



## **TERMS OF REFERENCE FOR THE SUPERVISION OF THE CONSTRUCTION WORKS FOR AADF PROJECTS**

### **I. THE INVESTOR**

The Albanian-American Development Foundation (AADF) began operations in November 2010 with the support and encouragement of USAID and the United States Government. The foundation's mission is to make a meaningful contribution to Albania's economic growth by making social investments related to entrepreneurship, education, leadership development, and support for cultural tourism.

### **II. SCOPE OF SERVICES**

Our projects encompass a range of construction and restoration work, including building construction and reconstruction, the requalification of public squares and city centers, facade improvements, and the preservation and enhancement of cultural monuments, historic buildings, and neighborhoods.

The scope of services concerns all activities needed to supervise construction works in several sites across Albania. The Consultant will Supervise the Construction Works for different projects financed from AADF following all technical and legal requirements under the respective contracts and in compliance with the Albanian legislation. The primary focus and ongoing priority will be to supervise architectural works, construction works, mechanical works, electrical works in compliance with the requirements of the Works Contract and the design project documents provided by AADF.

The Supervision Service at AADF comprises 2 phases:

1. Construction Phase;
2. Defects Liability Phase;

The service contract must fully comply with the local legislation including but not limited to DCM no. 610, date 22/9/2022.



## *Consultant Engagement Requirements*

The Albanian-American Development Foundation (AADF) seeks to engage qualified individuals or teams of licensed consultants specializing in supervision. These consultants may be engaged collectively as a group, or separately, depending on the specific needs and requirements of projects of AADF. We encourage applications from both individual consultants and multidisciplinary teams capable of delivering high-quality supervision services that align with our project objectives.

### **KEY FUNCTIONS**

#### *3.1 Qualifications*

The AADF is seeking to engage a team of Consultants that will include at least experts in Civil/Construction Engineering, Architecture, Electrical Engineering, and Mechanical Engineering fields of expertise. All experts are expected to work on-site in Tirana and other districts in Albania. The team will include, but not be limited to, the following roles. These roles may be proposed by the applicant or assembled by AADF with selected experts as needed.

1. **Team Leader** – Full-time oversight with weekly or as needed, on-site presence.
2. **Site and Quantity Supervisor** – On-site full-time during the construction phase.
3. **Electrical Supervisor** – On-site as needed for electrical works phase.
4. **Mechanical Supervisor** – On-site as needed for mechanical works phase.

These functions require specific license categories, including (but not limited to) NP-1, NP-2, NP-3, NP-5, NS-1, NS-2, NS-3, NS-4, NS-8a, NS-8b, NS-8c, NS-9, NS-10, NS-12, NS-14, and NS-19.

The required licenses for these roles can be met either fully or partially by team members, individually or collectively. Although it is preferred that all licenses are covered within the team, it is not strictly mandatory.

#### *a. Team Leader*

- University degree in Civil, Construction, Architecture or related engineering is required.
- Fluency in English.
- Minimum of 15 years of professional experience is required
- Experience as a Team Leader, Resident Engineer, on at least two projects, along with supervisory experience on national or international civil engineering projects of comparable scale and nature is required.
- Experience with FIDIC or other recognized contract conditions is an asset.



### *b. Other Experts Requirements*

- Relevant University degree in Engineering and/or Architecture is required.
- Minimum of 15 years of professional experience in the relevant field is required.
- Relevant experience in the role on at least two projects, along with supervisory experience on national or international civil engineering projects of comparable scale and nature, is required.
- FIDIC or similar contract experience is an asset.

## **IV. TASKS AND EXPECTED DELIVERABLES**

### *Contract Administration and Design Review*

- **Contract Oversight:** Oversee the construction company's adherence to the contract, ensuring compliance with the specified conditions and regularly reporting to AADF on progress and any issues related to the Special and General Conditions of the Works Contract.
- **On-Site Supervision:** Conduct continuous, daily on-site supervision and inspection of all contractor activities, maintaining thorough and accurate record-keeping.
- **Accountability and Communication:** Establish clear lines of accountability and communication, reviewing Contractor plans regularly, and issuing corrective instructions as needed.
- **Permits and Approvals Verification:** Verify that all necessary permits (e.g., construction, road closures) are obtained in advance of work commencement.
- **Enforcing Contract Conditions:** Ensure the Contractor and any subcontractors fulfill all contractual obligations under the Conditions of Contract.
- **Comprehensive Documentation and Record-Keeping:** Maintain up-to-date records of administrative activities, including correspondence, measurements, payments, and variations.
- **Risk Management and Safety Compliance:** Evaluate and mitigate environmental, health, and safety risks pre-construction, implementing new measures as necessary.
- **Proactive Issue Resolution:** Work with the Contractor to resolve potential issues, holding weekly site meetings, and providing regular updates to AADF and stakeholders.
- **Timeline Management:** Address delays or issues immediately, establishing agreed-upon actions to keep the project timeline on track.
- **Verification of Documentation:** Review and verify all Contractor certificates, insurances, securities, and documentation, issuing requisite certificates as per contract conditions.
- **Financial Planning and Efficiency:** Assist AADF with financial planning and monthly cash flow forecasts, advising on cost-saving measures to improve efficiency.
- **Survey and Specification Compliance:** Ensure all Contractor surveys, working drawings, and measurements meet specification requirements.



