

# Terms of Reference and Scope of Services

## Architect Consultant for Third Regional Development Project (RDP3)

### A. Background and Objective

Georgia has received financing from the World Bank to implement the Third Regional Development Project (RDP3). The Project supports investments to promote tourism based economy in Samtskhe-Javakheti and Mtskheta-Mtianeti regions. The Project aims at supporting the local economy in the regions by carrying out an integrated approach to tourism development, focusing on infrastructure, urban regeneration, cultural heritage restoration, skills development and enabling the environment to attract private sector investments. The implementation of RDP3 started in 2015 and is scheduled to be completed in 2021.

The Municipal Development Fund of Georgia (MDF) is executing the project and provides overall coordination and management of the Project.

The main objective of this assignment is to recruit an Architect, who will provide support to RDP3 project management team at the MDF with technical advice and leadership to deliver high-quality detailed design(s) for the investments and secure proper implementation of the construction works.

### B. Scope of work

In order to achieve above-mentioned objective, a consultant will be responsible for, without being limited to, the following:

- General:
  - Ensure coordination among inputs and requirements provided by the key stakeholders involved in the delivery of the sub-projects as well as the supervision consultant and the MDF's technical staff.
  - Work closely with the project manager and project management team to resolve problems and issues that arise during design or construction phases;
  - Actively participate in donor missions and site visits, as required;
  - Perform other duties within the competence, as required.
- Design preparation:
  - Draft and complete terms of reference for design services and civil/construction works for tender announcement;
- Design review & Design approval and related tasks:
  - Facilitate the smooth processing of the sub-project preparation by ensuring consistency of inputs and coordination among team members. This coordination efforts are expected to result in consistency from the concept stage to design, and then to delivery.
  - Manage consultancy services, review and approve submitted documents/reports/designs under the consultancy contracts;
  - At the conceptual stage of design preparation, discuss the alternatives, objectives, requirements and budget of a project and facilitate selection of the best option; suggest technical solutions;
  - During the design review process a consultant shall ensure that Georgian legislation, contract and donor requirements are met under the proposed design;

- Understand normative documents and construction code, norms and standards enacted in Georgia. Analyze and understand requirement manuals issued by donor or international organizations;
  - Participate in consultations with other professionals, counterparts and stakeholders on design review/selection;
  - Review feasibility reports and design proposals and assist the project manager and project management team in completing the investment packages for donor's review and approval;
  - Review designs based on the inputs and feedbacks received from stakeholders and provide advice and comments to detailed design consultants;
  - Adhere to all industry standards in design and construction;
- Coordination and related tasks:
- Prepare documents and follow respective procedures by coordination with relevant specialists of the MDF related to:
    - Design expertise;
    - Design approvals with various state agencies;
    - Obtaining Project constructions permits and agreements;
- Tender Packages and related tasks:
- In close coordination with the project management team and relevant procurement specialist/manager, prepare or finalize tender documentation;
- Reporting:
- Work closely with the environmental specialist to assess the impact of the proposed investment on the local environment;
  - Work closely with the project manager and project management team to prepare progress reports for stakeholders and donor;
  - Review and agreement of submitted design and bidding documentation with various stakeholders and beneficiaries;
  - During the implementation stage, in close coordination with the supervision consultant and project manager, coordinate the work of contractors, ensuring that the works follow the required standards and timeline; carry out regular site visits to check on progress;
  - Review and discussion of engineering issues correspondence related to projects. Prepare relevant correspondence and submit to management;
  - In case of construction/rehabilitation contract amendment, a consultant should be involved in discussions and make relevant approval of contract and design amendment together with supervision consultant;

## C. Qualifications and Experience

1. Master Degree or equivalent in Architecture and/or Urban Design.
2. At least five years of proven hands-on working experience as an architect and/or Urban Designer. Including both design and implementation/supervision of works and building sites. Experience in restoration of cultural heritage and/or upgrading of urban spaces and public areas is a plus. familiarity with technical drawings.
3. Expert knowledge of relevant rules, regulations and quality standards, technical rule N41 of the building safety, understanding of internationally acknowledged principles of Cultural Heritage and its best practices, Construction/Design Codes, the law on cultural heritage, applicable standards and internationally acknowledged best practices on public buildings/urban design;
4. Familiarity with design software (Adobe Photoshop, SketchUp, AutoCAD/ArchiCAD or similar);
5. Advanced communication (verbal and written) and strong interpersonal and problem solving skills;
6. A Good team player with reliability and responsibility;

7. Knowledge of advanced English and Georgian is mandatory;
8. Good knowledge of MS Office applications (Word, Excel, MS Project).

#### D. Implementation arrangements and reporting requirements

1. The Architect works under direct supervision of the MDF Program Manager of the World Bank.
2. MDF will provide (i) all relevant documents and reports relating to the assignment; (ii) suitable office in the MDF premises; and (iii) project related transportation;
3. The Architect will be recruited by MDF as an individual consultant on a continuous basis. Tentative duration of the Contract will be 1 year. It may be extended upon mutual agreement.
4. The Architect shall submit reports on monthly basis. Monthly reports shall include the list of services carried out during reporting period. Reports should be prepared in Georgian and English languages.