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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of North Macedonia

1.2. Contracting authority

ACT4PRESPA Project - Grant Contract No. IPA III/2024/455-522

NI Institute and Museum Bitola
18 Kliment Ohridski St. 7000 Bitola
Republic of North Macedonia

1.3. Country background

The program EU for Sustainable Development of the Prespa Lake Area, is a restricted call for proposals implemented under the EuropeAid/178154/DD/ACT/MK, Instrument for Pre-accession Assistance for Rural Development, and it is dedicated only to the activities that are supposed to be implemented in Prespa Lake Area, Republic of North Macedonia.

Even though this is a restricted call for proposals, this programme fosters cross-border cooperation among the stakeholder from all three neighbouring countries, initiates joint actions, in order to promote socio-economic development of the region as a whole.

Legal basis for the implementation of this program has been set within the COMMISSION IMPLEMENTING DECISION of 16.12.2021 on the financing of the annual action plan in favour of the Republic of North Macedonia for 2021.

Republic of North Macedonia is located in Southeast Europe, in the central part of the Balkan Peninsula, bordering with Greece to the south, Albania to the west, Kosovo and Serbia to the north, and Bulgaria to the east.

The territory extends over 25,713 square kilometres and it is inhabited by almost two million diverse ethnic and religious population, with a dominant Macedonian Orthodox Christians population. Beside the Macedonian population there are large communities of Albanians, Turks, Vlachs and other ethnic groups, with different religious orientation such are Muslims, Catholics etc.

Prespa Lake which is located in the southwest part of the Republic of North Macedonia, in the wider regional sense, has been divided within the political frameworks between Republic of North Macedonia, which is a targeted region within this programme, Republic of Albania and the Republic of Greece.

Considering the fact that this region has been underdeveloped because of many political reasons during the last few decades a lot of cross border cooperation programs as IPA and INTERREG _ IPA programs have been developed. Besides the economic development and constant depopulation that this region faces within all three neighbouring countries, it cultural and natural values are a real touristic asset that has to be used in order to help and boost economic development and enable gradual decrease of the regional depopulation.

Based on the above stated and considering the Priority 1 within the EU for Prespa program that refers to the Conservation and valorisation of culture, natural and cultural heritage and values, we can state that the proposed action is in full compliance to programme priorities and objectives.

1.4. Current situation in the sector

Protection and valorisation of natural and cultural heritage as a programme priority, have been in full compliance to the national and institutional priorities during the past several years.

That is fully visible from the annual programme of the Ministry of culture as the responsible governing body on the national level, and the activities of the National Institution "Institute and museum - Bitola", as a territorially responsible institution. In this sense in the past several years some of the most important national projects in the field of protection of cultural heritage have been implemented in Prespa region such are: conservation and restoration of the architecture and the fresco painting of the St. George church in Kurbinovo village, conservation and restoration of the church of St. Elijah in Grncari village, Conservation and restoration of the roof of the church St. Peter and Paul on the Big Island in Prespa lake, conservation of the roof of Saraj in Resen, the Reconstruction of the old school building "Dimitar Vlahov" in Ljubojno village as one of the largest national priority projects and many more.

National Institution "Institute and museum" – Bitola as one of the largest and oldest institutions in the country, founded 90 years ago, currently comprises od 10 institutional edifices, integrating several departments such as archaeology, ethnology, history, history of art, within two main sectors: protection/preservation and presentation of the cultural heritage. The institution has a mandate, given by the Law for protection of cultural heritage and Law for Museums to work in several regions as Pelagonija, Demir Hisar and Prespa.

The number of permanent employees in the institution is 48 (professionals, administrative and technical staff), but during the implementation of various activities and projects throughout the year we also temporary employ at least 50 more people.

Our work has been closely related to the local communities on the daily basis, considering our scope of work and responsibilities, thus communication not only with national and local structures but also with individuals.

The financial means are provided from various sources, such as national, international as well as the means secured by the institutional engagement, tickets and souvenir sale, rent of space etc. All these funds are manly used for the infrastructural improvements and other institutional activities.

1.5. Related programmes and other donor activities

Besides EU programmes, other donors had supported the protection of cultural and natural heritage as well as tourism development in the region concerned such are the World Bank Group, USAID, UNDP, the Swiss Agency for Development and Cooperation, etc.

2. OBJECTIVES & EXPECTED OUTPUTS

2.1. Overall objective

ACT4PRESPA project addresses environmental, social and economic challenges closely connected to protection and promotion of natural and cultural heritage and values, thus enabling sustainable socio-economic development of Prespa Lake area.

