

Terms of Reference

Detailed Designs and Construction Supervision for the Sustainable Preservation, Facilities Development and Upgrading of Tbilisi National Park

I. INTRODUCTION AND BACKGROUND INFORMATION

1. The Municipal Development Fund of Georgia (hereinafter “the Client”) is a legal entity of public law whose purpose is to mobilize financial resources from donors including international and Georgian financial institutions, in order to make them available for investments in local infrastructure and services, while simultaneously helping local self-government in strengthening their institutional and financial capacity.
2. MDF programs envisage the implementation of various projects including the Third Regional Development Project (RDP3) financed by the World Bank Group and the Government of Georgia (GoG). The aim of the project is to promote tourism development in Mtskheta-Mtianeti and Samtskhe-Javakheti Regions, including the arrangement of tourist infrastructure at the cultural heritage monuments’ adjacent areas.

Overall scope and objectives

3. The objective of this assignment is to assist the Agency for Protected Areas (APA) of Georgia to develop a vision and roadmap for the operationalization of the current Tbilisi National Park Management Plan, and subsequently to contribute to the identification, prioritization, design and implementation (including supervision of contracted civil works and related environmental and social supervision) of selected investments that are strategic in nature and aligned with the overall national park management objectives. This assignment shall promote the preservation, conservation, sustainable public use and management of the Tbilisi National Park. The park shall become a multifunctional area, encompassing the functions of preservation of the natural and cultural heritage assets, and enhancement of natural/cultural tourism and recreational destination. The Consultant shall further develop a vision by focusing on the project area and foster its achievement by proposing interventions to improve its functional and physical context.
4. The assignment shall comprise two parts:
 - a) Design services will include:
 - Elaboration of a development vision and related concept for the integrated preservation, conservation and carefully managed public use of the protected area, design of critical park infrastructure/facilities and improvement of the Park access at the Gateway Settlements tentatively identified for project support (e.g. Saguramo, Tskhvarichamia, and Martkopi). This shall take into account all existing/ongoing concession projects and would include, without being limited to, (i) considerations for administrative and visitor infrastructure/facilities of the park, signage, improvement of access roads, trails and rest areas, etc., and (ii) careful management of human-dominated landscapes through the application of ecological design principles to building sustainable communities and improvement of the park access (e.g.: roads, parking lots, trailheads, etc.) from the three key gateway settlements, at the same time minimizing impact on natural and cultural assets and supporting effective management of the park and sustainable green economic growth. The trail networks should cover the entire park area, connect natural assets and cultural heritage sites, consistent to the prevision protected areas legislation and management plan with its zoning;

- Scoping of a cohesive design for critical park infrastructure/facilities (incorporating concession projects at Zedazeni and Sabaduri sites) for the Tbilisi National Park. This will include an integrated investment program for the park, with identification, prioritization, final siting and broad cost estimates of integrated investment packages to be financed under RDP3 and aimed to the achievement of the agreed development vision and the associated park facilities' access design;
- Development of preliminary designs with several options and preliminary estimates for the investment projects selected for RDP3 financing; and,
- Development of detailed designs for selected investments projects and support to the Client in the preparation of tender-ready bidding documents for approved investment projects;

b) Supervision services to include:

- Supervision services under this TOR are intended to include:
 - a) Supervision of the contracted civil works from the list of specifically identified investment projects for the Tbilisi National Park and Its Key Gateway Settlements, including monitoring, inspection and reporting supervision activities.
 - b) Environmental and Social Supervision.

5. The Consultant must (at the stage of preparation of vision and concept) also consider (harmonize and fully integrate with the entire park road/trail infrastructure and administrative and visitor site and facility conceptualization/planning) all existing/ongoing concession projects like Zedazeni and Sabaduri sites, which include arrangement of 120 and 60 overnight stay cottages accordingly, environmental education presentation/conference rooms, food facilities, “front country” recreational complexes and sub-zones for adults and children, visitors (information – interpretation) center, horse stable, kitchen, auxiliary technical building, medical unit, security building, staff building and other necessary facilities. It is anticipated that planning of Zedazeni and Sabaduri sites and design and construction of their facilities will be developed up front of the rest of the park development under the RDP3, but according to sustainable design requirements suitable to the national park visitor zone site planning and design guidelines.

6. The timeframe for implementing the overall investment program is 26 months, followed by 12 Months Defect Liability period for each contract.

7. The preliminary allocation for investments in Tbilisi National park is estimated at 6,500,000.00 GEL (VAT included).

8. Estimated allocation for design and supervision services is up to 600,000.00 USD, including VAT.

Site location and project boundaries

9. Tbilisi National Park is one of the nine national parks in Georgia. It is located in Mtskheta-Mtianeti region to the north of the city of Tbilisi. The historical town of Mtskheta lies right outside of the western boundary of the park. The National Park was established by Soviet rule in 1973 and has never been consistent to international criteria. Consequently, the park has been legally designated according to the modern protected areas category system, through the parliamentary law of 2007. Tbilisi National Park, covering 243 square kilometers (94 sq. miles) of forested hilly area, incorporates territory of Saguramo Nature Reserve (Annex 1).

10. The park is located on the slope of the Saguramo Range, east of the Aragvi River, and belongs to the drainage basin of the Mtkvari River. The highest point of the park is 1,385 meters (4,544 ft.). The area of the park is mainly covered by trees and shrubs of oak, hornbeam, and beech. The protected mammals in the Park include red deer, lynx, Eurasian brown bear, red fox, and jackal.

11. The paved road connecting Tbilisi and Tianeti crosses the central part of the park, traversing the Saguramo Range. A stretch of the Tbilisi bypass highway runs along the southwestern border of the park.
12. Tbilisi National Park statutorily corresponds to IUCN (The World Conservation Union) protected area category II –National Park with the primary objective of: ecosystems conservation and visitor use (tourism & recreation), the secondary objective of: scientific research and formal education, and the tertiary objective of: sustainable (traditional and subsistence) use of resources from natural ecosystems and maintenance of associative cultural values and traditional attributes.
13. The Park includes natural and cultural heritage assets of the utmost importance. Indeed, it protects natural forest ecosystems (partially old-growth beech forests) of high national significance, and at the same time it factually (but not legally) encompasses three 6th century monasteries, among which is the UNESCO World Heritage Site of Jvari Monastery. The location of Tbilisi National Park adjacent to the country’s capital city (30 minutes’ drive away from the city center) determines its unique recreational potential. In that sense, the Tbilisi Park might be paralleled to the Shenandoah National Park in the United States of America, which is located in 5-6 hours’ drive distance from Washington DC.
14. The availability of assets and locations of national and global importance makes the Tbilisi National Park a highly demanded and attractive destination for local visitors and international tourists with different purposes: hiking, biking, camping, picnicking, wildlife viewing, cultural exploration, pilgrimages, etc. Moreover, it is the perfect location for scientific research and formal education (for schools and universities), as well as a good ground for the study of renewable forest resources and other wider themes related to the sustainable management of natural resources.
15. Significant threats and challenges, such as population pressure, development, and agriculture and potentially inappropriate use of park territory, should be underlined and handled. Since 2007 legal designation, not many programs have been implemented for the park operation and management. Only administration tasks (with very few staff positions) have been put in place, experiencing lack of competences, essential facilities, and operational equipment. Insufficient institutional-operational capacity and absence of visitors and administrative facilities-infrastructure are determining the park status as “Paper Park”. Not adequate park development is causing failures with gateway communities, triggering constant conflicts regarding unsustainable natural resources use and wildlife poaching. All these factors undermine sustainability, recognition of mutual interests and the mobilization of park-gateway community’s benefits.
16. Substantial development of park facilities and infrastructure and improvement of access from the gateway settlements, as well as private-public partnership development at the park and its gateways are needed to ensure the National Park functionality in general and in particular visitor/tourism services upscale, that will significantly contribute to the economic growth and better standards of living for the local communities of Mtskheta-Mtianeti.

II. SCOPE OF ASSIGNMENT, TIMEFRAME, DELIVERABLES, TEAM PROFILE

17. The scope of the assignment covers Tbilisi National Park (covering 243 square kilometers, 94 sq. miles) and incorporates the territory of Saguramo Nature Reserve (Annex 1) and the gateway settlements tentatively identified for the project support (e.g. Saguramo, Tskharichamia, and Martkopi). The estimated volume of works in GEL for the Tbilisi National Park is 6,500,000.00 GEL (VAT included).
18. Under this assignment the consultant is expected to provide:
 - **Part A: INCEPTION AND VISIONING**
 - **Part B: DESIGN SERVICES**
 - **Part C: SUPERVISION SERVICES**

19. The Consultant will carry out the following main activities for **Inception and Visioning (Part A)**:
 - Task 1: Stocktaking and Inception
 - Task 2: Development Vision for the Project Area and the Sustainable Preservation, Facilities Development and upgrading Concepts for Tbilisi National Park
20. The Consultant will carry out the following main activities for **design services (Part B)**:
 - Task 1: Validating and Identifying Investment Program for the Project Area;
 - Task 2: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects;
 - Task 3: Detailed designs.
21. The Consultant will carry out the following main activities for **supervision services (Part C)**:
 - **Activity 1**: Inception Stage
 - **Activity 2**: Construction Stage
 - **Activity 3**: Defects Liability Period
22. The activities for design **services** are expected to be performed through the following tasks:

Part A: INCEPTION AND VISIONING

Task 1: Stocktaking and Inception

23. The inception stage is expected to cover (without being limited to):
 - a) Summarize the information related to the applicable international (binding) obligation (conventions, multilateral bilateral treaties, etc.) of Georgia, relevant national legal and regulatory provisions and best practices relevant to the territory of Tbilisi National Park and its key gateway settlements within the legal boundaries;
 - b) Review the overall consultancy objectives, strategies and methodologies; consult the list of documents identified by the Client (through different sources), including inspection of the management plan, proposal of additions and revisions to make it adequate and operational, annual operational plans and relevant concession projects of Tbilisi National Park, natural and cultural resources database, key environmental, social and economic studies , cartography, related plans/projects, applicable technical literature, and “project ideas” available; and highlight their guiding relevance to this assignment;
 - c) Collect any background studies, maps and survey activities that are required for the design consultancy and plan for obtaining that information;
 - d) Outline a work plan defining the project subtasks under the tasks, and the methodology which is based on protected areas and their gateway communities integrated and effective management experience, sustainable infrastructure design approach and related Green Building Rating System (e.g. LEED), timeline, dedicated resources; human resources for international and local experts must be provided separately. It also shall include planned field visits;
 - e) Propose a methodology for the prioritization and categorization of sub-projects under Part B, taking into consideration the RDP3 objectives and limitations, as well as the standards of equitable National Park development and effective operation;)
 - f) Identify a list of key rights-holders (such as Agency of Protected Areas, Municipality of Mtskheta, Municipality of Tbilisi, etc.) and relevant stakeholders (to be established in agreement with the Client), and outline an engagement strategy (including communication and information dissemination) during the various tasks;
 - g) Any revisions to technical components and scope of work in the ToR.

