REPUBLIC OF ALBANIA

ALBANIAN ROAD AUTHORITY

BUILDING RESILIENT BRIDGES PROJECT

Loan No: 94790-AL
Project ID: P174595

Consultancy Selection - Consultancy Firm

TERMS OF REFERENCE

PROVISION OF CONSULTANCY SERVICES FOR DESIGN REVIEW AND SUPERVISION OF THE WORKS FOR VJOSA BRIDGE AND CONNECTING ROAD

Ref. No: AL-ARA-380712-CS-QCBS

April 2025

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1. BACKGROUND INFORMATION

1.1 Introduction

The Government of the Republic of Albania has received financing from the International Bank for Reconstruction and Development (IBRD) in the form of loan toward the cost of the Building Resilient Bridges Project (BRBP). The Albanian Road Authority (ARA), under the Ministry of Infrastructure and Energy (MoIE), is the designated implementing agency for the project. In this context, a portion of the proceeds of this Loan will be allocated to eligible payments for the consultancy services required for the design review and supervision of the construction of the new Vjosa Bridge and its associated connecting road (5 km), located in the vicinity of Tepelena city, in the southern region of Albania.

This Terms of Reference (ToR) document outlines the scope and requirements for the consultancy services to be provided in relation to this project.

1.2 Bridge Infrastructure in Albania

The construction of bridges and other structures of the Albania National Road Network (NRN)dates back to 1930 with different design standards. The NRN in Albania includes 803 bridges, numerous culvert structures, and other related structures. Over the past nine decades (since 1930), those structures were constructed at different stages of Albania's road system development based on different bridge and structure design standards (BDS), including the Soviet's, Italian's and Albanian standards. As part of the ongoing reforms, Albania is gradually aligning its road and structure design and construction (including bridges) standards with the European Eurocodes.

Albania's bridge infrastructure is highly vulnerable to climate change and natural disasters. Many of its bridges, especially those built during the Communist era (1940s–1990s) are now outdated. These bridges were designed to meet older engineering standards and may not be capable of withstanding modern climate change impacts or natural disasters such as intense rainfall, flooding, and seismic events. The "Climate resilient road assets in Albania" study carried out by the World Bank in 2019 concludes that bridges and culverts on the NRN corridors are among the most vulnerable and exposed elements of the infrastructure assets in Albania. The most common hazards include meteorological, hydrological, climatological event with floods, earthquakes, and landslides posing significant risks to the road network.

In Albania, floods frequently affect the north and south of the country, and climate change is expected to result in more intense and frequent rainfall events, exacerbating flood risk. Over the last decade, Albania has experienced more frequent and severe floods. For instance, the floods of December 2010 and 2015 affected large parts of the country, including bridge infrastructure. In addition, the intense rainfalls in November 2020 and January 2021 resulted in floods and landslides, substantial disruption to traffic and damage to the road and bridge infrastructure and also have left several parts of the country stranded and vulnerable communities isolated.

The earthquake in 2019 and the floods of 2020 exhibited the vulnerability of the road and bridge network and the whole economy to natural hazards. The devastating earthquake in November 2019 affected 1.9 million people (about 66 percent of total population) and the country's economy, and also damaged several road infrastructures (embankments and retaining walls due to landslides). According to Albania's 2019 earthquake Post-Disaster Needs Assessment,

damages to road infrastructure assets accounted for a total of 30.41 million euros and losses for 3.01 million euros.

Those events highlighted the high vulnerability of the Albanian road and bridge assets to natural disasters and climate change (including earthquakes, intense floods and landslides, intense windstorms, extreme temperature, etc.), and their potential heavy impacts on the economy and the populations' livelihood. The above findings confirm the urgency for interventions to enhance the resilience of Albania's road and bridge infrastructure to climate change and natural disasters.

1.3 General Considerations

In geographic terms, new Vjosa Bridge and its associated 5 km connecting road are planned for development in the southern part of Albania, within the city of Tepelena in Gjirokastër County. The bridge will span the Vjosa River, linking the town of Tepelena with the opposite riverbank. At the same time, the existing road from the Beçisht intersection to Dragoti Bridge will undergo upgrades. This project aims to enhance regional connectivity by improving the road network and providing a vital transportation link to key areas, thereby supporting economic development in the region.

Tepelena is situated on the left bank of the Vjosa River, about three kilometers downstream from the point where the Vjosa meets the Drino River, the largest river in Albania. Additionally, the Bënça River joins the Vjosa at the entrance of Tepelena, originating from the southwest of Kurvelesh Mountain. This river system forms the ecological and geographical backbone of the region.

The Vjosa River holds significant ecological importance, as it is home to Europe's first Wild River National Park (VWRNP), established on March 15, 2023. The park spans 12,727 hectares, with approximately 6,030 hectares of water surfaces, 4,593 hectares of coastal and floodplain areas, and 1,199 hectares of land. It is an area of high biodiversity, particularly in its middle section, which is home to numerous endangered species and EU-protected river habitats. Studies in this region have confirmed the presence of globally and nationally critically endangered species, highlighting the ecological value of the Vjosa River.

The region also attracts eco-tourism, with an average of 5,000 adventure tourists visiting annually. Many of these tourists also explore nearby cities such as Gjirokastër, Tepelena, and Përmet, contributing to the region's growing tourism sector. The designation of the VWRNP is expected to further boost eco-tourism and sustainable economic development in the area.

The city of Tepelena is surrounded by various residential centers and villages, including Ish Ferma, Malas, Beçisht, Dragot, and villages in the neighboring Memaliaj Municipality such as Damës, Beçishti, Kashisht, and Kallëmb. The region's roads are often narrow and winding due to the steep, mountainous terrain, making them particularly vulnerable to flash floods and landslides triggered by heavy rainfall or seismic activity.

Tepelena serves as a key transportation hub, connecting the Gjirokastër region with the central and southern parts of Albania. The road network links to the SH4 national road, which is part of the North-South axis, extending from Këlcyrë to Permet, Çarshovë, and ultimately to the border with Greece at the Tre Urat customs point. This network is crucial for connecting rural areas with larger cities and fostering regional economic development.

The region presents significant opportunities for agricultural and tourism development, as well as contributing to the overall improvement of Albania's road infrastructure. The general objective of the project is to enhance road transport infrastructure to meet the growing demand for transportation services, driven by rapid national and regional economic changes.

1.4 Construction of the Vjosa Bridge and Connecting Road

The construction of the Vjosa Bridge and the associated **connecting road** involves the development of a new bridge, two roundabouts, and key road segments designed to significantly enhance regional connectivity and improve transportation efficiency.

This road segment is crucial to the region's strategic, economic, and operational framework. It links the main national road SH4 (the North-South Road axis) to vital regions, including the cities of Këlcyrë, Përmet, and Çarshovë. Additionally, the road is part of the Tepelena-Korçë-Kapshticë route (SH75), which functions as a key corridor for regional development and facilitates the flow of goods between Eastern and Western Albania.

The new bridge and connecting road are poised to bring long-term economic benefits by improving the movement of goods and people. By providing quicker access to key markets, the project will enhance the efficiency of trade and commerce, creating a favorable environment for investment and economic activity. This will result in job creation, boost local economies, and improve the accessibility of essential goods and services. Furthermore, the project will improve the quality of life for local communities by offering safer, faster, and more reliable transportation options, which will also support regional economic integration.

Environmental and Social considerations are central to the planning and design process of this project. Careful assessments will be conducted to evaluate potential environmental and social impacts, ensuring that the construction of the Vjosa Bridge and the rehabilitation of the connecting road comply with national environmental regulations and World Bank Environmental and Social Framework (ESF), including the World Bank (WB)standards, WB Environmental, Health and Safety Guidelines (EHSG) and Good International Industry Practice (GIIP). Special attention will be given to avoiding, reducing minimizing and/or mitigating any negative effects on the surrounding landscape, ecosystems, and biodiversity.
To mitigate environmental and social impacts, specific measures will be defined and implemented (as an integral part of the national EIA and WB ESIA), that may include but are not limited to erosion control, Biodiversity Management Plan (BMP), waste management strategies OHS plans, and sustainable construction practices. These initiatives will help reduce the environmental footprint of the project, promoting environmentally responsible development. Furthermore, the project will integrate climate resilience strategies referring to the national CC adaptation as Albania has been actively developing and implementing strategies[1] to enhance its resilience to climate change to address potential risks posed by extreme weather events, such as floods, heatwaves and landslides, which are common in the region. The design will consider the long-term impact of climate change, ensuring that infrastructure is durable and adaptable to changing environmental conditions, further strengthening the resilience of the transportation network.

[1] https://unfccc.int/sites/default/files/2022-08/Albania%20Revised%20NDC.pdf?utm_source
https://unfccc.int/sites/default/files/resource/National_Adaptation_Plan_Albania.pdf?utm_source

Through these combined efforts, the construction of the Vjosa Bridge and connecting road will not only contribute to economic growth and improved mobility but will also prioritize sustainability and climate resilience, ensuring a positive legacy for both current and future generations.

1.5 The Construction of new Vjosa Bridge.

The detailed design for the construction of the new Vjosa Bridge was prepared by an external consultant under a separate contract in 2018. This design primarily focused on addressing the structural requirements of the new bridge, including the superstructure, foundation, alignment over the Vjosa River, and its associated access road, which incorporates two roundabouts for the entrance and exit of the bridge. The goal of this design was to ensure the safe, efficient, and durable crossing of the Vjosa River, while also integrating the bridge with the local road network.

As the river is protected, as well as the banks, the proposed design shall minimize interventions to the nature, and especially construction/elements impact to the water. The bridge itself will span 501 meters in total, with 14 spans, each measuring 35.81 meters.The design includes a longitudinal slope of 2.5% and a minimum radius of curvature (Rmin) of 300 meters to accommodate various types of traffic. The superstructure will be constructed using prefabricated, pre-stressed concrete V-beams, arranged three per lane, with each beam having a height of 1.8 meters and spaced 4 meters apart. These beams will be simply supported, with the structural continuity of the bridge achieved through the deck-slab.

The foundation of the bridge will rely on approximately 208 deep piles, each with a diameter of 3.4 meters and a maximum height of 26.4 meters. The foundation basements will be constructed with pilot piles having a diameter of 1.2 meters to ensure stability and support for the bridge structure.

The cross-sectional design of the bridge includes a total width of 11.5 meters, which consists of two 3.5-meter-wide carriageways, two 1.25-meter-wide paved shoulders, and two 1-meter-wide additional spaces. This design ensures sufficient capacity for traffic while also providing safety features such as shoulders for emergency stopping and pedestrian safety.

The updated design is intended to minimize interventions by placing structural elements carefully to avoid disturbing the river and its banks. Any necessary temporary works shall be limited and promptly removed. It is worth noting that the above provided information is in accordance with the current (existing) design and is subject to change during the review (that is a subject of this ToR).

The cross-sectional design and key technical parameters for the new Vjosa Bridge are outlined as follows:

	New Bridge Structure
Cross-Section Width	11.5 m (2 x 3.5 m of carriageway + 2 x 1.25 m paved shoulders + 2 x 1 m additional space)
Type of Structure	Concrete structure with one intermediate pier (14 spans of 35.81 m)
Length	501 meters
Foundations	Deep foundation

Table 1 Characteristics of the new Vjosa Bridge

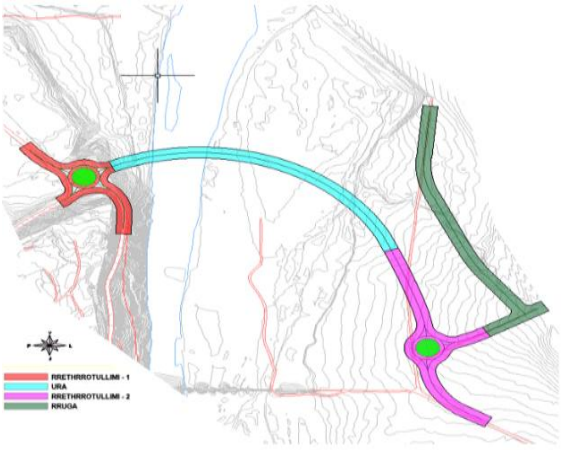

Figure 1 General Plan of the Bridge and access road/roundabouts

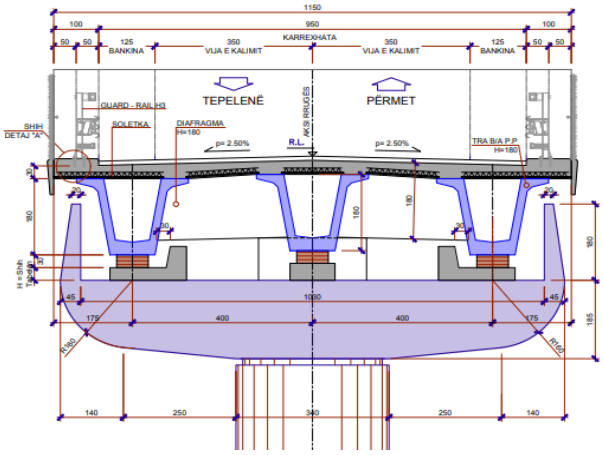

Figure 2 Typical cross-section of the new Bridge

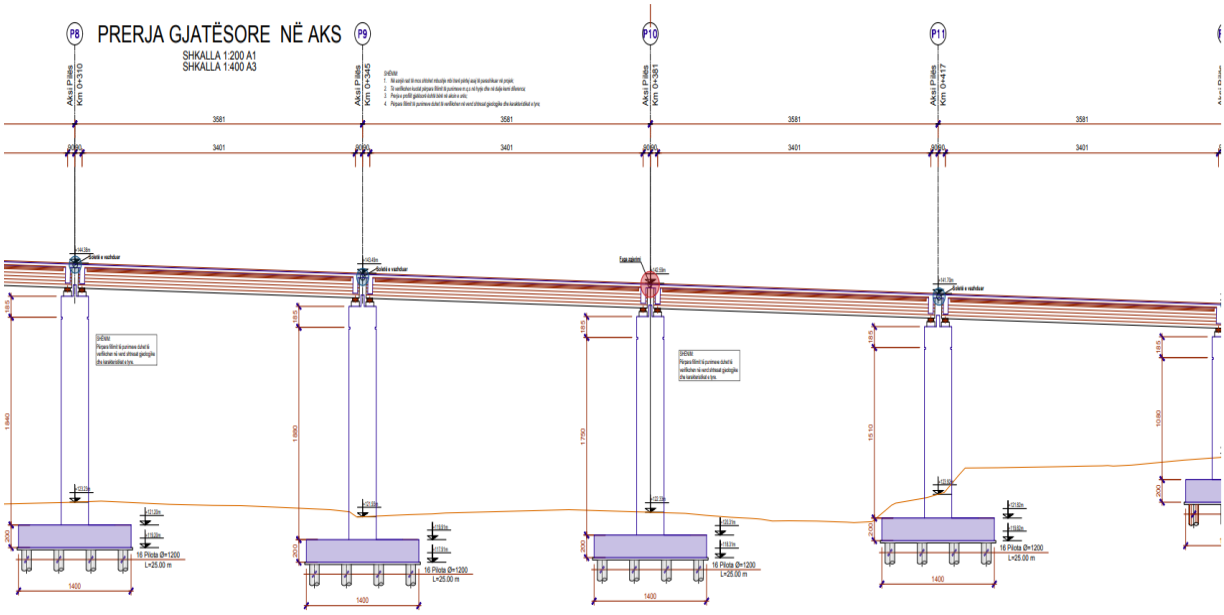

Figure 3 Longitudinal cross-section of the new bridge

1.6 Connecting Roads from Beçisht Intersection to Dragoti Bridge

The detailed design for the 5 km connecting road from the Beçisht intersection to Dragoti Bridge was originally designed as part of a larger infrastructure project in 2010 under the title "Study Design and Detailed Design for the road construction Ura e Leklit – Përmet – Çarshovë", in accordance with the C1 standard of Albanian regulations. However, the design codes used in 2010 are now outdated, which may no longer meet current engineering, safety, and environmental standards.

