

Terms of Reference
for
SUPERVISION OF CIVIL WORKS FOR RENOVATION AND ADAPTATION OF TIM'S HOTEL SKOPJE

1. Background

The project foresees renovation of the hotel rooms, corridors, reception and restaurant. The renovation aspects are mainly focused on the rooms and common areas, as well as the reception lobby and the restaurant. In addition, the subproject envisages the purchase and installation of functional hotel furniture, new beds and comfortable mattresses, carpets, ceramic tiles, bathroom equipment, TV sets and lighting of the interior and exterior areas.

The activities for renovation of the hotel refer to:

- Installation of wooden wall coverings
- Complete renovation of floors and installation of carpentry and tiles
- Installation of doors
- Installation of lights and lighting equipment
- Installation of complete room furniture
- Installation of wall and floor tiles in the bathrooms
- Installation of sanitary equipment in bathrooms and kitchen
- Installation of the furniture at the reception and in the restaurant
- Renovation of corridors and stairs

2. Objective and scope of work for the supervision

The objective of the assignment is to supervise and control the construction civil works for renovation and adaptation of *Tim's Hotel Skopje*, including construction and craft works.

The Supervisor shall be responsible for the following activities:

- To control all phases of the renovation and adaptation;
- To check the contractor's licenses and permissions in accordance with Macedonian law for construction;
- To check the quality of materials embedded in accordance with Macedonian laws and regulation for construction;
- To check all certificates and results of tests, performed to prove the quality of materials and equipment;
- To report any defects and irregularities to the Client (*Tim's Hotel Skopje*) and inspector for construction, immediately by a written report and for writing the mentioned defects in construction diary;
- For each phase of construction, the supervisor is responsible to submit a report to the Client (*Tim's Hotel Skopje*). This report will refer to the performed check with objective judgment between the constructed works and designs and location conditions;
- To oversee on a daily basis, the implementation of the renovation and adaptation of *Tim's Hotel Skopje*.

- In doing so, the Supervisor must inspect all aspects of the project for professional, qualitative, normative and quantitative specifications as described in the technical documentation accepted by the Client. These aspects may include but are not limited to structural, mechanical, electrical and hydro technical specifications;
- To monitor the parameters with influence of the environment (as defined in the ESMP Monitoring Plan), during the construction works. The reports with results of monitoring should be submitted to the Client.
- For truthful and accurate check, write in addition and signing in the Construction diary and the Construction book for the daily progress of accomplished works, labor presence, and on materials and construction items received on the site and review and approve as-built drawings for the execution of the works;
- Must participate in activities specified by all normative documents and sign corresponding statements;
- To coordinate the whole supervision and to submit final report for performed supervision.

The Main Supervisor has the right to stop the execution of the works:

- In case of serious defaults and deviations from the technical design and technical specification for the relevant civil works.
- If the works are in disrespect with actual standards and technical regulations.

The Main Supervisor is not allowed:

- To take orders from the Contractor or his representative(s);
- To discuss, debate or give orders to the workers. These matters should be discussed with the Director of the Contractor firm or its representative.
- To make changes in the technical design.

3. Information and services to be provided by Tim's Hotel Skopje

- The Supervisor will have access to *Tim's Hotel Skopje* materials necessary to complete the assignment:
 - Main Design for "Renovation and adaptation of Tim's Hotel Skopje"
 - Environmental Impact Assessment Elaborate.
- The Supervisor will have access to the site.

4. Implementation arrangement

The Supervisor will report directly to the Project Manager, which will hold all proprietary rights to the materials and results of the activity.

The supervisor will submit monthly reports that also include photo documentation to Tim's Hotel Skopje, and Project Implementation Unit "Local and Regional Competitiveness Project" accordingly, based on the progress of the civil works during the construction period, in comparison with the approved dynamic plan for civil works, submitted by the contractor.

5. Consultant Qualifications

5.1 Qualification of the supervisor

The Supervisor should possess the following qualifications:

- Graduate engineer architect / graduated construction engineer;
- Authorization B for supervision issued by the Chamber of certified architects and certified engineers;
- At least three (3) conducted similar supervisions of civil works for reconstruction / renovation of buildings in the last three years, stated in a detailed list with contract title, description of the task, Client's name and contact.

6. Reporting requirements

Completion and submission of the documentation, including:

Reports	Description
Time sheets	Supervisor has to fill and submit time sheets for the actual time spent at the site.
Monthly Reports	Monthly Reports for progress of construction works
Final report	Final Report for supervision after the completion of civil works for renovation and adaptation of an old building into a modern tourist center, in accordance with Macedonian law for construction.

All reports in English language must be sent for approval to the Project Manager specified in the Contract.

7. Duration of the assignment and type of procurement

It is foreseen that the duration of the assignment will be 7 months during the period commencing December 2019 through June 2020. It is expected that work will start immediately after signing of the contract.

The supervisor shall be selected in accordance with the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers](#), published by the World Bank in January 2011, Revised in July 2014 www.worldbank.org.

The Contract shall be standard World Bank Time-Based Contract for small assignments also in accordance with the WB Guidelines for Selection and Employment of Consultants' by World Bank borrowers.