- h) The consultant should summarize all relevant documentation at that stage (management plan, etc.) and differentiate which park zones are envisioned for certain uses and what's their meaning;

24. ***Deliverable: Inception Report*** detailing the items provided in the list above, with a particular focus on the **Work Plan** and engagement strategy for stakeholders. The Inception Report should provide clear information on the Work Plan, parallel tasks and allocation of personnel/resources between the two parts of this assignment (Design and Supervision).

Task 2: Development Vision for the Project Area and the Sustainable Preservation, Facilities Development and upgrading Concepts for Tbilisi National Park

25. The general vision for Tbilisi National Park shall take in the account trends and opportunities to ensure the park's equitable, and effective development and operation, to enhance its role as a visitor destination that would significantly contribute to the economic growth and better standards of living for the local communities of Mtskheta-Mtianeti, as well as reaching the "healthy parks healthy people" prospective thresholds, through substantial development of park facilities and infrastructure incorporating relevant concession projects (at Zedazeni and Sabaduri sites), as well as other private-public partnership initiatives.

26. The Consultant will further elaborate this vision by focusing on the project area and improving its functional and physical context that has to be consistent with the General Plan, Development Plans and Detailed Plans for Development of Mtskheta and Tbilisi, as well as with relevant regional development strategies and action plans. Next, the vision shall be further developed into an investment program.

27. The consultant must additionally provide a road map for implementation of Tbilisi NP Management Plan, as the basis for Investment Plan. The consultant should prepare an analysis and draft of the park management budget estimate to validate the feasibility of a proposed road map.

28. The activities conducted by the Consultant to **Formulate a development vision and integrated park facilities design and the gateway access design concepts** for the study area in its entirety and distinctive zones in Tbilisi National Park and Key Gateway Settlements are expected to cover, without being limited to, are:

- Through series of discussion with the MDF, the Ministry of Regional Development and Infrastructures, the Ministry of Environment Protection and Agriculture, the Agency of Protected Areas, the World Bank, Mtskheta and Tbilisi beneficiary municipalities and other key/relevant stakeholders, including the tour operators and private business representatives, formulate and propose a **Development Vision** for the Tbilisi National Park, and propose at least two schematic (ranked) alternatives for the **Concepts** to achieve the vision. Each alternative should be accompanied by a short brief, together with an overall summary note proposed for selection on technical ground, for discussion and preliminary agreement with key stakeholders, beneficiary municipalities, and technical and economic local agencies and other relevant stakeholders identified by the Client. The Development Vision and Concept should discuss all the relevant *environmental, social, cultural, political, administrative, managerial, financial, physical dimensions* and give solutions/responses to all the problems and issues identified from the background analysis. Moreover, they should identify the environmental, physical, historical, cultural and socio-economic factors that can contribute to **branding** and promoting the Park for the domestic and international tourism markets.
- There shall be regular interactive discussions and reporting (at least once every 2 weeks) between the Consultant team and the Client to exchange concepts and ideas in order to make sure that

the proposed development vision and the park design concepts are in line with the PDO and developed considering the guidelines and regulations operating by law in the project area. The draft development vision and the concepts shall be evaluated by a technical committee from MDF to carry out at the *Stakeholders' Consultation Workshop*. Clearance will also have to be obtained from the World Bank. MDF shall be responsible to obtain this clearance.

- Validate the Development Vision and Concepts for the project area at the '**Stakeholders' Consultation Workshop**' must be organized (by the consultant) in coordination with MDF, with the participation of representatives of the concerned local and central authorities, as well as local civic, social and business organizations. The Workshop could use a *SWOT analysis* approach to assess possible alternatives and *project briefs* for the entire area and each of its zones.
- *Finalize the Vision and the Concept for the project area*. Building on the documentation prepared for the Development Vision and Response Concept, considering the inputs by MDF, the WB and from the stakeholders' workshop. The Consultant will produce a final version of the Tbilisi National Park Design Concepts in the form of a written report and define:
 - Development vision for the entire project area (environmental, social, cultural, civic and economic dimensions) and how this contributes to meeting the *needs* and facilitating the *activities* of its *resident population* and its *visitors* (national and international tourists).
 - Define the role of the park zones (including sites of relevant concession projects) and each gateway settlements within the overall development vision and the *measures* (e.g., regulations, public initiatives, incentives) and plan *actions* (e.g., development investments, events) that can facilitate the achievement of the envisaged role. The role of the park zones and each gateway settlements shall be formulated on the basis of their constitutive elements, such as the park visitor facilities and services (visitor center, visitor shelters, rest areas, campsites, picnic sites, roads, trails, orientation and interpretation signage, etc.), *public spaces* (plazas, courts, pedestrian areas etc.), and *activities* (recreational, cultural, commercial, etc.).
 - These elements should be described concerning (i) their detailed nature and scope; (ii) their mutual relations; and (iii) their ranking in terms of relative importance.
 - The presentation of the spatial organization of the physical and functional relations among the various zones and sites as well as the constitutive elements, including identification of priority investment projects candidate for RDP3 financing, should comprise maps at 1:10,000, 1:2,000 and 1:500 scale for unique projects of high relevance.
 - It will also document the visioning process, consultations and rationale for selection (vis-a-vis other options that were considered, but not selected).

Stakeholders' Consultation Workshop

29. Validate the *Development* Vision and selection of the proposed Sustainable Preservation, Facilities Development and upgrading for the project area through a **Stakeholders' Consultation Workshop** to be organized (by the consultant) in coordination with MDF, with the participation of representatives of the concerned local and central authorities, as well as local civic, social and business organizations. The Workshop could use a *SWOT analysis* approach to assess possible alternatives and *project briefs* for the entire area and each of its zones. An example of the organization, objectives, and agenda of the Consultation Workshop can be found in ANNEX 2.

30. The draft of the development vision document and related *integrated concepts for preservation and upgrading of the project area* must be cleared with the World Bank team before it is presented at the Consultative Workshop. MDF will serve as a liaison between the Consultant and the Bank. All correspondence should be channeled through MDF. After obtaining the Bank clearance, the Consultant may proceed with the Consultative Workshop.

31. Finalize the *Vision and the Sustainable Preservation, Facilities Development and upgrading for the project area and its zones*, building on the documentation prepared for the Development Vision and for the selection of the Sustainable Preservation, Facilities Development, and upgrading, considering the inputs by MDF, the WB and from the stakeholders' workshop. The Consultant will produce a final version of the Sustainable Preservation, Facilities Development and upgrading for the project area and its zones in the form of a written report and define:

- a) The development vision for the entire project area (social, cultural, civic and economic dimensions) and how this contributes to meeting the *needs* and facilitating the *activities* of its *resident population* and its *visitors* (national and international tourists).
- b) The *role of each zone* (including sites of relevant concession projects) of the project area within the overall development vision and the *measures* (e.g., regulations, public initiatives, incentives) and *actions* (e.g., development investments, events) that can facilitate the achievement of their envisaged role.
- c) Description of elements concerning: (i) their detailed nature and scope; (ii) their mutual relations; and (iii) their ranking in terms of relative importance.
- d) The presentation of the spatial organization of the physical and functional relations among the various zones (including sites of relevant concession projects), as well as the constitutive elements of each zone, including identification of priority investment projects candidate for RDP3 financing, should comprise maps at 1:10,000, 1:2,000 and 1:500 scale for unique projects of high relevance.

32. It will also document the visioning process, consultations and rationale for selection (vis a vis other options that were considered, but not selected).

33. **Deliverables: Information Synthesis Report** detailing the items provided in the list above, with a particular focus on the **Scope** and engagement strategy for stakeholders.

- **Proposed development vision**, alternative response concepts and proposed response concept.
- **Consultative stakeholders' Workshop**: A PowerPoint Presentation, to present the Development Vision, 2 alternatives response concepts and Mobility Plan. The Consultant might consider the use of supportive materials that helps in understanding and visualizing the concepts for the proposals.
- **Validation Report**: In the form of a written report, the Consultant shall record/reflect the discussion and results of the SWOT analysis, the visioning process, consultations and rationale for selection (vis a vis other options that were considered, but not selected). The participation of the international key staff is necessary for the stakeholder workshop and is considered part of the deliverable.
- **Final Development Vision and Response Concept report, focusing** on the project area and each of its zones (including sites of relevant concession projects). The Vision Statement and Concept should be in the form of a written report with maps and sketches and should encompass all the relevant *environmental, social, cultural, political, administrative, managerial, financial, physical dimensions, and shall be consistent with sustainable infrastructure/facility design methodology*. In order to justify and support the selected Response Concept, the report will include a description of the visioning process and possible alternative concepts that were not considered. Moreover, they should identify the environmental, physical, historical, social and cultural

characteristics that can contribute to **branding** the park for the domestic and international tourism markets.

34. The consultant is required to regularly provide work in progress documents upon MDFs requests.
35. Fees for organizing the workshop and related expenses are covered by the consultant.

PART B: DESIGN SERVICES

Task 1 - Validating and Identifying Investment Program for the Project Area

36. Upon validation of the Development Vision and Concept of Sustainable Preservation, Facilities Development and Upgrading of Tbilisi National Park by the MDF, the Consultant will define and propose a prioritized investment program to support the implementation of the vision and selected response concept aiming to meet the following objectives:

- *Facilitate access to the park and its gateway settlements*, proposing solutions *compliant with* the status of protected areas. Propose gateway improvements to the existing trail/road system and the construction of trailheads, parking facilities, etc.;
- *Develop sustainable visitor facilities incorporating relevant concession projects of the national park*. This may include a visitor center with the full set of indoors and outdoors resource interpretation, behavioral orientation and environment education features, information centers, visitor shelters and campsites, picnic sites, etc.; and
- *Upgrade and regenerate the national park*. This may include the development of hiking, biking, horseback riding trails, orientation and interpretation signage, pedestrian paths, pedestrian-safe trails to natural and cultural heritage and other public use areas, short trekking trails and other pedestrian areas/facilities, the improvement of local roads, public spaces and local parks, the development of solid waste collection areas, the establishment of visitor facilities, and the procurement of signage panels, benches, trash cans and selective rehabilitation on water supply and sewage networks.