This road currently features a mixture of paved and unpaved segments (see fig 1 4 and fig 5 below), with widths ranging from 3 to 4 meters. This road segment lacks adequate pedestrian facilities and presents safety hazards due to its narrowness and outdated infrastructure. The current design also fails to integrate climate resilience measures and needs to be revised to ensure

it can withstand future natural hazards, such as flooding, strong winds, heavy rains and landslides. The planned road rehabilitation is aimed at improving road standards, enhancing safety, and optimizing traffic flow, ultimately reducing travel time.

The updated road design will include dedicated sidewalks particularly in the urban areas, to ensure pedestrian safety and overall comfort for residents and travelers. The new alignment will address various constraints posed by the existing infrastructure, particularly in the village of Dragot, where residential buildings are in close proximity to the current road. In these areas, the road construction space is limited, requiring careful planning and adjustments to avoid demolishing or impacting the existing buildings.

While most of the road will follow the existing alignment, the design will resolve these challenges and integrate the road construction smoothly into the surrounding environment. Additionally, the new road design will ensure full compliance with Eurocode standards, guaranteeing the road's durability and safety.

As part of this upgrade, necessary works, including new culverts and bridges may be necessary to improve drainage and structural integrity, which will be integrated into the updated design. The project is expected to connect the new bridge with the road network and enhance the overall infrastructure, making the road safer and more efficient for local communities and through traffic alike.

Figure 4 Connection Road (Unpaved Section)

Figure 5 Connection Road (Paved Section)

2. OBJECTIVES OF THE ASSIGNMENT

2.1 Overall Objective of the Assignment

The objective of this consultancy is to engage a qualified consultancy firm to review, update, and finalize the detailed designs for the new Vjosa Bridge and the rehabilitation of the existing connecting road, approximately 5 km in length, which were prepared by separate consultants under different contracts. The consultant firm will be responsible for turning these two different designs into a cohesive, unified design, ensuring full compliance with current engineering, safety, environmental, and climate resilience standards. This includes reviewing and updating the designs to address outdated codes, integrating the two infrastructure elements seamlessly, and preparing a complete set of bidding documents for the construction phase. The consultant will also provide supervision during the construction process to ensure the designs are executed correctly. Consultant will carry out E&S due diligence, including (i) national Environmental

Impact Assessment (EIA) and prepare the EIA report, (ii)the consultant will prepare an Environmental and Social Impact Assessment (ESIA) and a Resettlement Action Plan (RAP), while ensuring that all activities comply with road safety standards, and the management of environmental and social risks and impacts in line with the requirements of the Government of Albania (GoA).Project documents guiding E&S compliant implementation such as ESMF[2], LMP[3], RPF[4], SEP[5] and the World Bank's Environmental and Social Framework (ESF). In the case GoA and WB ESF requirements and standards differ, stricter ones will prevail. ESF requirements include relevant WB EHSG, GIIP and relevant ESF standards – ESSs, which for this Project include ESS1, ESS2, ESS3, ESS4, ESS5, ESS6, ESS8 and ESS10.

The overarching objective of this assignment is to ensure the timely, efficient, and high-quality construction of the Vjosa Bridge and its connecting road, meeting or exceeding all technical, environmental, social, safety, and climate-resilient standards and ensuring compliance with the technical specifications and contract requirements.

3. SCOPE OF SERVICE

3.1 Description of the Assignment

The consultancy assignment will be carried out in three main phases, each with distinct objectives and tasks. These phases will ensure the successful review, update, and implementation of the Vjosa Bridge and the associated 5 km road rehabilitation project. The phases are designed to progressively align the designs with modern standards, address environmental and social safeguards, and oversee the construction and defect liability period.

- **Design Review and Update:**

The Consultant shall undertake all necessary revisions to the existing designs for both the bridge and the associated connecting road (approximately 5 km), consolidating them into a single, comprehensive final detailed design. This updated final design will incorporate all necessary revisions to address any deficiencies identified in the original designs and will be formally signed off by the Consultant, who will ensure that all documents and data are accurate, complete, and fully compliant with internationally recognized standards, the World Bank (WB) ESF requirements (including relevant ESSs, GIIP and WB EHSG), and relevant National Guidelines, stricter ones prevailing. The Consultant will also provide ongoing guidance and advice to the Albanian Road Authority (ARA) and the Project Implementation Team (PIT) throughout the procurement process. All design work shall be based on Eurocode design standards and take into account the effects of climate change on the frequency and magnitude of climate-related events (e.g., intense floods and landslides, heavy snowfall, intense windstorms, extreme temperatures, etc.).

The activities encompassed in this phase include, but are not limited to, the following:

- Carry out a detailed review of the existing designs for the Vjosa Bridge, the approach road, and the associated 5 km connecting road in order to identify any deficiencies or outdated

2 https://documents1.worldbank.org/curated/en/099215002132327200/pdf/P174595016ae580c0b2f700868cb69789a.pdf

3 https://www.arrsh.gov.al/te-ngarkuara/pdf/LMP_BRB_P174595.pdf

4 https://www.arrsh.gov.al/te-ngarkuara/pdf/RPF_%20BRB_P174595.pdf

5 https://www.arrsh.gov.al/te-ngarkuara/pdf/SEP_BRB_P174595.pdf

aspects of the designs and ensure that all elements meet the required engineering, safety, and WB environmental standards.

- Review the detailed design reports, ensuring that all available information is adequate to ensure the constructability of the project. Any gaps or deficiencies in the available data will be addressed to support the design update;
- Verify the correctness of the survey/ setting out data on-site and perform any additional surveys as deemed necessary to update to the Detailed Engineering Design Report and Bidding documents as found appropriate;
- Incorporate the recommendations and outcomes of the Road/Bridge Safety Audit (RSA) into the design before finalizing the detailed engineering design. The RSA will be conducted under a separate assignment handled by a third-party consultant;
- Incorporate the recommendations and outcomes of the Disaster Management Risk (DMR) Audit into the design before finalizing the detailed engineering design. The DMR will be conducted under a separate assignment handled by a third-party consultant;
- Prepare a comprehensive World Bank ESF compliant Environmental and Social Impact Assessment (hereinafter ESIA)**,** and updated national regulation compliant Environmental Impact Assessment (hereinafter EIA) in line with the national legislation framework requirements and the World Bank's Environmental and Social Framework (ESF). The ESIA and updated EIA will, i) identify and address the project's potential environmental and social impacts, including the Vjosa River National Park's status, and propose mitigation measures, ii) assess potential environmental and social impacts related to project activities, including but not limited to impacts on hydrology, downstream impacts, peak flow analysis, flow velocity, seasonal changes, sedimentation, aquatic habitats, and road/bridge usage. The Consultant firm will also prepare a Resettlement Action Plan (RAP) if necessary, to address any land acquisition or displacement issues arising from the project. The ESIA and RAP conclusions and recommendations will be integrated into the final design to ensure environmental and social risks are adequately addressed.
- Identify and assess potential environmental and social impacts related to project activities, including but not limited to impacts on hydrology, downstream impacts, peak flow analysis, flow velocity, seasonal changes, sedimentation, aquatic habitats, and road/bridge usage.
- Prepare SEP as part of E&S site specific documents, organize public consultations with relevant stakeholders, including local communities, NGOs, and government agencies, as part of the ESIA process. These consultations will ensure that the perspectives of affected stakeholders are considered and incorporated into the project design and safeguards.
- Review and update the Bills of Quantities (BOQ) for the project to ensure accuracy in quantities and pricing. The BOQ will be revised to ensure that all items in the design are appropriately quantified, and any changes to the design are reflected in the updated BOQ.
- Incorporate all the necessary requirements in order that the impact to nature is minimized through the design, especially avoid interventions in the river bed.
- Consolidate documents such as detailed design drawings, BOQ, Work schedule, Technical

Specifications, reports and or any other, into a single.

- All required administrative authorizations and permit procedures shall be identified and eventually started.
- As ESIA will be reviewed by the independent E&S management company, the Consultant will address all the comments received from the E&S management company engaged on review as well as World Bank E&S specialists and finalize the ESIA draft.
- The Consultant will ensure that the final design (of both road and the bridge) will be informed by and compliant to the finalized (WB approved) ESIA.
- Carry out any other activities deemed necessary for the successful completion of the of the design review and update, ensuring the project progresses smoothly and all technical, environmental, and social requirements are met.

- **Finalization of Detailed Engineering Design, Preparation of Bidding Documents, and Support During the Bidding Process:**

- Prepare the final detailed design for the Vjosa Bridge and connecting road, addressing all identified deficiencies from previous designs, updating outdated design codes, and ensuring that all technical documentation, such as drawings, calculations, and specifications, are thoroughly completed, checked for accuracy, and electronically signed off (i.e., the Consulting Firm must be licensed and equipped with a valid electronic signature, issued from the relevant authorities) by the consulting firm.
- Assist ARA/PIT in preparing bidding documents for the procurement of construction works, ensuring full alignment with the Request for Bids (RFB) procurement procedure, while also ensuring that all necessary environmental and social impact assessments, mitigation measures, and compliance documents are included as part of the Bill of Quantities (BOQ) and overall bidding package.
- Provide assistance during the bidding process, including conducting site visits to familiarize potential bidders with the project site, organizing meetings with stakeholders to clarify project requirements, addressing any queries from bidders promptly, and ensuring all necessary clarifications and updates are provided to maintain transparency and facilitate a fair bidding process.
- If required, the Consultant will assist the ARA/PIT during the evaluation of bids, providing guidance and advice to the evaluation committee on the technical and financial aspects of the submitted bids.

- **Carry out Environmental and Social Impact Assessment (ESIA) and Resettlement Action Plan (RAP)**:

  To prepare a comprehensive ESIA and RAP for the entire (sub)project. The ESIA will assess the environmental and social impacts of the Vjosa Bridge construction and road rehabilitation, identify mitigation measures, and ensure compliance with local and the World Bank ESF environmental and social standards and requirements.

- **Supervision of Construction Works:**

To provide comprehensive supervision throughout the construction phase to ensure that all works are carried out in strict compliance with the approved designs, specifications, and conditions of contract. The Consultant's responsibilities will include but are not limited to overseeing quality control, adherence to project schedules, contractor performance, safety standards, sound engineering and cost management. The Consultant must also ensure that all construction works comply with the required environmental and social WB ESF. During supervision, the correct implementation of the E&S package will also be supervised in order to comply with both national and WB ESF.

The Consultant shall perform all duties associated with such tasks to ensure that only the best construction practices are followed, and that the final product is in all respects equal to, or better than that specified, at the most economic cost and is carried out in full compliance with the governing specifications. In particular, the Consultant tasks under this phase shall include but not limited to the following:

- Works are supervised using, as contractual framework, FIDIC Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer and applicable construction regulations in Albania;
- Monitor that the tasks have been properly performed and the amounts claimed by the contractor(s) have actually and necessarily been incurred in accordance with the requirements of the contracts. Additionally, address community health and safety risks, including noise, dust, and construction traffic increase. Health, Safety and Environmental (HSE) requirements are ensured on sites;
- Supervise ESIA's ESMP and monitoring plan implementation, and write ESMP implementation monthly reports to PIT (unless differently agreed, and confirmed by the WB);
- Monitor and ensure that works are completed within the specified time (i.e: meeting the contractually binding Works Schedule and any Variation Order and/or Extension of Time) and within the Contracted budget. Variations in works are minimal, only done when necessary and processed with the approval of the Employer when there is a cost implication or any change in specification;
- Ensure that financial, quality and quantity related oversight ensuring the works remain within budget, or if the works are likely to exceed the budget early warning is given and the Employer is adequately and timely advised on how to manage the shortfall.

- **Supervision during Defect Notification Period (DNP):**

To provide supervision services throughout the Defect Notification Period (DNP) following the completion of construction. The consultant shall oversee the works during the Defect Notification Period (DNP). In particular, the Consultant tasks under this phase shall include but not limited to the following:

- Support the Contracting Authority (Employer) in the Taking Over of the Works. Ensure that all financial safeguards for the Contracting Authority are in place and remain valid, including guarantees and insurances throughout the works contract duration, until the end of the Defects

Notification Period, expected to last twelve (12) months after the Taking Over Certificate is issued.

- Inspect the completion of all outstanding works, including Environmental restoration and grievance resolution, following the issuance of the taking over certificate(s) to ensure that they are completed satisfactorily and within the agreed time period at issue of the certificate(s);
- Provide periodic and/or continuous inspection services during defects notification period and if any defects are noted, instruct the Contractor to rectify;
- Undertake a final inspection of the Works, and after consulting with the PIT/ARA, and all other interested parties, and if satisfied, sign the Performance Certificate at the end of the Defects Notification Period;
- In consultation with ARA/PIT, review and approve the Final Environmental Social Health and Safety Mitigations Report for the Project as prepared by the Contractor.

