

Terms of Reference

“Supervision of the road Pogradec -Tushemisht - Dogane, Lot 2 and other roads”

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I. BACKGROUND INFORMATION

About half of the regional and local network in Albania is categorized as being in poor or very poor condition. Some sections are impassable for parts of the year, thus restricting access to essential public services of health and education, as well as to economic centers. The existing condition of regional and local road networks is not able to serve the emerging tourism industry and hinders the development of the agricultural sector. Improving the poor quality of road infrastructure, among other constraints, has been identified as a priority in key strategic documents including the National Territorial Development Strategy and Coastal Management Strategy (2015–2030), and the five-year Strategy for Rural and Agriculture Development (2015-2020).

The Government of Albania (GoA) has recognized the problem and implemented a successful rural road program in the past decade, but more work is necessary. The ADF implemented a Rural Road Program, during the period 2008–2016, with World Bank support which crowded in US\$386 million in financing from international financial institutions. The program improved 1,200 km of rural roads in 12 regions and 61 municipalities which improved the mobility of over 2 million people. The World Bank’s engagement through the Secondary and Local Roads Project (SLRP), from 2008 to 2013, was evaluated as highly satisfactory. While the project exceeded its developmental and implementation outcomes, there was recognition that there is still room to consolidate network improvements in a sustainable manner to enable economic growth.

The proposed project is included in the Country Partnership Framework (CPF) for Albania 2015–2019. The CPF clearly articulates the World Bank’s commitment to the road sector in Albania, and the CPF’s overarching goal is to support Albania’s aspiration to achieve equitable growth and integration into the EU. This goal will be pursued with a focus on addressing the World Bank’s twin goals of reducing poverty and increasing shared prosperity.

II. PROJECT DESCRIPTION, SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES

II.1 Project Description

The Albania RLRCP is expected to be financed by an IBRD loan of US\$50 million. The RLRCP will focus on the role that improved roads can play in enabling connectivity-driven economic gains, particularly in the agricultural and tourism sectors, both key drivers of growth and employment in Albania. More specifically, the proposed RLRCP will support tourism development through improving road access to existing and potential tourism destinations and providing quality tourism-friendly amenities (for example, parking lots for tourist buses and scenic viewpoints) and signage along the roads in the project areas. It will also support the integration of agricultural producers into agro-food value chains and market participation, particularly for women who constitute the majority of the workforce in agriculture.

More importantly, what the RLRCP seeks to accomplish is to develop an overall investment framework, and policy and implementation framework for the development, rehabilitation, and maintenance of regional and local roads, which will provide a platform not only for this project but also for domestic and international development partners for finance.

II.2 Project Objectives

The Project will generate a considerable number of socio-economic and environmental benefits, such as: a) improved road accessibility; b) availability of more frequent transport services at reduced transport costs and travel times; c) increased access to local and regional market to sell local products; d) reduced the unemployment in the area through the creation of new jobs and intensification of existing economic activities; e) diversified local economy through eco-tourism activities promotion; f) increased employment and income opportunities for the local population; g) improved social interaction and access to the social, sportive and cultural activities; h) the reduction of families living under the poverty line and (j) the improvement of the quality of basic services.

II.3 Scope of Service Contract

In order to achieve the specific Project Objectives and Results related to the implementation of the road rehabilitation and reconstruction works, the Albanian Development Fund (ADF), the Client, is intending to employ a qualified Consultant to carry out the related supervision of road works.

The Consultant is expected to be proactive in identifying optimal solutions to achieve the objectives of the road works contract and to identify any additional tasks and activities, which are desirable or necessary for the successful implementation of this assignment. It is up to the Consultant to prepare his own detailed organization and methodology including all relevant particulars for all activities to ensure that they fulfill the general and specific requirements described in these Terms of Reference.

This project is financed by an IBRD loan which at present, is closing on December 31, 2022 and is subject of extension. The consultant will provide the service beyond this date as per ToR.

II.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 Time-Based Contract

III. THE SERVICE CONTRACT

This Service contract is related to the followings:

Rehabilitation and Construction Works of Pogradec Contract Lot 2.