37. The Consultant shall propose and apply *clear prioritization process that first and foremost responds to the implementation of the final agreed integrated concept (best combination of priority investments that satisfy the objectives of the selected concept) while also responding to strong sustainability, other scientific-technical, financial, and safeguard principles*. Subsequently, the **Consultant will validate, identify and propose a final prioritized list of specific investment projects which maximize the project impact, for implementation under the RDP3 -MDF (within the available funds' envelope for Tbilisi National Park and its Key Gateway Settlements)**.

38. The Consultant shall look into the practical side of project proposals, by considering and outlining the land ownership, the requirement for land acquisition or resettlement, and any other major constraints. In addition, the Consultant should take into account the level of project readiness (i.e. if designs or concepts are already available for a subset of investments) and the project timeline. The Consultant shall familiarize itself with Bank safeguards and safeguards instruments applied under the RDP3 and identify and propose investment projects with minimum social impacts and requirements for land acquisition and resettlement (only Category B projects – per Bank classification – will be eligible). It is envisaged that selected investment projects will proceed to the design stage only upon consultation with, review and approval by the Client.

39. The prioritization process should include (without being limited to):

- **A prioritized list of proposed investment projects with a phased action plan** (short, medium and long term), which should take into consideration the available documentation and the need for

further studies and surveys. Drawing on international best practices, the Consultant shall propose and apply a methodology for prioritization and categorization system for subprojects (e.g. priority investments must be financed under RDP3;

- ***Indicative costs (including operations and maintenance needs) to implement the identified infrastructure projects.*** This output is expected to be used for the selection and prioritization of infrastructure projects during the plan implementation stage;
- ***Initial cultural assets screening*** to identify cultural heritage sites (urban-architectural monuments or archeological areas) or any other related issues;
- ***Recommendations on the packaging strategy of investment projects*** to be financed under RDP3 based on the location, size, types, and phasing of proposed investment projects; and
- ***Project briefs*** for selected projects in consultation with the Client. Briefs will include (i) project name and description, (ii) project rationale and justification with reference to the Design Scheme, (iii) project maps with boundaries and concept schemes, (iv) relevant design and spatial analysis, (v) socio-economic analysis and cost-benefit analysis, (iv) identification of social and environment safeguard issues (i.e. requirements for environmental screening, scoping, and Environmental Impact Assessment (EIA) according to Environmental Impact Code of Georgia (2017), requirements for acquisition and resettlement, land ownership, etc.) that will enable the Client to conduct safeguard screening and design of resettlement programs and acquisition of land if required (including land ownership , acquisition and resettlement requirements), and (vii) preliminary cost estimates;
- In consultation with the Client develop a tentative list of investment projects for preliminary designs.

40. There shall be regular interactive discussions and reporting between the Consultant team and the Client to exchange concepts and ideas in order to make sure the proposed investment projects are feasible and practical. The submitted a long list of investment projects will be evaluated by MDF and the prioritized list needs to be deemed acceptable to the Bank for RDP3 financing. Only then will the Consultant be allowed to proceed to the next stage – to carry out the designs for the selected list of investments.

41. **Deliverable:** The results of the above process will be presented in a **report on the overall investment program**, including the methodology for prioritization and categorization system for subprojects, and completed with appropriate **investment project briefs for selected investments for financing under RDP3**. The latter should indicate, without being limited to:

- Location maps in relation to the project area and zone;
- A phased action plan and the indicative costs to implement the identified priority investment projects must be financed under the RDP3;
- Their possible procurement packaging based on location, type, size and phasing; and;
- Their possible social and environmental safeguard screening requirements (e.g., requirements for environmental screening or EIA according to Environmental Impact Code of Georgia (2017), unclear ownership, requirements for land acquisitions and resettlement), environmentally protected areas, the environmental vulnerability of investment areas, and;

42. The Consultant will deliver the results of the above process in the consolidated report/s.

43. A consultant is required to regularly provide work in progress documents upon MDFs requests.
44. The Investment Program, inclusive of a long and shortlist of the proposed investments, must be cleared by the Bank before considering it final. MDF will serve as a liaison between the Bank and the Consultant for communication purposes.

Task 2 - Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects.

45. Based on the agreed-upon list of investment projects selected for a preliminary concept design for the TNP by the Client, the Consultant shall develop preliminary conceptual designs for selected individual investment projects must be carried on appropriate updated and reliable documentation. The intention for the preliminary design is, in part, to assist the Client in assessing the alternatives/options their feasibility and to confirm the value for the final selection of projects for Detailed Design. This shall include, but not be limited to:

- a) Preliminary landscape architecture and architectural design alternatives/options for specific investment projects selected, such as buildings, trail network, determining of park entrances (each entrance shall have the appropriate infrastructure - parking, toilets, public transport (bus) stops, interpretation and orientation signage. centers, etc. *(e.g. Sketches and conceptual drawings, 3D Visualization)*;
- b) Layout and relevant sections/elevations at appropriate drawing scale (e. g. 1:500 – 1:200) showing the spatial and functional characteristics of the intervention and its integration in the environmental context. The drawings should be presented in the proper scale (e.g. for accurate details should be from 1:1- till 1:25, for infrastructure and buildings should be at 1:100, etc.) to assure the readability and technical accuracy. The drawings of landscape fittings can suggest standard appropriate features available in the market, with suppliers' designs and details at appropriate scale or replaced by images of fittings available in the market and installed in other cities;
- c) Approximate cost estimations for each of the selected interventions including costs of operation and maintenance needs;
- d) Environmental screening reports if selected investment projects are subject to screening according to Environmental Impact Code of Georgia (2017) or scoping reports if selected investment projects are subject to EIA according to Environmental Impact Code of Georgia (2017). If the proposed investment project is subject to EIA, the scoping report will be prepared by the Consultant with the prior written consent of the Client.

46. The Consultant is expected to package the investment proposals up to the ceiling of available investment funds for Tbilisi National Park and its Gateway Settlements, develop an upgrading investment plan reflecting priority intervention areas.

47. The Consultant shall package the selected investment projects, based on sustainability, location, size, type and similarities of works, accessibility investment costs, amount of selected investments projects (works) and recommend to the Client the implementation plan of the packages of work. The Consultant and the Client will agree, depending on the type and amount of the works, on how many works packages contracts are needed to assure procurement efficiency, and approve their implementation plan.

48. There shall be regular interactive discussions and reporting between the Consultant team and the Client to review and meet the required standards for the Preliminary concept designs and estimated costs for each investment project. All submitted investment project briefs, also the packaging and implementation plan

of projects will be evaluated and approved by the Client and acceptable to the World Bank, for the projects to carry out at Task 3 of Part C and be implemented under RDP3-MDF.

49. **Deliverable:** The Consultant will deliver as a result of the above Task, the following:

50. Each selected investment project dossier shall include: **preliminary project designs (alternatives), technical report, preliminary cost estimates (for all alternatives) including operation and maintenance costs** related to the selected investment and procurement activities funded by the RDP3-MDF;

51. **The implementation plan**, in the form of a written report, shall reflect the implementation schedule of works packages and rationale used to package the selected investment projects into the approved amount/number of work packages. The consultant is required to regularly provide work in progress documents upon MDFs requests.

Task 3 - Detailed designs

52. Based on the agreed-upon list of the Preliminary Concept Design for Selected Investment projects selected in Task 2 of Part C by the Client, the Consultant shall develop, but not limited to:

Surveys and Review of Preliminary Designs: to determine detailed project scope and delineate specific project boundaries. This may include activities such as, but not limited to (i) reviewing the design and drawings from the Preliminary Project Ideas past consultations and reflect necessary modifications/comments to these drawings and specifications where necessary; (ii) conducting field surveys, land survey of sites, including topographic and architectural surveys of the concerned areas and buildings, measured drawings of buildings/facades identified for detailed designs if needed; (iii) data collection, detailed investigations/evaluations and analysis for detailed design; Borehole investigations for soil required for foundation designs, if applicable.

In any case, the Consultant should consider the review of existing projects identified on the previous tasks and selected to be included in the final list of investment projects, reflect necessary modifications and specifications necessary to fulfill the required design standards as per designing manuals and according to RDP3-MDF objectives.

53. **Detailed Design:** This includes all works required with the aim of producing a complete set of bidding documents. This include, but are not limited to: (i) prepare detailed designs (architectural, engineering, lighting, landscaping, drainage, etc.) and technical specifications including all necessary data collection, surveys, and analysis to cover all aspects of the detailed design; (ii) technical specifications, (iii) technical reports; (iv) bills of quantities – BoQs (priced and unpriced), (v) work schedule and bidding documents preparation. The detail design drawings will be prepared on the basis of approval of preliminary designs.

Environmental and Social Impact Assessment, Environmental and Social Management Plans

54. **In case the proposed investment project is subject to EIA in accordance with Georgian legislation and World Bank safeguards policy:** a complete set of environmental documentation for all works is required for obtaining the Environmental Decision by the State authority. The Environmental Impact Assessment will be conducted by the Consultant with the prior written consent of the Client in case if an EIA is required for individual investment according to the Environmental Impact Assessment Code of Georgia or/and World Bank safeguards policy. The Consultant shall prepare a Scoping Report, EIA report and a full package to submit to the Ministry of Environment and Agriculture of Georgia, in according with the Environmental Assessment Code of Georgia to gain Environmental Decision.

In case the State Authorities or/and WB finds a defect in submitted EIA, Scoping Report or other documentation as required, the Consultant shall immediately remedy the defects and submit the revised documents to MDF.

Specific Approvals: *The Consultant shall prepare the necessary documents and detailed drawings for Local Authority approvals and any other approvals required in the process (i.e. approvals from agencies such as Agency of Protected Areas, etc.).* The required approvals shall be identified in the work plan and executed by the Consultant.

55. Environmental requirements in case if the proposed investment project is not subject to EIA

In case the proposed investment project is not subject to EIA and issuance of Environmental Decision by the State authority, the Consultant shall submit the following information:

- Topographic, geological and hydrogeological information (description of relief, geology, and soil, based on archive data and survey; information on the existence or probability of hazardous geological processes, a necessity for conducting of explosive works; depth of location of groundwater, etc.);
- Vicinity to the river or other surface waters (lakes, channels, etc.);
- Potential sites and landfills for disposing of excess material (mud, soil, rocks) and construction waste, a brief description (including cadastral information) and maps of suggested sites;
- Location and distance to the nearest licensed quarry for mining of the natural construction material;
- Review all existing underground and surface communications within the project corridor;
- Land ownership and land utilization issues: a) Cadastral data on the project implementation site. b) Formally attested information whether the project impacts on privately owned, or leased land plots or not (temporal disturbance; loss of the part of the land plot or whole land plot by the owner; loss of the property being on the land plot; loss of income, etc.);
- Brief social-economic information on the surrounding area;
- Description of vegetation and flora species in the project area. Identification existence of Red Listed species based botanical and zoological surveys. In the case of trees/bushes cutting will be required, name of tree species (Georgian and Scientific) and quantity should be specified;

Based on the submitted information and with the Consultant's assistance, the Client will prepare site-specific safeguard instruments, such as Environmental and Social Review (ESR) or a self-standing Environmental and Social Management Plan (ESMP), disclose them through MDF's web page and hold public consultations. The Consultant may be asked to incorporate public feedback into the design documents as necessary.