- **Inspection and Compliance System:** Develop an inspection, checking, and recording system to maintain contract compliance.
- **Cost Monitoring and Claims Management:** Implement a cost monitoring system, prepare interim and final payment certificates, evaluate claims, extensions, and monitor variation orders.
- **Claims Evaluation and Dispute Resolution:** Establish a system for claims evaluation and advise AADF on contractual matters, including dispute resolution.
- **Drawings and Modifications Approval:** Obtain AADF approval for Contractor drawings and modifications, consulting with the Designer as necessary.
- **Monthly Progress Meetings:** Organize monthly progress meetings with AADF, document minutes, and ensure Contractor adherence to temporary works and traffic management plans.
- **Environmental and Heritage Compliance:** Monitor environmental standards to ensure compliance with local and UNESCO heritage protection.
- **Valuing Contract Variations:** Assist AADF in valuing contract variations by analyzing proposed changes to drawings/specifications and preparing recommendations.
- **Quality Documentation and Drawings Review:** Review and submit “shop” and “as-built” drawings along with quality certificates from the Contractor.
- **On-Site Testing and Quality Verification:** Oversee required on-site testing, record results, and verify compliance with project standards.
- **Defects List and Final Inspection:** Prepare a defect list prior to the Provisional Acceptance Certificate, conducting a final inspection with representatives from AADF, the Contractor, and the Beneficiary.

### *Quality Control*

- **Review and Approvals:** Approve contractor’s method statements, working drawings, and schedules for temporary and permanent works.
- **Inspection System:** Implement an inspection, checking, and recording system to ensure work compliance with contract requirements.
- **Material and Product Quality:** Confirm that materials meet contract specifications; collaborate with architects on aesthetic supervision, including their recommendations in supervision reports.
- **Testing and Sampling:** Conduct and record testing as specified, maintaining samples and lab data for AADF review.
- **Design Amendments:** Propose amendments to improve quality and cost-effectiveness, adhering to contract terms.
- **Non-Compliance Rectification:** Direct the Contractor to correct any work not meeting required levels, dimensions, or specifications.
- **Site Inspections:** Conduct regular site inspections to monitor workmanship and materials quality.
- **Quality Control Support:** Assist the Contractor in setting up quality control and reporting systems; oversee quality assurance plans.



### *Measurements and Payments*

- **Accurate Measurements:** Record permanent works on-site in the Contractor's presence to ensure accurate documentation.
- **Payment Validation:** Verify the accuracy of Contractor payment applications; prepare certificates for AADF approval.
- **Endorsements and Approvals:** Manage endorsements and approvals to prevent delays, ensuring high-quality documentation.

### *Stakeholder Coordination and Reporting*

- **Stakeholder Engagement:** Coordinate with relevant stakeholders, ensuring all parties are informed and aligned with project progress.
- **Periodic Progress Reporting:** Prepare regular progress reports for AADF, summarizing project status, key findings, and recommended actions.

### *Contractor Performance Evaluation*

- **Performance Assessment:** Regularly assess and document Contractor performance against obligations, providing evaluations that inform future projects.

### *Compliance with Legal and Regulatory Standards*

- **Regulatory Adherence:** Ensure all activities meet local, regional, and international regulations, especially regarding cultural heritage and environmental conservation.

### *Document Control and Handover Process*

- **Document Management:** Establish a control process for organizing and storing project documents.
- **Handover:** Facilitate the handover of documents, including as-built drawings and maintenance manuals, to AADF and the Beneficiary.

### *Defects Liability and Warranty Management*

- **Defects Management:** Oversee adherence to defects liability obligations, ensuring prompt identification and resolution.
- **Warranty Inspections:** Conduct periodic inspections during the warranty period to verify compliance and manage warranty claims.



### *Final Project Documentation and Close-Out Reporting*

- **Close-Out Report:** Compile a final report documenting project outcomes, lessons learned, and recommendations for future projects.
- **Final Documentation:** Submit a complete set of records to AADF, including inspection records and test results.

## **V. REPORTING AND DOCUMENTATION REQUIREMENTS**

- **Weekly Meetings and Monthly Progress Reports:** Submit detailed reports on project milestones, issues, and corrective actions.
- **Incident Reports:** Report safety or compliance incidents within 24 hours.
- **Final Completion Report:** Provide a comprehensive project report at close-out, detailing activities, compliance, costs, and recommendations.

## **VI. KEY DELIVERABLES AND MILESTONES**

- **Kick-Off Plan:** Deliver an initial supervision plan within two weeks of contract start.
- **Interim Deliverables:** Include monthly progress reports, risk assessments, and quality checks.
- **Final Handover Documentation:** Submit all project records, certifications, and defect lists upon project completion.

## **VII. COMMUNICATION AND COORDINATION**

- **Weekly Coordination Meetings:** Conduct on-site meetings with Contractor and AADF.
- **Stakeholder Engagement:** Ensure consistent communication with relevant stakeholders.
- **Emergency Contact:** Provide contact information for prompt response in emergencies.

## **VIII. OTHER RELEVANT INFORMATION**

This is a pre-qualification process, and as such, the specifics of the contracts will vary depending on the individual projects. At this stage, details such as the project location, team composition, duration, project value, and specific license requirements are not yet finalized and will be determined once the projects are defined. Each project will have its own unique characteristics and requirements, which will be outlined in the subsequent stages of the



procurement process.

Qualified consultants will be added to AADF's Supervisors Database and engaged on an as-needed basis, either individually or as part of a team. The team may comprise the original members proposed by the applicant (if relevant) or be newly formed by AADF to meet the specific requirements of each project.

NOTE: The first selected team will be contracted immediately for the supervision of Jewish Museum Construction in Vlore. Details of the project in the link below:  
<https://drive.google.com/drive/folders/1IaxQdAjMqlcg2itpz1-08gTWmI5WPXt7?usp=sharing>