The proposed subproject “Reconstruction of the road from Pogradec town to Tushemisht village” Lot II, is expected to be financed by the Government of Albania through a World Bank loan. This road reconstruction subproject is one of the road segments to be rehabilitated in the frame of the “Local Roads Connectivity Project”- RLRCP, which is one of the several large investment projects in infrastructure improvement financed by the World Bank Group.

The aim of this sub-project is the upgrading of the existing road that connects Pogradec to Tushemisht village, near the Ohrid Lake.



The road axis starts near the village of Bucimas and ends near the village of Tushemisht. This axis has a length of 4.1 km. In addition to the main axis, two secondary road are also foreseen. The road passes on a flat terrain and the road alignment has no geometrical particularities. The project aims full reconstruction of Pogradec-Tushemisht road. The constructions required consist on: road construction, road reconstruction, Construction of culverts, retaining walls or reception as appropriate, works for road layers, works for the treatment of residential areas with sidewalks, bicycle lanes, construction of parking areas, lighting, greenery and signage works. Regarding the main function that this road will perform, it belongs to category F “Local urban roads”. The road reconstruction will increase surrounding asset value, ease area access and mobility for local habitants and accessibility to the castle by tourists. The foreseen construction period is 8 months. The Environmental and Construction permit is issued. While the design phase is finalized up to the Detailed Design and is ready for implementation phase. In addition, no works may commence, nor work’s contract may be signed unless the resettlement Action Plan has been fully implemented, i.e., full compensation for expropriation is received.

The other roads are not yet specified. Nonetheless as option to the scope of works might be the following:

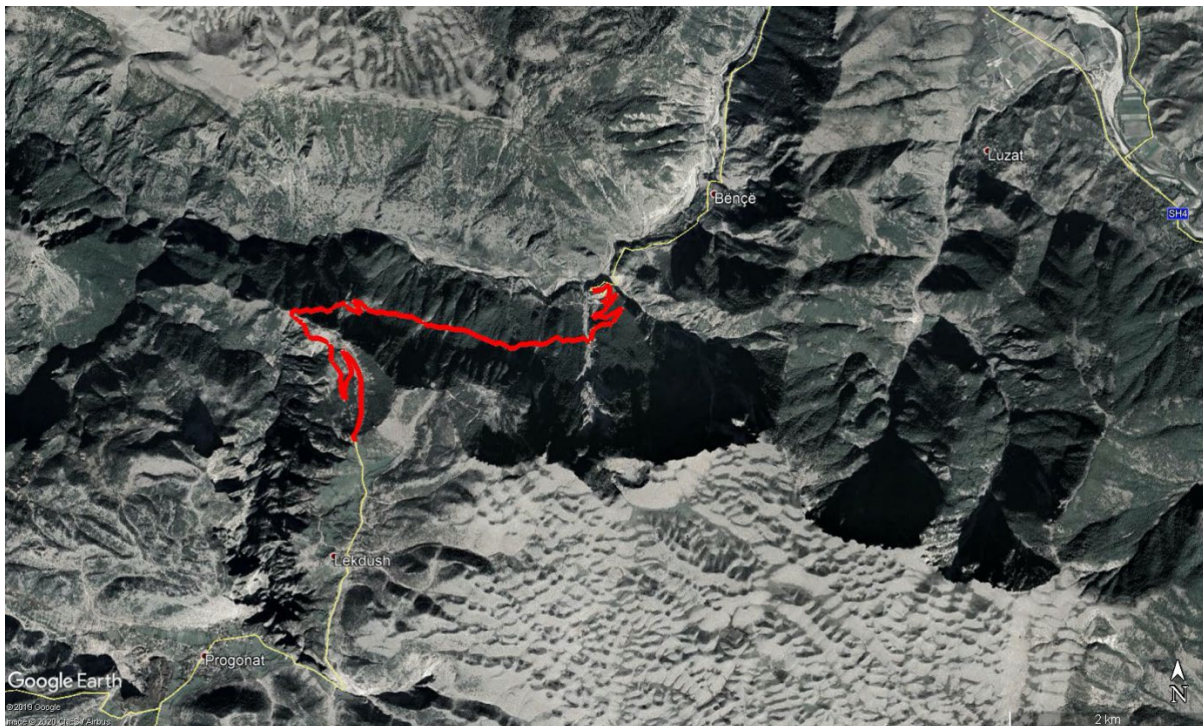
Implementation of the Road Safety Audit recommendations of the road Bence – Lekdush