ESRs and ESMPs will be part of tender documents for the provision of works and their implementation is mandatory for construction contractors. The Consultant will be responsible for monitoring compliance of contractors' performance with the site-specific ESRs/ESMPs.

The Consultant is required to provide work in progress documents regularly, upon MDFs requests.

Documents must be officially delivered in two submissions. After the First submission, MDF will officially provide remarks and comments, which must be corrected before the Final submission. Full list of documents must be delivered on both submissions.

Resettlement Requirements

56. In the process of design, the Consultant shall ensure that the impacts on private properties were minimized or/and avoided maximally. In the case of the impacts on the private properties are inevitable, the contractor company shall reveal potential project affected properties at the initial stage and inform the Employer.

The Consultant is responsible for carrying out the following activities:

- Carry out detailed measuring works within the affected corridor: identifying project-affected land plots; verifying status of land parcels (registered in Public Registry; unregistered legalizable; unregistered non-legalizable; state-owned and other), rechecking/verifying land status and request land status recognition document as with representatives of local government as well as at National Agency of Public Registry to recognize exact size of land plot, preparing measurement cadastral drawings and dividing drawings in case of partial acquisition of the land, conducting the first stage registration of impacted land parcels and dividing (and register) them according to the original ROW. Already divided and properly registered land parcels shall be provided to the MDF stage by stage. Additionally, provide to MDF cadastral drawings for State land registration.

Package of works contracts

57. The Consultant will work and deliver the detailed designs for all the selected investments projects approved to carry on in Task 5, according to the **implementation plan**.

PREPARATION OF BIDDING DOCUMENTS

58. The bidding documents shall be finalized based on the Client's comments on the detail designs, by incorporating all the comments, revisions, and packaging strategies. The Consultant shall advise on suitable packaging for all identified contracts. Bidding documents and drawings shall be prepared in a way that is sufficient to invite bids.

59. **Packaging and Contract Documentation (for the bidding):** The Consultant is expected to provide support to the Client in (i) contract packaging and management based implementation plan; (ii) preparation of bidding and contract documents (in accordance with the current version of the World Bank's Standard Bidding Documents for the Procurement of Works, and including abbreviated specifications of the work to be performed, forms, invitations to pre-qualify and draft advertisements); and (iii) assist the Client in bidding and consultant selection process and bidding evaluation.

60. The bidding documents will be made with reference to the tender drawings and shall contain, among other things, the following sections: Instruction to bidders, Standard forms (contract), Condition of contract, form of bid and qualification information, Bidding data and Contract Data, Technical Specifications, Bills of Quantities, Drawings, Standard Forms (Bid), and ESRs/ESMPs.

61. There might be approximately 3 packages of works which include all prioritized investments. The exact amount of work packages will be agreed between the Consultant and the Client, depending on the type and amount of the works, and in order to ensure procurement efficiency.

62. **Deliverables:** The Consultant will deliver the work packages based on the scheduled implementation plan approved by the Client, and each will include for each investment project: (i) a detailed design dossier ; drawings plans/sections/3D views/details/specifications/BoQs developed an accurate survey and presented using the best design standards and practices; and (ii) bidding documents ready for the bidding process financed by the RDP3 and in coordination with the Client.

OTHER RESPONSIBILITIES

63. The Consultant shall conscientiously fulfill, to the highest professional standards, the role that they have been assigned to play. It will be the Consultant's responsibility to ensure that all intended outputs are delivered in the most efficient and effective manner ensuring value for money at all times. The Consultant will ensure that all outputs are delivered on time, within budget and to the highest standards.

64. The Consultant shall develop all projects detailed designs dossier based in the national and international design guidelines (etc. design guidelines for roads, buildings, etc.), in order to achieve the highest sustainable design standards.

65. The Consultant shall perform *all engineering, architectural works; quantity surveying, environmental, cultural, social, economic analysis and related works* described so far in the TOR, to support the achievement of the defined project objectives and deliverables, and taking into account The Consultant shall review all available documentation on the project and shall be solely responsible for the analysis and interpretation of all data received, for the conclusions they reach and the recommendations they make.

66. The Consultant shall assist the bid evaluation committee in evaluating technical state-owned the offers and prepare a report for further consideration by the Client.

67. The Consultant shall assist the bid evaluation committee in evaluating technical aspects of the offers and prepare a report for further consideration by the Client.

68. The Consultant shall clearly define the project boundaries and areas of interventions for each selected investment project that will be under the scope of the detailed design process. The engineering and architecture design shall take into account to incorporate facility safety, accessibility standards (e.g. for disabled people, etc.), describe architectural fixtures, lighting design, greenery, etc. Based on best practice design guidelines in order to complete the project to the highest standards.

69. The engineering and architecture design shall take into account the need for “smart” and effective (technical and esthetic) solutions and use of construction materials that can be implemented, operated and maintained. The final choice for proposed construction/rehabilitation shall be based on technical and financial analyses of alternative designs, and on the opinions of the district engineer, and in consultation with the Client.

70. Consultants are encouraged, where appropriate, to support the wider economic development of the country by using locally available materials and human resources.

71. Consultants are encouraged, where appropriate, to support and introduce solutions that drive the development of smart, sustainable infrastructure.

IMPLEMENTATION TIMEFRAME AND DELIVERABLES

72. The Consultant will carry out its Part A and Part B of this assignment in **8 months**.

73. The following list of key deliverables and milestones serves as a guide for the consultancy. The Consultant Team is expected to propose a **Work Plan** outlining project sub-tasks (e.g. additional internal review/consultation sessions) and refine the timeline to meet the objectives of the assignment effectively, for Client’s agreement:

No.	Deliverables / Services	Format	Duration of Task
Part A			
Task 1: Inception Report and Working plan			
1.1	Inception Report, Work Plan and Engagement strategy for stakeholders.	<ul style="list-style-type: none"> 2 printed reports in A4 size. An electronic copy of reports. 	Within 3 weeks of award of contract, including a review with the Client and relevant stakeholders and incorporation of comments into a final version. (Followed by 1 week period for MDF to provide comments and remarks).
Task 2: Development Vision for the Project Area and the Sustainable Preservation, Facilities Development and upgrading Concepts for Tbilisi National Park.			

2.1	<p><i>Development Vision and IUU detailed design scheme.</i></p> <p>Based on SWOT analysis, develop a mobility assessment and propose a Mobility Plan including the Traffic and Parking Management Strategy in order to review the transportation needs of residents, businesses and tourists.</p>	<ul style="list-style-type: none"> ● 2 printed reports in A4 and/or A3 size, plans in A1, A0, etc. ● An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF, etc. files. 	<p>5 weeks after receiving comments on the Inception Report from the Client.</p> <p><i>*The Consultant should conduct at least 2 consultation processes with the Client.</i></p> <p>(Followed by 1 week period for MDF to provide comments and remarks).</p>
Part B			
Task 1: Validating and Identifying Investment Program for the Project Area.			
1.1	<p>Identify the investments projects with an assessment of the technical, economic and social conditions of feasibility, based on consultations with the Client and relevant stakeholders with estimated costs, the scope of work and design briefs.</p> <p>Report on Validation</p>	<ul style="list-style-type: none"> ● 2 printed reports in A4 and/or A3 size, plans in A1, A0, etc. ● An electronic copy of all reports/docs, plans and related CAD, Excel, Word, PDF, etc. files. ● A PowerPoint presentation. ● Cost-benefit analysis. ● Feasibility and preliminary management strategy. ● The initial report on safeguards screening (such as the impact on land acquisition resettlement etc.) ● Initial Report on the impact on the environment, cultural heritage sites, etc. relevant to the project area. 	<p>4 weeks after receiving comments on Part B from the Client.</p> <p><i>* The Consultant should conduct at least 1 consultation processes with the Client.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders_ Report of Validation.</i></p> <p><i>* The Consultant will incorporate comments into a final version and have the endorsement of the Client to proceed to Task1 of Part C.</i></p> <p>(Followed by 1 week period for MDF to provide comments and remarks).</p>
Task 2: Preliminary Concept Design, Guidelines and Preliminary Estimates for Selected Investment projects.			
2.1	<p>Preliminary designs for <i>selected investment projects. This should be carried out based on updated documentation and accurate drawings and surveys with</i></p>	<ul style="list-style-type: none"> ● 2 printed reports in A4 and/or A3 size, plans in A1, A0, etc. ● A PowerPoint presentation. 	<p>7 weeks after receiving comments on Task 1 of Part C from the Client.</p> <p><i>The Consultant should conduct at least 1 consultation processes with the</i></p>

	<p><i>preliminary estimated costs.</i></p> <p><i>Report on Validation</i></p> <p>Screening and Scoping Reports (if necessary)</p>	<ul style="list-style-type: none"> • An electronic copy of all reports, plans and related CAD files 	<p><i>Client, which will be reflected in the written Reports of Consultation/ Comments.</i></p> <p><i>* This stage will include a final presentation review with the Client and relevant stakeholders Report of Validation.</i></p> <p><i>* The Consultant will have the endorsement of the Client to proceed to Task 3 of Part C.</i></p> <p>(Followed by 2 week period for MDF to provide comments and remarks).</p> <p>If based on screening report Environmental Conclusion will be issued on the conclusion of EIA, scoping report of a selected investment project shall be submitted to MDF within 10 days after issuing of conclusion by the Ministry Environment Protection and Agriculture</p>
Task 3: Detailed Designs			
3.1	<p><i>Detailed designs with technical specifications and reports, BoQs, the work schedule for selected investment projects.</i></p> <p><i>Draft EIA Reports (if necessary)</i></p>	<ul style="list-style-type: none"> • 3 printed copies for each project, in A4 and/or A3 size, plans in A1, A0, etc. • An electronic copy of all reports, plans and related CAD, Excel, Word, PDF, etc. files. • The package of documents and related documents will be submitted as per bid requirements and in line with World Bank Guidelines. 	<p>The detailed design stage will commence after receiving comments and approving the final deliverables of Task 2 of Part C.</p> <p>The detailed design of the overall approved list of selected investment projects will be delivered into the approved amount of work packages by the Client in 8weeks together with EIA reports (if necessary).</p> <p>The detailed design stage will be conducted by the Consultant based on the implementation plan approved by the Client.</p> <p><i>*The Consultant should conduct at least 4 consultation processes, or more if required by the Client, depending on the number of packages of works.</i></p>
3.2 Specific Approvals			