- **Other Activities**: To carry out any other tasks or activities deemed necessary for the successful completion of the assignment, ensuring all aspects of the project are effectively managed and delivered to the required standards.

3.2 Specific Activities

The services to be provided by the Consulting Firm under this contract include, but not limited to the following scope:

Phase I: Design Review and Update, Environmental and Social WB ESF, and Preparation of Bidding Documents

Phase I is divided in 6 (six) tasks, whose details are provided below:

3.2.1 Task 1 – Inception Report

At the start of Phase I, the consulting firm will prepare an Inception Report as a strategic plan for the successful completion of this phase of the Project and will address the Consulting Firm's scope of services, organization/staffing, schedules, deliverables, administrative procedures (general communications, correspondence routing, document control, status reports, invoicing, etc.) and reporting procedures.

So, this report shall elaborate the operational strategy for the provision of services against the contract and shall include (not limited to) a work plan, specific outputs and milestones, anticipated results, timeframe, use of budget and inputs against proposed activities, and quantified indicators of achievement of project objectives. Additionally, the report will define roles and responsibilities, outline risk mitigation strategies, and prepare a site-specific stakeholder engagement plan.

The Team Leader will submit an Inception Report within two weeks after the issue of the Notice to Commence to the Contractor.

3.2.2 Task 2 - Design Review and Update

The consultant will begin with a thorough review of the existing detailed designs for both the Vjosa Bridge and the 5 km connecting road. The Design Review and Update phase is anticipated to be conducted over a 3-month period prior to the commencement of construction. The consulting firm will be responsible for carrying out a thorough and comprehensive review of the existing designs for both the new Vjosa Bridge and the 5-kilometer connecting road. These designs, which were prepared by external consultants at different stages, will be made available to the appointed consulting firm for review.

The Consultant will be expected to begin by thoroughly reviewing the existing designs to identify any deficiencies, outdated elements, or areas where the designs do not meet current standards or site condition.

Bridge Design Review

- Structural Design – Analyze load-bearing capacity, material specifications, foundation design, and seismic resilience.
- Hydrological & Hydraulic Analysis – Verify flood risks, scour analysis, and river dynamics.
- Geotechnical Analysis – Assess soil conditions, bearing capacity, and foundation design recommendations.
- Bridge Aesthetics & Functionality – Evaluate alignment with environmental and social considerations.
- Sustainability & Resilience – Assess climate adaptation measures, lifecycle costs, and durability.

Road Design Review

- Alignment & Geometric Design – Evaluate horizontal and vertical alignment, cross-sections, and gradients.
- Pavement Design – Assess structural design, material specifications, and expected durability.
- Drainage & Erosion Control – Review hydrological considerations, stormwater management, and drainage structures.
- Safety Features – Ensure compliance with road safety guidelines (guardrails, signage, lighting).
- Integration with Existing Network – Assess smooth transitions, junctions, and connectivity.

The firm will also evaluate and update the existing Environmental Impact Assessment (EIA). The current EIA statement for the construction of the Vjosa Bridge should be reassessed to ensure compliance with national EIA regulations and its expiration date. Any proposed modifications to the project design, in accordance with national policies, may require the initiation of a new EIA process. Where deficiencies are found, the firm will propose specific design changes or improvements to address these issues, ensuring that the updated design meets the project's objectives and is well-integrated into the surrounding environment and infrastructure. Furthermore, the firm will ensure that the recommendations from the ESIA are fully incorporated into the design.

Following this assessment, the consulting firm will update existing designs for both the new Vjosa Bridge and the 5-kilometer connecting road consolidating them into a single, comprehensive final detailed design package. This updated design must comply with EU codes and standards, as well as in accordance with Albanian law, including relevant technical specifications, Bill of Quantities (BoQ), and cost estimates, WB ESF, and relevant technical specifications. The firm will ensure that all designs are aligned with the latest engineering, safety, environmental, and climate resilience standards. This will include revising technical specifications, updating the Bill of Quantities (BoQ), and adjusting cost estimates as necessary.

At the end of task 2, upon completing the design review the consulting firm will be required to deliver the following outputs:

- **Design Review Report** (due within 1.5 months from the commencement date):
  A detailed report outlining all deficiencies identified in the existing designs and the recommended changes. This report will clearly describe the areas where the design codes need to be updated, the specific deficiencies found, and how the recommended changes will address these issues. It will also provide justifications for all proposed design changes based on current standards and best practices. Upon completion of the Design Review Report, the consulting firm will submit the document to ARA/PIT for approval. After receiving feedback from ARA/PIT and completing any necessary revisions, the consulting firm will proceed to finalize the updated design and submit the final design package.

- **Final Detailed Design Package**: (due within 3 months from the commencement date):
  A comprehensive, revised design package that incorporates all the updates, changes, and improvements identified during the design review process. This package will include updated design drawings, revised technical specifications, and any necessary amendments to the Bill of Quantities (BoQ) and cost estimates. The final design must comply with the latest engineering, safety, environmental, and climate resilience standards. The final design package will also include a report detailing the improvements made to the design following the Design Review process, outlining how the design has been enhanced in response to identified deficiencies, and how these improvements affect the overall construction cost.

The consulting firm will bear full responsibility for the accuracy, quality, and technical integrity of the reviewed and updated designs. Approval of the final design by ARA/PIT does not transfer responsibility for the technical content of the design to ARA/PIT officials, and the consulting firm will remain accountable for all aspects of the design's correctness and suitability for the intended construction.

3.2.3 Task 2 – Environmental and Social Scoping

- **Environmental and Social Impact Assessments (ESIA)**

Once the initial design review is underway or completed, and based on the approved E&S Screening Report, the consultant will carry out scoping, and prepare ToR with a preliminary content of WB ESIA, subject to WB approval. Based on the approved WB ESIA ToR, the consultant will conduct the ESIA in parallel. The consultant will carry out an Environmental

and Social Impact Assessment (ESIA), and a updated EIA of the project to assess its environmental and social risks and impacts of the project throughout the project life. The assessment will be proportionate to the potential risks and impacts of the project, and will assess, in an integrated way, all relevant direct, indirect and cumulative environmental and social risks and impacts throughout the project life cycle, including those specifically identified in the Environmental and Social Standards (ESSs) 2, 3, 4, 5, 6, 8,10 of the World Bank's Environmental and Social Framework (ESF). Prior to the final WB review and approval of ESIA, the draft ESIA will be reviewed by an independent E&S management company to ensure its full ESF compliance. The Consultant will address all comments and revised ESIA in accordance with the comments received form the Company, and subsequently the WB to produce the final draft of the ESIA document. The final design (of both road and the bridge) will be informed by and compliant to the finalized (WB approved) ESIA.

The consultant shall undertake a preliminary survey/screening of the baseline Environmental and Social conditions. The screening will identify areas that are environmentally sensitive (fauna and flora) as well as the location of nearby settlements that are likely to be impacted by the construction and rehabilitation works. As an integral part of the Environmental and Social Impact Assessment Reports will be the Environmental and Social Management Plans (ESMPs), which must be prepared in line with the project ESMF mention above, as well as the Project Operational Manual.

The consultant will identify potential environmental and social issues and provide baseline/impact information based on the ESF Standards, WB EHSG, GIIP and WB Policies (OP 7.50 Projects on International Waterways) requirements of the scope agreed with the World Bank. This shall include but is not limited to: international status of waters, potential impact on the hydrology (quality, quantity, flow, etc.), land ownership, feature of the location – sensitive or protected area/body of water, including candidate status for protection, endemic and protected species, cultural heritage issues, associated facilities and additional needed construction, expected amounts and quality of waste (construction, hazardous, etc.), safety. A scoping questionnaire can be developed for this purpose.

The consultant shall prepare a scoping study of the potential environmental and social impacts and an outline (preliminary) estimate of the costs of the Environmental, occupational health and safety, community safety mitigation measures and resettlements, if applicable.

The Consulting Firm will support PIT/ARA to disclose the Environmental and Social Impact Assessments (ESIAs) and Environmental and Social Management Plans (ESMPs) for the design.

The Consulting Firm will support PIT/ARA to organize public consultation on the draft Environmental and Social Impact Assessments (ESIAs) and draft design.

The consultant's Environmental and Social Specialists should take the Minutes of Meetings for each of the public disclosures and public consultation. The input from the public consultations will be reflected in the final ESIA and design.

Detailed guidance on the ESIA and ESMP is presented in Annex 1.

- **Resettlement Action Plan (RAP)**

If any land acquisition, displacement, or adverse effects on local communities are identified during the ESIA, the consultant will prepare a Resettlement Action Plan (RAP). The Consultant

shall prepare RAP report consistency and in compliance with World Bank Environmental and Social Standards and the GoA laws and regulations. In preparing the RAP, the consultant shall adopt the following format as prescribed by the WB OP/BP 4.12

- The consultant shall undertake a socio-economic survey of the communities along the proposed line route.
- Conduct a census of the affected persons, and identification of vulnerable groups and indigenous populations.
- Develop an eligibility criterion, and establishment of a cut-off date.
- Evaluate and prepare an inventory of the affected properties.
- Evaluate all other socio-economic costs.
- Conduct public consultations/awareness creation of the relevant stake-holders, taking into consideration the gender concerns and vulnerable groups.
- Identification of alternative relocation sites where affected persons might have to be resettled.
- Develop adequate livelihood restoration mechanisms.
- Prepare the resettlement implementation costs, the RAP shall provide an estimate of the costs of the resettlement process and total budget for the RAP in table format showing itemized cost estimates for all resettlement activities. The costs shall be itemized for each activity, as specified by the licensed professionals responsible for the tasks.
- Preparation of implementation schedule.
- Develop a monitoring and evaluation methodology
- Consider the relevant legal provisions for land acquisition and resettlement during preparation of an appropriate re-settlement action plan.
- Prepare and submit the necessary documentation for the expropriation file in accordance with GoA laws and regulations.
- Develop a Grievance Redress mechanism

The output of Task 3 is an Environmental and Social Scoping Report (ESIA) and Resettlement Action Plan (RAP) presenting the results of the assessment in line with the requirements stated above.

3.2.4 Task 4 – Construction Permit

The Consulting Firm shall prepare the documentation to enable the ARA to apply for the necessary certifications/ approvals from the relevant national authorities necessary for obtaining the Construction Permit and implementing the construction works on Site. In particular, the Consulting Firm will assist the ARA/PIT in applying for and obtaining:

- The Environmental Permit for the Construction Works, from the National Environmental Agency; (if the existing permit expires or need validation) based on The Law No. 10440 dated 7.7.2011 amended by Law No. 128/2020 on Environmental Impact Assessment and the Law No. 81/2017 amended by Law No. 21/2024 on Protected Areas.

- Approval on the Technical Review of the Design from ARA Technical Committee and/or appropriate authorities;
- The Construction Permit for the designed Works, from the National Territory Council, involved relevant municipalities and other public entities.
- All the documentation relating to the permit construction, should contain the digital signature and the declaration of professional responsibility for each expert.

3.2.5 Task 5 – Preparation of Bid Documents

Once the final detailed design, Environmental and Social Impact Assessment (ESIA), Resettlement Action Plan (RAP) and Environmental Impact Assessment (EIA) and other required E&S instruments are approved, the Consultant shall prepare complete bidding documents using the most recent Standard Procurement Documents in accordance with the World Bank "Procurement Regulations for IPF Borrowers", Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016, revised on November 2017, August 2018 and November 2020, or any updated procurement standards that may be applicable at the time of the preparation of the tender documents, or as otherwise advised by the ARA/PIT.

The bidding documents must fully reflect all the necessary details, included but not limited to, the Conditions of Contract, Form of Bid, Technical Specifications, BoQs, final designs, detailed drawings, etc. The finalized ESIA presents an integral part of the bidding and contracting documentation. The documents should be thorough and sufficient to enable prospective Bidders to understand the scope and complexity of the Works and thereby allowing them to price accordingly.

All bidding documents and related reports shall be provided in the English language. However, the drawings must be submitted in both English and Albanian languages to ensure clarity for all stakeholders. These bidding documents will be submitted to ARA/PIT for review and approval before launching the procurement process for construction works

3.2.6 Task 6 – Assistance During the Works Procurement Procedure

Upon the completion and approval of the design studies, the completed bidding documents stated above, the Client will invite prospective Contractors to submit bids through an advertisement, in accordance with the standard form of bidding documents.

The Consulting Firm shall be responsible for providing full assistance to the ARA/PIT throughout the procurement procedure for the selection of the Contractor who will implement the works at Vjosa Bridge and the connecting road, until the award of the Civil Works Contract. The Consultant's responsibilities will include, but are not limited to, the following activities aimed at supporting the procurement process:

- Assisting in organizing and conducting pre-bid site meetings and site visits, with the ARA/PIT and prospective bidders, if required.
- Providing written clarifications and/or additional information in response to any queries raised by the bidders.

- Providing technical advice and guidance to the PIT/ARA during the entire bidding process.
- Supporting the ARA/PIT during the Pre-bid Conference, if requested.
- Providing support to the nominated Evaluation Committee during the evaluation of bids, particularly with respect to technical-related clarifications.
- Assisting in negotiations between the ARA/PIT and the prospective contractor.
- Assisting in the preparation of the contract document, incorporating the necessary agreements reached during negotiations, including detailed ESMP measures and associated costs.

During above-mentioned processes, the Consultant will be responsible for the adverse consequences that arise as a result of their slow action, delay, omission, etc.

3.2.7 Reporting Design Review and Bidding Documents

The Reporting Design Review and Bidding Documents shall be submitted within 3 months after the date of commencement of the Consulting Firm's services.

The ARA/PIT shall approve, or otherwise, the Draft Final Detailed Design, within 2 weeks of receipt from the Consulting Firm.

The Final Detailed Design, incorporating any comments received from the ARA/PIT, shall be submitted to the ARA/PIT within 1 week after receipt of such comments.

The Consulting Firm shall prepare minutes of all meetings. The minutes of all meetings shall be available for distribution within 2 working days from the date of the meeting.

3.2.8 Submission of Deliverables

The Consulting Firm shall submit the hard + soft copies of Project Deliverables to the ARA/PIT.