2.2. Specific objective(s)

ACT4PRESPA project sets its specific objectives in a way:

▪ To enrich the knowledge about the existence of underwater archaeological heritage in Prespa Lake and to valorise the most prominent cultural heritage elements in the area;

▪ To protect cultural diversity and to contribute to better quality of life in Prespa area by using digital technologies in order to improve public access to different forms of cultural assets;

▪ To give a wider recognition of the most valuable monuments in Prespa region as a main cultural heritage and civilizational markers and to promote conservation activities for the benefit of present and future generations;

▪ To raise public awareness on the policies and best practices for protection of cultural heritage in order to secure its sustainable development.

2.3. Expected outputs to be achieved by the contractor

The expected output of this service contract is the execution of supervision of works for conservation of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj).

This contract is referred to the supervision of the works for conservation of the part of the roof of the building, mainly the frontal part of the roof that has not been conservated so far.

Namely, in the past few years, the NI Institute and Museum – Bitola, has prepared a conservation project for the roof construction, and issued a conservation permit. Conservation activities were undertaken in two consecutive stages, meaning that most of the roof has been conservated. The final phase will be implemented within ACT4PRESPA project, i.e. this service contract will be covering the supervision of the works for conservation of the final part of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj).

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The assumptions noted within the Logical framework related to ACT4PRESPA project are as follows:

- Clear distribution of obligations between the partners;
- Motivated project team;
- Willingness of the target groups to be included in the activities and to contribute to the achievement of the project objectives;
- Well organized infrastructure actions and other planned events.

3.2. Risks

There are no risks foreseen within the Logical framework related to ACT4PRESPA project.

However, having in mind that the execution of this contract is closely related to the works contract for conservation of a part of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj), the contract might face delays of the scheduled finalization of tasks due to weather conditions that might slow down the works.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The overall objective of this service contract is to support the Contracting Authority, NI Institute and Museum (Lead Partner) in the implementation of the ACT4PRESPA project, through providing of Independent Construction Supervision Services for the execution of the works for conservation of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj).

During the execution of the services the Contractor is expected to work closely with the representatives of Contracting Authority in order to fulfil the general objectives of the project, i.e. execution of the works at the NI Institute and Museum as per the drawings, specifications, the conditions of the works contract and in compliance with Macedonian legislation for Construction works (the provisions of the Law of Construction and all relevant Regulations).

4.1.2. Geographical area to be covered

Resen, Republic of North Macedonia

4.1.3. Target groups

- Cultural institutions (museums, libraries, cultural centers; etc.)
- Cultural heritage experts (museum curators & conservators)
- Tourism related stakeholders
- Civil society organizations
- Local & regional governmental units

4.2. Specific work

The Contractor shall assist in respect to the procedures, preparation of documentation before commencement, during the execution and in the final phase, i.e. accepting and taking over of the performed construction works in compliance with the Macedonian legislation of construction works. The Contractor shall set up the supervision in a way to be able to meet the requirements for the efficient construction supervision i.e. quality and quantity control, monitoring of progress and contractual administration of the works.

The Contractor's work shall include, but not necessarily be limited to the following tasks:

- The Contractor issues a notice of the commencement date after due consultations with the Contracting Authority and supervises the commencement of the construction works according to the Macedonian legislation;
- Assists the contractor that performs works and gives instructions on important issues related to implementation of the works;
- Inspects the works and checks weather the performance complies with specifications and drawings;
- Conducts regular site inspections to check the quality of workmanship and quantity and quality of materials in accordance with the requirements of the drawings and specifications;
- Monitors the progress of the works by comparing the actual progress with the approved programme of the works. In case there is any delay, he requests the works contractor to take appropriate measures for improving the work progress;
- The Contractor issues monthly progress reports for the performed construction works;
- Ensures that the works contractor is conforming to the requirements for protection of the environment;
- Recommends any changes in plans and specifications which may prove necessary or desirable during the construction works or subsequent to construction works, together with the consequent development of the necessary revised plans, specification, etc. for any changes which need to be approved by the Contracting Authority;
- Performs an inspection of the works and the necessary testing prior to taking over of works and reports to the Contracting Authority expressing his opinion for completion of contracted works and contractual issues;

- Advises the Contracting Authority on any possible cause which may lead to a delay of the works and postponement of the completion date;
- The Contractor informs the Contracting Authority about any eventual identified shortcomings or irregularities ascertained during the construction works and notes them in the construction log;
- Develops final supervision report after completion of the construction works;
- The contractor shall coordinate the development of documents under the Macedonian Law for protection of cultural heritage and Construction legislation, and prepare those that are his responsibility.
- Undertake all measures that will proper visibility and communication and will comply with the Communication and Visibility Requirements for European Union External Actions laid down and published by the European Commission. (https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en)