	<i>Incorporated into the final version of detail design project and documents.</i>	The Consultant shall prepare the required documents and project dossier as requested by law to obtain approvals. Follow the process as required.	The consultant firm must obtain special approvals for each investment project (if deemed necessary). <i>*The Consultant should justify by the written report when it is not necessary to obtain special approvals for specific investments.</i>
	<i>Environmental and Social Impact Assessment Reports</i>	<ul style="list-style-type: none"> ● 2 printed copies for each selected projects, signed and sealed, including necessary certificates/licenses, upon clearance, subject to changes required by permitting authority. ● An electronic copy of all reports in Word, PDF, etc. files 	<i>*The Consultant shall obtain the approval of the report from MDF (Environmental Unit) and MDF is responsible to obtain clearance by the Bank, submitting the final reports that will be used to obtain the environmental permit/authorization</i>
3.3	Documents for Building permits		
	<i>The Consultant will assist the process and prepare all the necessary documents as requested by the law to obtain the building permits.</i>		
3.4	Bidding Documents		
	<i>Prepare the bidding documents dossier.</i>		
* The deliverables of report/documents etc. should be copies in Georgian and copies in English languages for packages and specific task.			

74. There shall be regular interactive discussions and reporting between the Consultant team and the Client to exchange concepts and ideas in order to make sure the proposed investment projects are feasible and practical. All submitted investment project briefs will be evaluated by a technical committee, and only projects selected and approved to be implemented under RDP3 will carry out in the detail design task. Part of this committee will be the key technical staff of MDF. It is also necessary to obtain clearance by the World Bank.
75. The Consultant will submit all reports and deliverables requested under this assignment to MDF for review and approval. MDF will be responsible for sharing the documentation with the World Bank, and with the Local Authorities, and any other interested central and local government authority as deemed necessary.
76. Part C (supervision stage) shall commence or become effective upon successful completion of the detailed design of the 1st package of works in Parts A and B (design stage) and when the contract for civil works has been awarded. Duration of the services/contract under supervision stage will be closely dependent on the time allowed for completion of the works contracts as may be brought out by the Part C. Authorial supervision required during the construction will be merged with the construction supervision by the consultants.

TEAM PROFILE AND KEY PERSONNEL

77. A multi-disciplinary team of key staff will be required for the execution of the project. The Consultant Team should be led for the full term of the project by a Principal Architect/Site Planner as the Team Leader with international experience in the execution of similar projects in the USA and/or EU countries, and specific background in Architecture, Site Planning & Project Management. A local Architect/Site Planner with knowledge of the local language should be mobilized fully for the duration of the consultancy to serve as local liaison. The Team Leader and Deputy Team Leader should make required field visits to the project areas each as part of the development of design services, which will be reflected in the work plan and be subject to the evaluation process. The presence of the key international staff is considered obligatory as part of the deliverable in the stakeholder workshop.
78. The following list of qualifications serves as a guide and Consultant Team may with justification propose additional staff. The Consultant Team shall also propose the time allocation for each of the staff dedicated to their respective tasks and the breakdown of the time that those workers will be performed on location or remotely.

Team composition:

79. In order to provide for the top-level performance of the assigned task, the consultant shall mobilize the qualified staff (key personnel as well as the support staff). All the specialists shall be well-recognized professionals in their respective fields with at least 5-year experience in a similar work environment.
80. The consultant for the **Part A: Inception and Visioning**, and **Part B: Concept and Detail Design** should mobilize the following personnel:

N	Personnel	Number	Month	Input, person/month
	Key Experts			
1	Team Leader/ Architect/ Protected Areas Facilities Planner	1	7	7
2	Deputy Team Leader/ Architect Site Planner/ Protected Areas Facilities Designer	1	8	8
3	Landscape Architect	1	6	6
4	Biodiversity/Protected Areas/ Environmental Specialist	1	6	6
5	Civil engineer	1	6	6
6	Park Facilities/Assets Management, Visitor Services Specialist	1	6	6
7	Mobility expert	1	6	6
8	Tourism Expert	1	6	6
	Non-Key Experts			
1	Park Facilities/Assets Management, Visitor Services Specialist	1	8	8
2	Architect/Landscape Architect	1	6	6
3	Hydro technical Engineer	1	6	6
4	Dendrologist	1	6	6
5	Engineer Surveyor	1	1	1
6	Water Supply/Sewer Engineer	1	3	3

7	Mechanical/Electrical Engineer	1	3	3
8	Cost Estimator	1	2	2
9	Structural Engineer	1	5	5
10	Road/Trail Engineer	1	4	4

The selected Consultant is allowed to add additional non-key experts in Technical and Financial proposals for Part A and Part B which they assumed will be required to hand over quality outputs based on the delivery requirements of this ToR.

Part C: Supervision Services

81. Supervision services intend to include:

a) Supervision of the contracted civil works from the list of specifically identified investment projects for the Tbilisi National Park (area provided in Annex 1) and its Key Gateway Settlements (e.g. Saguramo, Tskhvarichamia, and Martkopi), including monitoring, inspection and reporting supervision activities;

b) Environmental and Social Supervision of the contracted civil works.

82. More specifically, the Assignment will be carried out through the following specific Tasks and Activities.

Supervision stage:

- Activity 1: Inception Stage
- Activity 2: Construction Stage (18 months)
- Activity 3: Defects Liability Period (12 months)

83. Consultant should ensure strict adherence of consultant to the requirements of the detailed designs, technical specifications, Environmental Documentation (EMP/ER/EIA) Ensuring Consultants' good command of the requirements laid out in Environmental Documentation, tracking adherence of Consultant's performance and advising Consultant on the corrective actions in case of identified environmental compliance;

84. Consultant should supervise their implementation in compliance with the Georgian Legislation, World Bank policy, Environmental Management Framework (EMF) of RDP3, in order to ensure that the prescribed environmental and social mitigation measures are applied on time and in a due manner, and that no damage is caused to the natural and social environment in the course of work.

The preliminary allocation for investments in Tbilisi National park is estimated at GEL 6,500,000.00 (VAT included).

Activity 1: Inception Stage

85. During the Inception Period, the Consultant shall become familiar with all aspects of the project, work contract and project's environment, review the present Terms of Reference and all volumes of the Works contracts.

86. The Consultant shall be aware of all relevant information available for the project and the stakeholders involved in the project. The Consultant shall visit all relevant institutions in order to ensure that the requirements of all parties to the project are addressed adequately.

Deliverables:

87. Inception Report, inclusive of but not limited to Project synopsis (summary); Analysis of the project; Start situation, review of the available documents, project progress with mobilization; Project planning; Coordination with other projects; Project goals and objectives; Project approach; Initial findings and description of any unexpected problems encountered, contractual difficulties faced; Intended results; Updated methodology, work plan, time and manning schedules (based on the Consultants' programs); Quality assurance system by the Consultant; Quantity checking and measurements records; Constraints, risks, assumptions; and Planning for the next reporting period.

88. In the same report, the Consultant shall describe any adjustment or addition the designs may need to improve the quality of work without an increase in cost or any prejudice to the Client with respect to the Consultant.

89. The Consultant shall also include as an annex to the inception report a complete Quality Assurance and Quality Control Manual (QAQC) concerning the supervision activities. The QAQC Manual shall specify the requirements, procedures, and guidelines for all main activities necessary for the Works to run smoothly and shall cover at least the following:

- Practical information and introduction;
- Project organization charts, for works and supervision contracts, including names of key personnel, the definition of key interactions and information flow. Also, responsibilities and key functions shall be described;
- Time and cost management procedures;
- Reporting procedures;
- Record keeping of correspondence, expenditure, minutes of a meeting, site records, instructions;
- Issued to works contractors and instructions received from the Client;
- Design modification and design approval procedures;
- Document control procedures (including Contractor's insurances, reports, etc.);
- All standard forms needed during the supervision activities (e.g. site instructions, completion certificates, variation orders, formats of reports, hidden works record sheets, form for field inspections and testing, measurement sheets, interim payment certificates, and related invoices);
- Review and approval of detailed construction drawings prepared by the Contractor;
- Selection of borrow pits and quarries;
- Procedure for approval and testing of construction materials, and supplies;
- Procedures for testing the works by the Contractor;
- Safety protocols;
- Procedures of measurement of the works executed;
- Procedures for Performance Certificate and the Taking-over Certificate;
- Snag list and Defects Liability inspection reports; and
- Draft Final and Final Statement of the Account.

90. The Inception period shall commence immediately upon commencement of the present Service contract, whichever is latest, see section 5.2 "Commencement date & Period of execution". The Consultant shall submit the Inception Report within 4 weeks from the commencement of the Inception period.

Activity 2: Construction Stage

91. The Consultant shall administer the contract and supervise the construction works, i.e. carry out the duties of the Supervisor in accordance with the Special and General Conditions for Works Contract of the projects funded under WB.

92. The Consultant will carry out, but not necessarily be limited to, the activities mentioned below:

Contract administration and management, Site Procedures:

93. The Consultant's team shall carry out contract administration and management duties throughout the duration of the assignment to secure smooth and timely implementation, proper supervision and control of the Project. For this purpose, the Consultant shall establish clear lines of responsibility and procedures for each activity in the construction process.

94. The Consultant shall analyze and monitor contractual programs submitted by the Contractor and give instructions to the Contractor to take appropriate measures to fulfill the Contractor's tasks. The Consultant shall review the Contractor's programs on a regular basis throughout the project.

95. The Consultant shall ensure that all required approvals, permits, and other applicable and those for the closing of roads are obtained in due course, before the commencement of the respective works. These include but are not limited to quarry license, gravel license, sand license and approved final waste deposit document released by the respective municipality.

96. The Contractor must not commence any work prior to receiving clearance from MDF on the complete implementation of the Resettlement Action Plan (if applicable), in line with World Bank guidelines.

97. The Consultant shall ensure that the conditions of the contract are strictly adhered to and Contractor and any subcontractor fulfill their contractual obligations.