All documents, reports, documents, and drawings shall be submitted both hard copy (i.e., full color prints and perfect binding type) together with electronic soft copy in English and Albanian language and in a format, quality, and quantity approved by the ARA/PIT.

The e-copy of the documents shall be submitted in MS Word (or equivalent) or portable document format (PDF). Drawings shall be prepared using a CAD program such as AutoCAD® or equivalent and provided in electronic format. The Bills of Quantities shall be prepared using MS Excel (or equivalent) in English and Albanian.

The Consulting Firm's Cost Estimates shall be in the form of priced Bills of Quantities (BoQ). One single copy (both hard- and soft-copy) of the BoQ filled with the estimated unit prices according to the latest market prices for the necessary works will be provided separately and confidentially to the ARA/PIT.

All documents, reports, drawings, minutes, dossiers, etc. indicated in the foregoing shall be submitted in 3 copies unless otherwise directed.

Phase II: Supervision of Construction Works

The consultant shall undertake supervision of construction works as stipulated in the Contract. This phase is expected to take 24 months and will commence when the Civil Work Contract for construction of Vjosa Bridge and its associated connection road will be awarded and the ARA/PIT will issue the Notice to Commence to the Consulting Firm.

Pre-construction and during construction services

The Consultant will be required to satisfy the following reporting requirements:

Inception Period

Within 30 days of notification of commencement of Phase II, the Consulting Firm will submit to the ARA/PIT, for its approval, detailing in full, the arrangements for project supervision, including a detailed implementation plan, and confirmed staffing, together with his general organization and communications with Contractors and ARA/PIT and his proposed administrative procedures for:

- health and safety on site;
- quality assurance;
- monitor and report the progress of the works;
- measurement of completed works;
- checking interim and final payments, their certification for the PIT's payment;
- modifications/variations of work items;
- performance/works programme,
- proposed E&S compliance monitoring and reporting arrangements and forms;
- monitoring and control of costs to prevent overruns,
- process contractor's claims, ensure they are following the contractual requirements, and notify the employer in advance of any risks, or action that would result in claims
- taking over strategy,
- completion of defects,
- final certification and other such matters,
- ARA/PIT's approvals before taking actions.

The Consulting Firm will organize regular coordination meetings with the ARA/PIT and keep them informed on the progress of this task as well as get their approval on the proposed procedures.

3.2.9 Works Implementation

The Consulting Firm will at all times use good professional judgment and keep the ARA/PIT fully appraised of all relevant matters as they arise during the works implementation. The Consulting Firm's duties are listed, but not limited to, below:

Approval of Contractor's Works Program

Review the contractor's workplan including construction schedule and comment on the procedures, methods, and sequence of the work. The Team Leader shall review and approve the Contractor's Work programme, particularly the mobilization of plant and equipment on site, and the deployment of specialized trades and of sub-contractors. The Consulting Firm will pay specific attention to the part of the Contractor's Works Program and traffic management, to avoid and/or minimize any traffic disruption during construction.

Monitoring the progress of the works

The Consulting Firm's supervision staff shall monitor the actual progress of the Works by preparing progress charts at the end of each month, and comparing the actual progress with the anticipated progress as detailed in the approved Contractor's Works Program.

The Consulting Firm shall organize monthly progress meetings, keep records and distribute the minutes of the meetings to the ARA/PIT, Contractor, and any other Project stakeholders. The meetings will be conducted in English with simultaneously translation into Albanian if requested. The minutes will be prepared in English and translated to Albanian, if requested by the ARA/PIT.

Measurement of Works

The Consulting Firm is responsible for measurements of the Works shall keep accurate records of permanent works executed by the Contractor on Site. Measurements shall be carried out with the assistance of the Contractor. The measurement sheets and drawings justifying the executed quantities are prepared by the Engineer's staff and signed by both the Engineer's and the Contractor's delegated staff.

Monitoring and conducting quality assurance of the Works

The Engineer's staff shall carry out inspections of the Works on site as considered necessary to check the performance of the Contractor, and ensure that the execution of the Works is in accordance with the contract documents and sound engineering practice. This necessitates the inspection and testing of any materials and manufactured products that will be incorporated in the Works. Laboratory tests shall be carried out in accordance with the Contract conditions, Technical Specifications, or at the Engineer' specific request.

Health and Safety, other incidental situations

Promptly (within 24 hours) notify the ARA/PIT of any incident or accident related to the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers, including inter alia, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), and accidents that result in death, serious or multiple injury. Provide sufficient detail regarding the scope, severity, and possible causes of the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by any contractor and/or supervising firm, as appropriate.

Subsequently, at the ARA/PIT request, prepare a report on the incident or accident as per required timelines and propose any measures to address it and prevent its recurrence.

If requested, provide a subsequent incident/accident investigation report to the ARA/PIT within the agreed timeline (and no later than 30 days from the time the incident/accident was reported), unless another time frame is agreed upon with the ARA/PIT.

Monitoring of the financial resources

The Consulting Firm shall immediately advise the ARA/PIT on any potential cost savings, and if the construction costs are likely to exceed the available budget.

Variations and amendments to the Work Contract.

If, in exceptional circumstances, the Engineer assess that a Variation would be essential and / or unavoidable, unless, in his opinion, an emergency occurs affecting the safety of life or of the Works or of adjoining property, or any delay with the variation shall give rise to a substantial cost or time overrun, he shall swiftly provide a preliminary report to the ARA/PIT outlining the basis for the Engineer's valuation of such Variation

In case a variation is approved and instructed, the Engineer following the execution of the variation by the contractor, has to provide the final report based on his/her preliminary report to demonstrate the facts in comparison to his/her above assessments explaining any deviations with the analysis whether they are material.

Performance Guarantees, Insurance Policies, Indemnities, Certificates, etc.

The Team Leader shall check and confirm the adequacy, validity and authenticity of all guarantees, insurance policies, indemnities, certificates, etc. for which the Contractor is liable under the Work Contract.

Surveys, site investigations and setting out of the Works

The Consulting Firm shall check and approve all the Contractor's surveys, investigations and setting out of the Works.

Interim Payment Certificates (IPCs)

The Engineer shall check the Contractor's Interim Payment Statements claiming the performed Works against the Bill of Quantities included in the Work Contract and, after any due corrections, issue Interim Payment Certificates to the ARA/PIT in an agreed format, within the time-frame stipulated in the Work Contract.

Unscheduled works items

For any unscheduled items of Works, the Engineer shall negotiate their prices with the Contractor and make recommendations to the ARA/PIT. The Engineer shall obtain the specific approval of the ARA/PIT before issuing any instructions to the Contractor.

On-site tests during construction

The Engineer shall instruct the Contractor to carry out any on-site tests, including load tests, if considered necessary to confirm the adequacy of the Works. The Engineer's staff shall supervise such tests, record any measurements and verify their compliance with the Contract technical requirements.

Contractor's designs, construction reports and as-built drawings

The Engineer shall ensure that the Contractor submits to the ARA/PIT all surveys, works on site diary, technical reports, construction records and maintenance manuals, including as-built drawings and calculations prepared during the Works implementation period, by the Completion Date. The Engineer shall check and approve such documentation before issuing his Taking Over Certificate.

Provisional Acceptance of the Works

The Engineer shall carry out joint site inspections and surveys and agree any snagging list with

the ARA/PIT and instruct the Contractor accordingly, after receiving from the Contractor's a formal request in which he declares that the Works are substantially completed.

When, in the Engineer's opinion, the Contractor has carried out all the requested remedial actions and the Works can be considered as completed, the Engineer shall issue a Taking Over Certificate to the Contractor. If the Work Contract allows for it, the Engineer may issue a Taking Over Certificate of part of the Scope of Works.

Contractor's Claims

The Engineer shall carefully monitor the progress of the Works and provide timely warnings to the employer, in such a way that reasons for contractor's claims are avoided. If Contractor's claims are unavoidable, the Engineer shall evaluate and assist the ARA/PIT on such claims, throughout the procedure stated in the Work Contract.

In the event of receipt of a Notice of Claim from the Contractor, the Engineer shall immediately inform and provide a copy of such claim to the Employer, provide him with an assessment of the Contractor's contemporary records and the Engineer's preliminary conclusions with regard to the potential outcome of the claim. The Engineer shall consult with the Employer on any further actions which should be undertaken against the Contractor's claim.

Prior to certification of any payments to the Contractor in relation to any of his claims, the Engineer shall consult and obtain a formal approval from the Employer. The Engineer shall provide the Employer with any particulars to enable the Employer to take a decision with regard to the Engineer's proposed payment to the Contractor.

E&S compliance with the relevant national and E&S instruments (mitigation and monitoring measures)

The Consultant will regularly monitor implementation of E&S measures as defined in the WB ESIA (and integral ESMP, CHMP, Biodiversity Management Plan and other applicable ESF documents and measures), implementation of ARA PIT prescribed corrective measures and state of the environment as prescribed in E&S instruments and requested by ARA PIT.

Reporting will take place monthly, unless greater frequency is agreed with the ARA PIT.

Specifically, as part of its obligations for the ESIA, the Consultant must ensure that the Contractor delivers its ES obligations under its contract. This includes, but is not limited to the following:

- Reviewing the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions at frequencies specified in the Contractor's contract (normally not less than once every 6 months);
- Reviewing all other applicable contractor's documents related to ES aspects including the health and safety manual, security management plan, road traffic management plan and SEA prevention and response action plan, Contractor's Cultural Heritage Management Plan (C-CHMP) if applicable, Contractor's Biodiversity Management Plan (C-BMP);
- Reviewing and consider the ES risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;

- Undertaking, as required, audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities under its contract, to verify the Contractor's compliance with ES requirements (including relevant requirements on SEA/SH).
- Undertaking audits and inspections of Contractor's accident logs, community liaison records, monitoring findings and other ES related documentation, as necessary, to confirm the Contractor's compliance with ES requirements (including relevant requirements on SEA/SH).
- Determining remedial action/s and their timeframe for implementation in the event of a noncompliance with the Contractor's ES obligations.
- Ensuring appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ES obligations. • Ensuring that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations.
- Reviewing and critiquing, in a timely manner, the Contractor's ES documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation.
- Undertaking liaison, from time to time and as necessary, with project stakeholders to identify and discuss any actual or potential ES issues.
- Establishing and maintaining a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g., of those reporting allegations of SEA and/or SH.
- Ensure the capacity of Contractor is to implement proposed mitigation measures is maintained.
- On the cultural protection make sure harm is avoided to cultural property and consult with relevant stakeholders to document the presence and significance of physical cultural resources.

3.2.10 Reporting during Phase II

The Consulting Firm will prepare but not limited to the following reports:

- Inception Report;
- Engineer's Works Program Report;
- Weekly Progress Reports;
- Monthly Reports;
- E&S compliance Monthly Reports
- Quarterly Report;
- Site Meetings and other Meetings;
- Accident Reports;
- Completion Report;
- Quality Assurance Dossier, finalized As-Built – Drawings, including maintenance manuals;
- Any other reports as might be required by ARA/PIT.
-

Phase III: Defect Notification Period (DNP)

3.2.11 Post-Construction Services

During the Defects Notification Period (DNP), the Consultant shall remain responsible for supervising and inspecting the construction and completion of the Works as stipulated in the construction contracts. During this period the Consultant shall be expected to draw the attention of the Contractor to any defects as soon as such defects are noticed and shall supervise the subsequent remedial works.

The Consulting firm shall arrange inspection of the works at appropriate intervals during the DNP. Specifically, the Consultant will conduct four (4) inspections during the DNP, spaced three (3) months apart, with each inspection lasting up to seven (7) consecutive calendar days. Any deficiencies identified during these inspections will be reported to the Contractor with proposed corrective measures. Regardless of the nature of deficiency, repair work will be carried out under the Consultant's supervision

Throughout the DNP, the Consultant will ensure that all remedial work is properly carried out and that any defects or failures are rectified in a timely manner. The Consultant will submit detailed reports to the Client after each inspection, covering defects, faults, accidents, breakdowns, estimated repair costs, and timelines for completion. Additionally, quarterly reports summarizing the Consultant's activities during the DNP will be submitted. A final report at the end of the DNP will provide a comprehensive summary of all work carried out during this period.

The Consulting Firm shall ensure that the Contractor fulfills his contractual obligations during the Defect Notification Period, including rectifying all defects in the Works in a timely manner.

3.2.12 Inspections during the DNP

The Consultant shall undertake quarterly inspections (every three months) throughout the DNP. In addition, should the ARA/PIT request an ad-hoc inspection by the Team Leader to assess a specific defect on-site, such inspection shall be considered as part of the quarterly inspections and shall cover the entire works.

Following each inspection, the Team Leader shall:

- Monitor the performance of the contractor during the DNP, ensuring that any defects identified are rectified in a timely manner.
- Conduct periodic inspections during the DNP and instruct the contractor to remedy any defects identified.
- Prepare an Inspection Report detailing the status of the works, including photographs, measurements, and any other relevant evidence.

3.2.13 Final Inspection on expiry of the DNP

At the end of the 12-month notification period, the Consultant will conduct a final inspection to confirm that the Contractor has completed works and is ready for the joint inspection and handover. This final inspection will occur just before or on the expiry of the DNP and will be conducted in the presence of representatives from both the Contractor and the ARA/PIT.

If any defects are identified, the Consultant will issue a snag list to the Contractor, specifying

the required rectifications within the timeframe outlined in the work contract. Once the snags have been remedied, a second joint site inspection will be conducted. If, in the Consultant's opinion, the works have been satisfactorily completed or remediated, the Team Leader will issue the Final Completion Certificate. The results of these inspections and the issuance of the Final Completion Certificate will be documented in the Consultant's Final Report.

3.2.14 Reporting during Phase III

The Consultant will prepare the following reports during Phase III:

- Quarterly Inspection Reports during DNP;
- Ad-Hoc Reports for additional inspections requested by the ARA/PIT.
- Final Report.

Further details regarding the content of these reports, as well as those required for Phase II and Phase III, are outlined in Annex II, which forms part of these Terms of Reference (TOR).

4. LOGISTICS AND DURATION OF THE ASSIGNMENT

4.1 Location

The services to be provided by the Consultant shall be performed primarily in the vicinity of Tepelena city, located in the southern region of Albania, within the area corresponding to the Vjosa Bridge and its associated 5 km connecting road (the "Project Area"). The Consultant shall ensure that its personnel and experts are provided with a well-organized, fully self-sufficient operational base, including but not limited to accommodation, transportation, office facilities, and any other resources necessary for the satisfactory execution of the services specified in this ToR.

