

# Terms of Reference for Consultancy Detailed Designs and Construction Supervision for Integrated Urban Upgrading of Ksamil, Orikum and Borsh touristic sites and adjacent areas

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### PIUTD

### Project of Integrated Urban and Tourism Development

### TERMS OF REFERENCE

### Detailed Designs and Construction Supervision for Integrated Urban Upgrading of Ksamil, Orikum and Borsh touristic sites and adjacent areas

REF No: AL – ADF – 325745 – CS – QCBS

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### List of abbreviations:

UNESCO	The United Nations Educational, Scientific and Cultural Organization
PIUTD	Project for Integrated Urban and Tourism Development
GoA	Government of Albania



FONDI SHQIPTAR  
I ZHVILLIMIT

ADF	Albanian Development fund
MoIE	Ministry of Infrastructure and Energy
PMU	Project Management Unit
PCU	Project Coordination Unit
ToR	Terms of Reference
IUU	Integrated Urban Upgrading
GNP	General National Plan 2015-2030
GLP	General Local Plan for Saranda, 2016 – 2031;
GLP	General Local Plan for Vlora 2016 – 2031
CIIP	Coastal Integrated Intersectional Plan 2030;
APRP	Albania Power Recovery Project
BoQ	Bill of quantity
ESIA	Environmental and Social Impact Assessment
EIA	Environmental Impact Assessment
ESMP	Environmental and Social Management Plan
ESMF	Environmental and Social Management Framework
RAP	Resettlement Action Plan
ARAP	Abbreviated Resettlement Action Plan
RPF	Resettlement Policy Framework
SEP	Stakeholder Engagement Plan
CHMP	Cultural Heritage Management Plan
PPP	Public Private Partnership
WB	World Bank
NLC	National License Center
NLR	National License Registration
HSEQ	Health and Safety Environment and Quality Unit
ICT	<u>Information and communication technology.</u>
ICT	<u>Internet of things IoT</u>
QAQC	Quality Assurance and Quality Control
OHS	Operational Health and Safety
ESHS	Environmental Social Health and Safety
WBG	World Bank Guideline

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IFI	International Financial Institutions
DLP	Defect Liability Period

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## I. INTRODUCTION AND BACKGROUND

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### 1.1 Project for Integrated Urban and Tourism Development (PIUTD)

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The Project for Integrated Urban and Tourism Development (PIUTD), funded by the World Bank Group, supports the Government of Albania (GoA) to develop the economy and improve living conditions in its southern region by financing infrastructure projects in the urban centers of Saranda, Gjirokastra Berat and Përmeti. Gjirokastra and Berat are well established UNESCO Cultural Heritage cities; Saranda is the southernmost port in the country functioning as the tourism gateway for the region and the UNESCO World Heritage site of Butrint; while Përmet, located in the Gjirokastra Qark, complements the southern tourism product as the key pivotal link of the south of Albania tourism circuit with the heart of the Balkans. The investment program also extends to selected complementary sites near these urban centers that are of cultural and natural interest and contribute to strengthen their tourism appeal. The urban centers targeted by the PIUTD are all secondary cities with a relatively small resident population – between 5,000 and 40,000 inhabitants[1] but that play a key role in hosting and distributing tourist across the south of Albania.

Integrated interventions of urban upgrading supported by the PIUTD in the four targeted urban centers will be aimed at improving the living conditions of local dwellers and foster locally based tourism economic development in sensitive urban areas. They are expected to be combined into cohesive investment programs, which would include the upgrading of public spaces (e.g. parks, town squares, pedestrian walkways); street networks, inter-modal nodes and associated infrastructure (e.g.: sidewalks, street crossings, streetlights, bicycle paths, bus stations); restoration of selected heritage buildings and façade improvement of selected buildings and; touristic sites enhancement (e.g. access roads, visitors' centers, parking, signage). Water supply and sewage network rehabilitation will be supported on a case-by-case basis[2]. The investment programme might include cliff protections or stabilization (e.g. Slope stabilization and monitoring; vegetation clearance/removal, limiting base erosion/degradation; landslides risk reduction).

As part of PIUTD preparation, each selected urban center underwent a thorough process of *technical urban review* and consultation with local governments, local agencies and stakeholders, Cultural Heritage Agencies, in coordination with the Ministry of Infrastructure and Energy (MoIE) and the Albanian Development Fund (ADF). This process resulted in the identification of areas for project support within each city, fast-track investments to be implemented *during Year 1*, and specific areas of investment for project support *during Year 2-5*. Based on the results of the technical urban review and to further refine the pre-identified areas of investment, each city will be subject to a **detailed urban design study** that will allow to create a tailored package of investments with clear synergies, avoiding fragmentation and aiming to achieve the greatest economic impact. The detailed urban design studies will include a consultative process with all the interested stakeholders that will ensure that investments are: (i) fully aligned with the PIUTD's development objectives; (ii) consistent with the already developed General Local Plans (GLP); and (iii) prioritized and selected to support the development vision of each of the selected urban centers, ensuring complementarity and avoiding fragmentation.

PIUTD project is subject to World Bank safeguard policies (OP/BP) and is classified as Category B primarily due to the rehabilitation nature of the proposed infrastructure works. The main works might involve infrastructure rehabilitation, construction of new facilities such as small visitors' centers near

touristic sites in the South of Albania. The rehabilitation of the selected existing infrastructure will not involve significant structural modifications or change in their use.)

## **Applicable World Bank's Safeguards Policies**

This section presents the Safeguard Policies that are relevant to the PIUTD project and briefly describe their contents.

### **OP 4.01 Environmental Assessment**

The World Bank requires environmental assessment (EA) of projects proposed for Bank financing to help ensure that they are environmentally sound and sustainable, and thus to improve decision making. The OP defines the EA process and various types of the EA instruments. This PIUTD project is classified as "Category B" in line with the with the WB OP/BP 4.01, on Environmental Assessment. The impacts are likely to be small scale, localized, and irreversible in nature. Since the exact nature and locations of the proposed sub-projects are not identified, therefore an ESMF has been prepared in accordance with OP 4.01 The OP 4.01 also defines ESMF as "An instrument that examines the issues and impacts associated when a project consists of a program and/or series of sub-projects, and the impacts cannot be determined until the program or sub-project details have been identified

The PIUTD Environmental and social management framework (ESMF) document, sets out the principles, rules, guidelines and procedures to assess the environmental and social impacts. It contains measures and plans to reduce, mitigate and/or offset adverse impacts and enhance positive impacts, provisions for estimating and budgeting the costs of such measures, and information on the agency or agencies responsible for addressing project impacts. If project screening used by implementing agencies finds that more detailed planning work is required, Environmental and Social Management Plans (ESMPs) may be prepared.

#### *Projects Involving Subprojects*

For projects involving the preparation and implementation of subprojects, identified and developed over the course of the project period during the preparation of each proposed subproject, must carry out appropriate EA according to country requirements and the requirements of this policy. The Bank appraises and, the capabilities of the coordinating entity or the implementing institution to

1. screen subprojects,
2. obtain the necessary expertise to carry out EA,
3. review all findings and results of EA for individual subprojects,
4. ensure implementation of mitigation measures (including, where applicable, an EMP)
5. monitor environmental conditions during project implementation.

If the Bank is not satisfied that adequate capacity exists for carrying out EA, all Category A subprojects and, as appropriate, Category B subprojects—including any EA reports—are subject to prior review and approval by the Bank.

### **OP 4.04 Natural Habitats**

The conservation of natural habitats, like other measures that protect and enhance the environment, is essential for long-term sustainable development. The Bank therefore supports the protection, maintenance, and rehabilitation of natural habitats and their functions. This OP is triggered to support the protection, maintenance and rehabilitation of natural habitats and their functions.

### **OP 4.09 Pest Management:**

The objective of this OP is to support a strategy that promotes the use of biological or environmental control methods and reduces reliance on synthetic chemical pesticides.

- Reduce human exposure and health risks
- Reduce environmental contamination
- Help develop national capacity for IPM and pesticide regulation/ monitoring.
- **OP 4.11 Physical and Cultural Resources**

This policy safeguards archaeological, physical or cultural heritage sites and assists in their preservation and avoids their elimination. This OP is triggered as some of the project interventions will be carried out in or near notified archaeological, physical or cultural heritage sites and monuments of Swat.

#### **OP 4.12 Involuntary Resettlement**

OP 4.12 – Involuntary Resettlement covers direct economic and social impacts that results from land acquisition for project development, relocation or loss of shelter, loss of assets or access to assets, and loss of income sources or means of livelihood. The Policy applies to all affected persons, regardless of titles/ownership and the severity of impacts – direct or indirect. The policy requires particular attention to be given to the needs of vulnerable groups especially those below the poverty line, the landless, the elderly, women and children, indigenous groups, ethnic minorities, orphans, and other disadvantaged persons. The Resettlement Policy Framework (RPF) will address any possible land acquisition. This OP is triggered as project interventions may require land from public or private land holders.

#### **OP 4.36 Forestry**

The objective of this policy is to assist borrowers to harness the potential of forests to reduce poverty in a sustainable manner, integrate forests effectively into sustainable economic development, and protect the vital local and global environmental services and values of forests. Where forest restoration and plantation development are necessary to meet these objectives, the Bank assists borrowers with forest restoration activities that maintain or enhance biodiversity and ecosystem functionality. The Bank also assists borrowers with the establishment and sustainable management of environmentally appropriate, socially beneficial, and economically viable forest plantations to help meet growing demands for forest goods and services

#### **Safety of Dams (OP 4.37)**

The Policy seeks to ensure that appropriate measures are taken, and sufficient resources provided for the safety of dams on the WB finance project. This OP is triggered when WB projects finances dam construction and rehabilitation and when performance of a WB financed project is dependent on an existing dam. The policy seeks to protect downstream populations and ecosystems from consequences of dam failure. The policy requires dam independent panel to assess design/construction; detailed plans for construction/quality assurance; instrumentation, operation & maintenance, emergency preparedness due diligence requirements.

#### **World Bank Group EHS Guidelines**

The Environmental, Health, and Safety (EHS) Guidelines are technical reference documents with general and industry-specific examples of Good International Industry Practice (GIIP). When one or more members of the World Bank Group are involved in a project, these EHS Guidelines are applied as required by their respective policies and standards. These General EHS Guidelines are designed

to be used together with the relevant Industry Sector EHS Guidelines which provide guidance to users on EHS issues in specific industry sectors. For complex projects, use of multiple industry-sector guidelines may be necessary.

The World Bank safeguards policies requirements are as follows:

- The Project will be structured to meet relevant World Bank substantive Environmental and Social safeguards as explained. When host country regulations differ from the World Bank ESSs, the Project will be expected to meet both;
- Public consultation and stakeholder engagement will be tailored for the Project, be meaningful and will allow for disclosure of information and public participation in decision-making
- The Project shall include all reasonable measures to avoid, minimize or mitigate any adverse change in environmental and social conditions and impacts on public health and safety, especially with respect to any disproportionate impacts on any group of people as a result of their gender, age, ethnicity, disability, socio-economic status and/or other personal characteristics; and
- Relevant international conventions and protocols relating to environmental and social issues will be addressed, as transposed into national legislation.

Project-supported civil works activities will be undertaken on public land and designed to avoid or minimize any impacts on private property. Nevertheless, it is possible that the project could necessitate permanent or temporary land acquisition or induce changes in land use or land access in the areas where the work activities will be carried out. For example, public roads may need widening or parking areas may need to be expanded to serve a greater number of visitors; use and configuration of public spaces may change, effecting collaterally neighboring areas; and income-generating activities in public spaces. All project-supported interventions have to comply with WB safeguards policies, including social and environmental safeguards measures, will be disclosed properly, and discussed in public to ensure that stakeholder input is considered in site selection, design, and implementation arrangements.

The main objective of the IUU- Integrated Urban Upgrading of Ksamil, Orikum, and, Borsh coastal areas is to upgrade the functioning of the urban core in the town of Ksamil, and Orikum and the coastal area of Borsh which will contribute towards transforming the areas as key tourism centers and regional economic hubs. The project aims at improving livability/visit ability by transforming the urban centers of Ksamil and Orikum and the coastal area of Borsh by (i) supporting priority investments and policies aimed at facilitating accessibility and intermodal connectivity in the town center to residents and tourists, (ii) enhancing urban public spaces to improve visiting experience and livability for residents and (iii) leveraging the town's assets to consolidate as a tourism-destination through improved streetscape, selective façade refurbishment and restoration/improvement of selected public buildings for adaptive reuse where applicable.

The Government of Albania (GoA) assisted by World Bank financing is seeking an experienced consultancy firm with international experience to provide design and supervision services under the scope of this consultancy. The Consultant must provide key design members to work with the Client on overall design process and supervision of works during implementation stage for World Bank funded investment projects.

The ADF (PMU unit), the MoIE (PCU unit), through their respective management units appointed for the overall monitoring, administration and implementation of the PIUTD, also including the beneficiary municipalities, shall henceforth be referred as "The Client". The Consultancy Firm to be appointed under this TOR is henceforth referred to as "The Consultant". The Contracting Authority shall be referred to the Albanian Development Fund (ADF).

## 1.2 Overall scope and objectives of this consultancy service

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The purpose of this TOR is to obtain design and supervision services for *Ksamil, Borsh Coastline, Orikum* as follows:

- Carry out a rapid inception desk-review, including assessment and preparation of a Work-Plan taking into consideration the Ksamil Urban Lab\_Integrated Urban Regeneration Concept; Study for the Integrated Regional Development Programme in Lukova Region and the Urban Upgrading Concept for Orikum prepared by XDGA and Iri;
- Review, revise and update where necessary, and validation of the prepared assessment of the current situation in the study areas;
- Review, revise, and update where necessary, and validate prepared final vision and integrated urban design concepts for the specific areas already identified within the areas of Ksamil, Borsh Coastal Area, and Orikum;
- Review, revise and update where necessary, and validate of prepared prioritization of cohesive investment program to be financed under PIUTD;
- Development of preliminary designs, guidelines and preliminary estimates for the investment projects selected for PIUTD financing for Ksamil and Orikum, as well as Borsh Coastal area;
- Development of detailed designs for selected investment projects and support the Client in the preparation of the bidding documents for the approved investment projects.

