

Republic of North Macedonia  
Ministry of Agriculture, Forestry, Water Economy  
Agriculture Modernization Project

TERMS OF REFERENCE (TOR)

**Consulting Services for Supervision of civil works for Construction and installation of Equipment in the 2 (Two) newly build Collection and Conditioning Centers in Strumica and Resen**

**June 2024**

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**Abbreviation and acronyms**

CCC's: Collection and Condition Centres

AFP: Agri-Food Platform

AMP: Agriculture Modernization Project

CW: Civil Works

DNP: Defects Notification Period

EPC: Engineering, Procurement and Construction

ESF: Environmental and Social Framework

ESHS: Environmental, Social, Health and Safety

ESIPs: Environmental and Social Implementation Plans

ESMF: Environmental and Social Management Framework

ESMP: Environmental and Social Management Plan

ESSs: Environmental and Social Standards

OHS Occupational health and safety

EU: European Union

IPARD: Instrument of Pre-Accession Assistance for Rural Development

IPC: Interim Payment Certificate

MAFWE: Ministry of Agriculture, Forestry, Water Economy

PMC: Procurement Management Contract

PMT: Project Management Team

RPF: Resettlement Policy Framework

WB: World Bank

## Terms of Reference

### Agriculture Modernization Project

#### Consulting Services for Supervision of civil works for Construction and installation of Equipment in the 2 (Two) newly build Collection and Conditioning Centers in Strumica and Resen

## 1. BACKGROUND

### A. Agriculture Modernization Project (AMP)

The Agriculture Modernization Project funded by the World Bank through a loan of EUR 46 million and co-financed by the EU with a grant of EUR 4 million, is supporting the Government of North Macedonia to improve the competitiveness in targeted agricultural sub-sectors and strengthen agricultural public sector readiness for EU accession. The MAFWE is the lead project Implementing Agency and has overall responsibility for project management and implementation.

The AMP has three main components:

- **Component 1: Agriculture Sector Competitiveness**, to enhance farm-level competitiveness and fostering agricultural produce aggregation and market integration of farmers.
- **Component 2: Institutional Capacity for EU Accession**, to enhance public support services, including the capacity to design and deliver effective support to the agriculture sector.
- **Component 3: Project Management** to support MAFWE in the efficient implementation of the project.

**Sub-component 1.2 - Agriculture and Food Distribution Systems** aims to develop sustainable and competitive food storage, marketing and distribution systems to benefit producers, distributors and consumers. The newly constructed centers will include storage capacity to help agricultural producers adapt to the risk of extreme climatic changes by preserving their produce during harsh winters and hot summers. The sub-component will support the development and operation of two Collection and Conditioning Centers (CCCs) in Resen and Strumica municipalities, and an Agri-Food Platform in Skopje suburban area, composed of a wholesale market and a logistics area.

### B. Collection and Conditioning Centres objectives and expected benefits

The Faculty of Agricultural Sciences of Skopje<sup>1</sup> identified a lack of standardized production and conditioning facilities, which does not allow meeting international sanitary standards for the production of fruits and vegetables. Hence, the majority of the production dedicated to export is mainly to countries with lower food standards (IFS), and by consequences, lower prices and benefits for the producers. Today, the main export potential identified by ITC analysis is located in EU countries, which applied very strict sanitary controls and require Global G.A.P. certifications.

Furthermore, the study revealed that main buyers expressed their interests in buying products from CCC as these will meet international standards with important market opportunities in domestic market for supermarkets, Balkan region and EU.

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<sup>1</sup> Overview of production, purchase and trade in fruits and vegetables in North Macedonia, 2019

Hence, the AMP project identified two locations to build two public owned CCCs to fill the gap of cooling, sorting, grading and packing facilities in the main area of production of the country.

*i. Collection and Conditioning Center in Resen Municipality*

The Municipality of Resen accounts for 95 % of the total apple production in the Pelagonia Region and for 84 % of the total apple production in North Macedonia. In 2018, the total production in Pelagonia reached 105,000 tons. The total production potential is estimated at 150,000 tons.