98. The Consultant shall maintain up-to-date records of all contractual administration, correspondence, measurements, payments, variations, etc. All instructions to the Contractor shall be clearly documented by the Consultant.

99. The Consultant shall ensure that works Contractors:

- apply good international industry practices to protect and conserve the natural environment and to minimize unavoidable impacts;
- provide and maintain a healthy and safe work environment and safe systems of work;
- protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;
- ensures that terms of employment and working conditions of all workers engaged in the works (including subcontractors) meet the requirements of the International Labor Organization's labor conventions to which Georgia is a signatory;
- are intolerant of, and enforce disciplinary measures for illegal activities.
- are intolerant of, and enforce disciplinary measures for gender-based violence, child sacrifice, child defilement, and sexual harassment;
- incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the works;
- work cooperatively, including with end-users of the works, relevant authorities, contractors and local communities;
- engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;
- provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation;
- minimize the risk of HIV transmission and to mitigate the effects of HIV/AIDS-associated with the execution of the works.

100. The Consultant shall ensure that all occupational health and safety (OHS) risks during construction and commissioning of the works have been assessed in advance and risk mitigation measures have been established and appropriately cost prior to commencing the respective activities.

101. The Consultant must make sure that prior to starting of works the construction contractor must also possess appropriate protective equipment in accordance with Environmental, Health and Safety Guidelines and that the workers are trained for health and safety at work.

102. The Consultant's team shall also include a Health and Safety Auditor who shall visit the construction site on a regular (monthly to bi-monthly) basis to conduct safety audits to validate the OHS supervision of the resident engineer and independently confirm compliance with the contractor's OHS plan. Audit reports of the findings will be provided at the end of each visit.

103. The Consultant shall ensure that the conditions of environmental conclusion (in case if civil works are subject of EIA) as well as requirements of ESRs and ESMPs are strictly adhered to. For this purpose, the Consultants' team shall include E&S supervision specialist who shall visit the construction site on a regular (at least monthly) basis to conduct E&S monitoring. E&S monitoring reports shall be prepared by filling out monthly field environmental monitoring checklists using the template provided in the Employer's Environmental and Social Management Framework of RDP3 and attaching relevant photo documentation. Narrative analytical summary of environmental and social performance of works contractors should be included in the monthly progress reports provided by the Contractor (checklists to be attached).

104. The Consultant shall be in continuous contact with the Contractor to identify and resolve any potential problems in an active manner. The Consultant shall hold weekly site meetings and monthly progress meetings with the Contractor and other stakeholders. All potential delays and other problems shall be identified, and corresponding actions discussed and agreed in order to assist the Contractor in avoiding or mitigating the overall delay. The Client shall be kept informed of the progress of work by providing properly prepared reports, briefings and minutes of meetings.

105. The Consultant shall check and comment on the adequacy and authenticity of all certificates, insurance, securities, indemnities, ownership of the plant, etc. for which the Contractor is liable under the conditions of the contract. The Consultant shall issue all requisite certificates in compliance with the Conditions of Contract.

106. The Consultant shall prepare all supervision reports in accordance with the requirements laid down in the present TOR.

107. The Consultant shall assist the Client in administrative duties, including financial planning and preparation of cash flow forecasts for all contracts on a monthly basis.

108. The Consultant shall advise the Client on any appropriate measures that may be taken to avoid and rectify any deficiencies and improve the cost-effectiveness of the project. The Consultant shall also consider possible cost savings to the Client.

109. The MDF's safeguard specialists will provide independent oversight and inputs to the Consultant with regard to all aspects of environmental and social compliance, for the Consultant to have addressed on the project through their role as the Engineer. The MDF will undertake at least monthly inspections of the construction sites, accompanied by the Consultant's safeguard specialist and the Resident Engineer.

Design Review and approval

110. The Consultant shall review and approve the Contractor's working drawings and possible modifications to the detailed design. In case of any design modification needed he should inform the Client and liaise with the designer.

Site supervision

111. The Consultant shall carry out day-to-day supervision of construction works in accordance with the Works Contracts, Site Procedures Manual and Supervisor's Quality Assurance Manual.

112. The main objective of the supervision is to facilitate achievement of the highest possible standard of construction works within the contract time. In addition to good quality workmanship, the Consultant shall

also consider possible cost savings to the Client. The Consultant shall advise the Client on any appropriate measures that may be taken to avoid and rectify any deficiencies and improve the cost-effectiveness of the project.

113. The Consultant shall ensure that the quality of materials and the end product is in line with the related works contract technical specifications standard and quality. All testing shall be carried out in accordance with the works technical specifications specified procedures and at the specified intervals.

114. The Consultant may propose amendments to the design and specifications for the Client's approval if such alterations are sought to benefit the quality and economy of the Project and are in line with provisions of works contract conditions.

115. The Consultant shall order the Contractor to substitute and make good any part of the works if levels, dimensions, materials or workmanship do not conform to the requirements and specifications or are otherwise insufficient.

116. The Consultant shall monitor the correct implementation of the Environmental and Social Management Plans for each site and monitor environmental parameters (air, water, and soil quality) as required in the environmental monitoring plan.

117. The Consultant shall conduct regular site inspections to check the quality of workmanship and materials in accordance with the Contract and good engineering practice, as well as the Contractor implementation of the environmental and social mitigation measures as prescribed in the site-specific ESRs/ESMPs.

Measurements and Payments:

118. The consultant shall verify and keep accurate technical records of permanent works executed by the Contractor. The works shall be measured on-site by the Consultant supervisor in the presence of the contractor.

119. The Consultant shall ensure that the Contractor's payment applications for work executed are an accurate, fair and reasonable representation of the value of the work. The Consultant shall prepare subsequent certificates and present these to the Client for approval and further processing. The Consultant shall ensure that the Client is at all times informed of all matters relating to payments, cash flow or any other impacts on budgetary provisions.

120. The Consultant is required to consider the time required for all requisite endorsements and/or approvals by authorities before actual payment of the Contractor's invoices can be made. To avoid any delays in payments the Consultant shall ensure high quality of all payment documents.

121. The Consultant shall carefully monitor all levels, lines and other parameters affecting the work, so as to ensure the works are constructed to fulfill the requirements of the detailed design and of the Client, in a timely manner.

122. Accurate records shall be taken throughout the duration of the contract in order to reach agreement on the Contractor's final account.

123. The Consultant shall monitor Environmental, Health and Safety guidelines for construction and decommission at all times throughout the site including the safety of the public/communities, visitors, consultant's staff, contractor/subcontractors' staff, report to the borrower and take action upon clearance from the borrower.

124. The Consultant shall appraise traffic management proposals in line with the Traffic Management Plan prepared by Contractor and compliance with the requirements of the works contract.

Other activities

125. The Consultant shall carry out all other activities needed for the smooth implementation of the Project. These activities include inter alia the following:

- a. Administration of the contract in accordance with the works contract documents;
- b. The Consultant shall take note of the requirement to obtain the specific approval of the Client before taking any of the actions as detailed in the Special Conditions of Works Contract;
- c. The Consultant shall give the order of commencement;
- d. The Consultant shall organize monthly progress meetings with each contractor, keep records and distribute the minutes of the meetings;
- e. Checking and confirming that the Contractor mobilizes and supplies to the contract all materials identified in the contract, to be committed to the project and ensure that all works performed remain on site until the release has been authorized;
- f. Approval of Contractor's details of temporary works and operations;
- g. Approval and surveillance of the traffic management proposals prepared by the Contractor to ensure that the Contractor carries out the work to minimize interference with adjacent traffic by providing necessary lights, guards, fencing and watchmen, etc. and provide access to local buildings and properties at all times;
- h. Approval and surveillance of environmental measures identified by the Contractor in order to carry out the work in an environmentally safe way, taking appropriate mitigating action to meet the relevant requirements of the contract and those of the local and state authorities, with the clearance of the borrower safeguards specialists Follow up and report weekly on the implementation of the ESMP.
- i. If applicable, provide data to the Client for determination of the value of any variations to the contract;
- j. Assist the Client in the processing of Variations, approve the setting-out of the works and give instructions to the Contractor in this regard;
- k. Review any changes in drawings and/or specifications, which may prove necessary or desirable before or during the execution of the construction works, and consult with the Client;
- l. Negotiate and recommend to the Client any Variations initiated by the Contractor or to be initiated by the Client;
- m. Verify and approve "as-built drawings" and deliver to the Client all reports, records, quality certificates, measurement sheets, etc. prepared or supplied by the Contractor;
- n. The Consultant shall instruct the Contractor to carry out any on-site tests required under the Works Contracts technical Specifications, including load tests, as may be considered necessary to confirm the adequacy of the Works. The Consultant shall supervise such tests, record the test measurements and verify the adequacy or otherwise of the results;
- o. Issue list of defects ("snag list") and other documentation as required before the Certificate of Provisional Acceptance will be issued, the list must include compliance with the ESMP and environmental permit.
- p. Carry out an inspection upon the completion of works and prepare Provisional Acceptance Certificate, list of defects and other documents as required by the work conditions of the contract;
- q. Organize the Inspection in the presence of a representative from the Contractor, Client, and the Beneficiary and issue the Provisional Acceptance Certificate.
- r. Ensure that taking over procedures are carried out in line with local regulations and requirements, as appropriate;
- s. Advice on any claims or contractual disputes and problems arising during the works, and prevent claims and delays whenever feasible.

Deliverables:

- a. **Progress Monthly Reports:** The Monthly Reports should be based on the physical and financial progress, as well as dealing with contractual and technical matters, for each of the Civil Works Contracts included in the reports. They will make use of graphics and include statements covering (but not limited to) the following:
 - Physical progress related to program and time;
 - Explanations for variances to the above;
 - Expenditure related to cash flow forecast and budget;
 - Explanations for variances to the above;
 - Claims or disputes;
 - Human resources, mechanical equipment, and materials;
 - Testing and quality control;
 - The Project Monitoring Indicators for Project Activities Table issued by the Contracts Manager;
 - Local issues;
 - Updated maintenance works program;
 - A revised Cash Flow forecast and
 - Findings of environmental and social monitoring including filled environmental monitoring checklists.
- b. **Draft Completion Report:** The report will include, but not be limited to, the following inputs:
 - Physical progress related to the original program;
 - Explanations for variances to the above;
 - Expenditure related to original budgets;
 - Explanations for variances to the above;
 - Overall review of the project objectives and whether achieved successfully or not.
 - Other information to be included in the Completion Report shall be addressed following the review by the MDF and WB.