Supervision services under this TOR include supervision of civil works from the list of specific identified investment projects for Ksamil, Borsh, and Orikum, including monitoring, inspection, and reporting supervision activities.

The timeframe for implementing the overall investment program in Ksamil, Borsh Coastline, and Orikum is estimated 4 years. (*Including 1 year of defects liability period*). The preliminary allocation for investments is approximately **€20 million** (VAT included).

## 1.3 Town specific background, objectives, and study area

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Ksamil, Borsh, and Orikum have similar characteristics taking in consideration that all three areas are located by the coast and are popular destinations for summer tourism.

Ksamil is a town with a strong strategic position with direct connection with Saranda and Butrint. It has the size of approximately 1,7 km<sup>2</sup> and is located on the south shore of the Mediterranean Sea close to the Greek island Corfu. There are 10,000 registered inhabitants, though only 3,141 are estimated to live in the settlement all year round. Ksamil is a popular destination for summer tourism with 128,850 tourists per year. In this regard, Ksamil is one of the main urban centers in the southern Albania which is populated throughout the year, with a high presence of settlements, economic activities and touristic accommodations. The investment from the entrepreneurs are significantly increasing, and inhabitants have started to reinvest in their properties.

Ksamil is an area where the environmental (e.g. sea, lake) and cultural assets are combined together; National Park of Butrint, Ksamili Islands, Lake of Butrint, and Vivar Channel are the main assets of this area. The ruins of the ancient town of Butrint in the south of the peninsula are part of the UNESCO world cultural heritage. Ksamili administrative unit is one of the priorities in the National Development Strategy in terms of tourism. Thus, given that the tourism sector is one of the main sources of development of the area, residents consider it important for the provision of family income and the development of the entire city. The economic activity of the administrative unit of Ksamil is focused mainly on tourism as well as on construction, fishing and in fruit-growing. Fishing is mainly based on mussels farming in Butrint Lake.

However, the tourism nowadays is characterized by informal development patterns, hence resulting in lack of proper urban development, public spaces, parking etc. Ksamili's chaotic urbanism, with illegal construction, lack of infrastructure and architectural standards, negatively affects the upcoming tourism and recreational developments of Ksamili itself and the entire Butrint Park. Over the last two decades, Ksamili has expanded without a proper urban planning, resulting in heavily built areas characterized by lack of green and open spaces, and problems of traffic congestions and missing parking facilities and poor road and underground infrastructure. Ksamil has no plaza or main square where people can gather for public events. Also, the cultural and sportive facilities are missing in the area. In addition, Ksamil has not adequate marketing and branding of the town.

The additional financing is expected to: improve urban core and the seaside areas of the town by improving the mobility, improving the urban elements such as promenade, lightening, facades, paths, requalification of the seaside area and the lakeside area, marketing, branding and tourism products and other projects as it will be defined during the design phase.

Borsh is a coastal town, that reflects a collection of settlements—both historic and contemporary—that exist along an alluvial plain that is the delta of a small river, flowing to the sea from the inland mountains. The mountains provided a secure point to build a castle, and a plain flat ground with rich soil to cultivate olives. In recent times, the wide beach created by this delta has provided the local economy with the opportunities related to the tourism economy. The sporadic resettlements and the ever-present attempt to move closer to the seaside has not been without consequences. Unfettered expansion and chaotic planning have dotted the fertile delta with a spattering of building. The lack of oversight and planning has resulted in a center-less sprawl—a semi-urban/suburban/agrarian condition. Borsh is mostly known for its olive production, a process which was bolstered by the investment during the communist period. The project area includes the coastline of Borsh. It boasts the largest beach in all of the Albanian Riviera at 6km, a beautiful and expansive olive grove, and an incredibly valuable cultural asset: The Castle of Borsh. Perhaps of all the villages along this stretch of the Albanian Riviera, Qazim Pali is the youngest and most suitable for a transition into a tourist-haven.

The additional financing is expected to improve the seaside areas by improving the mobility, improving the urban elements such as promenade, lightening and other projects as it will be defined during the design phase.

Orikum is the second most important urban center in the Vlora Municipality (and third of the southern coast Albania), classified as a tourism strategic hub, located on the coastal landscape road connecting the southern coast locations. The administrative Orikum unit, 165 km south of the capital, is part of region number 4- the Southern Gateway of the Albanian Riviera. Orikumi is an administrative unit with 12.000 registered residents and 5.503 inhabitants only in Orikum town, and it is the only town in the Vlora Municipality having residents throughout the entire year. Orikum, located in the Southern part of Albanian Riviera and in close vicinity with Vlora town and Llogara National Park, represents high potentials for sustainable tourism (both summer and winter season) and cultural development. Orikum has about 60,000 visitors a year and due to its diverse tourist offer, the numbers are increasing. The relief of the Orikum area is diverse where coastal seas, hilly areas and deep mountain areas are intertwined. Orikumi is distinguished for its natural resources, biodiversity and ecological corridors and also for its archaeological, historical and cultural richness. Touristic potentials are well preserved, there is no degradation of the landscape despite the presence of informality in some areas, and the possibilities for improvement are high. In the Orikum administrative unit there are about 430 active business activities throughout the year and 150 other seasonal businesses. Most of them are mainly concentrated in Orikum, Dukat and Radhima. The Radhimë-Marina Orikum area is one of the most developed business poles regarding tourism services. The



local economy relies on the tourism sector and other components such as emigration, livestock, fisheries and agriculture. Also, agriculture remains the main economic activity, as opportunities for the development of this sector are good, especially in Dukat and Tragjas. Cultivation of viticulture, horticulture, citrus have grown year by year. Despite the presence of the sea, the Orikum Lagoon located between Karaburun and the city of Orikum is a great potential for the area. Most importantly, Orikumi is in a natural protected area of the National Park of Llogara and the Karaburuni peninsula.

The Marmiroi Church and Orik are the two main cultural sites of Orikum. Orik ancient settlement is situated in the south-western shore of Orikum bay, in a low rocky hill, near a wood scaffold that separated a small lagoon with Pasha-Liman bay. In the 5th century, Byzantine Church of Marmiroi was built. The project area has the status of a Managed Nature Reserve, category IV, and is characterized by a biological and landscape diversity, because of the geographical position, landscaping, hydrography, earth conditions and various climates. Several important archaeological objects have been found in the city, but the archaeological search has been always limited due to the importance of this center that continues even nowadays to be used as a naval base. Numerous of the ancient objects found in the city are exposed at the Vlora Museum.

As mentioned above, Orikumi is distinguished for numerous natural resources, biodiversity and ecological corridors and also for its archaeological, historical and cultural richness. Orikumi together with the surrounding villages make up a wealthy treasury, including the Managed Nature Reserve of Karaburun (20,000ha), the Llogara National Park (1,010ha) and the Karaburun-Sazan National Park (12,428ha). Orikum's lagoon of about 130ha is another tourist attraction that connects to the sea through the canal.

The role that Orikumi has in the Albanian tourism and its potential are enormous, but it still faces huge infrastructure problems.

The area today faces increased traffic burden during the seasonal time. The main boulevard and the main road which goes to the seaside are in good conditions but the road that goes to Marmiroi Church is in bad conditions.

Despite the presence of two public spaces not satisfactory in terms of urban design, attractiveness and functionality, there is a lack of public spaces in this area. Also, the main boulevard "Princess Rujjine" can be considered as a huge public space, but in terms of urban design and functionality it is not suitable. In addition, there is a total absence of the green zones inside the urban area. There is a lack of dedicated public parking inside the urban area and mostly in the summer period, the issue of parking lots turns into a real problem for visitors and the inhabitants. The additional financing in Orikum is expected to: improve urban core and the seaside areas of the town by improving the mobility, improving the urban elements such as promenade, lightening, facades, paths, requalification of the seaside area and the connection with the areas with high tourism potential such as, Llogara, Radhime and Tragjas, marketing, branding and tourism products and other projects as it will be defined during the design phase.

### **1.3.1. Specific Objectives**

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The specific objectives to be achieved through this assignment are as follows:

- *To upgrade the area of Ksamil and Orikum through transformative urban regeneration, public spaces interventions, urban mobility and integration of cultural assets through proper rehabilitation.*
- *upgrade the coastal area of Borsh by regenerating and revitalizing the coastline promenade and its role as a tourism hub*

*For the three project sites, a particular attention will be given to the integration of the cultural assets and natural assets for a sustainable design*

The package of investments for Ksamil and Orikum is expected to include:

mobility improvement in the core area – in particular during the high season, proposing a traffic and parking management strategy, improvement of junctions/roundabouts, town accesses and intermodal nodes, and other traffic pressure points as needed; (ii) street upgrading in the core area of the town that promote modal shift from private transport to public and non-motorized transport, walking and cycling between the different areas of the town (town core, recreational areas and main tourism attractions) and in linkage to surrounding areas; (iii) improvement and preservation of public spaces, waterfront promenade and integrating as green and recreational areas within the study area , including selective improvements of facades and selective improvements of public buildings for adaptive re-use. These three packages of investments should be integrated in a cohesive way with the aim to improve accessibility, visitors experience and residents' quality of life. All the works mentioned above aim to create a sustainable built environment.

The package of investments for Borsh is expected to include improvement of waterfront promenade with the aim to improve visitors experience and residents' quality of life.

### **Study Area**

The Consultants will focus the assignment on the urban area of Ksamil with a total extent of the study area of approximately 1.7 sq.km **and the linkage by road from Ksamil to Saranda is approximately 15 km.**; the coastal area of Borsh, and the urban area of Orikum Town, with a total extent of the study area of approx. 1.7 sq.km **and the linkage by road from Orikum to Vlora is approximately 15 km.** On an exceptional basis, the Consultant may propose and discuss with the Client selected investments outside this area that could be considered to the extent of the study area (e.g. linkage to the project sites in the south, or bus and parking facilities in the immediate surrounding area), that they are necessary to contribute to improve its accessibility, connectivity and functioning of the study area (e.g. urban access roads, parking, roundabouts, etc.). See ANNEX 1.

## **II. AVAILABLE INFORMATION**

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The Consultant should take into consideration the existing studies for *Ksamil, Orikum and Borsh* that already has been developed and respective General Local Plans (GLP)[3]. Moreover, the Consultant should consult and consider projects planned to be implemented in order to avoid duplication of investments and miss coordination on this consultancy. The ToRs should also include strong citizen engagement and municipal consultation mechanisms during all phases of the consultancy, to assure that proposed priorities and options reflect well local needs.

The following information has been assessed from previous work conducted during the project preparation stage for PIUTD and shall be considered by the Client when undertaking this consultancy, but not be limited to:

1. Ksamil Urban Lab Integrated Urban Regeneration Concept developed by Superwien in March 2021;
2. GNP – General National Plan 2015-2030

NATP and Atelier Albania;

1. GLP – General Local Plan for Saranda, 2016 – 2031;

2. GLP – General Local Plan for Vloora 2016 – 2031
3. CIIP – Coastal Integrated Intersectional Plan 2030;

- Development Strategy of Saranda Municipality, 2015-2025;
- *Report on Traffic and Transport Survey in Gjirokastra and Saranda, Urban and Economic Integrated Development Project for Municipality of Saranda & Gjirokastra (2016) – ADF, Illyrian Consulting Engineers;*

1. Planning Regulation Model, 2012;
  2. APRP – Albania Power Recovery Project (April 2014), ÇEZ shpërndarje (PIU) – Framework for Environmental Assessment Procedures for Power Recovery Project Financed by World Bank in Albania;
  3. *Energy Efficiency Mission Report–World Bank: for 4 selected Municipalities, Gjirokastra, Berat, Saranda and Përmet (September 2016 – January 2017) of Christian Mahler, Rainer Behnke, Sabine Piller, as International Consultants and Besim Islami as Local Consultant\_\_ Pre-Feasibility Study Public Lighting for the Municipality of Saranda.*
- Local Tourism Strategies for the Municipalities of Vlore, Himarë and Konispol, Draft\_not approved \_ 13.01.2017 and elaborated by Gutundgut and GIZ;
  - Tourism Development Strategy, draft not approved yet, funded by GIZ;
  - Integrated Sustainable Development of the Southern Coastal Region\_ GIZ, 2016; ( refer also to the www.south.al );

2017. Prioritized Pilot Projects for tourism development on the Southern Coast of Albania (extracted from General Local Plans) \_ADF- Albanian Development Fund, 2017.

- Baseline Assessment of Tourism. IDRA\_World Bank\_ 2016[4]
- Integrated Sustainable Development of the Southern Coastal Region\_ GIZ, 2016; ( refer also to the www.south.al );
- Prioritized Pilot Projects for tourism development on the Southern Coast of Albania (extracted from General Local Plans) \_ADF- Albanian Development Fund, 2017.
- Baseline Assessment of Tourism. IDRA\_World Bank\_ 2016[5]

Despite the information/documents listed above, to carry out its assignment the Consultant is responsible for collecting/updating and assessing: (a) all the available demographic, social and economic data and the related projections; (b) all the city's current urban development studies and physical planning documents; (c) all information on major infrastructure development projects and programs by national and international agencies and donors, and (d) all investment programs (residential, commercial, industrial) by public and private concerns.