The scope covers supervision of the implementation of the recommendations given by the RSA for the section the section Bence - Lekdush road, from km 6+200 to km 14+471. The alignment is in some stretches rather tortuous and has significant slopes, so the speed limit is

variable between 10 km/h and 30 km/h and it depends on the presence or not of hairpin bends that mainly characterize a good part of the road. The road alignment has been designed according to the Albanian Road Design Manual (ARDM) and has the following characteristics:

- minimum radius of horizontal curve: 15 m,
- maximum radius of horizontal curve: 300 m,
- minimum radius of vertical curve: 400 m,
- maximum radius of vertical curve: 5000 m,
- minimum longitudinal slope: 1,71%,
- maximum longitudinal slope: 12,90%.

However, although not formally communicated by the designer, the road is considered to contain several departures from standards. In order to minimize possible excavations and embankments, in fact, the road layout is quite closely aligned with the existing relief. The typical cross section consists of a two-lane carriageway (lane width is 2.50 m) and 0.75 m shoulders on both sides. The inner shoulder (i.e. on the cut side) is hardened with concrete mix and the surface of external shoulder (i.e. on the fill side) is stabilized.



Implementation of the Road Safety Audit recommendations of the road Gusmar - Kuc

The scope covers the supervision of the implementation of the recommendations given by the RSA for the section Gusmar - Kuc, which is part of the Gusmar - Kuc - Fterre -Borsh road, connecting deep areas of Kurvelesh province with the SH8 national road in the Vlorë and

Gjirokaštër counties. The total length of the section under consideration is about 9,5 km. The road alignment is very tortuous and has significant slopes. The speed limit over the entire section is 40 km/h. The road alignment has been designed according to the Albanian Road Design Manual (ARMD) and has the following characteristics:

- minimum radius of horizontal curve: 15 m,
- maximum radius of horizontal curve: 750 m,
- minimum radius of vertical curve: 500 m,
- maximum radius of vertical curve: 20000 m,
- minimum longitudinal slope: 0,20%,
- maximum longitudinal slope: 13,05%.

However, although not formally communicated by the designer, the road is considered to contain several departures from standards. In order to minimize possible excavations and embankments, in fact, the road layout is quite closely aligned with the existing relief.

The typical cross section consists of 4.00 m wide carriageway and 0.75 m shoulders on both sides



Implementation of the Road Safety Audit recommendations of the pilot area of Fier – Seman road with highest safety standards

RSA was carried out on the 17 km long Fier - Seman road section in Fier county, whereas the scope of this pilot project covers only 1.6 km of it, in Dermenas village (from km 4+400 to km 6+100). Another option to be decided, might be the section from km 5.110 to km 5+580. In the initial project, the road was a two-way paved carriageway, with 3.50 m wide lanes and 0.50 m wide gutters on both sides. A 2.50 m wide paved cycle lane was also provided along one side of the road. On both sides of the carriageway were located 1.50 m wide paved footpaths.

The Service shall comprise in 3 phases:

1. Inception Phase; This period will include a design review and possible modifications or adjustment of the design in accordance with the terrain conditions. The inception phase will start immediately after the Contract signature and will last up to one month after it.
2. Construction Phase; During this phase the consultant will perform his main activities which will consist in everyday supervision, approval of materials, modifications, cost control, time control, reporting etc. This task will be performed during all construction period.
3. Defects Liability Period During this period the Consultant will pay periodic site visits to evaluate the performance of the completed works, give additional instructions or advice on repairs or modifications of the works. Maintenance activity should be also inspected and reported. The Defects Liability Period will be valid for 18 months.

Expected date for the commencement of the Services: April 2022.

III.1. Project Inception

During the Inception Period the Consultant shall become familiar with all aspects of the project, works of road contract and project's environment, review the present Terms of Reference and all designs, drawings, technical specification and BoQ, which are part the contract.

