of reference and determination of the project basis

- Collection of data for the existing situation of the road
- Analyzing the existing situation and identifying issues that affect the design

<sup>1</sup> It refers to the design stages only.

- Work planning and resources for quality design

### **Phase II. Preliminary Draft Design**

Preliminary Draft Design should minimally contain:

- Solution study and graphical presentation
- Preliminary Cost estimation
- Preliminary Report
- Make a presentation of the preliminary design to the Beneficiary and the Contracting Authority

### **Phase III. Final Draft Design**

Final Draft Design should minimally contain:

- Drawings of the final solution according to design standards
- Technical report, including calculations, studies etc
- Bill of Quantity;
- Make a presentation of the project to the Beneficiary and the Contracting Authority;

### **Phase IV. IV. The design for the approval of the construction permit**

- Processing and submission of documents for the necessary legal procedures to approve the construction permit.

### **Phase V+VI. V. Detailed Design and the bill of quantity**

Detailed Design must contain:

- Drawings
- Final Technical Report
- Bill of Quantity (with and without prices)
- Technical Specifications
- Time Schedule
- Expropriations Report (if it needs)
- EIA Report and ESMP (Environmental and Social Management Plan).

### **Drawings**

Drawings should contain at least the following sheets:

- Horography;
- Planview of the existing road (where all infrastructure and underground infrastructure are presented)
- Survey planview;
- Planview of reconstructed/proposed road;
- Longitudinal Profile;
- Typical Section and Details;
- Cross sections for each section. Excavation – fill volumes. Layer details;
- Drawings and details of hydraulic structures, etc;
- Horizontal and vertical signage planview, etc. ;
- Electrical project, lighting and fiber optic network. Relevant Details;
- Greenery Project;
- Storm water and sanitary sewer systems project (KUSH and KUZ)
- Layers details and data for enrichment of the detailed design.

## **Technical Report**

The technical report includes all information about the project. It describes the analysis performed by the designers on the condition and the exact design proposed, provides accurate data, based on tests for the existing condition, provides traffic calculations, layer calculations, calculation of hydraulic structures, engineering measures that are provided to be taken, computer model of calculations, volumes, etc. The technical report will include the final report of topographic study, geological study, geotechnical study and investigation of materials, hydrological and hydraulic report, etc.

## **Technical Specifications**

The designer must prepare the technical specifications for each of the materials to be used. For each item included in the bill of quantity must be given:

- Description of the work performed, materials to be used, their quality, etc
- Work carrying out method
- Required quality of works
- Allowed formats
- Recommended color
- Unit of measurement
- Etc.

The consultant should keep in mind that for all specifications of materials should not specify the name of the company that produces them.

## **Bill of Quantity**

- Bill of Quantity for detailed design (based on VKM No.2. date 08.05.2003. "On the classification and structure of construction costs");
- Technical price analysis for all works estimated in the bill of quantity **VKM nr 627, datë 15.7.2015. " For the approval of the technical manuals of the prices of the construction works and their technical analysis "**.
- Items of works that are not included in the technical price manual in power, must be accompanied by price breakdown (relevant analysis) and attached to the assessment.
- The value of the final Bill of quantity should not exceed the estimated value of the investment (above: Cost estimation table)
- The bill of quantity should be accompanied with volume tables

## **Time schedule**

The time schedule should be based on the items of works and technology of works expressed in the Bill of Quantity.

## **Expropriation plan**

The expropriation plan should include a planview with cadastral zones, as well as a list confirmed by ASHK with the list of owners and relevant area (if any). Calculation of the value of expropriation according to the VKM of expropriations in power. Specifically the expropriation plan will contain the following:

1. Trace of the project on the orthophoto of the area
2. Application in State Agency of Cadaster for plashets (cadastral map) where the project trace passes
3. Tracing the project on the cadastral map of the area
4. Application to State Agency of Cadaster for Immovable Property Certificates and Indicative Registration Maps of any property affected by the project.
5. Preparation of expropriation plans for each property affected by the project, where to indicate the total area of the property and the corresponding area for expropriation



6. Conducting public consultations in cooperation with State Agency of Cadaster , beneficiary LGUs
7. Assessment of assets by a licensed expert for property valuation.
8. Preparation of the expropriation table based on the property certificates and other information obtained from State Agency of Cadaster (name, father, surname, cadastral zone, Property no., Vol, Fq, Type of property; total area, area for expropriation, property valuation, comments, etc.)
9. Preparation of the final expropriation report.

