

KËRKESË
Nr. 1058/1, datë 24.2.2020

PËR SHPREHJE INTERESI PËR SHËRBIMIN E KONSULENCËS LOKALE
“AKTIVITETET E ASISTENCËS TEKNIKE QË SIGUROJNË CILËSINË E
PUNIMEVE PËR REHABILITIMIN E ZYRAVE RAJONALE NË QARKUN E
ELBASANIT (KONSULENCË AUDITIMI)”, PËRFITUES I SË CILËS ËSHTË
MINISTRIA E SHËNDETËSISË DHE MBROJTJES SOCIALE

Tirana, February 24, 2020

REQUEST FOR EXPRESSION OF INTEREST
CONSULTING SERVICES FOR
“Technical Assistance Activities to Ensure Quality of Rehabilitation Works of ROS in
Elbasan Region (Audit Consultancy)”
Ref. no. SAMP/CS/IC/12-2019
Albania

Social Assistance Modernization Project - (SAMP)
Loan No.: 8841- AL
Project ID No. P162079

The Republic of Albania, has received financing (additional) from the World Bank toward the cost of the additional financing of the Social Assistance Modernization Project (SAMP), and intends to apply part of the proceeds for consultant services.

The consulting services (“the Services”) include the services of an independent Works Supervision Consultant to ensure that Elbasan SSS Regional Office and 4 Evaluation Commissions’ premises (offices) located in Elbasan Region meet the international quality standards and the requirements of the official regulations on accessibility for disabled persons in public buildings, spaces and services, set up in the Guidelines on “Utilization of the spaces by differently disabled people” approved by the Decision of the Council of Ministers No. 1503, date 19.11.2008. These Guidelines are aimed at promoting public buildings, spaces and services that are free of architectural barriers for disabled people access.

The assignment includes 32 man days over a 9 month implementation period. The expected start date of the assignment is April 1, 2019.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Ministry of Health and Social Protection, through the Project Management Team (PMT) now invites eligible local individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they possess the required qualifications and relevant experience to perform the Services.

The evaluation criteria and the score system are:

	Evaluation Criteria	Points
1	General Qualification	20
1.1	University degree in civil engineering (5 year study period)	20
2	Relevant Experience	60
2.1	At least five years of professional experience in construction engineering including the construction of social public buildings in conformity with respective standards and Guidelines on the accessibility for disabled persons in public buildings, spaces and services	30
2.2	At least five years of experience in supervision of construction works. Experience with donor funded projects will be preferred	30

3	Capacity to Carry out the Assignment	20
3.1	Convincing communication and negotiating skills and Quality of writing	10
3.2	Very good command of English language	10
	Total	100

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", date July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant Based Selection (IC)** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **March 10, 2020**.

Project Management Team (PMT)

Social Assistance Modernization Project (SAMP)

Ministry of Health and Social Protection – 1st floor

Rruga e Kavajës, nr. 53, AL-1001, Tirana, ALBANIA

Att: Suzana Papadhopulli

e-mail: samp.papadhopulli@gmail.com

**Terms of reference
CONSULTING SERVICES
FOR**

**“Technical Assistance Activities to Ensure Quality of Rehabilitation Works of ROS in
Elbasan Region (Audit Consultancy)”
Ref. no. SAMP/CS/IC/12-2019**

1. Background

The Government of Albania has signed an additional loan agreement with the World Bank, on the Social Assistance Modernization Project (SAMP) which supports Albania's implementation reforms to improve the equity and efficiency of its social assistance programs.

The additional financing is expected to further contribute to improve the equity and efficiency of the social assistance system. The equity goal is expected to be strengthened by (i) scaling up of the new criteria to determine eligibility to the disability assistance based on the Social Model to at least half of the country's population; (ii) improving the accessibility of people with disability to State Social Services (SSS) regional centers where final eligibility decisions are determined; (iii) harmonizing the assessment and eligibility criteria across both non-contributory and contributory disability benefits; (iv) promoting the social inclusion of Ndihma Ekonomike Program NEP in the transition period of exiting the NE cash assistance program. The efficiency goal is expected to be strengthened by (i) the production and use of automated MIS reports for DA performance management and (ii) the improved oversight and control of disability assistance benefits

The Ministry of Health and Social Protection (MHSP) is the ministry responsible for the project implementation. The Department of Health and Social Protection Development Programs (HSPDPD) within MHSP is responsible for all the activities related to the implementation of reforms for both programs, Ndihma Ekonomike and Disability Assistance.

