

# Terms of reference (ToR) for the procurement of services below the EU threshold

PUBLIC

<b>Basic expertise of design documents</b>	<b>Project number/ cost centre:</b> 23.2131.3-001.00
--------------------------------------------	-------------------------------------------------------------

0.	List of abbreviations .....	2
1.	Context.....	3
2.	Tasks to be performed by the contractor .....	3
3.	Concept.....	5
	Technical-methodological concept .....	5
4.	Personnel concept.....	5
	Short-term expert pool with 5 members.....	5
5.	Costing requirements .....	6
	Assignment of personnel .....	6
6.	Requirements on the format of the tender .....	6

## **0. List of abbreviations**

IMD	Integrated Municipal Development in Armenia
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
BMZ	German Federal Ministry for Economic Cooperation and
SDC	Swiss Agency for Development and Cooperation
MTAI	Ministry of Territorial Administration and Infrastructure
CV	Curriculum vitae
ToRs	Terms of reference

## 1. Context

The Integrated Municipal Development in Armenia (IMD) project aims to enhance the efficiency, effectiveness, and citizen-orientation of local self-governments. By advising and supporting partner organizations, the project seeks to improve the framework for local development while closely collaborating with selected municipalities known as transformation partners. These efforts focus on implementing reforms to enhance service quality and accessibility, foster local economic growth, optimise local self-governance, and empower citizens in municipal decision-making.

Throughout the project duration from April 2024 to March 2027, success stories and lessons learned from transformation partners will be shared through various exchange platforms, ensuring the replication of successful models for integrated municipal development across Armenian local self-governments.

The project is implemented by GIZ on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the Swiss Agency for Development and Cooperation (SDC). It is carried out in close cooperation with the Ministry of Territorial Administration and Infrastructure (MTAI) as the main political partner.

As part of these efforts, the project aims to support municipalities in Armenian regions (Marzes) to improve municipal services, infrastructure, and promote local economic development. To achieve these goals, the project will provide financial assistance to municipalities for implementing relevant projects aligned with these objectives.

Some of these projects include construction-related measures, focusing on areas such as the development of municipal services (e.g., renovation of pre-school and extracurricular education facilities, such as culture houses, kindergartens, sports schools), establishment/renovation of recreational spaces (e.g., parks, playgrounds, sports pitches), transportation infrastructure (e.g., bus stops), as well as installation or enhancement of irrigation systems, small-scale new constructions, and other similar initiatives.

To ensure the efficient implementation of these initiatives, the Project has hired an architectural company that will develop detailed design documentation, including cost estimates. These design packages will serve as the basis for municipalities to carry out procurement of appropriate services and goods according to public procurement requirements.

In this regard, the Project is now seeking the services of a company that will provide basic/simple expertise of the design documents developed by the architectural firm, to ensure their completeness, accuracy, and compliance with applicable standards and requirements.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### **Task 1: Review and evaluation of design packages (with cost estimates as an integral part of it) for up to 30 projects**

- Conduct a thorough technical, regulatory, and methodological review of all project design packages **within 15 days** from the date of receipt of the full documentation package;
- Compliance check with legal and normative requirements and standards.

### **Task 2: Provision of expert opinion**

- Deliver an expert opinion report that includes:

- List and brief description of reviewed documents;
- Assessment of design documents' compliance with legal and normative requirements and standards;
- Comments and recommendations on the design packages, including specific instructions for corrections and additions, justifications for the proposed corrections with mandatory references to the appropriate norm(s);
- Summary of major corrections or additions made during the course of the expert review;
- Final conclusion with one of the following results:
  - **“The compliance of the design package with the mandatory requirements of the legislation and normative technical documents of the Republic of Armenia is confirmed”** (positive expert opinion),
  - **“The project is returned for revision”**, which implies that the project must be revised based on the comments and recommendations provided in the expert opinion. The revised and supplemented design documentation must then be resubmitted for re-examination.
  - **“The design package does not comply with the requirements of the legislation and normative technical documents of the Republic of Armenia”**, which implies that the project must undergo substantial revision and be submitted for expert review as a new project.
- Second Review
  - If the result of the expert review is an opinion stating “The project is returned for revision,” then, after the design organization completes the revisions, the contractor is obligated to carry out a second review free of charge within 3 calendar days.
- Submit the final expert opinion, signed by both the company head and licensed experts. Supporting documents, including the company's license and all relevant inserts should be attached.
- The expert opinion must be approved in accordance with the requirements established by the relevant decision of the Government of the Republic of Armenia.

### Task 3: Coordination and communication

- Cooperate with the Project staff and architects as needed to clarify findings.
- Document and justify any required corrections or rejections.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline
Task 1, 2, 3	February 13, 2026

Period of assignment: from August 2025 until February 2026.

### 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept).

#### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

#### Further requirements

The company must possess the legal authority to provide the services, as defined by the Law of the Republic of Armenia on Licensing, including the appropriate license and any other documents.

### 4. Personnel concept

#### Short-term expert pool with 5 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

#### Tasks of the short-term expert pool

- Implementation of the tasks described above;
- Communication with GIZ throughout the assignment implementation.

#### Qualifications of the short-term expert pool

- Education/training (2.6.1): university degree in Civil Engineering, Architecture, Urban Planning, Construction Economics, or a related discipline.
- General professional experience (2.6.3): 5 years of professional experience in conducting independent technical expertise of design documents, including cost estimates for public projects in compliance with RA national norms and regulations. All experts must possess the necessary licenses and certifications for fulfilment of the assignment.

## 5. Costing requirements

### Assignment of personnel

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Short-term expert pool	5	72	360	

## 6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English or Armenian.

The complete tender must not exceed 10 pages (excluding CVs). If the maximum page length is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial tender based on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days in full. The number of days and the budgets will be contractually agreed as maximum limits.