The sector is characterized by the limited availability of modern cold storage and conditioning facilities, resulting in sub-optimal quality, grading, and storage of the produce, resulting in high losses and forgone revenue. In Pelagonia region, the current total cold storage capacity is about 8,000 tons. Two companies operate facilities with larger capacity while a small number of individual farms have built small cooling facilities for their own production and can partly meet their own needs. Modern storage chambers with controlled atmosphere for long-term storage are installed in a single distribution center in the vicinity of Resen with a capacity of 5,000 tons.

The CCC in Resen will fill a critical gap in cooling and conditioning facilities, which will be instrumental for more standardized production and quality management, including sorting and packing, for domestic and international markets. The integrated cooling, sorting, grading and conditioning facility will be technology innovative and can serve as important demonstration for future scale-up.

The CCC will be linked into the national food distribution system organized around the central Agri-Food Platform in Skopje (to be developed under the AMP implementation) and will provide the facilities and conditions to:

- Improve food safety and quality in compliance with international standards;
- Enhance competitiveness of the apple value chain through quality sorting, grading and packing;
- Enhance aggregation and horizontal integration of small holders for greater market and price negotiation power;
- Contribute to the organization of a national food distribution system through logistics linkages to Skopje; and
- Create an enabling environment for private investments in the processing and services sectors as quantities and quality becomes more predictable and organized.

The basic design parameters for the CCC will tentatively include:

- 10,000 square meter floor area;
- 5,000 square meters facility, flexible to anticipate possible increase of quantities;
- A total handling capacity of 5,000 tons per year;
- Cold Storage capacity;
- Sorting, grading, washing, waxing, and different types of packaging lines.

*ii. Collection and Conditioning Center in Strumica Municipality*

The Strumica-Radovis Valley and the Gevgelija-Valandovo Valley in the Southeast are the main areas for vegetable production. The total production of the five main vegetable crops – pepper, tomato, cucumber, cabbage, watermelon – represent nearly 60 % of North Macedonia's total production of 380,000 tons. The main producer areas are the municipalities of Strumica, Vasilevo, Gevgelija, Bosilovo, Novo Selo, Bogdanci and Valandovo.

The CCC in Strumica will serve as a critical facility in a region of intensive vegetable production where surpluses of produce cannot immediately access the market and therefore require cold storage, sorting, packing or preparation for processing. While some local operators have already invested in private conditioning centers for their own business, the remaining gap in such facilities is large, negatively impacting directly smallholder producers that do not have access to such facilities, and as well as the volume and quality of produce that can be exported to high value markets. Most of the international big retailers do currently not consider the Southeast Region as supplier for their supermarkets as produce originating from there generally does not meet the required sanitary standards. For a region with a comparative advantage in vegetable production, the CCC would be critical to strengthen competitiveness, access new high value markets and realize higher prizes, which in turn would bring direct and spillover economic benefits to the region.

Specifically, the CCC in Strumica will allow for:

- Standardized product handling,
- Support aggregation of volumes and increase market power,
- Provide the necessary infrastructure and services to meet quality, and sanitary and phytosanitary standards required for accessing high value markets, which would be particularly important and impactful for smallholder farms.

The CCC would be part of the national food distribution system organized around an AFP located in Skopje. The basic design parameters for the CCC will tentatively include:

- 12,000 square meters of area,
- 6,000 sqm of built facilities, flexible to anticipate an expansion;
- Handling capacity for 10,000 tons of fresh and processed vegetables;
- Cold storage capacity;
- A multi-functional sorting and grading line;

## **2. OBJECTIVE OF THE ASSIGNMENT**

The main objective of the assignment is the Ministry of Agriculture, Forestry and Water Economy (MAFWE) through the Agriculture Modernization Project (AMP) as the Client, to engage a consultant to supervise the civil works for construction and installation of equipment in the 2 (Two) newly build Collection and Conditioning Centers (CCCs) in Resen and Strumica municipalities, in accordance with the applicable Laws of the Republic of North Macedonia, World Bank (WB) rules, procedures and policies, and international standards.

In doing so, the Consultant (as Supervision Consultant) shall act as “Engineer/Project Manager” as defined in respective WB General Conditions of Contract and to ensure that: (i) works, materials, equipment and workmanship are in compliance with the required standards and technical specifications/documentation, (ii) works are planned in an orderly manner and completed in due time, (iii) the recommendations of the Environmental and Social Management Plans (ESMPs) are properly followed during the construction phase, (iv) the provisions of the Resettlement Policy Framework (RPF) are properly followed during the construction phase, (v) the works are performed in accordance with safety procedures for all involved parties.