The Consultant shall be aware on all relevant information available for the project and comply with all the obligation and duties related coming from the ESMP, including the project Environmental and Social Management Plan (ESMP) and the stakeholders involved in the project. The Consultant shall visit all relevant institutions to ensure that the requirements of all parties to the project are considered.

The Consultant shall not change the project's specific objectives, but can adjust the means for achieving them, as may be appropriate to accommodate changes that may have taken place after drafting of these Terms of Reference. The Consultant shall present these adjustments to the Contracting Authority in good time with appropriate substantiation and shall record the agreed modifications in the Inception Report.

III.2. Activities during the Construction Phase

The Consultant shall administer the contract and supervise the construction works, i.e. carry out all duties and activities of the Works Supervision in accordance to the Road Contracts financed by World Bank.

The Consultant will carry out, but not necessarily be limited to, the activities mentioned below:

III.2.1 Contract Administration and Management, Site Procedures

The Consultant's team shall carry out contract administration and management duties throughout the duration of the assignment to secure smooth and timely implementation, proper supervision and control of the Project. For this purpose, the Consultant shall establish clear lines of responsibility and procedures for each activity in the construction process.

The Consultant shall analyse and monitor contractual programmes submitted by the Contractor and give instructions to the Contractor to take appropriate measures to fulfil Contractor's tasks. The Consultant shall review Contractor's programmes on a regular basis throughout the project.

The Consultant shall ensure that all required approvals, construction permits, permits for digging and for closing of roads are obtained in time, before commencement of respective works.

The Consultant shall ensure that the Conditions of Contract are strictly adhered to and Contractors and any sub-contractors fulfil their contractual obligations.

The Consultant shall maintain up-to-date records of all contractual administration, correspondence, measurements, payments, variations etc. All instructions to the Contractor shall be clearly documented by the Consultant.

The Consultant shall ensure that all health and safety risks during construction and commissioning of the works are assessed in advance and health and safety risk mitigation measures and plans are introduced prior to commencing the respective activities, and implemented afterwards.

The Consultant shall be in continuous contact with the Contractor to identify and resolve any potential problems in an active manner. The Consultant shall hold weekly site meetings with the Contractor since other Stakeholders cannot be involved in weekly meetings. In addition, monthly progress meetings with the Contractor and other stakeholders could be held. All potential delays and other problems shall be identified and corresponding actions discussed and agreed in order to assist the Contractor in avoiding or mitigating overall delay. The Contracting Authority and the Project Beneficiary – Municipality of Pogradec and other beneficiary municipalities shall be kept informed of the progress of works by providing properly prepared reports, briefings and minutes of meetings.

The Consultant shall check and comment on the adequacy and authenticity of all certificates, insurance, securities, indemnities, ownership of plant etc. for which the Contractor is liable under the conditions of his contract. The Consultant shall issue all requisite certificates in compliance with the Conditions of Contract.

The Consultant shall prepare all reports in accordance with the requirements laid down in the present ToR.

The Consultant shall assist the Contracting Authority in administrative duties, including financial planning and preparation of cash flow forecasts for all contracts on monthly basis.

The Consultant shall advise the Contracting Authority on any appropriate measures that may be taken to avoid and rectify any deficiencies and improve the cost effectiveness of the project. The Consultant shall also consider possible cost savings to the Contracting Authority.

III.2.2 Design Review and Approval

The Consultant shall revise and approve the Contractor's working drawings and possible modifications to the detailed design. In case of any design modification, he should inform the Contracting Authority, and obtain prior approvals, as required.

III.2.3 Site Supervision

The Consultant shall carry out:

1- Quality Control:

- The Consultant shall ensure that the quality of materials and the end product is in line with the related works contract technical specifications standard and quality. All testing shall be carried out in accordance with the works technical specifications specified procedures and at the specified intervals.
- The Consultant may propose amendments to the design and specifications for the Contracting Authority's approval, if such alterations are sought to be benefit to the quality and economy of the Project and are in line with provisions of works contract conditions.
- The Consultant shall order the Contractor to substitute and make good any part of the works, if levels, dimensions, materials or workmanship do not conform to the requirements and specifications or are otherwise insufficient.
- The Consultant shall conduct regular site inspections to check the quality of the workmanship and materials in accordance with the Contract and good engineering practice.