In the frame of original SAMP project the MHSP has undertaken the reforming of the Disability Evaluation and Benefits system for the Albanian Non-Contributor (second group), to modernize disability criteria to fit into the broader context of social model, revising assessment criteria to include functional and medical assessment, business procedures and institutional arrangements.

In addition, the Additional financing project seeks to improve the equity objective by ensuring equitable access to people with disability to ROs. The new model of disability assessment based on the International Classification of Functioning, Disability, and Health conceptual framework, the application process, and certification procedures require an in-person examination and interview of the applicant with a multidisciplinary commission established on a regional level, as an entity consisting of at least a general practitioner and a social worker who will be employed full time at the Office for the Assessment of Disability at the Social State Services ROs. However, most of the ROs (including the ones in Durres) are not equipped to ensure access to people with disabilities and do not have enough office space for the assessment of disability or staff resources. The rehabilitation of the ROs has been added as a new key result (with a linked disbursement indicator) to facilitate the access to benefit to people with disabilities.

The organization of the office space is of paramount importance for the success of the new approach. The new work environment needs to have specified space for the interviews. The office policies need to categorically prohibit interruption of interviews or presence of unauthorized people. This is made to ensure confidentiality of information.

The Ministry has actually identified the much better solution of having in each region more assessment commissions located in health centers. However, the accessibility of the regional offices is still highly relevant, as the complaints office will be located in each regional office.

2. Context

The MHSP has identified the location of the offices that will accommodate the evaluation commissions in Elbasan region. The offices are located within the following health centers' buildings:

- i. Health Center in city of Elbasan;
- ii. Health Center Gramsh
- iii. Health Center Librazhd
- iv. Health Center Peqin

Meanwhile, to meet the DLI, the General Directorate of SSS will prepare a rehabilitation works design for Elbasan SSS RO in which to describe the improvement that will need to be made in accordance with the legislation. After the WB's approval of the project design, the rehabilitation works for the Elbasan SSS RO will be conducted.

3. Objective of the assignment

In the frame of the gradual national roll-out of the disability reform the Ministry of Health and Social Protection will hire an independent Works Supervision Consultant to ensure that the Elbasan SSS Regional Office and the 4 Evaluation Commissions' premises (offices) located in Elbasan Region meet the international quality standards and the requirements of the official regulations on accessibility for disabled persons in public buildings, spaces and services, set up in the Guidelines on "Utilization of the spaces by differently disabled people" approved by the Decision of the Council of Ministers No. 1503, date 19.11.2008. These Guidelines are aimed at promoting public buildings, spaces and services that are free of architectural barriers for disabled people access.

4. Scope of services, tasks and responsibilities

In close collaboration with and under direct the supervision of Department of Health and Social Protection Development Programs (DHSPDP) within MHSP (which is the implementing agency for SAMP), the consultant will be responsible for ensuring quality of rehabilitation works of SSS Regional Office in Elbasan (audit consultancy) in compliance with international quality standards and preparing a report on the assessment whether the evaluation offices selected in Elbasan region comply with the Guidelines on "Utilization of the spaces by differently disabled people" approved by the DCM No. 1503, date 19.11.2008.

The independent Works Supervision consultant will follow up and:

TASK I - Audit closely each phase of rehabilitation work of SSS Regional Office in Elbasan as follows:

i. Phase 1 - Rehabilitation works design.

The consultant will review and assess the rehabilitation works design of SSS Regional Office in Elbasan, prepared from the MHSP's engineer, and make the necessary improvements, if needed. The final version of the rehabilitation works design will be submitted for approval to World Bank.

ii. Phase 2 – Supervision of implementation of rehabilitation works.

Rehabilitation works in the SSS RO in Elbasan should be completed according to the approved rehabilitation works design, ensuring compliance with the Guidelines.

Provisional Acceptance of completed rehabilitation works in the SSS RO in Elbasan will be issued by the Works Supervision Consultant and processed by the implementing agency/beneficiaries.

iii. Phase 3 – Defects liability period.