## **3. CONSULTANT’S SCOPE OF SERVICES**

The Consultant shall perform the duties and responsibilities of the “Engineer/Project Manager” as specified in the Contract for the Civil Works, in close co-operation and consultation with the Client.

### **3.1. Scope of Consultant's Services**

The Services will be carried out under the following phases:

#### **3.1.1. Services within the Design Period**

The Client has engaged a separate Consultant (hereafter simply "Contractor") to develop the detail design and technical specifications for the construction and installation of equipment of the 2 (Two) newly build Collection and Conditioning Centers (CCCs) in Resen and Strumica municipalities of North Macedonia. Once this Contractor submits the detail design (technical documentation with all phases) and technical specifications for the equipment, the Supervision Consultant is expected to cover following activities, but not limited to:

- review and provide comments on the detail design and technical specifications of the two CCCs, and suggest potential modifications or adjustments to the detail design and technical specifications in accordance with the following obligations:
  - ❖ Check adequacy of the detail design and technical specifications based on own calculations and evaluations.
  - ❖ Identify any non-compliance of the detail design and technical specifications likely to cause material delay or other adverse consequences.

The Consultant is required to prepare a Report on the findings of the review of the detail design and technical specifications for each CCC and submit the same to the Client for review and approval within 15 working days upon receiving the detail design.

#### **3.1.2. Services within the Civil Works Period**

The civil works period will start 15 days prior to the start of the construction of the CCCs. During this phase, the Consultant, as a minimum, shall perform the following services:

- Facilitate any communication and attend any meeting among the Contractor, Client (MAFWE), the Municipalities or any other stakeholders;
- Ensure that Environmental, Social, Health and Safety (ESHS) provisions set out in the contract documents are respected and included in the Contractor's Environmental and Social Management Plans (ESMPs);
- Review, approve and monitor and supervise the contractor's program of work and the source of materials.
- Assure that CCCs construction related Grievance Redress Mechanism (GRM) is in place and that the Contractor, its employees, and local population are aware of grievance possibility;
- Assure that labor related GRM is in place and the Contractor and its employees are aware of the labor related grievance possibility;
- Organize and conduct weekly joint environmental and social site inspections together with the Contractor's environmental, social and works team;
- Check and verify the accuracy of the data entered in the Construction Diary (on a daily basis), the Contractor's Book of quantities, Interim Payment Certificates (IPCs), as well as Final Payment Certificates;
- Inspect and approve all working drawings and as-built drawings prepared by the Contractor;

- Monitor the physical, financial and time progress of the contracted civil works, control of calculations and payments, and preparation of technical reports and project progress reports, including financial aspect;
- Closely supervise the civil works (construction) activities through regular site inspections accomplished through site visits, walks and visual inspections. The area of inspection should cover both the construction areas and the environment outside the site area that could be affected, directly or indirectly, by the Contractor's activities. Inspection should also cover Contractors' construction equipment, health and safety during works, property, personnel, the citizens, and the public;
- Review and approve contractor's laboratory, preliminary and current testing, and specifications;
- Review and approve the submitted material documentation before delivering materials to the construction site;
- Review and verify all calculations and requests for payments related to the implementation of works contract;
- Propose rational technical solutions and technologies for any identified incompliances of works prior to works execution;
- Collect and record all modifications and changes during the works execution into the investment-technical documentation (on behalf and for the needs of the Client);
- Provide opinion and recommendation on all submitted contractor's requests to the Client;
- Evaluate Contractor's variation orders and prepare report and recommend for Client's decision;
- Evaluate Contractor's early warnings, claims and other issues which can arise during execution of the works, prepare reports and suggestions for the Client's decision;
- Keep records on orders by the relevant public and local authorities (ministries, inspections and similar) issued, inform the Client for such events in due time and undertake all agreed necessary activities to resolve the identified issues;
- Interact continuously with client's Project Management Team (PMT) Environmental and Social Safeguard Specialist on implementation of the environmental and social provisions;
- Supervise the proper construction and maintenance of the Contractor's facilities (labor camps, if any), including the provisions for the safety and health of workers;
- Issue interim certificates for payment to the Contractor on the basis of measured work items or to certify the completion of the works or parts thereof;
- Organize provisional and temporary technical acceptance of works if any, and submit all supervision documents to the Client accordingly;
- Issue the Certificates of Completion/Taking-over of the works;
- Assist the Client in taking over the site of the works;
- Collect project indicator data like created employment, grievances received and resolved, etc.,
- Ensure that the work contractor provides monthly monitoring reports, including the Environmental and Social issues, to the PMT