Activity 3: Defects Liability Period

126. During and after the Defects Liability Period the Consultant shall carry out the following duties:
- a. Provide quarterly inspections reports during the 12 months of Defects Liability Period.
 - The consultant shall supervise, inspect and record completion of any outstanding work and remedy of defects after Provisional Acceptance has been issued.
 - The Consultant shall undertake three intermediate inspections at approximately three-monthly intervals during the Defects Liability Period. In the event that the Client calls the Consultant to the Works to deal with a particular defect at another time, this shall be deemed to be one of the intermediate inspections.
 - In addition to dealing with any particular defect, all intermediate inspections shall cover the entire Works. The Consultant shall:
 - i) Notify and instruct the Contractor accordingly of all defects found.
 - ii) Report on the status of the Works and on the operation and maintenance of the Works to date.
 - b. Undertake the Final inspection at the end of DLP and issue the Final Acceptance Certificate
 - On the expiry of the Defects Liability Period, the Consultant shall make the final inspection of the Works and issue the Final Acceptance Certificate in accordance with the Works Conditions of Contract.

- The final inspection shall be carried out in the presence of a representative from the Contractor, Client, and the Beneficiary/ies.

Deliverables:

127. Final completion: The Final Report will be based on the Draft Completion Report, but will incorporate any comments/suggestions made by the reviewing parties (MDF and WB).

IMPLEMENTATION TIMEFRAME AND DELIVERABLES

128. It is expected that the supervision consulting activities will start as soon as the first package of works contract for the selected list of investment is signed. (Detailed design for this investment is prepared in Part C of the ToR.)

129. It is expected that there might be approximately 3 packages of work contracts, that will be grouped based on the similarities of works for all the selected investments foreseen. The Consultant will carry out its overall assignment in *26 months*. Following up defect Liability period for each contract in 12 Months.

130. It is expected that *selected packages work* contracts will have a different starting date. The Client will give notice to the Consultant of the start date of each work contract for which supervision is required, and the supervisor will mobilize the required staff accordingly. An estimation of the starting date should be calculated upon the availability of the detailed design for the investment prepared in Task 5 of the design services and the procurement time needed for each package. It is expected that all packages be implemented within the 18-month time frame.

Deliverables:

Report	Time due	Number of copies
Inception report	2 weeks after the start of the contract	<i>1 hard copy in English and in Georgian, plus e-copy in each language</i>
Progress Monthly reports	1 week after the last day of each month. For the duration of 18 months.	<i>1 hard copy in English and Georgian and e-copy in each language</i>
Draft Completion report	4 weeks prior to completion of the contract period	<i>E-copy in each language</i>
Final Completion report	2 weeks after completion of the contract period or after comments on the draft completion report are provided by MDF, whichever comes later	<i>2 hard copies in English Georgian plus e-copies in each language</i>
Defect Liability Period	12 months after approval of the Final Completion Report	

TEAM PROFILE AND KEY PERSONNEL

131. The Consultant shall provide an experienced construction and Environmental and Social supervision and contract administration team of key staff with proven technical and managerial competence and experience in the supervision of construction works under World Bank Conditions of Consultant, Georgian Legislation and internationally recognized contract conditions used by IFI's.

132. The working language of the project is English and Georgian language. The key staff team assigned by the Consultant must possess proficiency in the English language. Day-to-day communication language with the employees of municipalities, water, electrical, telecom, and other utilities and local authorities will be in the Georgian language. An adequate number of Georgian speakers shall be assigned at the field level to ensure smooth communication among all participants, direct and indirect, of the Project.

133. For the supervision assignment, all experts should work in the beneficiary country 100% of the contracted working days unless specifically requested and approved by the Client.

Team composition:

The Consultant for **Part C: Supervision services** should mobilize the following personnel:

N	Personnel	Number	Month	Input, person/month
	Key Experts			
1	Team Leader/ Architect/ Protected Areas Facilities Planner	1	6	6
2	Deputy Team Leader/ Architect Site Planner/ Protected Areas Facilities Designer	1	18	18
3	Landscape Architect	1	6	6
4	Material Engineer	1	6	6
5	Civil Engineer/Quantity Surveyor	1	6	6
6	Environmental, Health/Safety Specialist	1	18	18
	Non-Key Experts			
1	Archeologist /Cultural heritage Expert	1	2	2
2	Geotechnical Engineer	1	1	1
3	Engineer Surveyor	1	1	1
4	Water Supply/Sewer Engineer	1	3	3
5	Mechanical/Electrical Engineer	1	3	3
6	Cost Estimator	1	1	1
7	Site Supervision Engineer	1	18	18
8	Structural Engineer	1	2	2
9	Road Engineer	1	2	2

The selected Consultant is allowed to add additional non-key experts in Technical and Financial proposals for the Part C which they assumed will be required to hand over quality outputs based on the delivery requirements of this ToR.

III. RECOMMENDED QUALIFICATIONS:

Key expert narrative qualification requirement Design Services (Part A and B):

No	Position	Specific experience (Years)	Qualifications	Experience
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1	Team Leader/ Architect/ Protected Areas Facilities Planner	12	<p>Minimum Master's degree in architecture, sustainable design, site planning and/or relevant technical fields with further advanced training;</p> <p>Knowledge of international and local best practices for Green Building Rating System (e.g. LEED), protected areas planning and sustainable and adaptive planning of the natural/cultural landscapes, and green spaces and related design and construction codes/regulations/standard</p> <p>In-depth overall knowledge in detailed design supervision for large, and medium-sized civil works involving rehabilitation of historic buildups.</p>	<p>12 (twelve) yrs. international postgraduate exp. in the Developed Countries with similar projects, such as EU countries, Australia, Canada, Iceland, Israel, Japan, New Zealand, Norway, South Korea, Singapore, United Kingdom, United States. Experience in Architecture and Site Planning & Project Management.</p> <p><i>- He/she should have worked minimum 5 (five) years as Team Leader/Project management in projects related to protected areas, rehabilitation and restoration works on cultural heritage sites, national parks, as architecture/protected area facility planner, protected area infrastructure planner, sustainable designer of visitor facilities, relevant to the scope of this consultancy and project of nature as: in infrastructure (tourist – public and green spaces, parks, pathways and trails, etc.) and buildings.</i></p>
2	Deputy Team Leader/ Architect Site Planner/ Protected Areas Facilities Designer	10	<p>Minimum Master's degree in architecture, Site planning and/or relevant technical fields with further advanced training;</p>	<p>10 (ten) yrs. international postgraduate exp. in similar projects. Experience in Architecture and Site Planning with particular focus on Cultural Heritage and historically protected areas, green spaces and related construction.</p> <p><i>- He/she should have worked minimum 7 (seven) years as in projects related to architecture/spatial planning and similar to the scope of this consultancy.</i></p>
3	Landscape Architect	7	<p>Minimum Master's degree in Architecture/landscape architecture and/or relevant technical fields with further advanced training;</p>	<p>7 (seven) yrs. postgraduate international exp. in designing projects relevant to landscape architecture and site planning. Preferably worked in designing projects located in cultural</p>

				heritage sites or protected cultural/natural landscape.
4	Biodiversity/Protected Areas/ Environmental Specialist (Core team, local)	10	<p>Minimum Master's degree in Biodiversity/Protected Areas/ Environmental management or relevant postgraduate qualifications in environmental sciences.</p> <p>Proved experience in biodiversity/ecosystems assessment and landscape studies,</p> <p>Knowledge of international and local practices of conservation and ecosystems management methodology and codes/regulations/standards.</p> <p>In-depth overall knowledge of participation in the detailed design of large and medium-sized civil works involving the restoration of heritage buildings</p>	<ul style="list-style-type: none"> ● Assist, advise and suggest methods and techniques related to the conservation and ecosystems management ● Review and approve subcontracting parts of the green facility works; ● Review the procedures set up by the Consultant in relation to the green facilities works and monitor performance and adherence to approved methodologies for the works.
5	Civil Engineer/ Quantity Surveyor	10	<p>Minimum Master's degree in civil engineering or relevant postgraduate qualifications;</p>	<p>10 (ten) yrs. postgraduate exp. in designing projects in civil engineering, with relevant experience in projects <i>relevant to the scope of this consultancy.</i></p> <p><i>- He/she should have worked minimum 5 (five) years in designing/planning projects related rehabilitation cultural heritage sites, structures/ constructions (pathways, trails, environmental infrastructure, etc.) and building construction. Preferably worked on similar projects, in stabilization and</i></p>

				<i>intervention in historic structures and protected areas.</i>
6	Park Facilities/Assets Management, Visitor Services Specialist	10	<p>Minimum Master's degree in architecture, sustainable design, and/or relevant technical fields with further advanced training;</p> <p>Knowledge of international and local best practices in Green Building Rating System (e.g. LEED), facilities/assets management and corresponding software, visitor services and related design and construction codes/regulations/standards.</p>	<p>10 (ten) year experience of implementation of similar size and type SPs, with particular focus on protected areas Facilities/Assets Management, Visitor Services.;</p> <p><i>- He/she should have worked minimum 7 (seven) years in designing/planning projects related to, to the development of park sustainable facilities/assets and visitor services. Preferably worked on similar projects, in stabilization and intervention in historic structures and protected areas.</i></p>
7	Mobility expert	10	<p>Minimum Master's degree in transport planning and/or relevant technical fields with further advanced training;</p> <p>Knowledge of international and local best practices for trail design, planning and sustainable and adaptive reuse of green spaces and related design and construction codes/regulations/standards;</p> <p>In-depth overall knowledge in detailed design supervision for large, and medium-sized civil works involving interventions in green spaces and historic buildups.</p>	<p>10 (ten) yrs of postgraduate exp designing/planning projects related to mobility, transport engineering/infrastructure relevant to the consultancy scope and techniques of design and planning related to the sustainable and adaptive reuse of green spaces.</p>
8	Tourism Expert	7	<p>Minimum Master's degree in tourism management, nature/culture/geo sustainable tourism, protected areas visitor services and/or relevant technical fields with further advanced training;</p> <p>Knowledge of international and local best practices in sustainable tourism/park</p>	<p>7 (seven) years experience of implementation of similar size and type SPs, with a particular focus on Protected Areas, Visitor Services, Capacity, and Competences Development. Certified in mountain guiding and be a trail planner and/or an operator</p>

			<p>visitor services management and competences development and related codes, regulations, and standards. Competence and experience in eco-tourism and green tourism packages, management and marketing of adventure tourism, etc.</p>	<p>He/she should have worked minimum 5 (five) years in planning projects related to implementing the capacity development program including methods and techniques related to the park sustainable facilities/assets management, visitor services, tourism-related green business development in and around protected areas and competences development. Competence in SWOT analysis related to natural touristic sites (meaning identification of strengths, weaknesses, opportunities and threats and how to deal with them), expertise in the creation of touristic packages, as well as in the elaboration of branding and promotion strategies for touristic sites.</p>
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Key expert narrative qualification requirements for supervision services (Part C):

