**TERMS OF REFERENCE AND SCOPE OF SERVICES**

Preparation of designs for renovation and furnishing and supervision of renovation works for the Social public institutions in Demir Kapija, Skopje and Strumitsa

**I. BACKGROUND**

The Conditional Cash Transfers (CCT) project’s development objectives are to strengthen the effectiveness and efficiency of the Republic of Macedonia’s social safety net through the introduction of conditional cash transfers and improvements in the administration, oversight, monitoring, and evaluation of social assistance transfers.

By supporting strengthening of the effectiveness and efficiency of the social safety net and enhancing human capital links to cash assistance, the project contributes to the GoM’s ultimate objectives of alleviating poverty and enhancing human capital by supporting the strengthening of the effectiveness and efficiency of the GoM’s social safety net and enhancing the human capital links to cash assistance, thereby reducing the inter-generational transmission of poverty over the long run

The Institutions for social protection are the key institutions for accommodation, care and rehabilitation of children, adults and elderly individuals that are in a social risk.

The premises of most of the Institutions for social protection are to a large extend inadequate and need urgent interventions in order to improve the structural integrity of the buildings, the working conditions of the employees and living conditions for the beneficiaries, which will subsequently lead to an improvement of the quality of services provided.

For the purpose of this assignment the ToR envisages Preparation of designs for renovation and furnishing and supervision of renovation works of 6 Institutions for social protection in the following cities: Demir Kapija, Skopje and Strumitsa.

**(1) Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje**

Name of the institution: Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje

Location: Municipality of Butel - Skopje

Address: Petar Mandzukov bb. Skopje

Year of Construction: 1970

Number of Floors: various (basement+ground + 2 floors)

Type of Construction: solid construction.

Total usable area of the facility (m2): 2.821

Total area included in project for renovation (m/2): 978

**(2) Institution for rehabilitations of children and youth”Topansko pole“ Skopje**

Name of the Institution: Institution for rehabilitations of children and youth ”Topansko pole“ Skopje

Location: Municipality of Chair - Skopje

Address: "Vtora Makedonska brigada" bb. Skopje

Year of Construction: 1975

Number of Floors: various (basement+ground + 2 floors)

Type of Construction: solid construction

Total usable area of the facility (m2): 10.507

Total area included in project for renovation (m/2): 5.143

**(3) Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje**

Name of the institution: Orphanage ” 11 Oktomvri “ Skopje

Location: Municipality of Centar - Skopje

Address: Vasil Gjorgov 25 Skopje

Year of Construction: 1977

Number of Floors: basement+groundfloor+first floor

Type of Construction: solid construction

Total usable area of the facility (m2): 3.074

Total area included in project for renovation (m/2): 2.090

**(4) Special institution ”Demir Kapija“in Demir Kapija**

Name of the institution: Special institution ”Demir Kapija“

Address: st. " Naum Naumovski" No.4

Year of Construction: 1970

Number of Floors: various (basement+ground floor + 2 floors)

Type of Construction: solid construction

Total usable area of the facility (m2): 3.871

Total area included in project for renovation (m/2): 3.520

**(5) Special institution ”Demir Kapija“in Demir Kapija - annexe**

Name of the institution: Special institution ”Demir Kapija“ - annexe

Address: st. " Dolno Ergele " b.b.

Year of Construction: 1970

Number of Floors: ground floor

Type of Construction: solid construction

Total usable area of the facility (m2): 2.300

Total area included in project for renovation (m/2): 2.300

**(6) Public institution for care and rehabilitation "Spa Bansko" Strumitsa:**

Name of the Center: Public institution for care and rehabilitation "Spa Bansko" Strumitsa

Location: Municipality of Strumitsa

Address: Village Bansko

Year of Construction: 1983

Number of Floors: various (basement+ground floor + 1 floor)

Type of Construction: solid construction

Total usable area of the facility (m2): 4.511

Total area included in project for renovation (m/2): 2.750

**(7) Public institution for accommodation of asylum seekers Vizbegovo Skopje:**

Name of the institution: Reception center for asylum seekers Vizbegovo Skopje

Location: Municipality of Butel

Address: Vizbegovo b.b.