A Verification Checklist for the compliance with the Guidelines will be agreed with the World Bank. This verification checklist will be used to review the project designs mentioned above and the conditions of the selected SSS Ros in Elbasan after completion of the rehabilitation works.

Final Acceptance Certificates of completed rehabilitation works in the SSS RO in Elbasan issued by the Works Supervision Consultant and processed by the implementing agency/beneficiaries.

TASK II – Assess whether the evaluation offices selected in Elbasan region comply with the Guidelines as follows:

i. Phase 1: Report on the current situation of the selected evaluation commissions premises and Regional Office of SSS from the Guidelines requirements point of view. Identify the areas where rehabilitation works are needed to meet the Guidelines requirements. In this case prepare list of small works and equipment needed associated with their cost, based on Civil Works Manuals and market price as appropriate. This report is subject of approval by the World Bank. Design of rehabilitation project for those offices where rehabilitation works are needed.

ii. Phase 2: Supervision of rehabilitation works and equipment installation.

iii. Phase 3: Supervision during defects liability period.

The independent Works Supervision Consultant should prepare reports at the end of each phase. The reports should include pictures of the offices before and after rehabilitation.

Detailed project designs for the rehabilitation of the selected evaluation offices in Durres region should address explicitly improvements proposed for compliance with the Guidelines. These design projects should be approved by the relevant authorities in each municipality and will be agreed with the World Bank

Rehabilitation works should be completed according to the approved project designs, ensuring compliance with the Guidelines.

A Verification Checklist for the compliance with the Guidelines will be agreed with the World Bank. This verification checklist will be used to review the project designs mentioned above and the conditions of the selected evaluation offices in Elbasan region after completion of the rehabilitation works.

For more details on the above tasks please refer to the protocol for the achievement of disbursement linked indicator no. 18 (attached to this document/Annex 1).

5. Deliverables and Reporting

No.	Report	Deliverable	Timing
1.	1 st Report	Task I: Rehabilitation work of SSS Regional Office in Elbasan Rehabilitation project design Task II: Assess whether the evaluation offices selected in Elbasan region comply with the Guidelines. (1st phase report). Rehabilitation project design for offices where rehabilitation works are	End of month 1

		needed. The reports are subject of approval by the World Bank.	
2.	2 nd Report	Supervision of implementation of rehabilitation works for Task I and Task II Report that shall include: i. Description of the extent and nature of the works carried out in the rehabilitation period; ii. Details of any problems relating to the Works and of the relevant solutions; iii. Appropriate photographs illustrating progress and work completed. iv. Provisional Acceptance of completed rehabilitation works issued by the Works Supervision Consultant and processed by the implementing agency/beneficiaries.	End of month 3
3.	3 rd Report	Report on Supervision during defects liability period. Prepare list of defects and carry out monitoring of defects elimination.	End of month 9

The Consultant will report to the Deputy/Minister of MHSP, Director of Health and Social Protection Development Programs Department within the MHSP. All reports and deliverables are subject of acceptance and responsibility of the Head of HSPDPD.

All reports shall be written in Albanian and in English (in four originals each) and will be addressed to:

- Deputy/Minister of Health Social Protection, MHSP;
- Director of Health and Social Protection Development Programs Department, MHSP;
- Manager of SAMP;

6. Payment Schedule

- 1st Payment: 50 % of contract price upon submission of 1st report acceptable to the Client and World Bank;
- 2nd Payment: 40% of contract price upon submission of 2nd report acceptable to the Client and World Bank;
- 3rd Payment: 10% of contract price upon submission of 3rd report acceptable to the Client and World Bank;

7. Consultant's Qualification Criteria

The qualification requirements for the supervisor are:

- Must hold university degree in civil engineering (5 year study period) - (20 points);
- At least five years of professional experience in construction engineering including the construction of social public buildings in conformity with respective standards and Guidelines on the accessibility for disabled persons in public buildings, spaces and services.- (30 points);
- At least five years of experience in supervision of construction works. Experience with donor funded projects will be preferred. - (30 points);
- Convincing communication and negotiating skills and Quality of writing (10 points);
- Very good command of English language (10 points).

8. Contract Duration

The selection method to be applied for hiring the consultant is Individual Consultant Selection (IC), in accordance with the procedures set out the World Bank Procurement Regulation for IPF Borrowers dated July 2016.