2- Measurements and Payments

- The consultant shall measure and keep accurate records of permanent works executed by the Contractor. The works shall be measured on site by the supervisor in the presence of the contractor.
- The Consultant shall ensure that the Contractor's payment applications for work executed are accurate, fair and reasonable representations of the value of the work. The Consultant shall prepare subsequent certificates and present these to the Contracting Authority for approval and further processing. The Consultant shall ensure that the Contracting Authority is at all times informed of all matters relating to payments, cash flow or any other impacts on budgetary provisions.
- The Consultant is required to consider time required for all requisite endorsements and/or approvals by authorities before actual payment of the Contractor's invoices can be made. To avoid any delays in payments the Consultant shall ensure high quality of all payment documents.

3- Safety and Records

- The Consultant shall carefully monitor all levels, lines and other parameters affecting the work, so as to ensure the works are constructed to fulfill requirements of the Contracting Authority.
- Accurate records shall be taken throughout the duration of the contract in order to reach agreement on the Contractor's final account.
- The Consultant shall monitor safety standards at all times throughout the site including safety of the public, visitors, consultant's staff, contractor/subcontractors' staff. The

Consultant shall appraise traffic management proposals and compliance to requirements of the works contract.

4- Other Activities

The Consultant shall carry out all other activities needed for the smooth implementation of the Project. These activities include inter alia the following:

- The consultant shall take note of the requirement to obtain the specific approval of the Contracting Authority before taking any of the actions, as detailed in the Special Conditions of Works Contract;
- The consultant shall organize monthly progress meetings, keep records and distribute the minutes of the meetings.
- Approval of Contractor's details of temporary works and operations;
- Approval and surveillance of the traffic management proposals prepared by the Contractor to ensure, that the Contractor carries out the work to minimize interference with adjacent traffic by providing necessary lights, guards, fencing and watchmen etc. and provide access to local buildings and properties at all times;
- Approval and surveillance of environmental measures identified by the Contractor as well as those identified by ESMP in order to carry out the work in an environmentally safe way, taking appropriate mitigating action to meet the relevant requirements of the contract and those of the local and state authorities;
- If applicable, provide data to the Contracting Authority for determination of the value of any variations to the contract;
- Review any changes in drawings and/or specifications, which may prove necessary or desirable before or during execution of the construction works, and consult this with the CA
- Negotiate and recommend to the Contracting Authority any Variations initiated by the Contractor or to be initiated by the Contracting Authority;
- Verify and approve "as-built drawings" and deliver to the Contracting Authority all reports, records, quality certificates, measurement sheets, etc. prepared or supplied by the Contractor;
- The Consultant shall instruct the Contractor to carry out any on-site tests required under the Works Contracts Technical Specifications, including load tests, as may be considered necessary to confirm the adequacy of the Works. The Consultant shall supervise such tests, record the test measurements and verify the adequacy or otherwise of the results;
- Issue list of defects ("snag list") and other documentation as required before the Certificate of Provisional Acceptance will be issued;
- Organize the Inspection in the presence of a representative from the Contractor, Contracting Authority and the Beneficiary and issue the Provisional Acceptance Certificate.
- The Consultant shall monitor Contractor's safeguards due diligence according to ESMP. This more specifically includes mitigation measures and monitoring plan. The

Consultant shall also report on compliance with ESMP on a regular basis in monthly progress report.