Year of Construction: 2006

Number of Floors: ground floor + first floor

Type of Construction: solid construction

Total usable area of the facility (m2): 3.289

Total area included in project for renovation (m/2): 2.486

**II. CONSULTANCY OBJECTIVES**

The objective of this assignment is preparation of designs for renovation and furnishing and supervision of renovation works for: Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje: Institution for rehabilitations of children and youth ”Topansko pole“ Skopje; Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje; Special institution ”Demir Kapija“; Public institution for care and rehabilitation "Spa Bansko" Strumitsa; and Public institution for accommodation of asylum seekers Vizbegovo Skopje.

The assignment should be completed in 2 phases:

Phase 1. Preparation of designs with included audit (revision)

Phase 2. Supervision of civil works for renovation

Execution of phase 2 will depend upon:

1. Successful implementation of the previous phase by the consultant; and
2. Availability of funds for the construction works.

The Client will have the right to decide whether the consultant will proceed with the supervision phase and/or whether all building will be included in renovation activities.

**In order the Consultant to proceed with the Phase 2 of a certain Public Institution the Client shall issue a written notification to the Consultant for commencement of the supervision activities in the respective institution.**

**III. SCOPE OF WORK**

**A. Phase I. Preparation of Designs with included audit (revision) for renovation and furnishing for the following Public Institutions for social protection:**

Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje: Institution for rehabilitations of children and youth ”Topansko pole“ Skopje; Public institution for children without parents and parental care ” 11 Oktomvri “ Skopje; Special institution ”Demir Kapija“; Public institution for care and rehabilitation "Spa Bansko" Strumitsa; and Public institution for accommodation of asylum seekers Vizbegovo Skopje.

The design consultant should work with the Ministry of Labor and Social Policy- CCT Project Implementation Unit staff (MLSP CCT PIU), to discuss key issues, necessary to prepare the above-mentioned designs. The consultant should submit a technical design to the MLSP CCT PIU, which would be based on the previously agreed design concept.

A draft report (plans and preliminary drawings) indicating the location, length, capacity, and proposed solutions for renovation should be submitted to MLSP CCT PIU before proceeding with the final technical design.

The MLSP CCT PIU will provide comments on the draft report which will be included in the consultant’s final report.

The complete design should contain the following data:

1. *Basic information*

The consultant should collect the basic information about the buildings, compile, present and assess data and information for the needs of the designs, including but not limited to:

* Service area – delineate the boundaries of the area to be served;
* Ownership documentation for the building;
* Technical documentation for the building – type of building, gross and net space, number of floors, installations, entrances, parking space, security measures.
* Statistical data as to the number of employees and average daily circulation of users in the building.

MLSP-CCT PIU will provide to the consultant the available documentation and assist in collection of other necessary documentation directly from the institutions.

*2. Assessment of the Public Institution buildings:*

The consultant should prepare an assessment of the buildings based on the following criteria:

* Current capacity of the building, number of users and the space they occupy, number and type of premises and other rooms, configuration of space on each level, adjacencies and entrances.
* Present circulation patterns in the facility
* The needs and possibilities for extension of the facility if additional space is needed.

*3. Propose environmental risk mitigation measures*

The consultant should propose environmental risk mitigation measures. The Consultant should take into consideration the provisions of the Environmental Law and other related environmental regulation of the Republic of Macedonia.

*4. Proposals for constructional and technical improvements for Public Institutions renovation:*

The Consultant will propose a list of civil works for improvement of each building. The consultant shall base these proposals on the positive experiences and practice as well as the legal provisions which refer to the construction of public buildings.

In proposing improvement of the buildings, the Consultant will consider/but not limit to the following needs for renovation which were detected by the preliminary survey made by MLSP:

1. **Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration building
  + Renovations of ceilings and walls
  + Video surveillance and alarm system
  + Other items as found necessary by the Consultant
* Buildings for accomodation
  + Reconstruction of floors
  + Renovation and improvement of electrical installation and illumination
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improving of heating system
  + Security grids on windows
  + Video surveillance and alarm system
  + Other items as found necessary by the Consultant
* Building for new beneficiaries
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation and improvement of electrical installation and illumination
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improving of heating system
  + Security grids on windows
  + Replacement of windows and doors
  + Video surveillance and alarm system
  + Other items as found necessary by the Consultant
* Technical room
  + Renovations of ceilings and walls
  + Equipment
  + Other items as found necessary by the Consultant