For the duration of Phase I (Design Review), the Consultant's main operational base shall be located in Tirana, Albania, in close proximity to the offices of the Albanian Road Authority (ARA) and the Project Implementation Team (PIT). This will facilitate coordination with the ARA/PIT as necessary for project-related activities.

4.2 Commencement Date and Duration of the Assignment

The anticipated commencement date for the assignment is mid-2025, subject to the completion of the necessary procedures for the award of the service contract. The total duration of this Service Contract is set for 40 months, which excludes the procurement period for the work contract. The Service Contract will commence upon the issuance of the Notice to Commence by the contracting authority to the Consulting Firm.

The implementation period will be divided into three distinct phases, each with specific objectives and timelines, as outlined below:

Phase I:	Four **(4) months** duration, consisting of 3 months for the preparation of Detailed Design + 1 month for assisting the ARA/PIT in obtaining the Construction Permit and during the bidding period.
Phase II:	Twenty-four **(24) months** for the duration of the Works Supervision during the execution of the Works
Phase III:	Twelve **(12) months** for the duration of the Defects Notification Period (DNP).

5. DELIVERABLES TIMEFRAME AND PAYMENT

5.1 Form of Contract

The selected consultant is expected to enter into two separate contracts for the execution of this assignment. The first contract shall cover Phase I and the second contract shall cover Phases II and III.

The Consultant is required to clearly indicate the costs for Phase I separately from the combined costs for Phases II and III in the Financial Proposal as the conditions of payment and timing are different. Whereas the services described under Phase I will be executed using Lump-sum form of Contract whereby payments are linked with deliverable/outputs while that under Phase II and III will be executed using Time Based Contract whereby the payments are linked with time inputs of the Key Experts in the assignment. The final offer price submitted by the Consultant must reflect the aggregate sum of the costs for all three phases. Both contracts for Phase I and Phases II & III shall be negotiated and signed simultaneously. However, the commencement of the second contract (covering Phases II and III) shall be subject upon written notification by the Client, confirming the successful completion of Phase I, in accordance with the terms and conditions set forth in the signed contract.

In the case of failure to timely report on significant E&S incompliances and/or failure for Contractor to carry our corrective measures, the ARA PIT can withhold payments until E&S compliance and reporting is reestablished.

5.2 Reporting Requirements and Time Schedule for Deliverables

The Consultant shall report to the nominated representative of ARA/PIT on all matters related to the assignment. A list of formal reports to be prepared and submitted by the Consultant is set forth below. The reports should include, but are not limited to, the information outlined in Annex II, which covers the reports for Phases II and III. Deliverables for Phase I are detailed in Table 2 below. All Project reports issued by the Consultant are subject to review and acceptance by the ARA/PIT.

The Consultant will enter into two separate Service Contracts with the ARA, each covering different phases of the assignment, as outlined below:

- **Phase I: <u>Design Review and Update, Environmental and Social Safeguards, and Preparation of Bidding Documents</u> (Lump-sum)**

  This phase will be structured and remunerated on a lump-sum basis. The estimated input for Phase I is 34 person/months. Payment for this phase will be linked to the successful completion and approval of each deliverable, as detailed in Table 2 below:

SN.	Deliverables	Deadline	Percentage of Global Price Component of the Service Contract
1.	**Inception Report** Overview of the consultancy approach, detailed work plan, methodology, and timelines for the assignment.	Within 2 (two) weeks from the date of commencement of Consulting Firm's services	3%

2.	**Design Review Report**: Detailed review of existing designs, identifying issues, and outlining necessary revisions.	Within 1 months from the commencement of the Consultant's services	15%
3.	**WB ESIA Report**. Comprehensive Environmental and Social Impact Assessment, including mitigation and monitoring measures (ESMP), Environmental Impact Assessment (EIA) and public consultations.	Within 2.5 months from the commencement of the Consultant's services	15 %
4.	**Resettlement Action Plan (RAP):** Finalized plan for the resettlement of affected communities.	Within 1 month from the completion of the final designs. Work starts immediately with commencement of the Consultant's services	10%
5.	**Final Detailed Design**: Revised and final design incorporating feedback from the ESIA and Design Review Report.	Within 3 months from the commencement of the Consultant's services	50%
6.	**Construction Permit** Assistance provided in obtaining required construction permits.	Within 4 months from the commencement of the Consultant's services	2 %
7.	**Preparation of Bidding Documents** Complete tender documentation prepared for the bidding process.	Within 4 months from the commencement of the Consultant's services	3 %
8.	**Assistance during the Works Procurement Procedure** Ongoing assistance during the bidding process, addressing queries, providing clarifications.	Upon successful completion of bidding process and signature of the Work Contract	2%

Table 2: Deliverables and payments schedule – (Phase I for design review)

The Consultant's payment for Phase I will be linked to the successful submission and approval of each deliverable, in accordance with the schedule outlined in Table 2. Payments will be made upon completion of the respective tasks and submission of corresponding deliverables, subject to review and acceptance by the ARA/PIT.

- *Submission Requirements*

The Consultant is required to submit all deliverables during Phase I in both Albanian and English languages. Each deliverable must be provided in both hard copy and soft copy. The hard copies must be signed by the Consultant's authorized representative. The soft copies should be provided in the appropriate digital formats such as PDF, MS Excel, AutoCAD, or other mutually agreed formats. Both versions (Albanian and English) should be submitted simultaneously. Additionally, extra copies of any deliverables may be requested by the ARA/PIT, and the Consultant shall provide them as required. For certain deliverables, such as the Bidding Documents, submission in English only will be sufficient.

- **Phase II: Supervision of Construction Works (Time-Based Assignment)**

Phase II of the contract, corresponding to the supervision of construction works, will be structured and paid on a time-based basis. In this phase, the Consultant is responsible for carrying out the tasks outlined in Chapter 3.2 of this Terms of Reference (TOR). The level of effort for Phase II is estimated at 150 person/months. During this phase, the Consultant must ensure that site supervision inputs align with the progress of the civil works.

The following deliverables are expected during Phase II, along with their deadlines, required types, and number of copies:

SN.	Deliverables	Deadline	Number of copies
1.	Inception Report	Within 2 (two) weeks from the date of commencement of Consultant's services.	2 hard copies, 1 soft copy (both signed)
2.	Engineer's Works Programme Report	Within 28 (twenty-eight) days after the submission of the Contractor's Work Program.	2 hard copies, 1 soft copy (both signed)
3.	Weekly Progress report	At the end of each concerned week	Electronic email to ARA/PIT
4.	Monthly Report	Within 10 (ten) calendar days after the last day of the previous month.	2 hard copies, 1 soft copy (both signed)
5.	E&S Monthly reports	Within 10 (ten) calendar days after the last day of the previous month.	1 hard copy, 1 digital copy (both signed)
6.	Quarterly Report	Within fifteen (15) calendar days after the end of each quarter	2 hard copies, 1 soft copy (both signed)
7.	Accident Reports	Communicate immediately upon the occurrence of an accident electronic mail and hard copy within five (5) calendar days after incidents happened.	2 hard copies, 1 soft copy (both signed)

8.	Claims and Extension of Time Reports *(if deemed so)*	Communicate immediately at that time contractor submitted his/ her claim or time extension report, on electronic mail and hard copy within thirty (30) calendar days before the contract expiry date	2 hard copies, 1 soft copy (both signed)
9.	Site Meetings and other ad-hoc	Within 24 hours after the meeting	1 hard copy, 1 soft copy (both signed)
10.	Interim Payment Certificates	Within Seven (7) days after the Contractor submits his interim statement to the Consultant.	2 original hardcopies + An electronic-mail soft copy of the payment certificate in MS-EXCEL and PDF format
11.	Completion report + As built drawings	Within fifteen (15) calendar Days after the date of completion of works/provisional handover.	2 hard copies and 1 soft copy in English (Both Soft and Hard copies signed). As-built drawings must be as PDF and AUTOCAD format
12.	Final Payment Certificate	Within fifteen (15) calendar days after the Contractor submits his final statement to the Consultant	2 original hardcopies + An electronic-mail soft copy of the payment certificate in MS-EXCEL and PDF format
13.	Any other reports as might be required by ARA/PIT	As required or upon request	As specified by ARA/PIT

All reports must be submitted in both Albanian and English in the formats specified above, with both hard and soft copies where indicated. The soft copies must be in the appropriate digital formats (e.g., PDF, MS-Excel, AutoCAD), and all hard copies must be signed. Deliverables such as accident reports, claims, and extension reports must be communicated promptly as specified, with hard copies provided within the required timeframe. Additional copies of any report may be requested by the ARA/PIT as needed.

- **Phase III: Supervision During Defect Notification Period (DNP)**

  Phase III, corresponding to supervision during DNP will be structured and paid om a time-based basis. he estimated effort for Phase III is 10 person/months. During this phase the Consultant will inspect the works at appropriate intervals, supervise any necessary remedial work, and issue a Performance Certificate to the Contractor.

The following deliverables are required during Phase III, with associated deadlines and specifications for submission:

SN.	Deliverables	Deadline	Number of copies
1.	Quarterly Inspection Reports	Within 2 weeks of carrying out each required Site Inspection services	2 hard copies, 1 soft copy (both signed)
2.	Final Completion and Handing Over Report	12 Months after provisional handover of the works.	2 hard copies, 1 soft copy (both signed)
3.	Project Final Accounts	one (1) month after expiring of defect liability period	2 hard copies, 1 soft copy (both signed)
4.	Any other report any other reports as might be required by ARA/PIT	As required or upon request	As specified by ARA/PIT

5.3 Documents Submission Requirements

All reports, documents, and drawings must be submitted in both hard and electronic formats. The hard copies should be full-color prints, bound appropriately (e.g., perfect binding). The electronic copies should be in the approved formats (e.g., PDF, MS Excel, AutoCAD) and meet the quality and quantity standards approved by the ARA/PIT. These documents should be submitted in both English and Albanian languages, unless otherwise directed.

Additionally, the Consultant is required to maintain accurate and complete records of all aspects of the work covered by the service contract. A digital copy of all these records, including reports and related materials, must be uploaded and stored in a dedicated cloud-based area (Project Digital Archive) managed by the Consultant.

5.4 Project Digital Archive

The selected Consulting Firm shall create a dedicated and secure online project document storage library. This library will be used to upload and store digital copies of all the documents, reports, maps, working papers, site dairy, progress pictures, and other reference material used and/or created during the period of the assignment. The Consulting firm will be responsible for providing and maintaining in full operating mood this dedicated cloud-based area throughout the entire duration of this assignment including the defect notification period.

The consulting firm must ensure that the chosen online project document storage system is secure. This means implementing measures such as encryption, firewalls, and regular backups to prevent unauthorized access or loss of data. Additionally, the system should have user access controls in place to limit who can edit, view, and download specific documents. This will safeguard sensitive information and grant appropriate access to parties involved in the assignment based on their roles and responsibilities.

During the course of the assignment the Consultant must keep the project library in good order and in a reference format. Upon completion of the assignment, the entire contents of the project library will be transferred to the ARA/PIT in an organized and properly referenced manner.

6. REQUIRED QUALIFICATIONS AND EXPERIENCES

6.1 Selection Method

The service will be selected under the provisions of the World Bank Procurement Regulations for Borrowers under Investment Project Financing" dated July 1, 2016, revised on November 2017, August 2018 and November 2020. The selection process will follow the Quality and Cost-Based Selection (QCBS) method.

6.2 Consultant's Profile

The Consultant Firm or J/V consortium must be able to demonstrate previous experience in similar assignments as follows:

- Minimum of ten (10) years of previous international experience similar to the assignment; and
- Successful completion of at least two (2) similar contracts within the last 5 years, which match the scope and complexity of this assignment;
- The Consultant should not have any pending litigation and non-performing contracts during the last 5 years.

The consulting firms will be assessed in order to determine a shortlist comprising the most qualified firms. The criteria to be used for shortlisting will be the following:

- Past experience in similar assignments (60 points)
- Firms' organization and staffing (10 points)
- Core business and years in business (30 points)

The CVs of Key experts will not be evaluated during the shortlisting process. These CVs will be evaluated after the issuance of the Request for Proposals to the shortlisted consultants. The evaluation shall be in accordance with the evaluation criteria specified and detailed in the Request for Proposals and the consultant should take into consideration the following:

All experts should work in the Beneficiary country 100% of the contracted working days, unless specifically requested and approved by the ARA/PIT, upon written request by the Consulting Firm.

The total contract amount (for both lump-sum and time-based parts of the assignment) must include all the administrative costs of employing the relevant experts, such as relocation and repatriation expenses (including flights to and from the beneficiary country upon each mobilization and demobilization), all travelling in the beneficiary country, accommodation, expatriation allowances, leave, full medical insurance and other employment benefits accorded to the experts by the Consulting Firm.

6.3 Team Composition

In order to execute his obligations, the Consulting Firm shall provide suitable, experienced and qualified experts for the assignment with experience in design and works supervision to provide sound advisory and technical services to the ARA/PIT and shall prepare a Work programme, and a corresponding manning schedule, showing the timing of activities and the corresponding staff input required for execution of the services. All experts who have a crucial role in implementing the contract are referred to as key experts and their CVs should be submitted in bid.

The estimate of the key professional staff requirements is only indicative and could be construed as skill mix requirements for these Services. The Consultant shall employ only such key staff whose CVs have been approved by the ARA/PIT. In addition to the key personnel, the Consultant shall determine the support staff to assist with design review and on-site supervision of the works.

The Consultant must provide in the proposal CVs for all professional and technical staff including the duration in person-months during which the staff will be deployed under the Contract.

The working language of the project is English. All reporting outcomes shall be of Albanian and English proofreading quality. Day-to-day communication language with the ARA/PIT 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.

6.3.1 Key Staff Requirement

The profiles of the key experts for this contract are as follows:

Team Leader (Key Expert 1)

A Team Leader shall retain the overall responsibility for the management and coordination of the assignment. He/She shall lead and coordinate the activities of the Design review and Engineering team. He/she is expected to be responsible for contractual matters and the communication between the Consulting Firm, the Contractor(s), the Employer as well as the relevant authorities. During the works supervision phase, he/she will act as Consulting Firm's Team Leader / Project Manager's representative. The Team Leader (TL) shall be based either on site or in Tirana, but he/she is expected to participate to all progress meetings and management meetings where his/her presence may be required.