### **3.1.3. Services in post-construction period**

#### **3.1.4.1. Services within the Defect Notification Period (DNP)**

The DNP lasts at least 12 months from formal take-over of the site (CCCs) from the Contractor. During this period, activities the Consultant should perform include, but not limited to:

- Conduct regular site visits to evaluate quality and functionality of the completed works;



- Prepare reports on identified defects if any, and give additional instructions or advice for repairs or modification of works;
- Supervise remedial works and ensure the Contractor has removed any identified defect;
- Before the end of the Defect Notification Period conduct a detailed inspection and prepare a detailed report on all identified issue to the Client and Contractor;
- Prior to the expiry of the defect period the Consultant shall certify that the defects have been eliminated;
- Issue Defects Liability or Performance Certificates;

#### **3.1.4.2. Services after Defect Notification Period (DNP) completion**

Within 1 month (30 days) upon Defect Notification Period (DNP) the Consultant will carry out:

- Revision and verification of as-built drawings;
- Collecting investment-technical documents and preparation for technical review and acceptance of works;

#### **3.2. Limitations of the Consultant's Authority**

- A. The Consultant shall have no authority to amend the Civil Works Contracts.
- B. The Consultant shall have no authority to relieve the Contractors of any of their duties and obligations under the Works Contracts.
- C. The Consultant shall note that the Client is under obligation to seek the Bank's concurrence before agreeing to or implementing any modification or waiver of the terms and conditions of the Contracts including granting an extension of the stipulated time for performance.
- D. The Consultant will seek prior written consent from the Client in advance of:
  - a) agreeing/instructing any changes in the project design;
  - b) approving a proposal for variation or request for additional work submitted by the Contractors;
  - c) making variations in work quantities which bring the total cost in excess of the value of the Contract Price specified in the relevant contract provisions;
  - d) determining any new rate or price with respect to any Variation;
  - e) approving any extension of the Time for Completion;
  - f) granting any claim for any additional cost including any cost associated with extension of Time for Completion;
  - g) suspending the Works in accordance with the Conditions of Contract;

#### **3.3. ESMPs and Health and Safety**

During the implementation of this assignment, the Consultant is obliged to comply with the following key documents:

- Environmental and Social Management Framework for Agriculture Modernization Project.

- Environmental and Social Impact Assessment study with the Environmental and Social Management Plan prepared by the Design Consultant.

### **3.3. Grievance Redress Mechanism (Complaints-Grievance)**

Complaints may be received from local residents with regard to environmental and social impacts such as noise, dust, traffic safety, etc. The Supervision Consultant will assure that information for the complaints is available to the public in the work site and anywhere else for wider public information. The Consultant shall be provided with a copy of those complaints and the Consultant shall confirm that they are properly addressed. The same applies to incidents identified during site inspections.

Communities and individuals who believe that they are adversely affected by World Bank (WB) supported project may submit complaints to existing project-level grievance redress mechanisms or the WB's Grievance Redress Services (GRS). The GRS ensure that complaints received are promptly reviewed in order to address project-related concerns. Project affected communities and individuals may submit their complaints to the WB's independent Inspection panel which determines whether harm occurred, or could occur, as a result of WBG non-compliance with the policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the World Bank's attention, and bank's management has been given opportunity to respond. The Consultant should propose the solution for the grievances, and they should be listed in the consultant's reports with the description of the grievance, description of actions taken, and the proposed solution(s) for their resolution. After resolution, this should be noted in the subsequent reports:

- Environmental and Social Management Framework for Agriculture Modernization Project;
- Environmental and Social Impact Assessment Study;
- Environmental and Social Management Plan;
- Stakeholder Engagement Plan for Agriculture Modernization Project.

## **4. Time Frame of the Services**

The contract is expected to commence in September 2024 and continue until June 27<sup>nd</sup>, 2025, with possibility for extension.