Resettlement Action Plan, will be prepared in line with Resettlement Policy Framework Document comprising:

- Methodology for the Valuation and compensation
- Identification of Stakeholders and Project Affected People
- Public Consultations and feedback
- Final Inventory of Affected Assets and People
- Resettlement matrix

Environmental Impact Assessment Report and PMMS to be prepared according to the legislation in force and ESIA will be prepared in line with the following Operation Manual and in line with ESMF Environmental and Social Management Framework:

OP 4.01 - Environmental Assessment;

OP 4.04 - Natural Habitats;

OP 4.11 – Physical Cultural Resources

OP 4.12 - Involuntary Resettlement

The draft Social and Environmental Impact Assessment reports for each project will be made available to the public and will be consulted with stakeholders, after obtaining approval from the Environment and Social Unit. Opinions received through public consultations will be reflected in reports and in the project, if necessary. Special attention will be paid to natural habitats and protected areas at national and international level.

The consultant proposes low-cost alternatives, including opportunities for modern technology, with as few environmental impacts as possible. The project should mainly present cost effective solutions. Therefore, the Consultant must present the necessary technical and economic arguments to support the final alternative it recommends to be adopted to meet the proposed purpose

The EIA report must be prepared by a licensed environmental impact assessment expert (including the license obtained from the NLC and the extract from the NBC).

Annex to ToR:

IBRD-RLRCP-Resettlement Policy Framework

IBRD-RLRCP-Environmental and Social Management Framework

IBRD-RLRCP-Environmental and Social Management Plan

#### **Technical report for removal from the forest fund**

In any case, if necessary, the Technical Report should be drafted according to VKM 1353 dated 10.10.2008 (updated with VKM 434 dated 08.06.2016) "On the Rules for Submitting the Request, Maintaining and Completing the Technical Documentation, Criteria and Procedures

for Reducing the Area and Volume of the Forest Fund”, then accompanied by the Rehabilitation Project if necessary.

### **Economic Analysis Report**

The consultant should also assess the economic feasibility and justification of the proposed project implementation using HDM-4 software, and then prepare and submit the Economic Analysis Report. The Consultant must provide the Client with all documents created with the HDM-4 software (object.dat and object.idx) that the Consultant has created for the purposes of economic analysis.

### **Organization of works plan**

The plan for the organization of works on the construction site according to the legislation in.

### **2.4.3. Design Standards**

The designer is responsible for ensuring accuracy and compliance with all relevant standards and applicable legislation. The project must implement all approved norms for people with disabilities (blind, etc.). The project must provide the necessary infrastructure for this category. In designing and presenting project documentation, the designer should use the appropriate computer software, and is encouraged to use new software that ensures readability and accuracy in the project.

## **2.4 Method of procurement and Standard Contract**

The selected procurement method of the service will be based on the World Bank's Procurement Regulations for IPF Borrowers, July, 2016 as amended.

A Consultant will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) method set out in the Procurement Regulations.

The standard form of the Contract will be a Lump - Sum Contract.

## **3. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS**

The Consultant shall provide a team with experience in the design of construction works.

### **3.1 Consultant Profile:**

The Consultant shall simultaneously comply with the following minimum criterion:

- a) The Consultant shall have similar previous experience in design of highway construction and road infrastructure with value of services not less than 200,000 USD net of VAT, performed during the five years, in a role of sole consultant or member of Joint Venture

In case of "Eols" submitting by a JVCA, the selection criteria will be applied to the Joint Venture/Consortium as a whole.

The shortlisting criteria are:

No.	Shortlisting Criterion	Points
1.	The Consultant general overall experience in design	10 points
2.	The Consultant similar previous experience in design of highway and road infrastructure construction	70 points
3.	The Consultant's previous experience in design of the similar projects in Albania.	10 points
4.	Availability of staff within the firm to perform the assignment	10 points
<b>TOTAL</b>		<b>100 points</b>

### 3.2 Team Composition

The working language of the project is English language. All the team members assigned by the Consultant must possess proficiency in English language. Day-to-day communication language with the employees of municipalities, water, electrical, telecom and other utilities and local authorities (if needed) will be either English or Albanian language.