IV. ACTIVITIES DURING AND AFTER THE MAINTENANCE PERIOD

During and after the Defects Liability Period the Consultant shall carry out the following duties:

- 1- Provide quarterly inspections reports during the 18 months of Defects Liability Period;
 - The consultant shall supervise, inspect and record completion of any outstanding work and remedy of defects after Provisional Acceptance has been issued.
 - The Consultant shall undertake three intermediate inspections at approximately three-monthly intervals during the Defects Liability Period. In the event that the Employer calls the Consultant to the Works to deal with a particular defect at another time this shall be deemed to be one of the intermediate inspections.
 - In addition to dealing with any particular defect all intermediate inspections shall cover the entire Works.
 - The Consultant shall notify and instruct the Contractor accordingly of all defects found.
- 2- Undertake the Final inspection at the end of DLP and issue the Final Acceptance Certificate.
 - On the expiry of the Defects Liability Period, the Consultant shall make the final inspection of the Works and issue the Defects Liability Certificate in accordance with the Works Conditions of Contract.
 - The final inspection shall be carried out in the presence of a representative from the Contractor, Contracting Authority and the Beneficiary.

V. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS

The Consultant shall provide an experienced construction supervision and contract administration team with proven technical and managerial competence and experience in the supervision of construction works under FIDIC Conditions of Contract or other internationally recognized contract conditions used by IFI's.

V.1 Consultant Profile:

The Consultant shall comply with the following minimum criterion:

1. The Consultant shall have one similar previous experience in supervision of highway construction and road infrastructure with value of services not less than 150,000 USD net of VAT, performed during the five years, in a role of sole consultant or member of Joint Venture

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

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, as amended, setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

V.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 will be either English or Albanian language. An adequate number of Albanian speakers shall be assigned at the field level to ensure smooth communication among all participants, direct and indirect, of the Project.

Expert	Minimum Working MM input
Key experts	
Chief Resident Engineer	10
Site Supervision Engineer	9
Environmental and Social Specialist	8
Quantity Surveyor/Engineer	8
Quality Control Engineer	8
Short term experts:	
To be defined	4

All experts should work in the beneficiary country 100% of the contracted working days, unless specifically requested and approved by the Contracting Authority.

Mobilisation of the Key Experts will be required as follows:

The Chief Resident Engineer, Site Supervision Engineer, Quantity Surveyor/Engineer and shall be mobilised immediately after the Contract signature in way to evaluate the design an make the necessary adjustment before the works commence. Environmental and social Specialist and Quality Control Engineer shall begin their activities.

The Chief Resident Engineer together with the respective Site Supervision Engineers will be required for Inspections during the eighteen-month Defects Liability Period.

The Supervision Team and the Team Leader will be entitled to follow, supervise and certify the implementation of the safety improvement measurements under this RLRCP.

Key experts shall include but not limited to the following:

◆ **Chief Resident Engineer (CRE)**

A Chief Resident Engineer shall be provided on a full-time basis during the works for construction of the Porgradec Road Project and other roads.

His/Her role shall be that of the “Engineer’s Representative” under the approved World Bank approved Documents of Contract. The Chief Resident Engineer must be a permanent employee of the Consulting Company.

He/she shall be the Manager / Coordinator of the Site Supervision Team, with responsibility for supervision, any revisions to the design of the Works and for all reporting.

During the Inception Period and DLP the Chief Resident Engineer shall be present in accordance with the Consultant’s proposal and as required for successful completion of the Services.

Qualifications and skills

- He/she shall have at least a University Degree in Civil Engineering;
- He/she shall be fluent in English (min 2 points in the scale from 1 to 5 where 1 is excellent and 5 is basic).

General professional experience

- He/she should have worked preferably fifteen (15) years, but as a minimum ten (10) years, experience in supervising civil engineering projects in the highway sector.

Specific professional experience

- He/she should have worked 8 (eight) years as Team Leader / Resident Engineer / Engineer’s Representative /Supervisor's Representative in service contracts in charge of supervision of works contracts for construction or reconstruction of infrastructure projects related to roads, and urban infrastructure, including a minimum of 5 (five) years with experience in supervising civil engineering projects in the highway sector;
- Previous experience in supervision of road works using FIDIC Conditions of Contract or any other International Contract Conditions used by IFI's will be considered as an asset.

◆ **Site Supervision Engineer (1)**

Qualifications and skills

- He/she shall have at least a University Degree in Civil Engineering;

- He/she shall be fluent in English (min 3 points in the scale from 1 to 5 where 1 is excellent and 5 is basic),

General professional experience

- He/she should have worked preferably 10 (ten) years but as a minimum 5 (five) years in design/supervision/construction of large infrastructure projects (roads, rail, airports).