In addition to the investments that will be identified and designed under these ToRs. The Consultant should take into consideration these additional investments and activities to assure that proposed investments under this consultancy are complementary and that border issues are well considered.

It is the responsibility of the Consultant to assure integration of the above-mentioned investments in the preparation of the final proposal. The Client shall provide all the necessary information for the above-mentioned consultancies, in order to achieve the integration of all investment's projects being elaborated within the study area under the scope of this consultancy.

### **III. SCOPE OF ASSIGNMENT, TIMEFRAME AND DELIVERABLES, TEAM PROFILE**

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Under this assignment the consultant is expected to provide:

**Phase A: DESIGN SERVICES** (explain briefly)

The design services will include all the tasks from the review and update of the existing studies, development visions up to the preparation of the design projects ready for implementation. At this phase, in terms of safeguards compliance the E&S document package will be prepared and submitted to ADF as per the guidance provided under the project ESMF.

**Phase B: SUPERVISION SERVICES** (explain briefly)

The Consultant shall administer the contract and supervise the construction works, i.e. carry out duties of the Supervisor in accordance with the Special and General Conditions for Works Contract of the projects funded under WB. At this phase, in terms of safeguards compliance during project implementation the E&S supervision should be provided. Monitoring and reporting obligations should be respected as requested and explained under the project ESMF. The World Bank team will oversee the implementation of the environmental and social standards for the overall project and each subproject.

## 1.4 Phase A: DESIGN SERVICES

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The Consultant will carry out the following main activities for **design services**:

**Task 1: Inception Report and Working plan.** Rapid desk-review, including evaluation and preparation of a **work-plan**; and preparing the **inception report** taking into consideration the Ksamil Urban Lab Integrated Urban Regeneration Concept developed by Superwien in March 2021, Study for the Integrated Regional Development Programme in Lukova Region and the Urban Upgrading Concept for Orikum prepared by XDGA and Iri;

**Task 2:** Validation of the prepared assessment of existing situation -Review and **revise and update** where necessary, and

**Task 3: Validation of the prepared development Vision for Ksamil and Orikum and Borsh** Development vision and integrated urban design concepts for the study areas in its entirety and its various and distinctive *zones in Ksamil, Borsh coastal area, and Orikum* and the respective developed investment programs. **Review, revise and update** where necessary

**Task 4:** Validation of the proposed identified Investment Program for the Study area Prioritized integrated and cohesive investment programs for the study areas and their distinctive zones including broad cost estimates aimed to the achievement of the above development vision and the associated urban design. **Review, revise and update** where necessary.

**Task 5: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects in Ksamil and Orikum and Validation of preliminary concept designs, guidelines and preliminary estimates for selected investment projects in the Borsh Coastal area**

**Task 6: Detailed designs, BoQs, technical specifications, technical reports, E&S package including ESIA/ESMP, RAP, SEP (if necessary CHMP) reports and works schedule** for selected priority investment projects to make them ready for bidding;

\*\* Please note that consultant is expected to carry on consultancy services and finalize design services on their own if original studies are incomplete or missing for all of the above tasks.

\*\* Preparation of the deliverables within and for each area can move parallel and independent from one another upon receiving the respective approval. Each task can move forward independently for the project/municipality that can be carried out sooner.

The Consultant will carry out the following main activities for **supervision services**:

**Activity 1:** Inception Phase

**Activity 2:** Construction Phase

**Activity 3:** Defects Liability Period

The activities for **design services** are expected to be performed through the following tasks:

### **Task 1: Inception Report and Working plan**

Prior to commencing *the Integrated Urban Design Concepts task* of the consultancy, the inception stage is expected to cover (without being limited to):

1. Review of overall consultancy objectives and strategies; Analyze and review all the information/documents made available by the Client (through different sources) and other related documents investigated from the Consultant related to the project sites; including cartography, plans, technical literature, the traffic count study and “project ideas” available. Highlight their relevance to this assignment; In relevance to the Ksamil Urban Lab\_Integrated Urban Regeneration Concept, , Study for the Integrated Regional Development Programme in Lukova Region and the Urban Upgrading Concept for Orikum prepared by XDGA and Iri, made available by the Client, the Consultant should review the proposed strategy and interventions in terms of their suitability, safety and environmental and social features.
2. Review and update if necessary, of any surveys maps and survey activities that are required for the design consultancy and plan for obtaining that information;

Review of existing planning documents, instruments, guidelines and regulations that are applicable within the project boundaries for Ksamil, Borsh Coastline, and Orikum;

1. Review previous interventions (structural -architectural – geotechnical)
2. Outline a *work plan* outlining project sub-tasks, methodology, timeline, dedicated resources; with human resources from international and local experience to be specified separately, and including planned field visits. Tentative team profile and key personnel is given on this TOR;
3. Identify list of relevant stakeholders (to be consulted and established in agreement with the Client), potential risks and outline an engagement strategy for engaging relevant stakeholders, key respondents to be interviewed, consulted etc. (including questionnaires/checklists for information gathering, communication and information dissemination) during various Tasks;

Any revisions to technical components and scope of works in the ToR.

**Deliverables:** *Inception Report, Work Plan* detailing the items provided in the list above, with a particular focus on the *Work Plan*, environmental and social screening and engagement strategy for stakeholders, tasks and allocation of staff/resources for the development of design services under this assignment.

### **Task 2: Validation of the prepared assessment of existing situation**

With the objective of preparing the grounds for the integrated urban design the Consultant shall review, revise and update where necessary, and validate the prepared assessment of the study areas. This requires the mobilization of the team to the field to confirm and validate the prepared assessments.

The urban assessment review and validation should aim at confirming and expanding the stocktaking exercise conducted under Task 1. As such it should involve field visits and consultations with key stakeholders (e.g. municipality, private sector and representatives of the community). The urban assessment review and validation should include review, revision, update where necessary and validation of the following, but not be limited to:

1. To prepare the analysis on existing territorial conditions such as land use, provision of services and amenities and other analysis of environmental, social, economic and cultural issues of beneficiary municipalities with a specific focus on the exceptional features on the study area, its different zones, road and pedestrian networks;
2. Review and update where necessary of identified key focal public spaces and recreational/touristic sites for tourist and residents within the town. This includes existing touristic sites and potential touristic/recreational sites.

**Deliverables for each municipality: Validation of the proposed prepared assessment of existing situation.** The report includes maps, pictures, etc. resulting from the urban field assessment and from the reassessment.

\*\* Please note that consultant is expected to carry on their own assessment and consultancy services and finalize design services on their own if original studies are incomplete or missing for the above task.

\*\* Preparation of the deliverables within and for each area can move parallel and independent from one another upon receiving the respective approval. Each task can move forward independently for the project/municipality that receives approval and that can be carried out sooner.

**Task 3: Validation of the prepared development Vision for Ksamil and Orikum and Borsh. Review, revise and update where necessary, and validate the prepared development vision and integrated urban design concepts for the study areas and the respective developed investment programs.**

Based on Task 2 and Ksamil Urban Lab\_Integrated Urban Regeneration Concept, Study for the Integrated Regional Development Programme in Lukova Region and the Urban Upgrading Concept for Orikum prepared by XDGA and Iri; the Consultant shall review, revise and update where necessary, and validate the prepared **Development Visions** for the study areas and their zones, and the proposed a schematic (ranked) alternatives **IUU Design Concepts**, to achieve the vision. The validated development vision must be comprehensive, measurable, clear, effective and achievable.

There shall be regular interactive discussions and reporting between the Consultant team and the Client to exchange concepts and ideas in order to make sure that the proposed development vision and the integrated urban design concepts are in line with the PDO and developed considering the guidelines and regulations operating by law in the study area. The development vision and the integrated urban design concepts shall be evaluated by a technical committee (from MoIE, ADF, beneficiary municipality) to carry out at the *Stakeholders' Consultation Workshop*. Clearance will also have to be obtained by the World Bank; it is ADF/MoIE's responsibility to obtain this clearance.

The Client provides a reference list of materials/regulations (*see AVAILABLE INFORMATION paragraph*) shall be considered (without being limited to) by the Consultant while developing this assignment. The urban cores of some of the town centers ex. Ksamil which is an archeological area of intensity A and B, as specified by the regulation (*see ANNEX 2*), representing important cultural heritage values for the town should be highly considered while developing this assignment.

## **Stakeholders' Consultation Workshop**

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Validation of the Development Vision and selection of the proposed IUUDC for the study area will happen through a **Stakeholders' Consultation Workshop** to be organized in coordination with MoIE and ADF, with participation of representatives of the concerned local and central authorities as well as local civic, social, environmental and business organizations. Considering the main focus of this assignment, it is important to include also an expert in transport and urban planning.

*Finalize the Development Vision and IUU design Concept*, considering the inputs by MoIE, ADF, the WB identified during the Stakeholders' Consultation Workshop, by producing a final version in the form of a written report and define:

- *the development vision for the entire study area* (social, environmental, cultural, civic and economic dimensions) and how this contributes to meeting the needs and facilitating the activities and movement of its resident population and its visitors (national and international tourists).
- *the role of each zone* of the study area within the overall development vision and the *measures* (e.g., regulations, public initiatives, incentives) and *actions* (e.g., development investments, events) that can facilitate the achievement of their envisaged role. Moreover, the role of each zone will be formulated based on their constitutive elements such as *public spaces* (plazas, green parks, pedestrian areas etc, pedestrian trails.), *services* (rest areas, tourist information centers, parking) and *activities* (recreational, cultural, sports, commercial etc.).

These elements should be described concerning: (i) their detailed nature and scope; (ii) their mutual relations; and (iii) their ranking in terms of relative importance.

The presentation of the spatial organization of the physical and functional relations among the various zones as well as the constitutive elements of each zone, including identification of priority investment projects candidate for PIUTD financing, should comprise maps at 1:10,000, 1:2,000 and 1:500 scale for unique projects of high relevance (e.g. landmark plazas, roundabouts, urbanscape details, parking facilities, etc.).

It will also document the visioning process, consultations and rationale for comments and selection (vis a vis other options that were considered, but not selected).

### **Deliverables for each municipality: The following 3 (three) deliverables are required as part of Task 3;**

1. Validated development vision, alternative urban design concepts and proposed integrated urban design concept;
2. **Consultative stakeholders' Workshop:** A PowerPoint Presentation, to present the Development Vision, 2 alternatives IUU design concept. The Consultant might consider the use of supportive materials that helps in understanding and visualizing better the concepts for the proposals;

3. **Final Development Vision** and **Integrated Urban Design Concept** report, focusing on the study area and each of its zones. The Vision Statement and related Integrated Urban Design Concept should be in the form of a written report with maps and sketches and should encompass all the relevant *social, cultural, political, administrative, managerial, financial, physical and environmental dimensions*. In order to justify and support the selected Integrated Urban Design Concept, the report will include also a description of the visioning process and possible alternative concept designs that were not considered. Moreover, they should identify the physical, social, historical and cultural characteristics that can contribute to **branding** the town, for the domestic and international tourism markets.

**Validation Report:** In form of a written report, the Consultant shall record/reflect the discussion and results of the stakeholder and Client consultation, the visioning process, consultations and rationale for selection (vis a vis other options that were considered, but not selected). The participation of the international key staff is necessary in the stakeholder workshop and is considered part of the deliverable.

\*\* Please note that consultant is expected to carry on their own development vision and integrated urban concept/consultancy services and finalize this task on their own if original studies are incomplete or missing for the above task.

\*\* Preparation of the deliverables within and for each area can move parallel and independent from one another upon receiving the respective approval. Each task can move forward independently for the project/municipality that receives approval and that can be carried out sooner.

**Task 4: Validation of the proposed identified Investment Program for the Study area; Review, revise and update where necessary, and validate the prepared prioritized integrated and cohesive investment programs for the study areas and their distinctive zones including broad cost estimates aimed to the achievement of the above development vision and the associated urban design**

Upon validation of the previous three tasks the Consultant will review, revise and update where necessary, and validate the identified and proposed prioritized list of specific investment projects that support the implementation of the vision and selected urban design concept under PIUTD. *The Consultant shall conduct the task based on strong technical, financial, safeguard and sustainability elements for the proposed investment program.*

The Consultant shall look into the practical side of project proposals, by considering and outlining the land ownership, requirement for land acquisition or resettlement, and any other major constraints. In addition, the consultant should consider the level of project readiness (i.e. if designs or concepts are already available) and the project timeline (4 years, including 1-year defect liability period). The Consultant shall familiarize itself with World Bank safeguards policies and safeguards instruments applied under the PIUTD and review, revise and update where necessary, and validate the proposed investment projects with considering minimum environmental and social impacts, such as requirement for land acquisition and resettlement (only Category B projects – per Bank classification – will be eligible). The prioritization process should include (without being limited to):

1. *Review the prioritized list of proposed investment projects with a phased action plan* (short, medium and long term), which should take in consideration the available documentation and the need of further studies and surveys. Drawing on international best practices, the Consultant shall propose and apply a methodology for prioritization and categorization system for projects (e.g. priority investments to be financed under PIUTD, revenue generating investments that could be considered for PPP; investments amenable for private sector transactions, etc.).



2. *Review indicative costs to implement the identified infrastructure projects.* This output is expected to be used for the selection and prioritization of urban upgrading and infrastructure projects during the plan implementation

*Review initial safeguards screening* such as identifying environmental & social safeguards policies triggered, resettlement and land acquisition requirement or any other related issues.