## **5. Deliverables**

The Consultant is obliged to comply with the reporting requirements specified below and to deliver to the Client the following reports for each of the CCCs:

- Report on the proposed Design
- Report on planned Supervision Services
- Monthly Progress Reports
- Final Reports
- Defect Notification Reports
- Completion Report
- Other Reports necessarily related to the consulting services.

### **5.1. Report on the Proposed Design**

Within 15 working days from receiving the proposed design from the Client, the Consultant shall prepare and submit to the Client a draft Report showing proposed design review with recommendations on the potential modifications or adjustments in the design.

The Client shall comment upon the draft Report within 14 calendar days from submission, following which the Consultant shall submit the final Report within 7 calendar days.

The final version of the Report shall be submitted in Macedonian and English language in 1 hard and 1 electronic copy.

### **5.2. Report on planned Supervision Services**

Within 15 calendar days before the Civil Works commencement, the Consultant shall prepare and submit to the Client a draft Report on planned Supervision Services showing Consultant's models for the monthly reports, Interim Payment Certificates, refine staff mobilization schedule, time reporting systems, define the responsibilities to be delegated and establish the communication procedures with the Client.

The Client shall comment upon the draft Report on planned Supervision Services within 7 calendar days from submission, following which the Consultant shall submit the final Report on planned Supervision Services within 7 calendar days.

The final version of the Report on planned Supervision Services shall be submitted in Macedonian and English language in 1 hard and 1 electronic copy. The Report shall be deemed accepted if approved by the Client in writing.

### **5.3. Progress Reports**

#### **5.3.1. Monthly Progress Reports**

The Consultant will, no later than the 7<sup>th</sup> day of each month, prepare a brief progress report, in a form previously agreed with the Client, summarizing the work accomplished by each of the supervision teams for the preceding month, including problems encountered and recommended solutions. The Consultant shall report on the estimated project progress, Contractor's activities and Consultant's activities.

Monthly progress report shall include, but not be limited to:

- Overview of the physical and financial progress of the executed works compared with the outstanding works and time elapsed (text and graphics);
- List of current or pending problems from previous month/period and status of implementation of the agreed measures for their overcoming;
- Contractor's equipment, workers and personnel on the site;
- Environmental and social issues and status of their implementation;
- Report on health and safety (accidents if any and status);
- Variation order proposals – V/O (modification orders) needing Client's approval accompanied with Consultant's assessment and rationale;

- Overview of the issued Variation orders and status of their approval;
- List of Claim notices or claims and status;
- Status of payment of all contractors' monthly certificates, of all claims for cost or time extensions, and of actions required of the Client to permit unconstrained works implementation
- Consultant's staff engaged for the period of reporting;
- Schedule of the Consultant's staff engagement for the next period;
- Replacement of Consultant's staff, if any, in accordance with the Consultant's Contract and the Contractor's work plan;
- Copy of the log file and measurement book for the reporting period signed by authorized representatives (Annex);
- List of correspondence from the Contractor to Consultant/Client/Final Beneficiary and vice versa (Annex).
- Filled checklists for monthly field environmental and social monitoring (Annex).

Monthly progress report shall be submitted along with the Consultant's Time Sheets submitted in original to the Client for approval. Monthly progress report shall be in Macedonian and English language in 1 hard and 1 electronic copy. In case of having comments and suggestions, the Client shall submit them to the Consultant not later than 7 calendar days after receiving. The Consultant is obliged to incorporate the Client's comments/suggestions in the final version of the report within 7 calendar days from receipt of such comments/suggestions. The Client approves the Consultant's Time Sheet and the Monthly Progress Report. Approved documents are a prerequisite for submission and payment of the respective Invoice by the Consultant.

#### **5.4. Final Report**

The Consultant will prepare a draft Final Report within 28 calendar days of the issue of the Taking-Over Certificate/Certificate of Completion of the works. The Client shall comment upon the draft Final Report within 14 calendar days from submission, following which the Consultant shall submit the Final Report within 14 calendar days.

These reports must be submitted summarizing the methods of construction, the construction supervision performed, and recommendations for future projects by the Client. Report represents analyses and synthesis of the works implementation and summary of the achieved technical, financial and ecological results under the Project both from the aspect of the executed works and from aspect of the provided services subject to this ToR.