Specific professional experience

- He/she should have worked as a minimum 5 (five) years in the position of site supervision engineer in service contracts as part of supervision consultant team, in charge of supervision of works for construction or reconstruction of large infrastructure projects (roads, rail, airports);
- Previous experience in supervision of works using FIDIC Conditions of Contract will be considered as an asset.

◆ Quantity Surveyor/Engineer (1 No.)

Qualifications and skills

- He/she shall have at least a University Degree in Civil Engineering or equivalent;
- He/she shall be fluent in English (min 3 points in the scale from 1 to 5 where 1 is excellent and 5 is basic);
- Fluency in Albanian language will be considered as an asset.

General professional experience

- He/she should have worked preferably (7) years but as a minimum 5 (five) years of topographical surveying experience in design/supervision/construction of large infrastructure projects (roads, rail,).

Specific professional experience

- He/she should have worked as a minimum 3 (three) years in the position of quantity surveyor of supervision consultant of works for construction of large infrastructure projects (roads, rail,);
- Previous experience in supervision of works using FIDIC Conditions of Contract will be considered as an asset.

◆ Environmental and Social Specialist (1 No.)

Qualifications and skills

- He/she shall have at least a University Degree in Environmental Engineering or equivalent;
- He/she shall be fluent in English (min 2 points in the scale from 1 to 5 where 1 is excellent and 5 is basic);

- Fluency in Albanian language will be considered as an asset.

General professional experience

- He/she should have worked preferably (7) years but as a minimum 5 (five) years on environmental and social management of infrastructure works contracts

Specific professional experience

- He/she should have worked as a minimum 3 (three) implementing and monitoring environmental and social management plans of Road Works Contracts, as well as Health and Safety Plans. He /she needs to be familiar with the WN environmental safeguards standards and health and safety requirements.

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◆ **Quality Control Engineer (1 No.)**

Qualifications and skills

- He/she shall have at least a University Degree in Civil Engineering, or Geotechnics/Materials/Mechanical, or equivalent;
- He/she shall be fluent in English (min 3 points in the scale from 1 to 5 where 1 is excellent and 5 is basic);
- Fluency in Albanian language will be considered as an asset.

General professional experience

- He/she should have worked preferably 15 (fifteen) years but as a minimum 10(ten) years in similar fields.

Specific professional experience

- He/she should have as a minimum 5 (five) years in the position of quality control engineer in service contracts as part of supervision consultant team, including sampling, testing and reporting of tests results in infrastructure projects (roads, rail).

◆ **Short-term Experts**

- Responsible for additional or specific requirements, or preparing other specific design requirements, as and when instructed by the Client to do so; Expert's CVs will be reviewed by ADF at the time of requirement.

VI. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

Report	Time due	Number of copies
Inception report	One month after the start of the contract	<i>1 paper copy in English and 1 paper copy in Albanian + electronic copy on CD or DVD, in each language</i>
Progress Monthly reports	1 week after last day of each month.	<i>1 paper copy in English and 1 paper copy in Albanian + electronic copy on CD or DVD, in each language</i>
Draft Completion report	4 weeks prior to completion of the contract period	<i>Electronic copy on CD or DVD, in each language</i>
Final Completion report	2 weeks after completion of contract period or after comments on the draft completion report are provided by ADF, whichever comes later	<i>1 paper copies in English and 1 paper copies in Albanian + electronic copy on CD or DVD, in each language</i>
DLP Completion and Hand Over Report		<i>2 paper copies in English and 2 paper copies in Albanian + electronic copy on CD or DVD, in each language</i>

The Reports should cover, but not necessarily be limited to, the information as follows:

Inception Report:

- Project synopsis (summary);
- Analysis of the project;
- Start situation, review of the available documents, project progress with mobilization;
- Project planning;
- Co-ordination with other projects;
- Project goals and objectives;
- Project approach;
- Initial findings and description of any unexpected problems encountered, contractual difficulties faced;
- Intended results;
- Updated methodology, work plan, time and manning schedules (based on the Contractors' programmes);
- Quality assurance system by the Consultant;
- Quantity checking and measurements records;
- Constraints, risks, assumptions; and

- Planning for the next reporting period.