1. *Review Initial touristic, natural and cultural assets screening* such as identifying cultural assets (monuments or archeological) or any other related issues.
2. *Review the environmental & social conditions and feasibility, based on consultations with the Client and relevant stakeholders*
3. *Recommendations on the packaging strategy of investment projects based on location, size, types and phasing of proposed investment projects;*

- **Review project briefs where necessary:** Briefs include: (i) project name and description, (ii) project rationale and justification with reference to the IUU detailed design scheme, (iii) project maps with boundaries and concept schemes, (iv) relevant design and spatial analysis, showing how the projects fits to the natural context, (v) socio economic analysis and cost benefit analysis; (vi) identification of cultural heritage assets (i.e. which requires special interventions and approvals from related agencies); (vii) identification of social and environment safeguard issues (i.e. requirements for acquisition and resettlement, land ownership etc.) in order to conduct safeguard screening and design of resettlement programs and acquisition of land if required RAP/ARAP (including land ownership, acquisition and resettlement requirement); and (viii) preliminary cost estimates; and,
- In consultation with the Client develop a tentative list of investment projects for preliminary designs.

There shall be regular interactive discussions and reporting between the Consultant team and the Client to exchange concepts and ideas in order to make sure the proposed investment projects are feasible and practical. The long list of investment projects will be evaluated by the Client and the prioritized list needs to be deemed acceptable to the Bank for PIUTD financing.

The Consultant should organize a **stakeholders' Consultation Workshop for each study area**: Validation of the prioritized list of investments for the proposed IUUDC for the study areas will be conducted through a **Stakeholders' Consultation Workshop** to be organized in coordination with MoIE and ADF, with participation of representatives of the concerned local and central authorities as well as local civic, social, environmental and business organizations.

The total costs for prioritized investment projects should be equal to or under the ceiling of **€20 million** (VAT included) according to the allocated financial envelop for civil works in Ksamil, Borsh coastal area, and Orikum under PIUTD.

**Deliverables for each municipality:** The results of the above process will be presented in a **report on the overall investment program**, including *the methodology for prioritization and categorization system for subprojects*, and completed with appropriate **investment project briefs for selected investments for financing under PIUTD**. The latter should indicate, without being limited to:

- Location maps in relation to the study area boundaries and zone;
- A phased action plan and the indicative costs to implement the identified priority investment projects to be financed under the PIUTD;
- Their possible procurement packaging based on location, type, size, costs and phasing etc.;

- The social and environmental safeguard screening requirements (e.g., unclear ownership, requirements for land acquisitions and resettlement), environmental protected areas, environmental vulnerability of investment areas, and
- Their possible touristic, natural and cultural heritage assets *identification and requirements* (e.g. archeological sites, monuments and necessity for specific approval by special agencies).

\*\* Please note that consultant is expected to carry on their own consultancy services and finalize this task on their own if original studies are incomplete or missing for the above task.

\*\* Preparation of the deliverables within and for each area can move parallel and independent from one another upon receiving the respective approval. Consultant can move to the following task forward independently for the project/municipality as soon as the Consultant receives approval for the **prioritized integrated and cohesive investment programs for the study areas and their distinctive zones** for the subject Municipality.

### **Task 5: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects.**

Based on *the agreed-upon list of investment projects selected for preliminary concept design* by the Client, the Consultant shall develop preliminary conceptual designs for investment projects to be carried on appropriate updated and reliable documentation for Ksamil, Orikum and Borsh coastal area. The intention for the preliminary design is, in part, to assist the Client in assessing the feasibility and to confirm the value for the final selection of projects for *Task 5(Detailed Design)*. This shall include, but not be limited to:

- *Preliminary architectural concept designs for each specific selected investment project in Ksamil, such as buildings, streets, public urban spaces, parking areas etc. (e.g. Sketches and conceptual drawings, 3D Visualization);*
- *Layout and relevant sections/elevations/details at appropriate drawing scale (eg. 1:500 – 1:200)* The drawings should be presented in the proper scale (e.g. for accurate details should be from 1:1- till 1:25, for infrastructure and buildings should be at 1:100 etc.) to assure readability and technical accuracy. *showing the spatial and functional characteristics of the interventions and its integration in the urban/natural context. The drawings of urban fittings can suggest standard appropriate features available in the market, with suppliers' designs and details at appropriate scale or replaced by images of fittings available in the market and installed in other cities; and,*
- Cost estimations for each of the selected interventions.

The Consultant is expected to package the investment proposals up to the ceiling of available investment funds of the allocated project envelop for final construction purposes for Ksamil, Borsh coastal area, and Orikum of **€20 million (VAT included)**.

The Consultant shall package the selected investment projects, based on location, size, type and similarities of works, accessibility, investment costs, amount of selected investments projects (works) and recommend to the Client the implementation plan of the packages of works. The Consultant and the Client will agree, depending on the type and amount of the works, on how many works packages contracts are needed to assure procurement efficiency, and approve their implementation plan for Ksamil, Borsh, and Orikum.

There shall be regular interactive discussions and reporting between the Consultant Team and the Client to review and meet the required standards for **the preliminary concept designs and estimated costs** for each investment project in Ksamil and Orikum, and for the review, revision, and validation of investment projects in Borsh Coastal area. All submitted investment project briefs, also

the packaging and implementation plan of projects will be evaluated and approved by the Client and acceptable to the World Bank, for the projects to carry out at *Task 6* and be implemented under PIUTD.

**Deliverables for each municipality:** The Consultant will deliver as result of the above task, the following:

- **Preliminary project designs, technical report, preliminary cost estimates** related to the selected investment and procurement activities funded by the PIUTD for Ksamil, Borsh, Orikum
- **The implementation plan**, in the form of a written report, shall reflect the implementation schedule of works packages and rationale used to package the selected investment projects into the approved amount/number of works packages, for Ksamil, Borsh Coastal area and Orikum.

The implementation plan, in the form of a written report, shall reflect the implementation schedule of works packages and rationale used to package the selected investment projects into the approved amount/number of works packages, for each area: Ksamil, Borsh Coastline and Orikum.

\*\* Preparation of the deliverables within and for each municipality/project area can move parallel and independent from one another upon receiving the respective approval. Consultant can move to the following task forward independently for the subject municipality/project area as soon as the Consultant receives approval of Task 5 for the subject Municipality

### **Task 6: Detailed Designs**

Based on the agreed-upon preliminary project designs for the selected investments projects selected under *Task 5* by the Client, the Consultant shall develop, but not limited to:

**Surveys and Review of Preliminary Designs:** to determine detailed project scope and delineate specific project boundaries. This may include activities such as, but not limited to

- reviewing the design and drawings from the Preliminary Project –Ideas past consultations and reflect necessary modifications/comments to these drawings and specifications where necessary;
- conducting field surveys, land survey of sites, including topographic and architectural surveys of the concerned areas and buildings, measured drawings of buildings/ facades identified for detailed designs if needed;
- data collection, detailed investigations/evaluations and analysis for detailed design;
- Borehole investigations for soil required for foundation designs.

In any case, The Consultant should consider the review of existing projects identified on the previous stages and selected to be included in the final list of investment projects, reflect necessary modifications and specifications necessary to fulfill the required design standards as per designing manuals and according to PIUTD objectives.

### **Deliverables for each Municipality:**

**Detailed Designs including the following:** This includes all works required with the aim of producing a completed set of bidding documents. This includes but are not limited to: (i) prepare detailed designs (architectural, engineering, lighting, landscaping, drainage etc.) and technical specifications including all necessary data collection, surveys and analysis to cover all aspects of

detailed design; (ii) technical specifications, (iii) technical reports; (iv) bills of quantities – BoQs (priced and unpriced), (v) work schedule and bidding documents preparation. The detail design drawings will be prepared on the basis of approval of preliminary concept designs.

- **Specific Approvals:** *The Consultant shall prepare necessary documents and detailed drawings for Local Authority approvals and any other approvals required in the process (i.e. approvals from agencies such as National Restoration Council, National Archeological Council, building permits etc.). The required approvals shall be identified in the work plan and executed by the Consultant.*
- **Environmental and Social Impact Assessment, Environmental and Social Management Plans:** The Consultant shall prepare the draft Environmental and Social Impact Assessment Reports (ESIA) and Environmental and Social Management Plans (ESMP) for each design, in line with ESMF document ([https://www.albaniandf.org/wp-content/uploads/2020/08/ESMF\\_SFG2276-English-REVISED-Version04Aug20v6\\_Clean\\_revised.pdf](https://www.albaniandf.org/wp-content/uploads/2020/08/ESMF_SFG2276-English-REVISED-Version04Aug20v6_Clean_revised.pdf)) which will approach and fulfill the WB safeguards policies and also prepare the EIA in line with national legislative requirements for receiving an environmental statement/authorization. The reports must comply also with World Bank Group Environmental, Health and Safety guidelines and must be prepared by a licensed expert on Environmental Impact Assessment (including NLC license and NRC extract). The draft reports shall be consulted by ADF HSEQ unit and WB for clearance. *Part of the E&S package, apart the Environmental and Social Impact Assessment Reports will be also the Environmental and Social Management Plans, which must be prepared in line with the project Environmental and Social Management Framework cleared by World Bank, as well as the Project Operational Manual.*
- The draft ESIA and ESMP for each design will be disclosed and consulted by the stakeholders, after receiving clearance from the World Bank Group. The inputs from the public consultations will be reflected in the final ESMPs and design, if necessary.

**Land expropriation plans and property evaluation:** The Consultant shall prepare Land Expropriation Plans and Property Evaluation Reports where private properties are impacted by the design, including A list of identified properties, area of land owned, area of land to be expropriated, existing structures and their legal status, current use of properties to be expropriated, cadastral status, informal use/settlements within the property. *The property evaluation report shall be prepared by a licensed expert.* Based on this report, the consultant must prepare and deliver to ADF a Resettlement Action Plan (RAP/ARAP) to be cleared by the World Bank, if needed. RAP will be prepared in line with RPF document published at ADF web [https://www.albaniandf.org/wp-content/uploads/2020/10/Kuadri-i-politikave-te-risistemimit\\_rev.pdf](https://www.albaniandf.org/wp-content/uploads/2020/10/Kuadri-i-politikave-te-risistemimit_rev.pdf). The consultant is expected to foresee the costs and it is the consultant's obligation to apply for the status of the properties affected by the project from the Validation of Investments, Preliminary Design phase to the Detailed Design phase..

## **Documents for Building permits**

### **Bidding Documents**

**Package of works contracts:** The Consultant will work and deliver the detailed designs for all the selected investments projects approved to carry on in Task 6, according to the **implementation plan** developed in Task 5.

*The total costs for prioritized investment projects shall not exceed what will be allocated for final construction purposes: €20 million, VAT included.*

## **Preparation of Bidding Documents**

The bidding documents shall be finalized based on the Client's comments on the detail designs, by incorporating all the comments, revisions, and packaging strategies. The Consultant shall advise on suitable packaging for all identified contracts. Bidding documents and drawings shall be prepared in a way that is sufficient to invite bids.

***Packaging and Contract Documentations (for bidding)***: The Consultant is expected to provide support for the Client: (i) contract packaging and management based the implementation plan; (ii) preparation of bidding and contract documents (in accordance with the current version of the World Bank's Standard Bidding Documents for the Procurement of Works, and including abbreviated specifications of the work to be performed, forms, invitations to pre-qualify and draft advertisements); and (iii) assist the Client in bidding and contractor selection process and bidding evaluation.

*The bidding documents will be made with reference to the tender drawings and shall contain, among other things, the following sections: Instruction to bidders, Standard forms (contract), Condition of contract, form of bid and qualification information, Bidding data and Contract data, Technical Specifications, Bills of Quantities, Drawings, Standard forms (Bid).*

Deliverables: The Consultant will deliver the works packages[6] based on the scheduled implementation plan approved by the Client, and each will include for each investment project: (i) a detailed design dossier (as specified under Task 6); drawings plans/sections/3D views/details/specifications/BoQs developed on accurate survey and presented using the best design standards and practices; and (ii) bidding documents ready for the bidding process financed by the PIUTD and in coordination with the Client.

\*\* Preparation of the deliverables within and for each municipality/project area can move parallel and independent from one another upon receiving the respective approval. Consultant can move to the following task forward independently for the subject municipality/project area as soon as the Consultant receives approval of Task 6 for the subject Municipality.

## **OTHER RESPONSIBILITIES / DOCUMENTATION OF THE COORDINATION PROCESS UNDER THIS CONSULTANCY**

The Consultant shall conscientiously fulfill, to the highest professional standards, the role that they have been assigned to play. It will be the Consultant's responsibility to ensure that all intended outputs are delivered in the most efficient and effective manner ensuring value for money at all times. The Consultant will ensure that all outputs are delivered on time, within the budget and to the highest standards.

The Consultant shall develop all projects detailed designs dossier based in the national and international design guidelines (etc. design guidelines for roads, buildings etc.), in order to achieve the highest design standards.

The Consultant shall perform *all engineering, architectural works; quantity surveying, environmental, cultural, social, economic analysis and related works* described so far in the TOR, to support the achievement of the defined project objectives and deliverables, and considering the requirements of the Client.

The Consultant shall review all available documentation on the project and shall be solely responsible for the analysis and interpretation of all data received, for the conclusions they reach and the recommendations they make.

The Consultant shall assist the bid evaluation committee by providing guidance as needed for the technical aspects during evaluation of the offers and prepare a report for further consideration by the Client.

The Consultant shall clearly define the project boundaries and areas of interventions for each selected investment project that will be under the scope of the detailed design process. The engineering and architecture design shall consider to incorporate road safety, accessibility standards (e.g. for disable people etc.), describe urban fixtures, lighting design, greenery, etc. based in the road design guidelines in order to complete the project to the highest standards.

The engineering and architecture design shall consider the need for “smart” and effective (technical and esthetic) solutions and use of construction materials that durable and easy to operate and maintain. The final choice for proposed construction/rehabilitation shall be based on technical and financial analyses of alternative designs, and on the opinions of the district engineers, and in consultation with the Client.