Final Report shall contain all relevant details of provided consultancy services per every work contract, including description of service, all relevant information on implementation, presentation of staff engaged, as well as the cash flow on the consultant's contract.

Final Report is prepared for every particular works contract and shall include summary of the works completed:

- Summary of the completed works and contract implementation;
- Summary of the approved by the Consultant technical documentation for the works completed, including all modifications in the design made during the construction (as build design/drawings);
- Overview of all important events on the Site;

- Summary of the equipment and mechanization used during the works execution, with conclusions relating to adequacy and sufficiency of the equipment and recommendations for new works;
- Summary of the contractor's engaged labor according to the qualification structure with the assessment of qualification, efficiency and sufficiency;
- Overview and description of applied new technologies for works execution with recommendations to the Client relating to their further use;
- Complete financial summary of the contract;
- Summary of the engaged Consultant's personnel;
- Summary of the completed works;
- Summary of completed tests and acceptances of materials and works as well as completed control testing;
- Summary of delivered materials, with data on manufacturer and quality with schematic presentation of locations of the build in materials;
- Summary of environmental and social management carried out during the works contract implementation;
- Summary of social issues, events and mechanisms of their implementation;
- Summary of expropriation issues, if any and their implementation;
- Report on health and safety (accidents if any and status);
- Complete financial status of the contract;
- Summary of Variation orders;
- Summary of Claims;
- Summary of extension of time and budget;
- Summary of Contractor's equipment, engaged labor and personnel on the site completing the works;
- Summary of Consultant's staff engaged and replacement of Consultant's staff, if any;
- Copy of the complete documentation prepared during the construction period (Annex);
- Copy of the complete correspondence between the Contractor/Consultant/Client/Final Beneficiary and vice versa (Annex).

The final version of the Final Report shall be submitted in Macedonian and English language in 1 hard and 3 electronic copies (CDs). The Final Report shall be deemed accepted if approved by the Client in writing.

### **5.5. Defect Notification Period (DNP) Reports**

The Consultant shall prepare a report from inspection visit after each mission detailing:

- outstanding and remedial works completed by the Contractor during the period;
- location, nature, extent and analysis of the causes of defects identified, if any;
- recommended method to correct identified defects together with cost estimates;
- in consultation with the Client and Contractor the liability for correcting the defects identified;

Number of inspections to the site during DNP shall be based on the Consultant's assessment, but in any case, should not be less than 3 inspections with DNP out of which the last inspection should be no later than 40 days before the end of DNP.

The DNP Report shall be submitted to the Client within one week (7 days) after completion of each inspection in both languages Macedonian and English in 1 hard and 1 electronic copy.

The Client shall comment upon the submitted Report within 14 calendar days, following which the Consultant shall submit the Final DNP Report within 7 calendar days.

### 5.6. Claims Report

In the event of receipt of a notice of claim from the Contractor, immediately thereafter, the Consultant shall notify and provide copy of the Contractor's notice to the Client. The Consultant shall require the Contractor to copy to the Client all details with regard to the Contractor's claim.

Promptly after the Consultant's inspection, the Consultant shall provide the Client with an assessment of the Contractor's claim supported with records, and the Consultant's preliminary conclusions with regard to the potential outcome of the claim. The Consultant shall provide the Client with all necessary particulars to enable the Client to establish his position with regard to the Contractor's claim. The Consultant shall also consult with the Client any instruction, which have been (or to be issued) to the Contractor with regard to any further related records that the contractor may have.

Prior to certification of any payment to the Contractor in relation to the Contractor's claim, the Consultant has to obtain Client's approval.

The report should be submitted in both languages English and Macedonian in 1 hard copy and 1 electronic copy.