During the design and construction periods the TL shall be present in Albania. During DNP the Team leader might be present on a part-time basis, in accordance with the Consulting Firm's proposal and as required for successful completion of the Services.

Qualifications and skills

The expert shall possess:

- University Degree + Master of Science in Civil Engineering. A postgraduate qualification in Structure/Bridge Engineering is an added advantage;
- The Team Leader is expected to possess as minimum fifteen (15) years of post- graduate professional international experience in the field of design/construction of road, bridges and works supervision projects of similar size and complexity.
- Fully familiar with Project procedures, especially WB procurement and project implementation procedures.
- He/she has acted as Team Leader or similar position in bridge and/or road construction projects of similar size and complexity.
- Experience in managing works contracts under FIDIC or other international recognized conditions of contract.
- Proficiency in English with strong written and oral reporting skills.

The Team Leader shall be the head of design review team responsible for all technical and administrative aspects of design review and design modification activities on site, which include but not limited to road surveys, site investigation, design review of road pavement structure, bridge structures, measurement of quantities and quality control of prepared design review reports, bidding documents and updated cost estimates. He/she shall be the principal contact person between the design review and engineering team and the ARA/PIT.

Bridge/Structural Engineer (Key Expert 2)

The Bridge/Structural Engineer shall be responsible for structural analysis and design review of the bridge including structures and its substructure and superstructure elements. The Bridge/Structural Engineer shall be responsible for ensuring the bridges and other drainage structures are constructed according to design and conform to the contract specifications.

Qualifications and skills

- University Degree + Master of Science in Civil Engineering or equivalent. A postgraduate qualification in Bridge/Structural Engineering will be an added advantage;
- He/she shall have minimum fifteen (15) years of proven professional international experience, with a minimum ten (10) years in designing and construction of major bridges, grade separated intersections/flyovers, elevated highways and drainage structures.
- He/she shall have previous experience in similar capacity in designing of major projects of similar nature.
- Proficiency in written and spoken English is mandatory.

Highway Engineer (Key Expert 3)

The Highway Engineer shall be responsible for design review and improvement of the geometrical aspects of the bridge and approach roads to incorporate required modifications. He/She shall also assist the Team Leader in the reviewing and improving road safety aspects, acting under the Team Leader's control and coordination.

Qualifications and skills

- University Degree + Master of Science in Civil Engineering or equivalent. A postgraduate qualification in Highway Engineering will be an added advantage;
- He/she shall have a minimum fifteen (15) years of post-graduate professional experience in transport infrastructure, with a minimum seven (7) years of post-graduate professional experience in highway studies and designs projects of similar size and complexity;
- Previous design experience in sustainable and/or landscaping and greenery design will be an advantage;
- Experience with works bidding documents elaboration under FIDIC or other international recognized conditions of contract will be an advantage;
- Proficiency in written and spoken English is mandatory.

Hydraulic Engineer (Key Expert 4)

The Hydraulic Engineer shall be responsible for the hydraulic aspects of the project, particularly design review for drainage systems associated with the bridge and road works.

Qualifications and skills

- University Degree + Master of Science in Civil Engineering or equivalent. A postgraduate qualification in Hydraulic Engineering will be an added advantage;
- He/she shall have minimum fifteen (15) years of proven professional experience, with a minimum seven (7) years in designing of bridges, grade separated intersections/flyovers, elevated highways and drainage structures.
- He/she shall have previous experience in similar capacity in designing of major projects of similar nature.
- He/she shall have very good English language skills.

Topographical Surveyor (Key Expert 5)

The Topographical Surveyor shall be responsible for checking that there is adequate corridor for construction of road and structures, locating and rechecking accuracy of benchmarks on the project and reviewing/checking the accuracy of all the survey data used in designing.

Qualifications and skills

- University Degree in Geodetic Engineering. A postgraduate qualification in topographic surveying is an added advantage,
- He/she shall have minimum ten (10) years of previous professional experience, with a minimum seven (7) years in land surveying activities related to projects of similar size and complexity, and
- Proficiency in written and spoken English is mandatory

Quantity Surveyor (Key Expert 6)

The Quantity Surveyor shall be responsible for ensuring that all measurements and evaluation of designed works conform to the specifications and actual quantities measured from drawings and design layouts during both phases.

Qualifications and skills

- University Degree in Quantity Surveying, Building Economics or Civil Engineering. A postgraduate qualification in Quantity Surveyor or Building Economics is an added advantage;
- He/she shall have minimum fifteen (10) years of previous professional experience, with a minimum seven (7) years in as a Quantity Surveyor in projects of similar size and complexity;
- Proficiency in written and spoken English is mandatory.

Quality Surveyor (Key Expert 7)

The Quantity Surveyor shall be responsible for ensuring that all measurements and evaluation of designed works conform to the specifications and actual quantities measured from drawings and design layouts.

Qualifications and skills

- University Degree in Quality Surveying or Civil Engineering. A postgraduate qualification in Quality Surveyor is an added advantage;
- He/she shall have minimum fifteen (10) years of previous international professional experience as a Quantity Surveyor in projects of similar size and complexity;
- Proficiency in written and spoken English is mandatory.

Geological Engineer/Geologist (Key Expert 8)

The Geological Engineer/Geologist will play a pivotal role in managing and overseeing all geological aspects of the project. This expert will work under the supervision of the Team Leader and will be responsible for conducting detailed geological studies, ensuring the quality and integrity of geological data, and providing critical advice on geological matters during the design and construction phases.

Qualifications and skills

- University Degree in Civil Engineering (specialization in Geotechnical Engineering or Geology).
- He/she shall have a minimum of fifteen (15) years of professional experience, with a minimum of seven (7) years in geological investigations, including field mapping, soil/rock sampling, and groundwater analysis in projects of similar size and complexity.
- Proficiency in written and spoken English is mandatory.

Geotechnical Expert. (Key Expert 9)

The Geotechnical Engineer will be responsible to the Team Leader for all activities related to the geotechnical aspects of the project.

Qualifications and skills

- University Degree in civil engineering with specialization in Geotechnical engineering
- He/she shall have a minimum of fifteen (15) years of professional experience, with a minimum of seven (7) years in conducting and evaluation of soil / sub-soil investigation results, designing of foundation of major structures especially for river bridges.
- Have in depth knowledge of various types of foundations i.e., shallow foundations & deep foundations (well foundations, Pile Foundations etc.)
- Proficiency in written and spoken English is mandatory.

Environmental Specialist (Key Expert 10)

The Environmental Specialist shall be responsible for the environmental and social impact assessment of the project and prepare/review Environmental impact assessment/Environmental and Social Management Plan in compliance with the World Bank Environmental & Social requirements and National Legislation, in order to minimize any negative impacts that the project will have on the environment.

Qualifications and skills

- University Degree in Environmental Management, Environmental Engineering**,** Social Sciences, or related discipline. A postgraduate qualification in Environmental

Management.;

- He/she shall have a minimum ten (10) years of previous professional experience related to environmental issues management, initiatives and implementation of mitigation measures related to civil engineering infrastructure projects.
- He/she shall have at least seven (7) years' experience in conducting Environmental and Social Impact Assessments (ESIA) and developing Environmental and Social Management Plans (ESMP).The Environmental Specialist will have experience in preparing at least 3 large infrastructure EIAs (leading or substantial role), out of which at least one was taking place in the nature protected area.
- Environmental Specialist holds a valid license for EIA preparation under the national legislation.
- Previous experience working on World Bank-funded infrastructure projects or other major international financing institutions will be considered an advantage (working on substantial and high-risk project experience will also be a clear advantage).
- Proficiency in written and spoken English is mandatory

Social Specialist (Key Expert 11)

The Social Specialist shall be responsible for the social part of the Environmental and Social Impact Assessment of the project and prepare/review social sections of the Environmental impact assessment/Environmental and Social Management Plan in compliance with the World Bank National Legislation and the preparation of the respective Resettlement Action Plan, in order to minimize any negative social impacts that the project will have.

Qualifications and skills

- University Degree in Social Sciences, or related discipline or Environment of Engineering. A postgraduate qualification would be an added advantage.
- He/she shall have a minimum ten (7) years of previous professional experience related to social issues management, initiatives and implementation of mitigation measures related to civil engineering infrastructure projects.
- He/she shall have previous experience in conducting social aspects of the Environmental and Social Impact Assessments (ESIA) and developing Environmental and Social Management Plans (ESMP).
- Experience in resettlement action planning (RAP) and livelihood restoration plans in the context of infrastructure development projects
- Previous experience working on World Bank-funded projects or other major international financing institutions will be considered an advantage.

6.3.2 Non-key Experts, support staff

In addition to the key experts designated above, the Consultant is free to propose a team composition of additional support of non-key back-up staff in its proposal as deemed necessary to assist with design review and on-site supervision of the works. The following team composition is indicative only and can include home office back-up specialists and support staff such as Site Engineer, Assistant Traffic Engineer, Road Safety Expert, Drainage Engineer, Assistant Geotechnical Expert, Biologic (biodiversity) Expert, OHS Specialist, CAD

Draftsman, Office Management Secretary, as required. The CV for experts other than the key experts shall not be evaluated or examined prior to the signature of the contract; therefore, they need not be included in the proposal. Their roles, however, should be included in the Technical Proposal, and the associated costs should be included in the Financial Proposal. The cost of both key and non-key staff shall be included in the evaluation of the Financial Proposal.

6.3.3 Staff Requirement during Defects Notification Period

The Consulting Firm shall assign at least two of key personnel in addition to the Team Leader to lead a team of experts to conduct inspections during the Defect Notification Period as described in Section 3 of the Terms of Reference.

6.3.4 Estimated Input for Key Staff

The allocation of person-months for the respective phases of consulting services is as shown in Table 3 below:

STAFFING		Number of staff	(Phase I) 4 months Design Review (m/m)	(Phase II) 24 months Supervision of Works (m/m)	(Phase III) 12 months DNP (m/m)	Total Input m/m
Key Staff (KE)						
KE-1	**(Team Leader**) Senior Bridge / Structural Design Engineer	1	4	24	3	31
KE-2	Bridge/Structural Engineer	1	3	12	2	17
KE-3	Highway Design Engineer	1	3	6	0	9
KE-4	Hydraulic Engineer	1	3	6	0	9
KE-5	Topographic Surveyor	1	3	12	0	15
KE-6	Quantity Surveyor	1	2	12	1	15
KE-7	Quality Surveyor	1	1	12	1	14
KE-8	Geological Engineer/Geologist	1	2	8	0	10
KE-9	Geotechnical Expert	1	2	8	0	10
KE-10	Environmental Specialist	1	3	6	0	9
KE-11	Social Specialist	1	3	6	0	9
Non-Key Staff (NKE)						
NKE-1	Resident Engineer	1	0	24	3	27
NKE-2	Electrical Engineer	1	1	3	0	4
NKE-3	Road Safety Specialist	1	1	5	0	6
NKE-4	Occupational Health and Safety (OHS) Specialist	1	0	6	0	6
NKE-5	Biodiversity Expert	1	1	0	0	1
NKE-6	CAD Draftsman, Bridge & Highway designer expert	1	2	0	0	2
Total Person Month		**17**	**34**	**150**	**10**	**194**

Table 1 Allocation of Person-Month by Phases

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

7. FACILITIES TO BE PROVIDED

7.1 ARA's Input and Counterpart Personnel

The ARA will not provide any counterpart personnel. However, the ARA shall make available to the Consultant all relevant information and data from the Client agency, to the extent that such information is deemed necessary by the ARA for the performance of the Services. This includes a draft copy of Engineering Reports, drawings and any other available data related to Vjosa bridge for design review stage. This also includes available previous studies on its inventory and condition information available to ARA and which ARA considers essential for the proper conduct and execution of this assignment. The Consultant shall be solely responsible for arranging for the translation of any documents, if necessary. The failure of the Consultant to resolve any issues encountered in the performance of its duties in the local context shall not relieve the Consultant from its obligations under the contract with the Contracting Authority.

7.2 Facilities to be provided by the Consulting Firm

7.2.1 Expert Support and Equipment

The Consulting Firm shall ensure that experts are adequately supported and equipped The Consultant shall be solely responsible for ensuring that its experts are adequately supported and equipped for the performance of the Services. This includes, but is not limited to, providing sufficient administrative, secretarial, and interpreting services to enable the experts to focus on their primary responsibilities. The Consultant shall ensure the timely transfer of any and all funds necessary to support the activities under this service contract and to ensure that his personnel are paid regularly and in a timely fashion.

7.2.2 Laboratory and Field Testing

It is anticipated that various laboratory and field tests will be required during the course of the assignment. During Phase I, the Consultant shall bear all costs associated with laboratory and topographic surveying, including but not limited to the procurement of testing materials and resources. For Phases II and III, the responsibility for laboratory and field tests will shift to the work contractor, who shall conduct such tests in accordance with the quality assurance plan and the Consultant's instructions. The costs for any material testing carried out by the contractor in its own laboratories on-site, via mobile laboratories, or through independent laboratories located in Albania shall be included within the contractor's Bill of Quantities (BoQ). Should the Consultant require any additional material testing, the Consultant must submit a formal notification to the contractor, who shall be responsible for providing such testing and results, if and when requested.

7.2.3 Office and Operational Facilities

The Consultant shall arrange for a main office in Tirana, in close proximity to the ARA/PIT office, that is adequately equipped and provides sufficient working space for all experts involved in this assignment. The Consultant is solely responsible for providing all necessary office accommodation, operating facilities, and transport required for the performance of the Services. This responsibility extends to both Tirana and any other location where the services are to be performed.

The Consultant will bear all costs related to accommodation, operating expenses, travel, and logistics for the execution of the Services. These costs must be included in the Consultant's financial proposal. Furthermore, the Consultant assumes full responsibility for all costs associated with the mobilization, accommodation, and maintenance of personnel or resources necessary for the execution of the Services, regardless of their location.

7.2.4 Site visit by the consultant

The Consultant at their own costs is advised to visit and examine the Sites and obtain all information that may be necessary for preparing their proposals under this assignment. The costs of visiting the Site shall be bore by the Consultant.