#### 3.2.1 Key experts

Key experts	Minimum Working Man/Days input
<b>KE1 Project Manager/Team Leader:</b> <ul style="list-style-type: none"> <li>- M.Sc. degree in Civil Engineering or similar</li> <li>- Preferably 10 years' experience in road engineering</li> <li>- Preferably 8 years as project director/manager or team leader for similar projects</li> </ul>	120
<b>KE2 Road Designer:</b> <ul style="list-style-type: none"> <li>- M.Sc., Civil Engineer or similar and relevant to the tasks to be carried out</li> <li>- Preferably 10 years' experience in Road infrastructure for similar projects.</li> <li>- Expert should demonstrate sound knowledge of English and Local language would be considered an advantage</li> </ul>	120
<b>KE3 Structural Designer:</b> <ul style="list-style-type: none"> <li>- M.Sc., Civil Engineer</li> <li>- Preferably 10 years' experience for similar projects.</li> <li>- Expert should demonstrate sound knowledge of English and Local language would be considered an advantage</li> </ul>	90
<b>KE4 Electrical expert:</b> <ul style="list-style-type: none"> <li>- M.Sc. degree in Electrical Engineering or similar</li> <li>- Preferably 10 years of experience in design, construction and operation of electrical equipment</li> <li>- Expert should demonstrate sound knowledge of English</li> </ul>	30
<b>KE5 Topographical Expert:</b> <ul style="list-style-type: none"> <li>- Minimum B.Sc. degree in geodetic or topographical science</li> <li>- Preferably 10 years' experience topographical surveying</li> <li>- Preferably experience as topographical surveyor on at least 2 projects of similar nature and volume</li> </ul>	60
<b>KE6 Geological Expert:</b> <ul style="list-style-type: none"> <li>- Minimum B.Sc. degree geology science</li> <li>- Preferably 10 years of experience in design, construction and/or operation.</li> </ul>	30

- Preferably experience as Geological Expert on at least 3 projects of similar nature and volume	
<b>KE7 Hydraulic Engineer:</b> - Minimum B.Sc. degree in Hydraulic Engineering - Preferably 10 years of experience in design, construction and/or operation. - Expert should demonstrate sound knowledge of English	90
<b>KE8 Environmental Expert:</b> - Minimum B.Sc. degree in Enviromental Engineering - Preferably 10 years of experience in design, construction and/or operation. - Expert should demonstrate sound knowledge of English	60

### 3.2.2 Short-term experts (estimation 4)

Short-term experts (STEs) will support and supplement the above core KEs team in their respective tasks. Their CVs are not evaluated individually.

The Consultant must select and hire other experts as required according to the profiles identified in the Organisation & Methodology and/or these Terms of Reference.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The expected expertise of the short-term staff shall be in the following areas, but not limited to:

- Hydraulic engineer;
- Environment and Social;
- Electrical engineering;
- Structural / Infrastructure engineering;
- Topographical Surveying

*Indicative profiles identified of STEs for this contract are as follows:*

- University degree in a field related to the tasks to be conducted or equivalent. Minimum 5 years, of relevant work experience with similar tasks and studies for the same sector and similar projects. Proficiency in oral and written English and working knowledge in the Albanian language.

## 3 DURATION AND DELIVERY OF PRODUCTS

### 3.1 Duration

The duration of the services will be 4 months from the start date.

### 3.2 Technical documentation, language, deadlines and number of copies.

The documents to be submitted and the deadlines are:

Documentation	Number of copies		Deadline
	Printed Copies	CD	
Existing Situation Analysis and Preliminary Draft Design (along with accompanying documentation)	1(one) in english and 4 (four) in albanian	2	<b>1 Month</b> after signing the contract *
Final Draft Design (along with accompanying documentation)	1(one) in english and 4 (four) in albanian	2	<b>3 Months</b> after signing the contract *
Implementation project (along with the accompanying documentation:technical report,technical specifications, bill of quantity with and whithout prices,time schedule)	1(one) in english and 4 (four) in albanian	2	<b>4 Months</b> after signing the contract *
EIA + ESMP	1(one) in english and 4 (four) in albanian		
Expropriation plan and RAP	1(one) in english and 4 (four) in albanian		

- \* The deadlines include 1 week for client comments and 1 week for corrections by the consultant.
- \* Drawings and reports must be printed in 5 (five) original copies, 1 (one) copy in English and 4 (four) in Albanian, 1 (one) CD with all materials in the relevant editable formats (acad, word, exel , avi, etc.) etc., etc.) and 1 (one) CD in PDF signed with electronic seal.
- \* The submission of documentation will be done in an official way accompanied by an inventory sheet. All printed documents must be signed and signed in the original by all designers.

**Annex 1**

**IBRD-RLRCP-Resettlement Policy Framework**

**Annex 2**

**IBRD-RLRCP-Environmental and Social Management Framework**

**Annex 3**

**IBRD-RLRCP-Environmental and Social Management Plan**