The contract will be signed for the three phases of the two tasks, but the commencement of each phase requires the approval and authorization from the SAMP Project Manager, based on the outcomes and findings of the 1st phase report. The contract is expected to start in March 2020. The contract includes 32 man days, over a nine month period.

Annex 1

Indicator Identification Data and Compliance Information			
Indicator	DLI 18: Three SSS Regional Offices in , Elbasan, and Durres are rehabilitated according to official regulations on accessibility for disabled persons in public buildings, spaces and services;		
Compliance conditions	This DLI will be met when the three SSS ROs in Tirana, Elbasan and Durres are rehabilitated and, as a result, comply with the Guidelines on “Utilization of the spaces by differently disabled people” approved by the Decision of the Council of Ministers No. 1503 on November 19, 2008 (hereafter Guidelines). These Guidelines are aimed at promoting public buildings, spaces and services that are free of architectural barriers for disabled people access.		
Compliance specifications	a) The selection criteria for the SSS ROs in Tirana, Elbasan, and Durres that will be rehabilitated will require approval by the World Bank; b) Detailed project designs for the rehabilitation of selected SSS ROs in Tirana, Elbasan, and Durres should address explicitly improvements proposed for compliance with the Guidelines. These design projects should be approved by the relevant authorities in each municipality and will be agreed with the World Bank c) Rehabilitation works in the selected SSS ROs in Tirana, Elbasan, and Durres should be completed according to the approved project designs, ensuring compliance with the Guidelines. d) A Verification Checklist for the compliance with the Guidelines will be agreed with the World Bank. This verification checklist will be used to review the project designs mentioned above and the conditions of the selected SSS ROs in Tirana, Elbasan, and Durres after completion of the rehabilitation works		
Reporting requirements	1. An independent Works Supervision Consultant hired by the Government should prepare at least three reports at the end of each phase: i. Rehabilitation project design ii. Implementation of rehabilitation works iii. Defects liability period. 2. SSS should prepare a brief Rehabilitation Report summarizing the whole rehabilitation process from the selection of each SSS ROs in Tirana, Elbasan, and Durres, to the final delivery of each one. The report should include pictures of the before and after of each rehabilitated office and their completed Verification Checklist for the Compliance with the Guidelines at the design stage and after completion of the rehabilitation works.		
Means of verification	a) Approved detailed project designs for the rehabilitation of the selected SSS ROs in Tirana, Elbasan, and Durres. b) Provisional Acceptance and Final Acceptance Certificates of completed rehabilitation works in the selected SSS ROs in Tirana, Elbasan, and Durres issued by the Works Supervision Consultant and processed by the implementing agency/beneficiaries. c) Rehabilitation Report of the selected SSS ROs in Tirana, Elbasan, and Durres, including the completed Verification Checklist for the compliance with the Guidelines in each SSS RO. An independent expert consultant will be hired by the World Bank to verify the quality of project design (a), final acceptance certificates (b), and compliance with verification guidelines (c).		
Reporting procedures	1. SSS prepares and sends the Verification Checklist for the compliance with the Guidelines to the World Bank for review.	2. After completion of the rehabilitation works, SSS prepares the Rehabilitation Report of the selected SSS ROs in Tirana, Elbasan, and Durres.	Directorate of Health and Social Protection Development Programs in MHSP sends agreed means of verification to the World Bank upon achievement of the DLI target.
Measurement unit	Text		

Measurement frequency	Bimonthly (expected to start in Year 1)		
Verification check list: Issue/aspect	The confirmation in the above reports and certificates that all civil works activities related to technical standards identified in the Annexes of the Guidelines “Utilization of the spaces by differently disabled people” are performed to the highest standard. Completed Verification Checklist for the compliance with the Guidelines in the SSS RO in Tirana, Elbasan, and Durres; Rehabilitation Report of the selected SSS ROs in Tirana, Elbasan, and Durres.		
Baseline Information			
Indicator baseline value in PAD	0	Measurement unit	Number
Target value	3	Measurement unit	
Year	2021	Month	April
Contact Information of Individuals Responsible for Indicator Measurement and Reporting			
Name of person in charge of indicator	Aida Cavo		
Institution	SSS		
Unit	Department of Budget and Investments		
Position	Head of Department of Budget and Investments		
E-mail address	Aida.cavo@sherbimisocial.gov.al		