Consultants are encouraged, where appropriate, to support the wider economic development of the country by using locally available materials and human resources.

Consultants are encouraged, where appropriate, to support and introduce solutions that drive the development of smart city infrastructure. The engineering and architecture design shall take in account the need for introducing the use of urban informatics and technology (information and communication technology (ICT) and Internet of things (IoT)) to improve the efficiency of services and meet residents’ needs and increase quality of life.

## **IMPLEMENTATION TIMEFRAME AND DELIVERABLES**

*The implementation schedule for the design services (Tasks 1-6) under this assignment will be carried out by the Consultant in **12.5 months** according to the implementation schedule and will comprise in 6 (six) tasks. The Consultant shall engage key design members to be retained to work with the Client on overall design and quality assurance during the implementation stage.*

The following list of *key deliverables and milestones* serves as a guide for the consultancy. The Consultant Team is expected to propose **a work plan** outlining project sub-tasks (e.g. additional internal review/consultation sessions) and refine the timeline to meet the objectives of the assignment effectively, for client’s agreement:

### **1. Implementation Timeframe and Deliverables for Ksamil:**

<b>No.</b>	<b>Deliverables/Services</b>	<b>Format</b>	<b>Timeline for submission of deliverables</b>	<b>Payment Schedule</b> <i>(the below payment schedule percentages correspond to the % of the total amount of Phase A – Design Services upon approval)</i>
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## Task 1: Inception Report and Working plan

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1.1	<i>Inception Report, Work Plan and Engagement strategy for stakeholders.</i>	<ul style="list-style-type: none"><li>· 6 printed reports in A4 size.</li><li>· An electronic copy of reports.</li></ul>	<i>Within 2 weeks of award of contract. And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i>	<b>2 % of the total amount of Phase A – Design Services upon approval of deliverables.</b>
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## Task 2: Validation of the prepared assessment of existing situation

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2.1	<b>Validation of the proposed prepared assessment of existing situation</b>	<ul style="list-style-type: none"><li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0, etc.</li><li>· An electronic copy of all reports/docs,</li></ul>	<b>3 weeks</b> after receiving approval of the Inception Report from the Client. And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.	<b>2 % upon approval of the final version of the deliverables.</b>
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## Task 3: Validation of the prepared development Vision for Ksamil

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3.1	<i>Validated development Vision and integrated designs concepts for Ksamil</i>	<ul style="list-style-type: none"><li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li><li>· An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF etc. files.</li></ul>	<b>1 Month</b> after receiving approval on Task 2. <i>*The Consultant should conduct at least 1 consultation processes with the Client.</i>  <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i>	<b>3 % upon approval of the final version of the deliverables.</b>
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3.2 Stakeholders Consultation's Workshop	<ul style="list-style-type: none"> <li>· A PowerPoint presentation.</li> <li>· Presentation materials (e.g. posters, etc.) if valued necessary for the process.</li> </ul>	<p><b>3 weeks after starting to work on Task 3.</b></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders.</i></p> <p><i>* The Consultant will incorporate comments into the final version and have the endorsement of the Client to proceed to Task 4.</i></p> <p><i>*Report of Validation for the report and the workshop</i></p>
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**Task 4: Validation of the proposed identified Investment Program for the Study area**

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4.1 <i>Validate the proposed identified investments projects for Ksamil, with a validated assessment of the technical, economic and environmental &amp; social conditions of feasibility, based on consultations with the Client and relevant stakeholders with estimated costs, scope of work and design briefs.</i>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>· A PowerPoint presentation.</li> <li>· Cost-benefit analysis. Feasibility and preliminary management strategy.</li> <li>· Initial report on safeguards screening (such as impact on land acquisition resettlement etc.)</li> <li>· Initial Report on impact on environment, cultural heritage sites etc. relevant to the study area.</li> </ul>	<p><b>3 weeks</b> after receiving approval on Task 3 from the Client. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p><i>The Consultant should conduct at least 1 consultation processes with the Client.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders. _Report of Validation</i></p> <p><i>* The Consultant will incorporate comments into a final version and have the endorsement of the Client to proceed to Task 5.</i></p>	<b>3 % upon approval of the final version of the deliverables.</b>
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**Task 5: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects in Ksamil and Validation of preliminary concept designs, guidelines and preliminary estimates for selected investment projects in the Ksamil area.**

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5.1	<p>Preliminary designs for <i>selected investment projects in Ksamil</i> . This should be carried out based on updated documentation and accurate drawings and surveys with preliminary estimated costs.</p>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· A PowerPoint presentation.</li> <li>· A electronic copy of all reports, plans and related CAD files</li> </ul>	<p><b>1 month</b> after receiving approval on Task 4 from the Client. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p>	<p><b>5 % upon approval of the final version of the deliverables.</b></p>
	<p><i>The implementation plan</i></p>		<p><i>The Consultant should conduct at least 1 consultation processes with the Client, which will be reflected in the written Reports of Consultation/ Comments.</i></p>	
			<p><i>* This stage will include a final presentation review with the Client and relevant stakeholders. _Report of Validation.</i></p>	
			<p><i>* The Consultant will have the endorsement of the Client to proceed to Task 6.</i></p>	

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## Task 6: Detailed Designs

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6.1 <i>Detailed designs with technical specifications and reports, BoQs, work schedule for selected investment projects.</i>	<ul style="list-style-type: none"> <li>· 6 printed copies for each project, in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>· The package of documents and related documents will be submitted as per bid requirements and in line with World Bank Guidelines.</li> </ul>	<p>4 months for the detailed design task will commence after receiving comments and approving the final deliverables of Task 5. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p>The detailed design of the overall approved list of selected investment projects will be delivered into the approved amount of works packages by the Client.</p> <p>The detailed design task will be conducted by the Consultant based on the implementation plan approved by the Client.</p> <p><i>*The Consultant should conduct at least 4 consultation processes, or more if required by the Client, depending on the number of packages of works.</i></p>	<p><b>14 % is the overall payment amount for the completion of Task 6</b></p> <p>The payment amount will be divided in equal parts, based on the number of packages of works approved by the Client.</p> <p>The payment will be delivered upon the acceptance of the final version of the deliverables for each <b>package of works</b></p>
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6.2 *Specific Approvals*

<i>Incorporated into the final version of detail design projects and documents.</i>	<p>The Consultant shall prepare the required documents and project dossier as requested by law to obtain approvals. Follow the process as required.</p>	<p>The consultant firm must obtain special approvals[Z] for each investment project (if deemed necessary).</p> <p><i>*The Consultant should justify by written report when it is not necessary to obtain special approvals for specific investments.</i></p>	<p>3 % after obtaining the necessary approvals for all projects (all packages of works.)</p>
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<p><i>Environmental and Social Impact Assessment Reports/ Environmental and Social Management Plans, EIA</i></p>	<ul style="list-style-type: none"> <li>· 2 printed copies for each selected projects, signed and sealed, upon clearance, including necessary certificates/licenses , subject to changes required by permitting authority.</li> <li>· An electronic copy of all reports in Word, PDF etc. files.</li> </ul>	<p>*The Consultant shall obtain the approval of the report from ADF (HSEQ Health Safety, Environmental and Quality Unit) and ADF is responsible to obtain clearance by the Bank, submitting the final reports that will be used to obtain the environmental permit/authorization</p>
<p><i>Land expropriation plans/Property evaluation report for expropriation, RAP/ ARAP</i></p>	<ul style="list-style-type: none"> <li>· 2 printed copies for each selected project, signed and sealed, upon clearance, including necessary documentation, subject to changes required by permitting authority.</li> <li>· An electronic copy of all reports in Word, PDF etc. files.</li> </ul>	<p>),. RAP will be commented and approved by ADF (HSEQ Unit) and WB</p>
<p>6.3 <i>Documents for Building permits</i></p>	<p><i>The Consultant will assist the process and prepare all the necessary documents as requested by the law to obtain the building permits.</i></p>	<p>1% upon obtaining the building permits for all projects. (packages of works.) The payment amount will be divided in equal installments, based on the number of packages of works approved by the Client.</p>
<p>6.4 <b>Bidding Documents</b></p>	<p><i>Prepare the bidding documents dossier.</i></p>	<p>1% upon the completing of bidding process.</p>

**Documentation of the coordination process under this Consultancy:**

<i>Each communication process held between the Client and the Consultant while developing this consultancy should be recorded in:</i>	<ul style="list-style-type: none"> <li>· 6 Printed copies for each consultation report.</li> <li>· 6 Printed copies of Validation Reports.</li> <li>· An electronic copy of the reports (Word, PDF, etc.)</li> <li>· Albanian and English language.</li> </ul>	<i>*Reports shall be delivered upon the final deliverables of each Task.</i>
<i>Consultation/Comments Report.</i>		
<i>Report of Validation</i>		

**\* The deliverables of report/documents etc. should be 3 copies in Albanian and 3 copies in English languages.**

## **2. Implementation Timeframe and Deliverables for Orikum:**

<b>No.</b>	<b>Deliverables/Services</b>	<b>Format</b>	<b>Timeline for submission of deliverables</b>	<b>Payment Schedule</b> <i>(the below payment schedule percentages correspond to the % of the total amount of Phase A – Design Services upon approval)</i>
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### **Task 1: Inception Report and Working plan**

1.1	<i>Inception Report, Work Plan and Engagement strategy for stakeholders.</i>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 size.</li> <li>· An electronic copy of reports.</li> </ul>	<i>Within 2 weeks of award of contract. And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i>	<b>2 % upon approval of the final version of the deliverables</b>
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### **Task 2: Validation of the prepared assessment of existing situation**

2.1	<b>Validation of the proposed prepared assessment of existing situation</b>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0, etc.</li> <li>· An electronic copy of all reports/docs,</li> </ul>	<p><b>3 weeks</b> after receiving approval of the Inception Report from the Client. And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</p>	<p><b>2 % upon approval of the final version of the deliverables.</b></p>
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**Task 3: Validation of the prepared development Vision for Orikum**

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3.1	<i>Validated development Vision and integrated designs concepts for Orikum</i>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF etc. files.</li> </ul>	<p><b>1 Month</b> after receiving approval on Task 2. <i>*The Consultant should conduct at least 1 consultation processes with the Client.</i></p> <p><i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p>	<p><b>3 % upon approval of the final version of the deliverables.</b></p>
3.2	<i>Stakeholders Consultation's Workshop</i>	<ul style="list-style-type: none"> <li>· A PowerPoint presentation.</li> <li>· Presentation materials (e.g. posters, etc.) if valued necessary for the process.</li> </ul>	<p><b>3 weeks after starting to work on Task 3.</b> <i>* This stage will include a final presentation review with the Client and relevant stakeholders.</i></p> <p><i>* The Consultant will incorporate comments into the final version and have the endorsement of the Client to proceed to Task 4.</i></p> <p><i>*Report of Validation for the report and the workshop</i></p>	

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**Task 4: Validation of the proposed identified Investment Program for the Study area**

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4.1	<p><i>Validate the proposed identified investments projects for Orikum, with a validated assessment of the technical, economic and environmental &amp; social conditions of feasibility, based on consultations with the Client and relevant stakeholders with estimated costs, scope of work and design briefs.</i></p>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>· A PowerPoint presentation.</li> <li>· Cost-benefit analysis. Feasibility and preliminary management strategy.</li> <li>· Initial report on safeguards screening (such as impact on land acquisition resettlement etc.)</li> <li>· Initial Report on impact on environment, cultural heritage sites etc. relevant to the study area.</li> </ul>	<p><b>3 weeks</b> after receiving approval on Task 3 from the Client. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p><i>The Consultant should conduct at least 1 consultation processes with the Client.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders. <u>Report of Validation</u></i></p> <p><i>* The Consultant will incorporate comments into a final version and have the endorsement of the Client to proceed to Task 5.</i></p>	<p><b>3 % upon approval of the final version of the deliverables.</b></p>
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**Task 5: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects in Orikum and Validation of preliminary concept designs, guidelines and preliminary estimates for selected investment projects in the Orikum area.**

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5.1	<p>Preliminary designs for <i>selected investment projects in Orikum. This should be carried out based on updated documentation and accurate drawings and surveys with preliminary estimated costs.</i></p> <p><i>The implementation plans</i></p>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· A PowerPoint presentation.</li> <li>· A electronic copy of all reports, plans and related CAD files</li> </ul>	<p><b>1 month</b> after receiving approval on Task 4 from the Client. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p><i>The Consultant should conduct at least 1 consultation processes with the Client, which will be reflected in the written Reports of Consultation/ Comments.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders. _Report of Validation.</i></p> <p><i>* The Consultant will have the endorsement of the Client to proceed to Task 6.</i></p>	<p><b>5 % upon approval of the final version of the deliverables.</b></p>
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## Task 6: Detailed Designs

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<p>6.1 <i>Detailed designs with technical specifications and reports, BoQs, work schedule for selected investment projects.</i></p>	<ul style="list-style-type: none"> <li>· 6 printed copies for each project, in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>· The package of documents and related documents will be submitted as per bid requirements and in line with World Bank Guidelines.</li> </ul>	<p>4 months for the detailed design task will commence after receiving comments and approving the final deliverables of Task 5. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p>The detailed design of the overall approved list of selected investment projects will be delivered into the approved amount of works packages by the Client.</p> <p>The detailed design task will be conducted by the Consultant based on the implementation plan approved by the Client.</p> <p><i>*The Consultant should conduct at least 4 consultation processes, or more if required by the Client, depending on the amount of packages of works.</i></p>	<p><b>14 % is the overall payment amount for the completion of Task 6</b></p> <p>The payment amount will be divided in equal parts, based on the number of packages of works approved by the Client.</p> <p>The payment will be delivered upon the acceptance of the final version of the deliverables for each <b>package of works</b></p>
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6.2 *Specific Approvals*