No	Position	Specific experience (Years)	Qualifications	Experience
1	Team Leader – Arch. /Protected Areas Facilities Planner	10	M. Sc. He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering/Architecture.	<p>10 yrs. of international experience in design and supervision of projects in similar projects.</p> <p>- He/she should have worked minimum 5 (five) years as Team Leader/Resident Engineer/Engineer Representative/Supervisor's representative in service contracts in charge of supervision of works contracts</p>

				for construction or reconstruction of infrastructure projects related to roads, infrastructure, buildings.
2	Dep. Team leader - Arch./Protected Areas Facilities Designer	10	Minimum Master's degree in architecture, protected areas planning and/or relevant technical fields with further advanced training;	<p>10 Years of experience as a Deputy team leader.</p> <p>Proved design Management experience of implementation of similar size and type SPs with particular focus on protected areas planning and sustainable and adaptive reuse of cultural heritage buildups, buildings, and green spaces;</p> <p>Knowledge of international and local best practices for protected areas planning and sustainable and adaptive reuse of cultural heritage buildups, buildings and green spaces and related design and construction codes/regulations/standards;</p> <p>In-depth overall knowledge in detailed design supervision for large, and medium-sized civil works</p> <ul style="list-style-type: none"> • Overall responsibility for implementing the SP and managing the team of designers and construction supervision personnel • Review and certify subcontracting parts of the works;

				<ul style="list-style-type: none"> • Monitor performance, deadlines, SP progress, and conduct a risk management plan to avoid any unexpected incidents that may have a negative impact on the SP development. • Review the procedures set up by the Consultant
3	Landscape Architect	5	Graduated in Landscape Architecture or M.Sc. in Architecture or protected areas Planning with postgraduate qualifications in Landscape Architecture.	5 (five) yrs. postgraduate exp. in designing projects relevant to landscape architecture and protected areas planning. Preferably worked as project construction supervisor of cultural heritage sites or protected cultural/natural landscape.
4	Material Engineer	10	He/she shall have at least a Master (3+2) or equivalent University Degree in Civil Engineering.	<p>10 (ten) years of material engineer experience in design/supervision/construction</p> <p>- He/she should have worked minimum 5 (five) years in the position of Material Engineer in service contracts as part of the supervision consultant team, in charge of supervision of works for construction of infrastructure projects (roads, urban infrastructure, buildings, etc.).</p>
5	Civil Engineer	8		8 (eight) years of topo-surveying experience in design/supervision/construction of large infrastructure projects

			He/she shall have at least a University Degree in Civil Engineering or equivalent.	- He/she should have worked preferably 5 (five) years in the position of the quantity surveyor in service contracts as part of the supervision consultant team, in charge of supervision of works for construction of large infrastructure projects
6	Environmental, Health/Safety specialist	7	University Degree in Environmental Engineering or equivalent.	7 (seven) years in environmental engineering. - He/she should have worked preferably 5 (five) years (on environmental management plans and monitoring of such plans) responsible for monitoring the Works contractors' compliance with the environmental requirements of the EMPs and also monitoring of social requirements.

134. The Consultant will be evaluated and selected on the basis of the composition of the proposed team and the profile, qualifications, and experience of the relevant members. No changes in the composition of the team and the team members will be allowed during the implementation of the assignment unless authorized by the MDF, in consultation with the World Bank.

IV. TIMEFRAME FOR THE ASSIGNMENT

135. The consultant should be a Firm. The selection method to be applied is Quality and Cost Based Selection (QCBS), in accordance with the procedures set out the World Bank's Guidelines Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers" (January 2011, revised July 2014).

136. Design Services should be performed within 8 months period, and the level of inputs required is 95 man/months. The firm will be contracted for the design part under a lump sum contract.

137. Supervision Services should be performed within 18 months period, and the level of inputs required is 93 man/months. The firm will be contracted for the supervision part under a time-based contract.

138. The terms and conditions of payment mirror the implementation schedule of the assignment for the supervision services and are time basis.

V. RESPONSIBILITIES OF CONSULTANT

139. The Consultant will be responsible for implementing the entirety of the tasks defined in the scope of the assignment. To this end, the Consultant will bear all the costs related to the employment and mobilization of its team of international and local experts. This includes travel expenditures and subsistence costs.

140. No facilities will be provided by MDF. The consultant will be expected to arrange office facilities at the project area and elsewhere.

141. Finally, the Consultant will be responsible for the costs of producing, translating, printing and distributing the information material and reports required to carry out its assignment.

142. The consultant will be solely responsible for the timely and qualitative fulfillment of all matters cited above under this assignment. The Consultant shall take out and maintain insurance against the risks and for the coverage including, inter alia, professional liability to cover the risks of: design errors and omissions, non-fulfillment of the obligations/services undertaken which include but are not limited to such elements as quality of service, time of service delivery and work contracted, reporting to the responsible structures.

VI. COORDINATION WITH CENTRAL AND LOCAL AUTHORITIES

143. The Consultant will work under the close supervision of the Employer responsible for finalizing the overall investment program and managing and monitoring its implementation.

144. At central and regional levels, the Consultant will also need to interact with the Agency of Protected Areas under the Ministry of Environment Protection and Agriculture, the National Agency of Cultural Heritage Preservation (NACHP) under the Ministry of Education, Science, Culture and Sport, the local municipalities and other stakeholders for the investment projects, if any, pertaining to their areas of interest. The Consultant will need to interact with MDF concerning the technical aspects of specific investment projects as well as the overall investment program.

145. The APA will fully participate in the process, have a designated program manager for this project, have a strong say at the design stage, providing input and support during the preparation and issuing its final approval to the investment program, etc. and will continue participating in the supervision phase as well. Since the APA is managing the National Park, operation and maintenance of the delivered assets will rest with them. Therefore, their participation in this process is critical.

146. After approval of the investment program by the relevant parties (MDF, NACHP, APA, Mtskheta, and other relevant Municipalities), no incremental changes to the designs and agreed investments should be allowed, unless strongly justified

147. The Consultant shall maintain good coordination and interaction with the Client during all parts of the assignment and provide assistance if changes are required for specifications.

VII. REPORTING

148. Reporting and all deliverables documents must be submitted to MDF in English and Georgian. The Consultant must possess high-level English and Georgian Language skills to ensure effective communication with the Client and stakeholders.

149. The Consultant should provide translators if required to have good communication with the Client and Stakeholders during field visits or meetings organized as part of the assignment process.

150. All reports and deliverables developed during this assignment will require World Bank clearance/no objection. MDF will be responsible to make all reports and deliverables available to the World Bank and to manage the Bank's clearance, step by step as defined along the ToR.

VIII. LIST OF ANNEXES

- **Annex 1:** Project Area Boundaries and Intervention Areas
- **Annex 2:** Draft Agenda for "Stakeholder's Consultation Workshop"
- **Annex 3:** Document Packages

ANNEX 1: Project area boundaries and intervention areas

Project area maps with park management plan are provided separately as an attachment #1 and #2. Please note that the proposed trails on the map are just a few examples.

ANNEX 2: Draft Agenda for Consulting Workshop

Duration: 1 day

Participants: representatives of relevant national agencies, local government (elected officials, administrators, managers of public agencies), local representatives of central government (managers of public agencies), civil society (citizen groups, cultural associations, NGOs, representatives from the relevant tourism associations and tour operations), the business community (representatives of productive, commercial and service activities and their organizations), academia and media.

Venue: possibly a meeting room capable of accommodating from 50 to 60 participants in a public building such as a school or Town Hall.

Objectives:

- Inform the participants and through them, the public in general about the activities carried out in the National Park and Gateway Settlements by Government (central and local) with WB support;
- Share views on National Park and Gateway Settlements context and its development potential and constraints;
- Identify a solution to enhance potential and alleviate constraints;
- Get inputs to improve the design of the overall investment program and the individual investment subprojects;
- Neutralize possible disappointment about the exclusion of category A investments explaining the rationale of the WB intervention and indicating that these investments are best carried out through targeted operations funded by government and/or other donors.

ANNEX 3: Document Packages

The documentation package for each design should include at a minimum, but not limited to, the following:

- Explanatory Note (detailed summary of issue and determination of ways for its solution, justification of selected methodology);
- A topographic survey by applying of UTM - (International) System of Coordinates;
- Photos reflecting the existing situation;
- Situation Plan (Scale: 1: 1000);
- General Layout (Scale 1:200), reflecting project facilities to be rehabilitated on the General Layout;
- Architectural measurement (in case of requirement (Scale: 1:100, 1:50));
- Architectural working drawings: plans, sections, façades, details, joints (Scale: 1:100, 1:50, 1:25), specifications;
- Landscape layout and relevant sections/elevations at appropriate drawing scale (e.g. 1:500 – 1:200) showing the landscape-spatial and functional characteristics of the intervention and its integration in the park landscape context of the entire settlement. The drawings should be presented in the proper

scale (e.g. for accurate details should be from 1:1- till 1:25, for infrastructure and buildings should be at 1:100, etc.) to assure the readability and technical accuracy. The drawings of landscape fittings can suggest standard appropriate “green” and “brown” features available in the market, with suppliers’ designs and details at appropriate scale or replaced by images of fittings available in the market and installed in other similar parks;

- Registers for lining, accomplishment works, specifications for floors, ceilings, and doors/windows;
- Detailed drawings for small architectural shapes (Scale: 1:50, 1:25, 1:20);
- Structural working drawings (Schemes, details, joints, specifications (Scale: 1:100, 1:50, 1:25);
- Engineering part – power network, water disposal, water supply, weak currents (schemes, details, joints, specifications) (in case of requirement);
- Vertical planning design for the site;
- Draft Method Statement to comprise of the list of required machinery, time-schedule for works and tentative Financial Schedule;
- Registers and Cost Estimate for quantities of work to be executed – Resource and Detailed versions;
- Feasibility Study and alternative Cost Estimate;
- Determination of load on engineering communication network for obtaining technical conditions from relevant institutions, as required;
- Economic analysis (should include capital expenditures required for project implementation as well as average annual operation and maintenance costs. The named data should be provided for each possible alternative solution of project design (based on technical specifics of the project, at least two alternative technological solutions should be presented). The deliverables should also include the methodology of each alternative of cost calculation with respective clarification and reference to the data sources.
- Detailed and general specifications of Bidding Documentation.