



Terms of Reference

Construction work experts for the evaluation of project proposals of the second phase of the implementation of the co-financing mechanism for the rehabilitation of the primary health care infrastructure in the regions of Fier and Dibra

The Health for All Project (HAP) of the Swiss Agency for Development and Cooperation, during its second phase (2019-2023), through a Grant Fund, shall support the establishment and implementation of a co-financing mechanism in cooperation with the Local Government Units (LGUs) in the regions of Dibra and Fier, aiming at the rehabilitation and maintenance of the infrastructure of Primary Health Care (PHC), health centers and health posts. The mechanism is intended to be implemented with the participation of LGUs, in cooperation with regional and local health authorities in the regions of Fier and Dibra and under the approval of the MHSP.

The available HAP Grant Fund for the implementation of the above-mentioned mechanism aims at the supported development of the LGU capacities for transparent and participatory decision-making in the planning and implementation phase of priority interventions for the rehabilitation/maintenance of the PHC infrastructure.

The application for the HAP Grant Fund from LGUs in the Region of Dibra and Fier consists of two phases: **The first phase** or the concept project reviewing phase. LGUs shall prepare and submit concept projects to HAP.

The second phase or the project proposal selection phase. LGUs qualified from the first phase shall be required to submit complete project proposals, including all necessary technical and legal documentation.

In this context, HAP is interested in contracting **2 (two) external construction experts to evaluate the project proposals** submitted by LGUs during the second phase.

Overall goal

Evaluation of project proposals submitted by LGUs in the Dibra and Fieri regions in the second phase against the criteria set by HAP.



External evaluators in the selection phase

In order to achieve an accurate evaluation based on technical criteria, HAP staff shall contract **2 (two) external experts in the field of construction works**, who will form the Technical Group, which will evaluate the complete project proposals based on the terms of reference defined and approved by the donor. External experts shall evaluate the complete project proposals based on the relevant criteria and the information provided by the LGUs in the application forms.

Profile of evaluators in the second phase (selection)

Evaluator should have experience in performing construction works through the application of the Public Procurement Law procedures. The evaluator' group shall consist of:

- A civil engineer/ structural engineer with professional experience in design/ Supervision of more than 15 years;
- An electrical engineer, with professional experience in design/ Supervision of more than 15 years.

Tasks of the evaluator¹ :

- To read and carefully review all technical project plans submitted by LGUs.
- To evaluate impartially and objectively project proposals based on the criteria set by HAP, noting the strengths and weaknesses of each project.
- To propose the scoring of predefined criteria for the evaluation of project proposals and use them in the evaluation process after discussion and approval by HAP.
- If they deem it necessary and/or it is requested by HAP, in case of indecision, to make on-site verification visits for a limited number of days and provide the relevant documentation.
- To prepare and submit to HAP the draft report in Albanian with justifications for the evaluations of all projects. This Report shall contain: 1) a narrative of the application of the scoring system proposed by him/her; 2) the relevant table for each project with the respective score; 3) a general scoring table for each project proposal, according to the set criteria.
- To review the draft report, reflect on the comments and proposals agreed during the Meeting with HAP and finalize the English Report
- To adhere to the deadlines required by HAP throughout the relevant evaluation process.

¹ The term "appraiser" means construction works experts to be mobilized in the evaluation of project proposals



Working methodology

The evaluator shall perform the above tasks in cooperation with and supported by the HAP expert for construction works.

The expert shall evaluate the project proposals according to the scoring system of the criteria approved by SDC.

The evaluator shall present justified evaluations for all project proposals and discusses with HAP in a dedicated meeting. During the proceedings, the evaluations shall be discussed and a Group decision shall be reached for the final evaluation of all project proposals.

HAP support for the evaluator

HAP shall provide the evaluator with the opportunity to present the co-financing mechanism for the rehabilitation of HC/post infrastructure to the Municipalities in the 10 municipalities of Fier and Dibra in order to get accustomed to the general goals of this HAP initiative and in particular with the objectives, methodology, criteria, involved stakeholders and the responsibilities of each party in implementing this mechanism.

HAP shall make available the set criteria for the evaluation of project proposals

HAP shall make available to the expert the complete project proposals in their hardcopy and electronic formats.

Deliverables and deadlines:

The evaluator shall submit to HAP within 10-15 working days from the receipt of project proposals a final technical report, in English, with the filled-in reporting formats for every project proposal, including written comments and a summary table with the scoring criteria for each project.

Required qualifications

The external evaluator should submit his/her CV highlighting studies or reports in areas similar to the required tasks.



References and certificates obtained proving the relevant qualifications of professional skills, as well as the relevant licenses².

Experts should meet the following requirements:

Qualifications (1. Civil engineer)
<p>Education:</p> <ul style="list-style-type: none">▪ A degree in Civil Engineering/Structural Engineering <p>Required experience:</p> <ul style="list-style-type: none">▪ At least fifteen (15) years of work experience as an engineer.▪ Previous experience in evaluation, design and supervision of infrastructure projects with foreign investors.▪ Cooperation skills, verbal and written communication skills and timely reporting.▪ A Diploma/a Master's Degree or other qualifications in engineering or other fields related to the required tasks.

Qualifications (2. Electrical engineer)
<p>Education:</p> <ul style="list-style-type: none">▪ A degree in Electrical Engineering <p>Required experience:</p> <ul style="list-style-type: none">▪ At least fifteen (15) years of work experience as an engineer.▪ Previous experience in evaluation, design and supervision of infrastructure projects with foreign investors.▪ Cooperation skills, verbal and written communication skills and timely reporting.▪ A Diploma/a Master's Degree or other qualifications in engineering or other fields related to the required tasks.

A. Other

The consultant should show impartiality and transparency in the evaluation of various projects and there should be no conflict of interest in the evaluation (e.g. should not have been part of the technical project design by the LGUs).

² The HAP Project– reserves the right to require any relevant document from the expert if deemed necessary



Evaluations shall be confidential and no information about the project can be made public without written permission of the HAP Project.

The interested individuals shall submit the following documentation for each of the applications (civil engineer or electrical engineer):

1. – An updated CV highlighting the experience required under the Terms of Reference, and the relevant degrees, licenses and qualifications
2. – A list of similar jobs in evaluation, design, and supervision of infrastructure projects with foreign investors
3. – A financial offer, **with a daily fee, in Albanian Lek**, plus VAT (where applicable) and taxes included

Applications shall be submitted **by September 22, 2020, at 16:00**, in closed envelopes, writing "**Construction expert, civil engineer**" or "**Construction expert, electrical engineer**" at the following address:

HAP Center "Themistokli Gërmenji" Str., Helios Condominium, Floor II, Ap.1, Tirana, Albania