<p><i>Incorporated into the final version of detail design projects and documents.</i></p>	<p>The Consultant shall prepare the required documents and project dossier as requested by law to obtain approvals. Follow the process as required.</p>	<p>The consultant firm must obtain special approvals[8] for each investment project (if deemed necessary).</p> <p><i>*The Consultant should justify by written report when it is not necessary to obtain special approvals for specific investments.</i></p>	<p>3 % after obtaining the necessary approvals for all projects (all packages of works.)</p>
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<i>Environmental and Social Impact Assessment Reports/ Environmental and Social Management Plans, EIA</i>	<ul style="list-style-type: none"> <li>· 2 printed copies for each selected project, signed and sealed, upon clearance, including necessary certificates/licenses, subject to changes required by permitting authority.</li> <li>· An electronic copy of all reports in Word, PDF etc. files.</li> </ul>	<p>*The Consultant shall obtain the approval of the report from ADF (HSEQ Health Safety, Environmental and Quality Unit) and ADF is responsible to obtain clearance by the Bank, submitting the final reports that will be used to obtain the environmental permit/authorization</p>
<i>Land expropriation plans/Property evaluation report for expropriation, RAP/ ARAP</i>	<ul style="list-style-type: none"> <li>· 2 printed copies for each selected project, signed and sealed, upon clearance, including necessary documentation, subject to changes required by permitting authority.</li> <li>· An electronic copy of all reports in Word, PDF etc. files.</li> </ul>	<p>),. RAP will be commented and approved by ADF (HSEQ Unit) and WB</p>
6.3 <i>Documents for Building permits</i>	<i>The Consultant will assist the process and prepare all the necessary documents as requested by the law to obtain the building permits.</i>	<p>1% upon obtaining the building permits for all projects. (packages of works.)</p> <p>The payment amount will be divided in equal installments, based on the number of packages of works approved by the Client.</p>
6.4 <b>Bidding Documents</b>	<i>Prepare the bidding documents dossier.</i>	<p>1% upon the completing of bidding process.</p>
<b>Documentation of the coordination process under this Consultancy:</b>		

<p><i>Each communication process held between the Client and the Consultant while developing this consultancy should be recorded in: Consultation/Comments Report.</i></p> <p><i>Report of Validation</i></p>	<ul style="list-style-type: none"> <li>· 6 Printed copies for each consultation report.</li> <li>· 6 Printed copies of Validation Reports.</li> <li>· An electronic copy of the reports (Word, PDF, etc.)</li> <li>· Albanian and English language.</li> </ul>	<p><i>*Reports shall be delivered upon the final deliverables of each Task.</i></p>
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**\* The deliverables of report/documents etc. should be 3 copies in Albanian and 3 copies in English languages.**

### **3. Implementation Timeframe and Deliverables for Borsh:**

<b>No.</b>	<b>Deliverables / Services</b>	<b>Format</b>	<b>Timeline for submission of deliverables</b>	<b>Payment Schedule</b> <i>(the below payment schedule percentages correspond to the % of the total amount of Phase A – Design Services upon approval)</i>
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#### **Task 1: Inception Report and Working plan**

1.1	<i>Inception Report, Work Plan and Engagement strategy for stakeholders.</i>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 size.</li> <li>· An electronic copy of reports.</li> </ul>	<p><i>Within 2 weeks of award of contract. And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p>	<p><b>2 % upon approval of the final version of the deliverables</b></p>
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#### **Task 2: Validation of the prepared assessment of existing situation**

2.1 <b>Validation of the proposed prepared assessment of existing situation</b>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0, etc.</li> <li>· An electronic copy of all reports/docs,</li> </ul>	<p><b>3 weeks</b> after receiving approval of the Inception Report from the Client. And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</p>	<p><b>2 % upon approval of the final version of the deliverables.</b></p>
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**Task 3: Validation of the prepared development Vision for Borsh**

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3.1 <i>Validated development Vision and integrated designs concepts for Borsh</i>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF etc. files.</li> </ul>	<p><b>1 Month</b> after receiving approval on Task 2. <i>*The Consultant should conduct at least 1 consultation processes with the Client.</i></p> <p><i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p>	<p><b>3 % upon approval of the final version of the deliverables.</b></p>
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3.2 <i>Stakeholders Consultation's Workshop</i>	<ul style="list-style-type: none"> <li>· A PowerPoint presentation.</li> <li>· Presentation materials (e.g. posters, etc.) if valued necessary for the process.</li> </ul>	<p><b>3 weeks after starting to work on Task 3.</b> <i>* This stage will include a final presentation review with the Client and relevant stakeholders.</i></p> <p><i>* The Consultant will incorporate comments into the final version and have the endorsement of the Client to proceed to Task 4.</i></p> <p><i>*Report of Validation for the report and the workshop</i></p>	
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**Task 4: Validation of the proposed identified Investment Program for the Study area**

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4.1	<p><i>Validate the proposed identified investments projects for Borsh with a validated assessment of the technical, economic and environmental &amp; social conditions of feasibility, based on consultations with the Client and relevant stakeholders with estimated costs, scope of work and design briefs.</i></p>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>· A PowerPoint presentation.</li> <li>· Cost-benefit analysis. Feasibility and preliminary management strategy.</li> <li>· Initial report on safeguards screening (such as impact on land acquisition resettlement etc.)</li> <li>· Initial Report on impact on environment, cultural heritage sites etc. relevant to the study area.</li> </ul>	<p><b>3 weeks</b> after receiving approval on Task 3 from the Client. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p><i>The Consultant should conduct at least 1 consultation processes with the Client.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders. _Report of Validation</i></p> <p><i>* The Consultant will incorporate comments into a final version and have the endorsement of the Client to proceed to Task 5.</i></p>	<p><b>3 % upon approval of the final version of the deliverables.</b></p>
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**Task 5: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects in Borsh and Validation of preliminary concept designs, guidelines and preliminary estimates for selected investment projects in the Borsh Coastal area.**

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5.1	<p>Preliminary designs for <i>selected investment projects in Borsh and validation of preliminary designs for investment in the Borsh coastal area. This should be carried out based on updated documentation and accurate drawings and surveys with preliminary estimated costs.</i></p>	<ul style="list-style-type: none"> <li>· 6 printed reports in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· A PowerPoint presentation.</li> <li>· A electronic copy of all reports, plans and related CAD files</li> </ul>	<p><b>1 month</b> after receiving approval on Task 4 from the Client. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p>	<p><b>4 % upon approval of the final version of the deliverables.</b></p>
	<p><i>The implementation plans</i></p>		<p><i>The Consultant should conduct at least 1 consultation processes with the Client, which will be reflected in the written Reports of Consultation/ Comments.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders. _Report of Validation.</i></p> <p><i>* The Consultant will have the endorsement of the Client to proceed to Task 6.</i></p>	

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**Task 6: Detailed Designs**

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6.1 <i>Detailed designs with technical specifications and reports, BoQs, work schedule for selected investment projects.</i>	<ul style="list-style-type: none"> <li>· 6 printed copies for each project, in A4 and/or A3 size, plans in A1, A0 etc.</li> <li>· An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>· The package of documents and related documents will be submitted as per bid requirements and in line with World Bank Guidelines.</li> </ul>	<p>4 months for The detailed design task will commence after receiving comments and approving the final deliverables of Task 5. <i>And 3 weeks for reviewing the deliverables from the Client and relevant stakeholders and incorporation of comments into a final version.</i></p> <p>The detailed design of the overall approved list of selected investment projects will be delivered into the approved amount of works packages by the Client.</p> <p>The detailed design task will be conducted by the Consultant based on the implementation plan approved by the Client.</p>	<p><b>13 % is the overall payment amount for the completion of Task 6.</b></p> <p>The payment amount will be divided in equal parts, based on the number of packages of works approved by the Client.</p> <p>The payment will be delivered upon the acceptance of the final version of the deliverables for each <b>package of works</b></p>
<p><i>*The Consultant should conduct at least 4 consultation processes, or more if required by the Client, depending on the number of packages of works.</i></p>			

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6.2 *Specific Approvals*

<i>Incorporated into the final version of detail design projects and documents.</i>	The Consultant shall prepare the required documents and project dossier as requested by law to obtain approvals. Follow the process as required.	<p>The consultant firm must obtain special approvals[9] for each investment project (if deemed necessary).</p> <p><i>*The Consultant should justify by written report when it is not necessary to obtain special approvals for specific investments.</i></p>	3 % after obtaining the necessary approvals for all projects (all packages of works.)
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<p><i>Environmental and Social Impact Assessment Reports/ Environmental and Social Management Plans, EIA</i></p>	<ul style="list-style-type: none"> <li>· 2 printed copies for each selected project, signed and sealed, upon clearance, including necessary certificates/licenses, subject to changes required by permitting authority.</li> <li>· An electronic copy of all reports in Word, PDF etc. files.</li> </ul>	<p>*The Consultant shall obtain the approval of the report from ADF (HSEQ Health Safety, Environmental and Quality Unit) and ADF is responsible to obtain clearance by the Bank, submitting the final reports that will be used to obtain the environmental permit/authorization</p>
<p><i>Land expropriation plans/Property evaluation report for expropriation, RAP/ ARAP</i></p>	<ul style="list-style-type: none"> <li>· 2 printed copies for each selected project, signed and sealed, upon clearance, including necessary documentation, subject to changes required by permitting authority.</li> <li>· An electronic copy of all reports in Word, PDF etc. files.</li> </ul>	<p>),. RAP will be commented and approved by ADF (HSEQ Unit) and WB</p>
<p>6.3 <i>Documents for Building permits</i></p>	<p><i>The Consultant will assist the process and prepare all the necessary documents as requested by the law to obtain the building permits.</i></p>	<p>1% upon obtaining the building permits for all projects. (packages of works.) The payment amount will be divided in equal installments, based on the number of packages of works approved by the Client.</p>
<p>6.4 <b>Bidding Documents</b></p>	<p><i>Prepare the bidding documents dossier.</i></p>	<p>1% upon the completing of bidding process.</p>
<p><b>Documentation of the coordination process under this Consultancy:</b></p>		

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<p><i>Each communication process held between the Client and the Consultant while developing this consultancy should be recorded in:</i></p> <p><i>Consultation/Comments Report.</i></p> <p><i>Report of Validation</i></p>	<ul style="list-style-type: none"> <li>· 6 Printed copies for each consultation report.</li> <li>· 6 Printed copies of Validation Reports.</li> <li>· An electronic copy of the reports (Word, PDF, etc.)</li> <li>· Albanian and English language.</li> </ul>	<p><i>*Reports shall be delivered upon the final deliverables of each Task.</i></p>
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**\* The deliverables of report/documents etc. should be 3 copies in Albanian and 3 copies in English languages.**

\*\* Preparation of the deliverables within and for each municipality/project area can move parallel and independent from one another upon receiving the respective approval for the task. Consultant can move to the following task forward independently for the subject municipality/project area as soon as the Consultant receives approval of the submitted material for the subject Municipality.

\*\* Consequently, payments for the approved tasks can be carried out separately as per the above table (please refer to the above table for the percentage/value for each task and municipality). In case there is a budget-per-municipality changes, Consultant and Client will agree to a new payment schedule.

There shall be regular interactive discussions and reporting between Consultant team and the Client to exchange concepts and ideas in order to make sure the proposed investment projects are feasible and practical. All submitted investment project briefs will be evaluated by a technical committee, and only projects selected and approved to be implemented under PIUTD will carry out in the detail design task. Part of this committee will be key technical staff of MoIE (PCU) and ADF. It is also necessary to obtain clearance by the World Bank.

The Consultant will submit all reports and deliverables requested under this assignment to ADF for review and approval. ADF will be responsible for sharing the documentation with the MoIE (PCU), World Bank, and with the Local Authorities (e.g. the municipality identified as beneficiary, etc.), and any other interested central and local government authority as deemed necessary.

*Phase-B (supervision phase) shall commence or become effective upon successful completion of the detailed design of the 1st package of works in Task 6 of Phase A (design phase) and when the contract for civil works has been awarded. Duration of the services/contract under supervision phase will be closely dependent on the time allowed for completion of the works contracts as may be brought out by the Phase-A. Author's supervision required during the construction will be merged with the construction supervision by the consultants.*

## **1.5 Phase B: SUPERVISION SERVICES**

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Contract for accomplishment of the tasks under Phase B will be signed, upon successful completion of the detailed design of 1<sup>st</sup> package of works, under Task 6, in Phase A and after employment of the Contractor for the works.



The activities for **supervision services** are expected to be carried out through the following phases. The Consultant is expected to be proactive in identifying optimal solutions to reach the objectives and to identify any additional tasks and activities, which are desirable or necessary for the successful implementation of these services. *It is the responsibility of the Consultant to make sure that there is continuity between Phase A and Phase B and they have to ensure that the supervision team will include key staff from the design team and be fully familiar with the project and designs.*

### **Activity 1: Inception Phase**

During the Inception Period the Consultant shall become familiar with all aspects of the project, works contract and project's environment, review the present Terms of Reference and all volumes of the Works contracts.

The Consultant shall be aware with all relevant information available for the project and the stakeholders involved in the project. The Consultant shall visit all relevant institutions in order to ensure that the requirements of all parties to the project are addressed.

### **Deliverables: 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' programs);
- 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 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.
- The Inception period shall commence immediately upon commencement of the present Service contract, whichever is latest, see section 5.2 "Commencement date & Period of execution". The Consultant shall submit the Inception Report within 4 weeks from commencement of the Inception period.

## **Activity 2: Construction Phase**

The Consultant shall administer the contract and supervise the construction works, i.e. carry out duties of the Supervisor in accordance with the Special and General Conditions for Works Contract of the projects funded under WB.