List of Annexes:

ANNEX I – DETAILED ESIA AND ESMP SCOPE

Needs and Justification for Environmental and Social Impact Assessment

The aim of the ESIA study is to assess the environmental and social impacts associated with the reconstruction of Vjosa Bridge and the connection road (approximately 5 km). The ESIA will propose practical and effective mitigation measures to prevent or reduce any potential negative implications of the construction and operation of the planned works. In addition, an environmental and social management plan will be developed to ensure best environmental and social performance. While the content of the WB ESIA will be defined after E&S Screening Report is finalized, for the project area, currently is considered that the ESIA will tentatively be based on the following:

- Environmental and social impacts associated with the project are assessed and examined at the earliest planning stage possible.
- Environmental and social impacts to be investigated and examined include factors that impact public health and safety as well as the natural environment, such as: air, quality water, soil, waste, accidents, ecosystems, and biota. Social concerns include: involuntary resettlement of the population, cultural heritage, landscape, gender, communicable diseases, etc. Traffic impacts should also be assessed.
- In addition to the direct and immediate impacts, derivative, secondary and cumulative impacts will also be examined and investigated to a reasonable extent.
- Alternative proposals and/or minimization measures to prevent or reduce adverse impacts are examined to choose a better project option in terms of environmental and social considerations. In examination of measures, priority is to be given to the prevention of environmental impact including from the bridge design, and when this is not possible, minimization and reduction of impact must be considered next. The findings of this examination should be incorporated in the plan.
- Examination of the environmental and social considerations will include analysis of environmental costs and benefits in quantitative terms, as much as possible, while taking into consideration economic, financial, institutional, social, and technical aspects.
- Appropriate follow-up environmental and social management and monitoring plans will be prepared as part of the ESIA. Estimated costs of implementing such plans and financial resources to cover such costs will be determined. The ESIA will ensure that the project components will be in compliance with relevant national, laws and ordinances as well as the World Bank ESF

Tasks

The following tasks are expected to take place to prepare the ESIA for the proposed project:

- Prepare ToR for WB ESIA content based on the E&S Screening Report prepared for the sub-project, subject to the WB approval. Conduct meetings with relevant government

agencies to understand and familiarize with draft studies, plans, and designs and other activities related to the project;

- Conduct site visits for the purpose of site reconnaissance and establishing baseline and collecting data from local concerned authorities;
- Review all relevant laws and regulations relevant to the planned activities;
- Describe the environmental and social settings for the areas where planned activities will take place;
- Assess the potential positive and negative environmental and social impacts associated with the planned activities;
- Prepare a comprehensive Environmental and Social Management Plan (ESMP)
- Perform effective and efficient public consultation process at two stages: during scoping phase and once the Draft ESIA is prepared. A proper communication plan should be prepared and specific actions to be taken to ensure good representation and good attendance of affected communities and stakeholders in the planned public consultation events.

Approach

The Consultancy will try to the extent possible to identify and compile the readily available technical data and information that would allow preparing the Environmental and Social Impact Assessment with the least uncertainties. Appropriate and justified engineering/scientifically based assumptions should be made to address any information or data gaps.

In preparing the Environmental and Social Impact Assessment the Consultant will ensure compliance with:

- Current environmental and social regulations and standards in Albania
- The World Bank ESF and other World Bank procedures and guidelines on conducting environmental impact assessment.
- The World Bank Group's Environmental, Health and Safety Guidelines (EHSGs)

Environmental and Social Impact Assessment Methodology for ESIA and EIA

The Consultant is expected to prepare and submit their own detailed work methodology and approach to fulfil the assignment requirements given the risks covered under this TOR as part of the Inception Report.

The presented methodology and WB ESIA content is tentative: Upon the finalization of E&S Screening Report and conformation of E&S instruments (by ARA and WB), the Consultant will prepare WB ESIA ToR for the ESIA content, subject to ARA PIT and WB review and approval.

The following will be the minimum requirements of the proposed methodology.

1) **Gain an understanding and study project objectives and familiarize with project locations.**
   - Obtain necessary documents including maps, site plans, photographs, diagrams, and any visual and graphic aids.
   - Familiarize with project, including project purpose; location; components and phases; workforce and equipment; associated activities; schedule; and cost.
   - Gather information about the various stages of the project execution (pre-, during, and post).
   - Detail the elements of the project, highlighting the areas to be reserved for activities and characterizing the surrounding areas in terms of residential areas, industrial areas, protected areas, historical sites, etc.

2) **Review relevant legislative and regulatory considerations.**
   - Review national and international agreements[6] and regulations relevant to the project, including also required governmental permits and authorizations required.
   - Compare national regulations and the World Bank ESF requirements (ESSs, WB EHSG, GIIP), and identify and address gaps between them

3) **Conduct the First Public Consultation (Scoping Session)**

A community consultation will be initiated as early as possible. The Consultant will consult with the stakeholders twice. The first public consultation will be conducted after the identification of relevant impacts to discuss and agree on the scope of the ESIA.
The Consultant in coordination with relevant authorities will arrange and conduct scoping sessions which should be attended by the relevant authorities and stakeholders. The aim of these scoping sessions is to:

- Explain and reach a common understanding of the potential impacts and sensitivities of the surrounding environment, and similarities and differences between the present project and other similar projects implemented in Grenada.
- Identify, early in the process, any environmental and social aspects, which the stakeholders raise, which may not have been included in the scope of work
- Provide a basis for reviewing the issues that will be considered in the ESIA

[6] These agreements guide environmental and social considerations in the ESIA process.
- **Aarhus Convention** – Public access to environmental information and justice.
- **Convention on Biological Diversity (CBD)** – Conservation and sustainable use of biodiversity.
- **Ramsar Convention** – Conservation of wetlands.
- **Paris Agreement (UNFCCC)** – Climate change mitigation and adaptation.
- **European Landscape Convention (ELC)** – Protection and management of landscapes.
- **UNCCD** – Combating desertification and land degradation.
- **Espoo Convention** – Transboundary Environmental Impact Assessment.
- **ILO Conventions** – Labor rights and social protection.

4) Analysis of Alternatives

The environmental and social assessment should also include an analysis of alternatives that would examine different alternatives with the objectives of minimizing adverse environmental, health, safety and social impacts of the project. The analysis would focus on the following:

- Summarizing and referencing the alternatives in a manner consistent with national and international guidance.
- Analyzing the benefits and impacts expected from the project and other technical and economic alternatives including the "Do-Nothing" alternative.
- Evaluating the social and environmental analysis of each alternative.
- Proposing preferred alternatives by comparing alternatives, and justifying the rationale for preferring the proposed alternatives

5) Data Collection and Review

General information about the project site and surrounding areas will be provided in map form, including:

- project area maps at appropriate scales to illustrate general siting of project related development sites and surrounding areas likely to be environmentally and socially affected
- topographic contours, as available, as well as locations of roads, communities, and other relevant sites within the project location.
- maps to illustrate existing land use, including industrial, residential, commercial and institutional development, agricultural as relevant to the project activities, etc.

Specific data will be complied on the characteristics of the project area in terms of its sensitivity to adverse and beneficial environmental impacts. Historical and secondary source data will be collected, when possible, and validated with field observations. The Consultant will conduct the necessary baseline surveys to collect data on the following points:

- Physical Environmental Data:
  - Geology (e.g., stratigraphy and structure, seismic history if any of the areas)
  - Topography
  - Climate
  - Ambient air quality
  - Water quality
  - Ambient noise (note contribution from major sources if any)
  - Significant sources of pollution in the area and prospect for their mitigation
  - Existing traffic patterns, users of the beach/coastal area and waters etc.
- Biological Environmental Data
  - Flora and fauna, including rare or endangered species in the project area
  - Aquatic ecosystem including benthic species and habitat.
  - Sensitive habitats both terrestrial and aquatic
  - Socio-Economic Data o Culturally Valuable Sites

- Socio-Economic Data
  - Culturally Valuable Sites
  - Geography, administrative districts, etc.
  - Basic Demographic characteristics (population, age structure, birth rate, death rate, rate of natural increase, handicapped, etc.)
  - Living Conditions (household size and density, access to electricity, source of potable water, sanitation, etc.)
  - Human Development Profile (education, work status, economic wellbeing, etc.)

After gathering of data, the environmental and social issues will be assessed in terms of the environmental and social risks and benefits associated with the project.

6) Analysis - Environmental and Social Assessment

The Consultant will assess the potential impacts of the project during project activities. The Consultant will perform the below tasks to identify and concisely present the significant environmental and social impacts:

- Explain and justify the methods used to predict potential impacts of the project on the environment, and on interactions among the project components.
- Nominate and classify issues that are potentially important in the assessment of impacts and for decision-making in relation to the project.
- Identify potential project impacts by conducting an impact analysis on the physical, biological, land-use and socio-economic environments, and the interactions among them including - erosion and sedimentation; impacts to aquatic ecosystem and habitats, impacts to terrestrial habitats; noise; traffic; community health and safety, any livelihood impacts, general public safety issues (employment opportunities; livelihoods; labour force participation) etc.
- Evaluate the impact significance of the project components and activities on the environment and society
- Establish the criteria on which the assessment of the impacts will be based on
- Develop a matrix as a means to present assessment of the impacts graphically, and specify and discuss positive or negative impacts, direct or indirect impacts, reversible or irreversible impacts, short-term and long-term, and cumulative avoidable impacts on the environment and society

7) Develop an Environmental and Social Management Plan

After the evaluation of impacts, the Consultant will establish strategies to reduce or eliminate potentially negative outcomes. This includes avoiding negative impacts where possible, and employing mitigation measures for those that are unavoidable. Issues related to the project location, equipment, and surveys conducted previously will be categorized according to how critical the impact is. These strategies will be formulated in an Environmental and Social Management Plan (ESMP) This process entails:

- Detailing the management measures, roles, and responsibilities for implementation, supervision, and cost

- Indicating parameters to be monitored, their location, frequency of monitoring, roles and responsibilities and cost
- Assessing the ability of the implementing agencies to implement the proposed environmental management and monitoring plan
- Developing the institutional arrangement and capacity building programs necessary to ensure successful implementation

8) Conduct the Second Public Consultation Meetings to Involve the Stakeholders of the Project in the ESIA

- Select appropriate venue for public consultation meeting.
- Manage logistics of the meetings, including participants and thorough documentation of the event.
- In addition to making a public announcement, invite stakeholders of the project, and potential interested
- Invited stakeholders should have balanced representation of women, NGOs, local community groups, youth and other vulnerable groups (e.g., handicapped, elders…. etc.)
- Provide attendees with a summary of the project, and briefing on the impacts and analyses developed in non-technical local language.
- Document stakeholders' concerns and issues raised. The Consultant will document all the consultations including the issues raised and actions planned/taken and justifications for no action wherever relevant.
- Assess the public's perception of and reaction to the proposed project.
- Document how the public engagement was used in the identification of the issues, and how it affected the project

The final version of the ESIA report will incorporate the comments raised in the second public consultation meeting. The final report will discuss how the public concerns that are raised during different stages of consultations have been considered and addressed in the project.

Proposed Annotated Table of Contents of ESIA

Executive Summary – Non-Technical Summary
An executive summary will be prepared to be used as a stand-alone document in a manner that can be accessible to non-technical readers.

Chapter 1 – Introduction and Project Description
The section will include the following:

- Statement for the project need and objectives it is intended to meet.
- A description of the project including technical design pre-, during, and post project activities using maps at appropriate scale when necessary.
- Summary of the general scope of ESIA

Chapter 2 – Policy, Legal and Administrative Framework `
This section will provide an overview of the pertinent regulations and existing codes of practice and standards. The section will include the following:

- Relevant national environmental policy, legal and administrative issues
- Regional development planning
- Permits required to proceed with project activities.
- International and national environmental standards and guidelines
- Gaps analysis between relevant national regulations and the WB ESSs

Chapter 3 – Description of the Environment and Social Context
This section will assemble and evaluate data on the relevant environmental and social characteristics of the project areas. It will include information on any changes anticipated before the project commences, including **physical**, **biological,** and **socio-cultural** environments. The presented data will be relevant and commensurate with the project. Information of the existing physical, biological, land-use and socio-economic environment will be included.

Chapter 4 – Environmental and Social Impact Assessment

A description of the positive and negative environmental impacts will be mentioned in this section during project activities. This section will also discuss the positive and negative social impacts that the project might have on communities in general and on various sub-groups (women and men, the poor, youth) in particular.

Chapter 5 – Analysis of Alternatives

This section will describe alternatives that were examined in the course of developing the proposed project and identify other alternatives, which would achieve the same objectives. The concept of alternatives extends to siting, design, technology selection, construction techniques and phasing, and operation and maintenance procedures. It will compare alternatives in terms of potential environmental and social impacts and suitability under local conditions.

Chapter 6 – Mitigation of Environmental and Social Impacts
Identifies mitigation measures and significant residual negative impacts that cannot be mitigated and to the extent possible assess the acceptability of those residual negative impacts. Appendices as needed.

Proposed Annotated Table of Contents of ESMP

Based on the impacts identified in the ESIA, the ESMP should describe the mitigation, monitoring, and institutional measures to be taken during implementation and operation to eliminate adverse environmental and social risks and impacts. The ESMP should also include the measures and actions needed to implement these measures.

The ESMP should encompass the following:

1. Objectives of the ESMP

2. Project Description

This summarizes the project and provides maps of sufficient detail, showing the project site and the area that may be affected by the project's direct and indirect impacts.

3. Mitigation Measures

This should identify and summarize all anticipated adverse environmental and social impacts and describe with technical details each mitigation measure, including the type of impact to which it relates and the conditions under which it is required (e.g., continuously or in the event of contingencies), together with design drawings and calculations, equipment descriptions, and operating procedures, as appropriate. It should also estimate any potential environmental and social impacts of these measures.

4. Public Consultation and Stakeholder Engagement

This section should provide:

- A summary of consultations undertaken during subproject preparation
- A description of how the stakeholder engagement will take place during subproject implementation.
- How the GRM is implemented in the local context i.e., how the Project GRM will be promoted

5. Monitoring Plan

This should identify the monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the ESIA and the mitigation measures described. This is meant to provide (a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

6. Capacity Development and Trainings

This should provide a specific description of institutional arrangements, identifying which party is responsible for carrying out the mitigation and monitoring measures (e.g., for operation, supervision, enforcement, monitoring of implementation, remedial action, financing, reporting, and staff training).