In the same report the Consultant shall describe any adjustment or addition the designs may need to improve the quality of works without increase of cost or any prejudice to the Contracting Authority in respect to the Contractor.

The Consultant shall also include as an annex to the inception report a complete **Quality Assurance** and Quality Control Manual (QAQC) concerning the supervision activities. The QAQC Manual shall specify the requirements, procedures and guidelines for all main activities necessary for the Works to run smoothly and shall cover at least the following:

- practical information and introduction;
- project organization charts, for works and supervision contracts, including names of key personnel, definition of key interactions and information flow. Also, responsibilities and key functions shall be described;
- time and cost management procedures;
- reporting procedures;
- record keeping of correspondence, expenditure, minutes of meeting, site records, instructions;
- issued to works contractors and instructions received from the Contracting Authority;
- design modification and design approval procedures;
- document control procedures (including Contractor's insurances, reports etc.);
- all standard forms needed during the supervision activities (e.g., site instructions, completion certificates, variation orders, formats of reports, hidden works record sheets, form for field inspections and testing, measurement sheets, interim payment certificates and related invoices);
- review and approval of detailed construction drawings prepared by the Contractor;
- selection of borrow pits and quarries;
- procedure for approval and testing of construction materials, and supplies;
- procedures for testing the works by the Contractor;
- safety protocols;
- procedures of measurement of the works executed;
- procedures for Performance Certificate and the Taking-over Certificate;
- Snag list and Defects Liability inspection reports; and
- Draft Final and Final Statement of the Account.

In addition, the Consultant will present his approach to the implementation and monitoring of ESMP and H&S Plans of the contractor. The Inception period shall commence immediately upon commencement of the present Service contract, whichever is latest. The Consultant shall submit the Inception Report within 4 weeks from commencement of the Inception period.

Progress Monthly Reports:

The Monthly Reports should be based on the physical and financial progress, as well as dealing with contractual and technical matters, for each of the Civil Works Contracts included in the reports. They will make use of graphics and include statements covering (but not limited to) the following:

- Physical progress related to program and time;

- Explanations for variances to the above;
- Expenditure related to cash flow forecast and budget;
- Explanations for variances to the above;
- Claims or disputes;
- Human resources, including gender diversity and part/full time employment
- mechanical equipment and materials;
- Testing and quality control;
- The Project Monitoring Indicators for Project Activities Table issued by the Contracts Manager;
- Local issues;
- An updated maintenance works program;
- A revised Cash Flow forecast, and
- Implementation and monitoring of ESMP and H&S plans

Draft Completion Report

The report will include, but not be limited to, the following inputs:

- Physical progress related to the original program;
- Explanations for variances to the above;
- Expenditure related to original budgets;
- Explanations for variances to the above;
- Numbers of human resources employed throughout the project aiding poverty alleviation; and
- Overall review of the project objectives and whether achieved successfully or not
- Implementation of ESMP and H&S plans
- Gender-based employment during the entire works implementation period, part and full time

Other information to be included in the Completion Report shall be addressed following the review by World Bank and ADF.

Final Completion Report:

The Final Report will be based on the Draft Completion Report, but will incorporate any comments/suggestions made by the reviewing parties (WB and ADF).

VII. CLIENT'S INPUT AND COUNTERPART PERSONNEL

ADF will not provide any counterpart personnel. Furthermore, no facilities will be provided by ADF. The consultant will be expected to arrange office facilities in Tirana, easily accessible to ADF office. The office should be equipped with auxiliary electric power with automatic switching, to ensure that work will be unaffected by network power outages.

The consultant shall include in his proposals for a separate monthly running cost for office accommodation; communication costs; and drafting, reproductions and translations. He shall also present the air tickets and other travel costs. Each of these costs will be reimbursed on time against receipts, but in any case, without exceeding the total ceiling cost of each item, as included in the consultant's financial proposal.

The consultant will be expected to arrange accommodation facilities, at his own cost, for all staff. The key experts are encouraged to be accommodated close to the road Works Contract(s) that they are supervising.