1. **Institution for rehabilitations of children and youth ”Topansko pole“ Skopje**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration building
  + Renovations of ceilings and walls
  + Improving of heating system
  + Replacement of windows and doors
  + Replacement of air conditioners
  + Reconstruction of roof
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of lightning protection systems
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Building for accomodation
  + Reconstruction of floors
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Replacement of windows and doors
  + Furnishing
  + Other items as found necessary by the Consultant
* Building for educational activities
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of electrical installation and illumination
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Replacement of windows and doors
  + Furnishing
  + Other items as found necessary by the Consultant
* Kitchen and dining room
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Improvement of heating system
  + Replacement of windows and doors
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Equipment
  + Other items as found necessary by the Consultant
* Technical room
  + Renovations of ceilings and walls
  + Equipment
  + Other items as found necessary by the Consultant

1. **Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration
  + Renovations of ceilings and walls
  + Replacement of windows and doors
  + Replacement of air conditioners
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Furnishing
  + Other items as found necessary by the Consultant
* Apartments for accommodation
  + Reconstruction of floors
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Replacement of windows and doors
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Basement
  + Reconstruction of floors

Renovation and improvement of electrical installation and illumination

* + Renovations of ceilings and walls
  + Replacement of windows and doors
  + Other items as found necessary by the Consultant
* Kitchen and dining room
  + Reconstruction of floors
  + Renovations of ceilings and walls
  + Improvement of heating system
  + Replacement of windows and doors
  + Equipment
  + Other items as found necessary by the Consultant
* Technical room
  + Renovations of ceilings and walls
  + Equipment
  + Other items as found necessary by the Consultant

1. **Special institution ”Demir Kapija“**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration building
  + Renovations of ceilings and walls
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Furnishing
  + Other items as found necessary by the Consultant
  + Video surveillance and alarm system
* Building for accommodation
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Replacement of windows and doors
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Kitchen
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Improvement of heating system
  + Replacement of windows and doors
  + Equipment
  + Other items as found necessary by the Consultant
* Technical room
  + Renovations of ceilings and walls
  + Reconstruction of roof
  + Equipment
  + Other items as found necessary by the Consultant

1. **Special institution ”Demir Kapija“ - annexe**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration building
  + Renovations of ceilings and walls
  + Reconstruction of roof
  + Reconstruction of floors
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Replacement of windows and doors
  + Furnishing
  + Other items as found necessary by the Consultant
  + Video surveillance and alarm system
* Building for accommodation
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Replacement of windows and doors
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Kitchen
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Improvement of heating system
  + Replacement of windows and doors
  + Equipment
  + Other items as found necessary by the Consultant
* Technical room
  + Renovations of ceilings and walls
  + Reconstruction of roof
  + Equipment

Other items as found necessary by the Consultant

1. **Public institution for care and rehabilitation "Banja Bansko" Strumitsa**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration building
  + Renovations of ceilings and walls
  + Replacement of windows and doors (partially)
  + Replacement of air conditioners
  + Reconstruction of roof
  + Renovation of facade and gutters (implementation of new thermo facade)
  + Renovation and improvement lightning protection systems
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Building for accommodation
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation of facade and gutters
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Replacement of windows and doors
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Building for educational activities
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation of facade and gutters
  + Renovation and improvement of electrical installation and illumination
  + Renovations of ceilings and walls
  + Reconstruction of toilets and water supply installations and sewage system
  + Construction of heating system
  + Replacement of windows and doors
  + Video surveillance and alarm system
  + Furnishing
  + Other items as found necessary by the Consultant
* Kitchen and dining room
  + Reconstruction of floors
  + Reconstruction of roof
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Improvement of heating system
  + Replacement of windows and doors
  + Equipment
  + Other items as found necessary by the Consultant
* Technical room
  + Renovations of ceilings and walls
  + Equipment
  + Other items as found necessary by the Consultant

1. **Public institution for accommodation of asylum seekers Vizbegovo Skopje**

The following items/building parts should be taken into consideration for renovation/reconstruction:

* Administration building
  + Renovations of ceilings and walls
  + Improving of heating system
  + Replacement of windows and doors
  + Replacement of air conditioners
  + Reconstruction of roof
  + Renovation of facade and gutters
  + Renovation and improvement lightning protection systems
  + Furnishing
  + Other items as found necessary by the Consultant
* Building for residence
  + Reconstruction of floors
  + Renovation of facade and gutters
  + Renovation and improvement of electrical installation
  + Renovations of ceilings and walls
  + Improvement of moisture (hydro) protecting system inside the objects.
  + Reconstruction of toilets and water supply installations and sewage system
  + Improvement of heating system
  + Furnishing
  + Other items as found necessary by the Consultant
* Water pumping station
  + Improvement / reconstruction of water pumping station.
  + planning a new inlet line
  + Other items as found necessary by the Consultant
* Machine building
  + Renovations of ceilings and walls
  + Equipment
  + Other items as found necessary by the Consultant

**B. Phase II. Supervision of renovation works**

* The Consultant is responsible for overseeing the implementation of the renovation in accordance with the Contract arrangements between the Contractor and the Client.
* The Consultant is responsible for truthful and accurate filling in daily progress reports in the Contractor’s log-books on accomplished works, labor presence, and on materials and construction items received on the site;
* The Consultant is responsible for participation in activities specified by all normative documents and sign corresponding statements;
* The Consultant is responsible for verifying the Statements of Accomplished works provided by the Contractor. The Consultant is responsible for approving all works that meet the quality and quantity specified in the contract signed by the Contractor and Client;
* The Consultant is responsible for reporting any urgent matters immediately to the Client’s representative first verbally but immediately followed up by a written report on the incident addressed to all parties involved;
* The Consultant is responsible for reporting any defects to the Client, first verbally and then immediately followed up with a written report.

The Consultant has the right to stop the execution of the works:

* In case of serious defaults or deviations from the technical documentation, and
* If the works are in disrespect with actual standards and technical regulations

The Consultant is not allowed:

* to take orders from the contractor or his representative;
* to discuss, debate or give orders to the workers. These matters should be discussed with the director of the Contractor firm or it’s the representative.

The Consultant is allowed

* to make changes in the technical design only with written consent of the Designer and the Client’s representative .

Information and services to be provided by MLSP

* The Consultant will have access to MLSP materials as necessary to complete the assignment;
* The consultant will have access to all sites needed his operation.

**IV. REPORTING OBLIGATIONS**

**IV.1 Consultant’s outputs for Phase 1:**

|  |  |  |
| --- | --- | --- |
| ***No*** | ***Name of the report*** | ***Deadline for submission*** |
| 1 | **Final technical design and accompanying documents and assessments for the Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment* * *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia.* | 70 days after the contract signature date |
| 2 | **Final technical design and accompanying documents and assessments for the Institution for rehabilitations of children and youth ”Topansko pole“ Skopje:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment* * *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia.* | 70 days after the contract signature date |
| 3 | **Final technical design and accompanying documents and assessments for the Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje;:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment* * *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia.* | 70 days after the contract signature date |
| 4 | **Final technical design and accompanying documents and assessments for the Special institution ”Demir Kapija“ in Demir Kapija:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment* * *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia***.** | 70 days after the contract signature date |
| 5 | **Final technical design and accompanying documents and assessments for the Special institution ”Demir Kapija“- annexe, in Demir Kapija:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment* * *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia***.** | 70 days after the contract signature date |
| 6 | **Final technical design and accompanying documents and assessments for the Public institution for care and rehabilitation "Banja Bansko" Strumitsa:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment* * *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia.* | 70 days after the contract signature date |
| 7 | **Final technical design and accompanying documents and assessments for the Public institution for accommodation of asylum seekers Vizbegovo Skopje**  **:**   * *Technical description;* * *Bill of quantities with estimated cost* * *Technical specification for furniture and other equipment*   *All drawings necessary for structures of such kind, as prescribed by the law of the Republic of Macedonia.* | 70 days after the contract signature date |

The consultant will deliver the final technical designs and accompanying documents to MLSP-CCT PIU in one copy in Macedonian and one copy in English language, as well as an electronic copy in both English and Macedonian language.