7. Implementation Schedule and Cost Estimates

For all three aspects (mitigation, monitoring, and capacity development), the ESMP should include (a) an implementation schedule for measures that must be carried out as part of the project, showing phasing and coordination with overall project implementation plans; and (b) the capital and recurrent cost estimates and sources of funds for implementing the ESMP. These figures are also integrated into the total project cost tables.

8. Integration of ESMP with Project

The individual mitigation and monitoring measures and actions and the institutional responsibilities relating to each, and the costs of these should be integrated into the project's overall planning, design, budget, and implementation.

9. Legal requirements and bidding/contract documents

The ESMP should be incorporated in all legal documents to enforce compliance by all contractors participating in the project. The ESMP should be summarized and incorporated in the bidding and contract documents.

Annexes

Any site-specific plan required.

The ESMP will be presented in a tabular format as follows:

A. Mitigation

Project Activity	Potential Environmental Impacts	Proposed Mitigation Measures	Responsibility of mitigation	Responsibility of direct supervision	Estimated Cost
Construction Phase					
Operational Phase					

B. Monitoring

Project Activity	Impact	Monitoring indicators	Responsibility	Frequency/ Duration	Location	Methods	Estimated Cost
Construction Phase							
Operational Phase							

ANNEX II – REPORTING REQUIREMENTS DURING THE SUPERVISION & DNP PHASE

Inception Report

The Team Leader will submit an Inception Report within two weeks after the issue of the Notice to Commence to the Contractor.

The Inception Report will be prepared as a strategic plan for the successful completion of this phase of the Project and will address the Consulting Firm's scope of services, organization/staffing, schedules, deliverables, administrative procedures (general communications, correspondence routing, document control, status reports, invoicing, etc.) and reporting procedures.

So, this report shall elaborate the operational strategy for provision of services against the contract and shall include (not limited to) a work plan, specific outputs and milestones, anticipated results, timeframe, use of budget and inputs against proposed activities, and quantified indicators of achievement of project objectives.

The Inception Report will also include recommendations for solutions to possible anticipated problems.

Engineer's Works Programme Report

In view of the above, The TL shall prepare the "Engineer's Work programme Report", within 28 days after the submission of the Contractor's Work programme. This report which will include, at least:

- Copy of the Contractor's detailed cash-flow estimates, in monthly periods or in accordance with milestone-based payment schedules, of all payments to which the Contractor will be entitled under the Contract;
- Copy of the Contractor's detailed Works Program, showing the order in which, the Contractor intends to carry out the Works, including general description of the methods which the Contractors intends to adopt, and of the major stages, in the execution of the Works and other information as may be deemed necessary and appropriate by the Consulting Firm;
- A list of critical path items and the related Contractor's estimates of delivery periods, accompanied by the Engineer's estimate of the latest delivery periods for each critical path item to warrant the completion in accordance with the Contract;
- Details of main Plant(s) and Equipment the Contractor intend to use during the implementation of the Works;
- Materials and plant selected by the Engineer for inspections and tests, including an appropriate specification of the tests to be carried out and the associated arrangements;
- Names and particulars, including gender, of the Contractor's representative and other superintendence personnel approved by the Engineer in accordance with the Contract;
- Names of subcontractors consented by the Engineer in accordance with the Contract and, for each subcontractor, the cost and quantity of the subcontracted Works; this section will include a brief justification for the Engineer's consent;
- Copies of all relevant notices, consents, approvals, certificates or determinations given or issued by the Engineer within the reported period; and
- Other information as may be required by the ARA/PIT.

Weekly Reports

Weekly reports to be submitted every Monday during the project. Daily reports must be documented, compiled and submitted to the client along the weekly report for schedule and scope management. This will enhance quality control in line with documented quality assurance from methodologies provided.

Monthly Reports

The TL shall submit Monthly Reports to the ARA/PIT, within 10 calendar days after the end of the relevant month. The monthly progress reports shall contain an accurate, up to date, account of all work accomplishments, work schedule and outstanding issues of the Contractor. The reports shall also address the compliance of the Contractor and the works permits, ESMP, GRM/SEA/SH tracking reports ESMP, GRM/SEA/SH tracking reports as well as financial and scheduling commitments. At the end of each report the Consultant shall append colored progress pictures for physical progress at site for the particular reporting period.

The key issues to be addressed in each Monthly Report shall include, but not be limited to:

- Safety: An update of accidents at work, an appraisal of the safety of the Contractor's working practices, and how safety transgression may be remedied.
- Quality: A summary of the Contractor's work and materials, and any problems related thereto, with recommendations for improvements.
- A summary of all samples and tests carried out on materials, plant and the Works.
- Progress: A summary of the progress of the Works, with particular reference to the major activities and those on the "critical path" for completion. The report shall detail delays and difficulties encountered and proposed measures to alleviate them.
- A copy of the Contractor's approved Works Programme marked up to show actual progress to date shall be included in the reports.
- Resources: A schedule of the Contractor's labour, staff, equipment and materials resources with an updated appraisal as to whether or not these are adequate to complete the Contract on time.
- Contract Administration and Cost: A revised projection of the final cost of the Works which takes into consideration the following:
  - the value of the interim payment certificates to date
  - the valuation of any variation/modification order issued on the Contract
  - substantiation and evaluation of any claims submitted by the Contractor
  - the cost implications of any time overruns with or without extensions of time being granted to the Contractor
  - the value of the completed Works to date.
- Tabulated summaries of:
  - Site Instructions issued to date
  - Variation/modification orders issued to date
  - Claims notified by the Contractor
  - Interim Payment Certificates certified by the Engineer, clearly showing the date in which, the Contractor has received payment, the repayment of any Advance Payment, and the amount of Retention Monies withheld from payment

- Provisional Sums and Contingencies used to date
- Other contractual issues, e.g., claims made on insurance policies
- The Minutes of the Site Meetings and any other meeting attached as an appendix

- Activities of the Supervision Consulting Firm
- An appraisal of the working relationship with the ARA/PIT on the works contract and with the Contractor which details any specific administrative, supervision or inspection problems encountered, and recommendations on how these may be overcome
- A summary of the work carried out under the TL's other duties, viz. review of proposed changes to the design of the Works, and their revision
- A summary of the supervision staff and any other relevant information, such as visits to Site by ARA/PIT on the works contract, the TL, meetings held and the availability of facilities etc.
- A summary of the disbursements made to the Consulting Firm.

Quarterly progress reports

The quarterly reports shall be submitted to the Employer no later than 7th day of each yearly quarter (3 months) of project execution. A report format shall be submitted in the mobilization report for approval.

The quarterly report shall contain physical and financial progress and implementation and monitoring of the ESMP, HSMP and other plans such as stakeholder engagement plan. The format of the monthly progress report shall broadly consist of:

- Cover to indicate Country, Regional, District, Beneficiary, Project name and Chronological number of reports;
- Location map of project site;
- Project details – All relevant dates of the Contract, such as the Contract signature date, site insurance expiry date, construction, permit expiry date, mobilization date, contract expiry date and other relevant dates;
- Block diagram of Supervising Engineer's personnel with names;
- Responsibility Assignment Matrix (who is in charge of what, names of certified laboratories or approving agencies where official tests will be performed);
- Percentage completion of BOQ showing drawdown
- Brief description (text) of construction activities carried out over the previous quarter.
- Description (text) of laboratory and in-situ tests carried out over the last month and a review of the results obtained. Test readings and laboratory reports should be in a separate annex.
- CMP – 1-page description of approved Construction Management Plan in 1st progress report. (In the 2nd and successive reports, only report changes in CMP and any deviations by the contractor);
- ESMP – Draw up matrix table for project with help from a separate ESIA report finding; include reporting requirements for environmental and social issues as per the approved environmental and social management plans, like resettlement, livelihoods, stakeholder consultation, grievances registered and resolved, labor influx issues;

- Health and Safety plan report sheet drawn up by contractor;
- Status of personnel and human power on site (previous quarter and current quarter);
- Status of Plant and equipment on site (previous quarter and current quarter);
- Status of stockpiles and materials on site in table format;
- Chronological list of all official correspondence with contractor and client;
- List of Revisions, drawings or variations (date initiated, and date approved, and date issued);
- Status of Project grievance redress mechanism including issues to be resolved - Client-Stakeholder or Client-Contractor-Sub contractors;
- Financial draw down. Funds still available for disbursement, Interim Payment Certificate (IPC) and cumulative drawdown;
- Supervising Engineer's comments on the progress of the works;
- Supervising Engineer's suggestions/feedback for head office/client;
- Progress photos from site – High resolution pictures, 3 to each page, total 5 or 6 pages, and
- Attach copies of official lab results (concrete, aggregate and batching water quality, environmental readings where appropriate, etc.).

Accident Reports

In the event of an accident occurring on the construction site during Phase II of the project (supervision of works), the Consultant is required to prepare and submit an Accident Report in accordance with the established protocols and safety procedures. The report must be submitted as soon as possible after the incident occurs, with a hard copy and soft copy submitted to the ARA/PIT within five (5) calendar days of the incident. The report shall include but not limited to the following:

- The exact date and time when the incident occurred.
- Specific details of the construction site or area where the accident took place.
- Brief description of the accident (e.g., fall, equipment malfunction, injury, vehicle collision, etc.)
- Names and roles of all individuals involved in the incident, including injured parties, witnesses, and any other relevant persons.
- A detailed narrative of the events leading up to and during the accident, including:
  - Description of the activities being undertaken at the time
  - Environmental and work conditions (weather, visibility, equipment used, etc.).
  - Immediate actions taken after the incident (first aid administered, emergency services contacted, etc.).
- A description of injuries sustained (nature and severity of injuries, if any).
- Details of any damage to construction equipment, machinery, or materials.
- Based on initial findings, a description of the likely cause(s) of the accident.
- Identify any factors that may have contributed to the incident, such as unsafe practices, equipment failure, environmental conditions, human error, etc.
- A description of the immediate corrective actions taken to address the accident (e.g.,

providing medical attention, securing the site).

- Recommendations for preventing similar accidents in the future, such as improvements in safety protocols, training for workers, changes to equipment, etc.
- Any follow-up steps to be taken, including further investigations, reports, or meetings.
- If the accident has affected the project schedule or work progress, provide an assessment of the delays or adjustments required.
- Where applicable, photographs of the accident scene, damage, injuries, and any relevant documentation must be included in the report to provide visual context.

Site Meetings and other Meetings

The TL shall prepare minutes of Site weekly and monthly meetings, which shall be held on a regular basis, and all other ad-hoc meetings. Minutes of all meetings shall be available for distribution to all the Project Stakeholders, within 24 hours after the meeting.

Completion Report

On completion of the Works Contract (that is, upon the issue of the Taking Over Certificate), the TL shall prepare and submit a Completion Report to the Employer. The report will be discussed while it is still in draft form for input (if any). A physical presentation in *power point* format shall be part of Final Report.

The Report will mark the start of the Defects Liability Period and shall also include a summary of activities and components completed as well as a list of outstanding works and snag list. The report shall cover at least the following items:

- copies of the partial acceptance certificate, if relevant.
- verified "as-built drawings" showing all revisions to the design of the Works,
- an overview of the actual progress of the Works, including details of reasons for delays and/or extensions of time,
- an overview of site safety procedures, any problems in this respect and recommendations for improvements,
- an overview of the Contractor's working practices and resources,
- an assessment of the quality of materials and workmanship, any problems in this regard and recommendations for improvement,
- details of technical difficulties encountered and how these were resolved,
- details of administrative difficulties encountered and how these were overcome, and
- an appraisal of the strengths and weaknesses of the design of the Works and the Contract Documents, including design details and drawings, final bills of quantities, with recommendations on how improvements can be achieved for future similar contracts,
- Financial status of the Civil Work Contract, to date.
- The outstanding defects that the Contractor must rectify before operational acceptance and handover of completed works.
- Schedule for rectifying defects,
- A schedule of defects and maintenance criteria to guide assignment of liability for defects including environmental liabilities, and
- A schedule of inspections and testing which the Consultant has carried out and other defects that might arise during the defect liability period.

Quality Assurance Dossier

In addition to the Completion Report, the TL shall prepare and submit a comprehensive Quality Assurance Dossier containing all original requests for inspections, approvals, test forms and certificates relating to the construction of the Works, and to the materials and manufactured products incorporated into the Works. Documentation in the QA Dossier shall include, but not limited to:

- all manufacturer's test certificates for materials;
- performance test certificates and warranty agreements, where applicable, for mechanical, hydro sanitary and electrical components of the Works;
- test results and approvals for:
  - earthworks (grading, compaction etc.),
  - foundation tests
  - concrete (cement, aggregates, mix designs, strength, formwork, reinforcing steel etc.),
  - utility connection tests reports
  - manufactured products
  - any other tests required as per Technical Specifications

Inspection Reports during the DNP

During the DNP, Team Leader shall prepare and submit Quarterly Inspection Reports, within 2 weeks of carrying out each required Site Inspection.

Each Inspection Report shall detail all defects found, remedial measures proposed, and the Contractor's response thereto. It shall also report on the condition of the Works, particularly in respect to the operation and maintenance by the beneficiary institutions, and any bad practices in this regard.

Ad-Hoc Reports

Any specific reports requested by the ARA/PIT in response to unforeseen circumstances or urgent matters. These reports must be submitted promptly, typically within seven (7) days of the request.

Final Report

Team Leader shall prepare and submit a Final Report (FR) to the ARA/PIT after the issue of the Final Taking Over Certificate by the end of the Consulting Firm's assignment.

The FR shall summarize information on the Consulting Firm's activities carried out throughout his assignment period and demonstrate that the Consulting Firm's obligations under the Service Contract have been fulfilled with due diligence, as appropriate.

The FR shall be divided into the following, but not limited to, sections:

- Consulting Firm's Services during Phase I;
- Consulting Firm's Services during Phase II; in particular, shall contain details of all remedial works carried out by the Contractor to rectify any defects found and shall comment on and make recommendations with regard to the Beneficiary institution's operation and maintenance practices
- Financial status of the Project, related to the civil works contract disbursements and pending Contractor's/Employer's claims, if any;
- Financial status of the Service Contract;
- Lessons learned and Consulting Firm's final recommendations.

ANNEX III – OVERVIEW OF PROJECT MAP - New Vjosa Bridge and Connecting Road (Approx. 5 km)