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

### **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 programs submitted by the Contractor and give instructions to the Contractor to take appropriate measures to fulfill Contractor's tasks. The Consultant shall review Contractor's programs on a regular basis throughout the project.
- The Consultant shall ensure that all required approvals, construction permits

environmental and related utilities permit, permits for digging and for closing of roads (traffic management) have been obtained in time specifically for each site, before commencement of respective works. These include but are not limited to:

- Quarry license
- Gravel license
- Sand license
- Approved final waste deposit document released by the respective municipality.
- The Consultant shall make sure that safeguards criteria according to World Bank operational guidelines are being correctly implemented, including criteria listed in the Environmental and Social Management Plans and the environmental statement, including clearance from ADF HSEQ Unit (Health, Safety Environmental and Quality Unit).

- The Consultant must not commence any works prior to receiving clearance from ADF on the complete implementation of Resettlement Action Plan (if applicable), in line with World Bank guidelines.
- The Consultant shall ensure that the conditions of contract are strictly adhered to and Contractors and any sub-contractors fulfill 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 operational health and safety risks during construction and commissioning of the works have been assessed in advance and risk mitigation measures have been established and appropriately costed prior to commencing the respective activities.
- The Consultant must make sure that prior to start of works the construction contractor must also possess appropriate protective equipment in accordance with IFC Environmental, Health and Safety Guidelines and that the workers are trained for health and safety at work.
- The Consultant's team shall also include a Health and Safety Auditor who shall visit the construction site on a regular (monthly to bi-monthly) basis to conduct safety audits to validate the OHS supervision of the resident engineer and independently confirm compliance with the Contractor's OHS plan. Audit reports of the findings will be provided at the end of each visit.
- The Consultant shall supervise daily the contractor's implementation of the works in accordance with the contract requirements and the ESMP; update the ESMP to reflect changes to the project, area of influence or activities, with Borrower to re-disclose; inspect and approve contractor's work; check compliance with the Contractor ESHS Code of Conduct; ensure Contractor submits ESHS reporting timely and in accordance with WBG guidelines and national legislation. **The approval of continuation of works must be done upon clearance by the borrower safeguards team on compliance with the ESMP by the contractor.**
- 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 and monthly progress meetings with the Contractor and other stakeholders. 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 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 contract. The Consultant shall issue all requisite certificates in compliance with the Conditions of Contract.
- The Consultant shall prepare all supervision 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.
- The PMU's safeguards officers will provide independent oversight and inputs to the Consultant with regard to all aspects of environmental and social compliance, for the Consultant to have addressed on the project through their role as the Engineer. The PMU will undertake at least monthly inspections of the construction sites, accompanied by the Consultant's safeguard specialist and the Resident Engineer.

## Design Review and approval

The Consultant shall review and approve the Contractor's working drawings and possible modifications to the detailed design and the affiliated Environmental and Social Management Plan. In case of any design modification needed he should inform the Contracting Authority and liaise with the designer.

### **Site supervision**

- The Consultant shall carry out day-to-day supervision of construction works in accordance with the Works Contracts, Site Procedures Manual and Supervisor's Quality Assurance Manual.
- The main objective of the supervision is to facilitate achievement of the highest possible standard of construction works within the contract time. In addition to good quality workmanship the Consultant shall also consider possible cost savings to the Contracting Authority. 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 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 monitor the correct implementation of the Environmental and Social Management Plans for each site and monitor environmental parameters (air, water and soil quality) as required in the environmental monitoring plan.*
- 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, as well as the Contractor implementation of the environmental and social mitigations measures as agreed in the site specific Environmental and Social Management Plan.
- The Consultant must provide quarterly data on environmental parameters during the implementation of civil works, as specified in the ESMP. These include noise levels, Air pollution parameters of dust, particulate matter, water and soil quality (suspended solids, oil and grease. These data must be issued by a licenced/authorized public or private entity.

### **Measurements and Payments:**

- The consultant shall verify and keep accurate technical records of permanent works executed by the Contractor. The works shall be measured on site by the Consultant 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.

- 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 detailed design and of the Contracting Authority, in a timely manner.
- 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 Environmental, Health and Safety guidelines for construction and decommissioning at all times throughout the site including safety of the public/communities, visitors, consultant's staff, contractor/subcontractors' staff, report to the borrower and take action upon clearance from the borrower.
- The Consultant shall appraise traffic management proposals in line with the Traffic Management Plan prepared by Contractor and compliance to requirements of the works contract.

### **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:

- Administration of the contract in accordance with the works contract documents;
- The Consultant shall take particular 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 give the order of commencement
- The Consultant shall organize monthly progress meetings with each contractor, keep records and distribute the minutes of the meetings.
- Checking and confirming that the Contractor mobilizes and supplies to the contract all materials identified in the contract, to be committed to the project and ensure that all works performed remain on site until release has been authorized;
- 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 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, with the clearance of the borrower safeguards specialists Follow up and report weekly on the implementation of the ESMP.
- If applicable, provide data to the Contracting Authority for determination of the value of any variations to the contract;
- Assist the Contracting Authority (CA) in processing of Variations, approve the setting-out of the works and give instructions to the Contractor in this regard;
- 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 Contracting Authority;
- 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, the list must include compliance with the ESMP and environmental permit.
- Carry out inspection upon the completion of works and prepare Provisional Acceptance Certificate, list of defects and other documents as required by the works conditions of contract;
- Organize the Inspection in the presence of a representative from the Contractor, Contracting Authority and the Beneficiary and issue the Provisional Acceptance Certificate.
- Ensure that taking over procedures are carried out in line with local regulations and requirements, as appropriate;
- Advice on any claims or contractual disputes and problems arising during the works, and prevent claims and delays whenever feasible.

**Deliverables:**

**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 programme 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, 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 programme; and
- A revised Cash Flow forecast.

**Draft Completion Report:** The report will include, but not be limited to, the following inputs:

- Physical progress related to the original programme;
- Explanations for variances to the above;
- Expenditure related to original budgets;
- Explanations for variances to the above;
- Overall review of the project objectives and whether achieved successfully or not.

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

**Activity 3: Defects Liability Period**

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

**Provide quarterly inspections reports during the 12 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:
  1. Notify and instruct the Contractor accordingly of all defects found.
  2. Report on the status of the Works and on the operation and maintenance of the Works to date.

#### **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 Final Acceptance 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/ies .

**Deliverables: Final completion:** 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)

#### **IMPLEMENTATION TIMEFRAME AND DELIVERABLES**

The supervision consulting activities (1-3), will be carried out in accordance with the implementation schedule of packages of works. These activities will start as soon as the first package of works contract for the selected list of investment is signed. (Detailed design for this investment is prepared in Task 6 of the design services);

It is expected that there will be 3 (*three*) packages of works contract, that will be grouped based on the similarities of works for all the selected investment as foreseen to be financed by the PIUTD. The Consultant will carry out its overall assignment in **18 months**. *Following up defect Liability period for each contract is 12 Months.*

***It is expected that the 3 packages of works contract will have different starting date.*** The Contracting Authority will give notice to the Contractor of the start date of each work contract for which supervision is required, and the supervisor will mobilize the required staff accordingly. An estimation of the starting date for each of the packages of works will be calculated upon the availability of the detailed designs prepared during the design services and the procurement time needed for each package, all reflected in the implementation plan. It is expected that all packages of works will be implemented *within 18 months' time frame.*

<b>Report</b>	<b>Time due</b>	<b>Number of copies</b>
<b>Inception report</b>	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>
<b>Progress Monthly reports</b>	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>

<b>Draft Completion report</b>	4 weeks prior to completion of the contract period	<i>Electronic copy on CD or DVD, in each language</i>
<b>Final Completion report</b>	2 weeks after completion of contract period or after comments on the draft completion report are provided by ADF, whichever comes later	<i>2 paper copies in English and 2 paper copies in Albanian + electronic copy on CD or DVD, in each language</i>

For the supervision assignment, all experts should work in the beneficiary country 100% of the contracted working days, unless specifically requested and approved by the Contracting Authority

#### **IV. TIMEFRAME FOR THE ASSIGNMENT**

The Consultant should be a Firm. The selection method to be applied is **Quality and Cost Base Selection (QCBS)**, in accordance with the procedures set out the World Bank's World Bank Procurement Regulations for IPF Borrowers", dated July 2016, revised November 2017, August 2018 and November 2020.

Design Services should be performed within **12.5 months** period, and the level of inputs required is **143.5 man/months**. The firm will be contracted for the design phase under a lump sum contract. Supervision Services should be performed within **18 months period**, and the level of inputs required is **110 man/months**. The firm will be contracted for the supervision phase under a time base contract.

The terms and **conditions of payment** mirror the implementation schedule of the assignment for *the supervision services, and are time basis*. **A 5 % of the total amount of the contract for supervision assignment will be paid in the end the defect liability of the last contract.**

#### **V. RESPONSIBILITIES OF CONSULTANT**

The Consultant will be responsible for implementing the entirety of the tasks defined in the scope of the assignment. To this end, the Consultant will bear all the costs related to the employment and mobilization of its team of international and local experts. This includes travel expenditures and subsistence costs.

No facilities will be provided by ADF.

Finally, the Consultant will be responsible for the costs of producing, translating, printing and distributing all the information material, documents and reports required to carry out its assignment.

The consultant will be solely responsible for the timely and qualitative fulfillment of all matters cited above under this assignment. In case of deficiencies in the services, the contract provisions shall apply.

#### **VI. COORDINATION WITH CENTRAL AND LOCAL AUTHORITIES**

The Consultant will work in strict coordination with ADF which is responsible for managing the project implementation, the technical aspects of specific investment projects as well as the overall investment program and PCU which supports its implementation.

At central level, the Consultant will also need to interact with the Ministry of Tourism and Environment, Institute of Monuments of Culture (IMC) and National Agency of Protected Areas (NAPA) for the investment projects, if any, pertaining to their areas of interest. Moreover, the



Consultant will need to interact with ADF concerning the technical aspects of specific investment projects as well as the overall investment program. The MoIE will facilitate this interaction by introducing the Consultant to the competent officials and participating to key meetings.

At local level, the Consultant will work in strict coordination with the concerned municipalities' authorities. The MoIE (through PCU) will introduce the Consultant to these authorities.

The Consultant shall maintain good coordination and interaction with The Client during all stages of the assignment and aid if changes are required from the Client for specifications.

## **VII. REPORTING**

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**Reporting and all deliverables documents** must be submitted to the Client in English and Albanian. the Consultant must possess high-level English Language skills to ensure effective communication with the Client and stakeholders.

The Consultant should provide translators if required to have good communication with the Client and the Stakeholders during field visits or meetings organized as part of the assignment process.

All reports and deliverables developed during this assignment will require World Bank clearance/no objection. ADF/MoIE will be responsible to make all reports and deliverables available to the World Bank and to manage the Bank's clearance, step by step as defined along the ToR.

## **VIII. TEAM PROFILE AND KEY PERSONNEL**

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### **Phase A: DESIGN SERVICES – Team profile and key personnel**

A multi-disciplinary team of *14 key staff* professional and technical personal (*Please refer to the table below*) will be required for the execution of the project. The Consultant Team should be led for the full term of the project by a Principal Architect/Urban Planner as the Team Leader with international experience in developing similar projects to the scope of this consultancy and specific background/experience as specified in the table below. A local Architect/Urban Planner with knowledge of local language should be mobilized fully for the duration of the consultancy to serve as local liaison. The Team Leader and Architect/Urban Planner (of the local liaison) should make a minimum of field visits to the study area s each as part of the development of design services, which will be reflected in the work plan and be subject of evaluation process. Indeed, their presence is considered obligatory as part of the deliverables in the stakeholder workshop, this do not limit the presence of the other team members as valued important by the Consultant, in consultation with the Client.

The following lists of qualifications serve as a guide and Consultant Team may with justification propose additional staff. The Consultant Team shall also propose the time allocation for each of the staff dedicated to their respective tasks and the breakdown of the time that those work will be performed on location or remotely.

In addition, the following qualifications are expected to be needed for the development of the assignment: *Property evaluation Specialist/Expert, Cultural Heritage/Archeology Expertise, Tourism Development Specialist, electrical/electronic engineer, mechanical engineer, procurement specialist, quantity surveyor and others as identified by the Consultant.*

The Consultant will be evaluated and selected on the basis on the composition of the proposed team and the profile, qualifications and experience of the relevant members. *The Team Leader is expected to be involved in the field work and to be the main interlocutor with central and local government*

officials.

No changes in the composition of the team and the team members will be allowed during the implementation of the assignment unless jointly authorized by the ADF, in consultation with the World Bank.

The design services assignment should be performed within **12,5 months** period.

### **Phase B: SUPERVISION SERVICES – Team profile and key personnel**

The Consultant shall provide an experienced construction supervision and contract administration team of *12 key staff* (Please refer to the table below) with proven technical and managerial competence and experience in the supervision of construction works under World Bank Conditions of Contractor, Albanian Legislation and internationally recognized contract conditions used by IFI's.

The working language of the project is English and Albanian language. The key staff team 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.

The construction and contract administration team of *12 key specialists* shall meet the requirements as per table below

*\*Short –term expert will be supporting the team to cover specific tasks of the assignment when expertise is needed and when instructed by the client (for a provisional equivalent of 9 man-months for international short-term experts and 9 man-months for local short-term experts). Expert's CVs will be reviewed by ADF at the time of requirement.*

The Consultant will be evaluated and selected on the basis on the composition of the proposed team and the profile, qualifications and experience of the relevant members. No changes in the composition of the team and the team members will be allowed during the implementation of the assignment unless jointly authorized by the ADF, in consultation with the World Bank.