4.3. Project management

4.3.1. Responsible body

NI Institute and Museum Bitola
18 Kliment Ohridski St. 7000 Bitola
Republic of North Macedonia

ACT4PRESPA, No. IPA III/2024/455-522
IPA III Annual Action Programme for the Republic of North Macedonia for the year 2021/Action 05/ EU for Prespa
EU for Sustainable Development of the Prespa Lake Area

4.3.2. Management structure

Following management structure of the Contracting Authority will be available and will support the Contractor during the realization of this contract, for administrative or technical purposes:

- Stojanova Meri, ACT4PRESPA Coordinator (LP);
- Zoran Altiparmakov, ACT4PRESPA Technical Staff: Architect (LP);
- Atanasovska Aleksandra, ACT4PRESPA Project manager (LP).

4.3.3. Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority has no obligation to provide any facilities, i.e. the facilities necessary for the realization of this contract should be provided by the Contractor.

However, the Contracting Authority will provide all available information and will fully cooperate with the Contractor in order successful execution of the contract to be enabled. Technical information and access to the existing records, any useful information and/or documentation which may be relevant to the performance of the Contract will be provided upon request.

5. LOGISTICS AND TIMING

5.1. Location

Cultural centre “Dragi Tozija” (Saraj) in Resen, Republic of North Macedonia

5.2. Start date & period of implementation of tasks

The implementation period of this service contract for supervision of works for conservation of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj) is 7 (seven) months (provisional contract signature/start of works: 15/07/2028)

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key expert 1: Civil Construction Engineer

Qualifications and skills

- Bachelor's Degree level in civil engineering;
- Working knowledge of national legislation for protection of cultural heritage and construction works;
- Knowledge in implementing local and internationally recognized standards, technical specifications and guides;
- Excellent management and organizational skills.

General professional experience

- Preferably 5 years professional experience as civil engineer, but a minimum 3 years required;

Specific professional experience

- At least 3 years professional experience in supervision of construction works;
- Possession of Certificate: Authorisation "A" for supervision of construction works in civil engineering as per national regulations.

Key expert 1: Architect

Qualifications and skills

- University degree in architecture;
- Working knowledge of national legislation for protection of cultural heritage and construction works;
- Knowledge in implementing local and internationally recognized standards, technical specifications and guides;
- Excellent management and organizational skills.

General professional experience

- Preferably 5 years professional experience as a architect, but a minimum 3 years required;

Specific professional experience

- At least 3 years professional experience in supervision of construction works;
- Possession of Certificate: Authorisation "A" for supervision of construction works in architecture as per national regulations.

6.1.2. Other experts, support staff & backstopping

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

6.2. Office accommodation

Office accommodation for each expert working on the contract (desk research and other relevant administration and office work) is to be provided by the contractor.

6.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in Macedonian and English language, in two originals:

- Monthly progress reports on the construction works. These reports should summarise all activities undertaken by the Contractor particularly in relation to the tasks specified above. Each report should include an overall statement of the progress of the works and a precise statement of the financial status of the works contract and its progress. The reports shall include photos illustrating the progress of the works.
- Draft final report in free format. This report shall be submitted no later than one month before the end of the period of implementation of tasks.
- Final report with the same specifications as the draft final report, incorporating any comments received from the concerned parties on the draft report. The final report shall be provided by the latest 10 days after the reception of the comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to permit an informed decision on the problems and obstacles occurred during the implementation of contract (if applicable). The detailed analyses which underlie the mission's recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

7.2. Submission and approval of reports

The reports referred to above must be submitted to the staff assigned by the Contracting Authority, identified in this document (see p. 4.3.2. Management structure) which are responsible for approving the reports.

The reports referred to above must be submitted to the project staff: Project Coordinator and Technical Staff: Architect as identified in the contract.

The ACT4PRESPA Technical Staff: Architect (LP) is responsible for controlling and prior approving of the reports. The ACT4PRESPA Coordinator (LP) is responsible for final approving of the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The assessment of the execution of the services is in connection with the implementation of the construction works in terms of quality and quantity. The key activities that are included in the schedule of the construction works will be used for monitoring of the physical progress of the project. The payments are connected to the execution of permanent construction works.

Indicators: Progress and Final reports submitted and approved.

8.2. Special requirements

N/A