<b>Reporting Requirements Timeline for each of the CCCs</b>				
<b>No</b>	<b>Deliverables</b>	<b>Deadline submission in calendar days</b>	<b>Approval by the Client</b>	<b>Correction period</b>
1	Report on proposed Design	15 (fifteen) working days from receiving the design	14 (fourteen) calendar days from submission	7 (seven) calendar days from receipt of comments/suggestions from the Client
2	Report on planned Supervision Services	15 (fifteen) calendar days before the start of Civil Works	7 (seven) calendar days from submission	7 (seven) calendar days from receipt of comments/suggestions from the Client
3	Monthly progress reports	No later than the 7 <sup>th</sup> day of each month	7 (seven) calendar days after receiving the report	7 (seven) calendar days from receipt of comments/suggestions from the Client
4	Final Report	28 (twenty-eight) calendar days from issuance of Taking-Over Certificate	14 (fourteen) calendar days from submission	14 (fourteen) calendar days from receipt of comments/suggestions from the Client
5	Defect Notification Reports	7 (seven) calendar days after completion of each inspection	14 (fourteen) calendar days from submission	7 (seven) calendar days from receipt of comments/suggestions from the Client
6	Other Reports necessarily related	If needed, to be agreed during Contract Implementation	If needed, to be agreed during	If needed, to be agreed during Contract Implementation

to the consulting services		Contract Implementation	
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## 6. CONSULTANT QUALIFICATION

### 6.1. Consultant's Personnel

The Consultant shall provide adequate staff in terms of expertise and time allocation, as well as the equipment needed to complete the activities required under the scope of work and to finally achieve the objectives of the project in terms of time, costs, and quality.

The numbers and person-months for all staff shall be included in the technical proposal and the costs in respect of these personnel are to be included in the financial proposal.

100% of the experts' time will be spent at the base of operations. No home-based work is possible unless prior approval is obtained from the Client, and this will be assessed on a case-by-case basis.

Proposal of organizational and functional schedule of the Consultant, i.e., Consultant's team composition and planning of number of people per positions, is a subject of the Consultant's Proposal.

### 6.2. Company profile and qualification criteria

To the assignment a team of experts with relevant experience and qualifications in their subject area as indicted further below can be engaged as a Consulting Firm. The Consulting firm may associate with other Consulting firm (s) in the form of a joint venture or of a sub-consultancy to complement their respective areas of expertise, strengthen the technical responsiveness of their proposal, and avail themselves to a broader pool of experts.

The qualification requirements of the Consulting firm are summarized as follows. The Consultant shall be a firm or a group of firms with following qualifications:

- *General Qualifications:*
  - ❖ At least 10 years of experience in engineering and consulting services. As a proof of compliance, the consultant shall provide a copy of valid business license from country of origin (if such activity is subject to licencing in the consultant's country) and copy of the registration certificate (issued not earlier than 2 years prior to the proposal submission deadline);
  - ❖ License for Supervision for 1st category (License A) issued according to the national legislation of the Republic of North Macedonia. Foreign Consultant companies can get more information about confirmation of their licenses on the following link: <http://mtc.gov.mk>;
  - ❖ At least 50% of the key experts must be permanent staff of the consultant. As a proof of compliance with this requirement the consultant shall provide a signed and stamped staffing table;
  - ❖ The average annual turnover of the consultant must be at least EUR 450.000 equivalents in the last 5 (five) years. As a proof of compliance with this requirement, the consultant shall provide audited balance sheets or verified financial statements covering the required period.
- *Specific Qualifications relevant for the assignment:*

- ❖ At least 2 construction supervision assignments in construction of agri-food, agro-logistics and agro-processing facilities, wholesale markets, etc., each with a value equivalent at minimum of EURO 450.000 successfully and substantially (at least 80%) completed either alone or as a member of a JV with a minimum participation of 50% during the last 10 years starting 1st of January 2014 and the deadline for submission of proposal;
- ❖ At least 1 completed project during the last 10 years in supervision of works under World Bank conditions of contract or other internationally recognized conditions of Contract (in the region, country) with a minimum amount of 50% own input;

The credibility of mentioned experience shall be presented in a list of the required similar project/contracts as required above, including description of services provided (including information on contract value, contracting entity/client, project location/country, duration, assignment budget, percentage carried out by consultant in case of association of firms or subcontracting and main activities) and accompanied by certificates/confirmation of orderly fulfilment of the contracts verified by other party from such contracts.

It is required to provide examples of assignments of similar nature.