### **TEAM – DESIGN PHASE**

	<b>Position</b>	<b>Qualifications</b>	<b>Experience</b>
1	<i>Team Leader Architect/Urban Planner (Core team Key staff International)</i>	<i>Team Leader Architect/Urban Planner (Core team Key staff International)</i>	<i>10 (ten) years international postgraduate exp. in similar design projects. Experience in Architecture/Urban Planning, with focus in Urban Transport Planning and Project Management in EU countries. – He/she should have worked minimum 5 (five) years as Team Leader/Project management in projects related to urban and transport planning, as architecture/urban design, relevant to the scope of this consultancy and project of nature as: in infrastructure (roads, roundabouts, tourist – fishery ports, public and green spaces etc.) and buildings.</i>

2	<i>Architect/ Urban Designer/ Urban Planner (Core team _Key staff International)</i>	<i>M. Sc. in Architecture or equivalent with qualifications in Urban Planning &amp; Urban Design (Core team Key staff International)</i>	<i>10 (ten) years exp. in design projects related to Architecture and/or Urban design and Urban Planning. Knowledge of local language. – He/she should have worked minimum 10 (ten) years as Team Leader in projects related to architecture/urban/spatial planning, Developed/designed projects similar to the scope of this consultancy.</i>
3	<i>Architect/ Urban Designer/ Urban Planner (Core team _Key staff Local or International)</i>	<i>M. Sc. in Architecture or equivalent with qualifications in Urban Planning &amp; Urban Design (Core team Key staff local or International)</i>	<i>– 10 (ten) years exp. in design projects related to Architecture and/or Urban design and Urban Planning. Knowledge of local language. – He/she should have worked minimum 10 (ten) years as Team Leader in projects related to architecture/urban/spatial planning, Developed/designed projects similar to the scope of this consultancy. Knowledge of local language</i>
4	<i>Landscape Architect (Core team_ Key staff International or Local)</i>	<i>Graduated in Landscape Architecture or M.Sc. in Architecture or Urban Planning with postgraduate qualifications in Landscape Architecture.</i>	<i>5 (five) yrs. postgraduate exp. in designing projects relevant to landscape architecture and urban planning. -Preferably worked in designing projects relevant to the scope of the consultancy.</i>
5	<i>Urban Transport Planner (Core team Key staff International)</i>	<i>M.Sc. in Urban Transport Planning</i>	<i>Minimum 10 (ten) yrs. postgraduate exp. working in projects in urban transport planning, in particular multimodal planning integrating all transport modals, and professional experiences leading the development of urban transport mobility plans in cities of similar nature.</i>
6	<i>Urban Transport Planner (Core team Key staff Local)</i>	<i>M.Sc. in Urban Transport Planning</i>	<i>Minimum 10 (ten) yrs. postgraduate exp. working in projects in urban transport planning, in particular multimodal planning integrating all transport modals, and professional experiences leading the development of urban transport mobility plans in cities of similar nature.</i>
7	<i>Public Transport Planner (Core team Key staff Local or International)</i>	<i>M.Sc. in Public Transport Planning</i>	<i>Minimum 5 years of professional postgraduate working experiences in the area of public transport planning, in particular on accessibility and connectivity with individual transport.</i>
8	<i>Lighting/Electrical Engineer (Local)</i>	<i>M.Sc. in Lighting Design or Electrical Engineering.</i>	<i>10 (ten) yrs. postgraduate experience – He/she should have worked minimum 5 (five) years with lighting/electrical projects relevant to the scope of this consultancy. Preferably, if conducted lighting survey and projects in similar sites</i>

9	<i>Transport Engineer (Core team Key staff Local or International)</i>	M.Sc. in Transport Engineering	10 (ten) yrs of postgraduate experience in designing projects related to urban transport (roads, parking, etc), with expertise in mobility
10	<i>Civil Engineer (Core team Key staff Local)</i>	M.Sc. in Civil Engineering	10 (ten) yrs. postgraduate exp. in projects design in civil engineering, with relevant experience in designing projects related to transport structures (roads, bridges, etc.) and building structures.
11	<i>Hydro technical Engineer (Core team Key staff Local)</i>	M.Sc. in Hydro Technical Engineering	10 (ten) yrs. postgraduate exp.in projects design related to navigation, flood control, erosion control, fisheries and structure close to the seacoast (as the study area) and similar to the scope of this consultancy.
12	<i>Topographic Engineer (Core team Key staff Local)</i>	M.Sc. in Topographic Engineering	10 (ten) yrs. postgraduate experience in topographic surveys of similar projects. GIS Expertise
13	<i>Environmental Expert (Core team Key staff Local or International)</i>	With relevant postgraduate qualifications in the relevant field. Certified for Environmental Impact Assessment- EIA, from the National Licensing Center for EIA, National Registration Center extract.	-At least 5 years of experience in the preparation of EIA reports according to national laws and requirements. -At least 5 years of experience in consultancy and preparation of Environmental documents ESIA's, ESMPs with international standards (WB, EBRD, KFW, etc). -At least experience in 3 projects of IFIs – International Financial Institutions. 5 (five) years' experience with preparation of EIA reports according to national laws.
14	<b>Social and Stakeholder Engagement Specialist (Local team)</b>	M.A. in Social Sciences (Sociology, Social Work, Communications, Law, Anthropology or other related disciplines)	– At least 5 years of experience in consultancy and preparation of Social documents ESIA's, ESMPs, RAP, SEP with international standards (WB, EBRD, KFW, etc). -At least experience in 3 projects of IFIs – International Financial Institutions.  – At least 5 years of experience in organizing stakeholder engagement activities.

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#### TEAM – SUPERVISION PHASE

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Position	Qualifications	Experience
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1	<i>Team Leader Civil Engineer/Architect/Urban Planner (Core team Key staff International)</i>	<i>He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering/Architecture</i>	<i>15 (fifteen) yrs. postgraduate exp. in projects of Urban/Transport Planning &amp; Project Management., in similar projects. – He/she should have worked minimum 10 (ten) years as Team Leader/Resident Engineer/Engineer Representative/Supervisor’s representative in service contracts in charge of supervision of works contracts for construction or reconstruction of infrastructure projects related to roads, urban infrastructure, buildings</i>
2	<i>Site Supervision Engineer (Core team _Key staff International or Local)</i>	<i>He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering,</i>	<i>10 (ten) years in design/supervision/construction of infrastructure projects (roads, urban infrastructure, buildings, etc.). – He/she should have worked 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 of infrastructure projects (roads, urban infrastructure, buildings, etc).</i>
3	<i>Site Supervision Engineer (Core team _Key staff International or Local)</i>	<i>He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering,</i>	<i>10 (ten) years in design/supervision/construction of infrastructure projects (roads, urban infrastructure, buildings, etc.). – He/she should have worked 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 of infrastructure projects (roads, urban infrastructure, buildings, etc).</i>
4	<i>Site Supervision Engineer (Core team Key staff International or Local)</i>	<i>He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering,</i>	<i>10 (ten) years in design/supervision/construction of infrastructure projects (roads, urban infrastructure, buildings, etc.). – He/she should have worked 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 of infrastructure projects (roads, urban infrastructure, buildings, etc).</i>

5	<i>Material Engineer (Core team_ Key staff International or Local)</i>	He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering.	<i>10 (ten) years of material engineer experience in design/supervision/construction projects. – He/she should have worked minimum 5 (five) years in the position of material engineer in service contracts as part of supervision consultant team, in charge of supervision of works for construction of infrastructure projects (roads, urban infrastructure, buildings, etc).</i>
6	<i>Archeologist/Cultural Heritage Specialist/Expert (Core team Key staff International or Local)</i>	<i>Graduated in Archeology/Architecture/Civil Engineering or relevant postgraduate qualifications in Archeology and Conservation/Restoration. Registered/licensed issued by MC, based on respective laws in force.</i>	<i>10 (ten) years of exp. in the field. – He/she should have worked preferably as a minimum 8 (eight) years in supervising projects in site, especially with intervention in archeological sites, conservation/restoration/requalification of archeological remains or build heritage. Preferably, similar projects experiences as similar to the scope of the consultancy. (e.g. infrastructure interventions etc.)</i>
7	<i>Occupational Health and Safety Specialist (Core team Key staff Local)</i>	<i>University Degree in the relevant field. Environmental Science, Natural Resource Management or equivalent or similar. Extra qualifications in social aspects are a plus.</i>	<i>8 (eight) years on HSE. – He/she should have worked preferably 5 (five) years (on relevant projects) responsible for monitoring the Works Contractors' compliance with the health and safety requirements of the ESMPs and also monitoring of requirements, in line with the Code of Conduct Environmental, Social, Health and Safety Guidelines. He/she should demonstrate capacity to manage issues including issues pertaining to the community health and safety.</i>
8	<i>Environmental expert (Core team, Key staff Local or International)</i>	<i>With relevant postgraduate qualifications in the relevant field. Certified for Environmental Impact Assessment- EIA, from the National Licensing Center for EIA, National Registration Center extract.</i>	<i>-At least 5 years of experience in the preparation of EIA reports according to national laws and requirements. -At least 5 years of experience in consultancy and preparation of Environmental documents ESIA's, ESMPs with international standards (WB, EBRD, KFW, etc). -At least experience in 3 projects of IFIs – International Financial Institutions. 5 (five) years' experience with preparation of EIA reports according to national laws.</i>

9	<i>Social Expert</i>	With relevant postgraduate qualifications in the relevant field.	-At least 5 years of experience in the preparation of Social Impact Assessment (SIA) reports according to national laws and requirements. -At least 5 years of experience in consultancy and preparation of Environmental documents ESIA's, ESMPs, RPF, RAP/ARAP with international standards (WB, EBRD, KFW, etc). -At least experience in 3 projects of IFIs – International Financial Institutions. 5 (five) years' experience with preparation of EIA reports according to national laws.
10	<i>Quantity Surveyor/Engineer (Core team Key staff Local or International)</i>	He/she shall have at least a University Degree in Civil Engineering or equivalent	8 (eight) years of topo-surveying experience in design/supervision/ construction of large infrastructure projects – He/she should have worked preferably 5 (five) years in the position of quantity surveyor in service contracts as part of supervision consultant team, in charge of supervision of works for construction of large infrastructure projects
11	<i>Short – term expert international * (Core team Key staff Local)</i>	Senior experts shall have, university diploma relevant to the proposed field, be good in English language.	A minimum of ten (10) years professional experience relevant to the scope of the work to be undertaken.
12	<i>Short – term expert international * (Core team Key staff Local)</i>	Senior experts shall have, university diploma relevant to the proposed field, be good in English language.	A minimum of ten (10) years professional experience relevant to the scope of the work to be undertaken.

## IX. QUALIFICATION REQUIREMENTS AND SHORTLISTING CRITERIA

Consulting Firm qualification requirements:

The consultant must meet the following qualification criteria (i) At least 10 years of previous experience similar to the assignment; (ii) At least 2 similar contracts implemented within the last 5 years.

Shortlisting Criteria

No.	Evaluation Criterion	Points
1.	Overall experience of the firm in the field of the assignment (experience in design and supervision.	30 points
2.	Relevant Specific Experience in the field of the assignment and Number of assignments similar to ToRs successfully completed during the last 5 years	60 points
3.	Availability of staff within the firm to perform the assignment	10 points

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**X. LIST OF ANNEXES**

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**1.6 Annex 1: Study area Boundaries and Reference Precincts/Zones.**

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**ANNEX 1****Study Area Boundaries and Reference Precincts/Zones.**

**MAP 01:** The Study Area boundaries for Ksamil Town.

**MAP 02:** The Study Area boundaries for Qazim Pali area

**MAP 03:** The Study Area boundaries for Orikum area

[1] Source: INSTAT 2015

[2] Underground infrastructure will be included as part of street network improvement when needed.

[3] Furthermore, there is an obligation by law that planning documents which are approved by GoA and Municipality of Saranda should be taken in consideration. Territorial proposals and planning policies approved on these documents might serve as deductive instruments for further proposals and interventions on this case.

[4] The baseline assessment comprises three key data collection: (i) a representative household survey in each of the 4 selected urban centres, namely in Berat, Gjirokastër, Permet and Sarande, (ii) a representative survey of (formal and informal) tourism-related businesses in each of the 4 selected urban centres, and, (iii) a survey of tourists in a number of pre-selected touristic sites. The first and the second are intended to yield data on whether and how households benefit from project investments, both directly through public services, improved urban infrastructure or project-related jobs, or indirectly through increased economic opportunities linked to those investments, particularly related to the tourism industry.

All observations are geo-referenced and can be used as part of the urban assessment.

[5] The baseline assessment comprises three key data collection: (i) a representative household survey in each of the 4 selected urban centres, namely in Berat, Gjirokastër, Permet and Sarande, (ii) a representative survey of (formal and informal) tourism-related businesses in each of the 4 selected urban centres, and, (iii) a survey of tourists in a number of pre-selected touristic sites. The first and the second are intended to yield data on whether and how households benefit from project investments, both directly through public services, improved urban infrastructure or project-related jobs, or indirectly through increased economic opportunities linked to those investments, particularly related to the tourism industry.

All observations are geo-referenced and can be used as part of the urban assessment.

[6] There will be approximately two packages of works which include all prioritized investments. The exact amount of works packages will be agreed on between the Consultant and the Client, depending on the type and amount of the works, and in order to ensure procurement efficiency.



[7] For example from the Ministry of Culture and/or the Agency of Archeological Services when dealing with cultural heritage assets.

[8] For example from the Ministry of Culture and/or the Agency of Archeological Services when dealing with cultural heritage assets.

[9] For example from the Ministry of Culture and/or the Agency of Archeological Services when dealing with cultural heritage assets.