**IV.2 Consultant’s outputs for Phase 2:**

|  |  |  |
| --- | --- | --- |
| ***No*** | ***Name of the report*** | ***Period /deadline for submission*** |
| 1 | Monthly narrative reports on the process and progress of renovation of the **Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje** in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of **Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje** until completion of works  Planed duration of the renovation activities:  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 2 | Final narrative report for the renovation made in the **Public institution for care of children with behavioral and social problems” 25- th. Maj “ Skopje** in accordance to the tasks listed in point B, section III of the TOR. | 10 days after completion of civil works. |
| 3 | Monthly narrative reports on the process and progress of renovation of the Institution for rehabilitations of children and youth ”Topansko pole“ Skopje in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of Institution for rehabilitations of children and youth ”Topansko pole“ Skopje until completion of works  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 4 | Final narrative report for the renovation made in the Institution for rehabilitations of children and youth ”Topansko pole“ Skopje in accordance to the tasks listed in point B, section III of the TOR. | 10 days after completion of civil works. |
| 5 | Monthly narrative reports on the process and progress of renovation of the **Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje** in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of **Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje** until completion of works  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 6 | Final narrative report for the renovation made in the **Public institutions for children without parents and parental care ” 11 Oktomvri “ Skopje** in accordance to the tasks listed in point B, section III of the TOR. | 10 days after completion of civil works. |
| 7 | Monthly narrative reports on the process and progress of renovation of the **Special institution ”Demir Kapija“ in Demir Kapija** in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of **Special institution ”Demir Kapija“ in Demir Kapija** until completion of works  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 8 | Monthly narrative reports on the process and progress of renovation of the **Special institution ”Demir Kapija“-annexe in Demir Kapija** in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of **Special institution ”Demir Kapija“annexe in Demir Kapija** until completion of works  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 9 | Final narrative report for the renovation made in the **Special institution ”Demir Kapija“ and Special institution ”Demir Kapija“ - annexe in Demir Kapija**  in accordance to the tasks listed in point B, section III of the TOR. | 10 days after completion of civil works. |
| 10 | Monthly narrative reports on the process and progress of renovation of the Public institution for care and rehabilitation **"Banja Bansko" Strumitsa** in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of Public institution for care and rehabilitation "Banja Bansko" Strumitsa until completion of works  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 11 | Final narrative report for the renovation made in the Public institution for care and rehabilitation **"Banja Bansko" Strumitsa** in accordance to the tasks listed in point B, section III of the TOR. | 10 days after completion of civil works. |
| 12 | Monthly narrative reports on the process and progress of renovation of the **Public institution for accommodation of asylum seekers Vizbegovo Skopje and building a new facility - kitchen & dining room** in accordance to the tasks listed in point B, section III of the TOR. | Every month, following commencement of civil works for renovation of **Public institution for accommodation of asylum seekers Vizbegovo Skopje** until completion of works  Estimated commencement of works: December 2016. Estimated completion of works: November 2017 |
| 13 | Final narrative report for the renovation made in the **Public institution for accommodation of asylum seekers Vizbegovo Skopje** in accordance to the tasks listed in point B, section III of the TOR. | 10 days after completion of civil works. |

The consultant will deliver the reports to MLSP-CCT PIU in two copies in Macedonian language.

**V. REQUIRED QUALIFICATIONS**

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

**A. Team of designers:**

**1. Civil engineer (minimum qualifications):**

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

**2. Architect (minimum qualifications):**

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

**3. Mechanical Engineer (minimum qualifications):**

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

**4. Electrical Engineer:**

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

**B. Team of supervising engineers:**

**1. Civil engineer / Architect (minimum qualifications):**

* Bachelors Degree in Civil engineering or Architecture;
* At least 5 years of professional experience in supervision of construction works;
* Authorization B for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of Macedonia

**2. Mechanical Engineer (minimum qualifications):**

* Bachelors Degree in Mechanical engineering;
* At least 5 years of professional experience in supervision of construction works;
* Authorization B for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of Macedonia

**3. Electrical Engineer (minimum qualifications):**

* Bachelors Degree in Electrical engineering;
* At least 5 years of professional experience in supervision of construction works;
* Authorization B for supervision issued by the Chamber of authorized architects and authorized civil engineers of the Republic of Macedonia

**VI. DURATION OF THE ASSIGNMENT**

Duration of phase 1: Total number of days for accomplishing the design phase is 70 days from the date of contract signature.

Duration of phase 2: till November 15, 2017