### 6.3. Minimum Qualification requirements for the Key Staff

It is expected that the core Consultant's core team shall comprise of following key experts:

1	<b>KE1</b> Team Leader/Civil Engineer (on site)	University degree, Bachelor of Civil Engineering  Master of Civil Engineering will be considered an asset  Certified Supervisor (Authorization A for supervision*)	<b>Required experience:</b> <ul style="list-style-type: none"> <li>• at least 15 years of proven professional experience in supervision of civil works;</li> <li>• at least 4 assignments of similar scope and nature (supervision of civil works) where at least 2 assignments in a position of Supervision Team Leader;</li> </ul> <b>Language:</b> <ul style="list-style-type: none"> <li>• Good command of spoken and written Macedonian language is required;</li> <li>• Knowledge of English language;</li> </ul>
2	<b>KE2</b> Assistant Team Leader/Civil Engineer (on site)	University degree, Bachelor of Civil Engineering/Architect  Certified Designer (Authorization A* for supervision)	<b>Required experience:</b> <ul style="list-style-type: none"> <li>• at least 10 years of proven professional working experience in supervision of civil works;</li> <li>• at least 2 assignments for supervision of civil works in similar facility construction where at least 1 assignment in a position of Team Leader/Deputy Team Leader;</li> </ul> <b>Language:</b> <ul style="list-style-type: none"> <li>• Good command of spoken and written Macedonian language is required;</li> <li>• Knowledge of English language;</li> </ul>
3	<b>KE3</b> Mechanical Engineer	University degree, Bachelor in Mechanical Engineering  Master in Mechanical Engineering will be considered an asset	<b>Required experience:</b> <ul style="list-style-type: none"> <li>• at least 10 years of proven professional working experience in supervision in mechanical engineering;</li> <li>• at least four (4) assignments for supervision in mechanical works in similar facility construction;</li> </ul> <b>Language:</b> <ul style="list-style-type: none"> <li>• Good command of spoken and written Macedonian language is required;</li> <li>• Knowledge of English language will be considered an asset;</li> </ul>



		Certified Designer (Authorization A* for supervision)	
4	<b>KE4</b>  Electrical Engineer	University degree, Bachelor in Electro- technical Engineering  Master in Electro-technical Engineering will be considered an asset  Certified Designer (Authorization A* for supervision)	<b>Required experience:</b> <ul style="list-style-type: none"> <li>• at least ten (10) years of proven professional working experience in supervision in electro technical engineering;</li> <li>• at least four (4) assignments for supervision in electro technical works in similar facility;</li> </ul> <b>Language:</b> <ul style="list-style-type: none"> <li>• Good command of spoken and written Macedonian language is required;</li> <li>• Knowledge of English language will be considered an asset;</li> </ul>
5	<b>KE5</b>  Environmental specialist	University degree, Bachelor or Master in environment, biology, chemistry, geology or other relevant natural sciences  Authorization for EIA and SEA from MoEPP	<b>Required experience:</b> <ul style="list-style-type: none"> <li>• at least ten (10) years of proven professional working experience in environmental and social management;</li> <li>• at least four (4) assignments for supervision in environmental assessment;</li> <li>• Familiarity with WB policies on social safeguards, gender development, and core labor standards is preferable; Working experience in agriculture and natural resource sector in Balkan region is highly preferred</li> </ul> <b>Language:</b> <ul style="list-style-type: none"> <li>• Good command of spoken and written Macedonian language is required;</li> <li>• Knowledge of English language will be considered an asset;</li> </ul>

In addition to the required key experts, the Consultants should also include in their technical proposal the personnel work plan and financial proposal for all other (if any) “non-key experts” required in accordance with their proposed approach and methodology.  
All organizational activities and costs related to all trainings are responsibility of the Consultant.

### **Backstopping office**

The Consultant should have additional resources available as needed with experience working on similar projects to support the key experts as required throughout the assignment.

### **Language**

Except that the expected deliverables from this assignment should be submitted in both Macedonian and English, official language of the service contract as well as the works contracts shall be Macedonian. Log file (construction diary) and measurement book shall be in Macedonian language. Consultant’s correspondence with other institutions in the Republic of North Macedonia (ministries, police, local governments, public enterprises and similar) shall be also in Macedonian language.

Consultant has to consider the fact that for the documents subject of this assignment translation into English shall be provided as specified in the Section 6: Reporting Requirements as well as for other specific documents or correspondence upon request by the PMT. Consultant has to consider this fact as to engage sufficient number of persons speaking both languages.