

**TERMS OF REFERENCE**

**Contract No. DWSP/QCBS-2, Construction Supervision of Implementation of  
Investment Contract in Cheboksary**

### Abbreviations and terminology

RF	Russian Federation
City	Cheboksary
RF Government	Government of the Russian Federation
Borrower	Russian Federation
Project	Development of water supply and removal systems in cities of the Russian Federation Project
MOC	The Ministry of Construction, Housing and Utilities of the Russian Federation is the Implementing Agency of the Project in accordance with the provisions of the Loan Agreement, it carries out general management of the Project implementation
Bank	New Development Bank (NDB)
Project Manager	City authorized representative
Consultant	Company (firm) or association of group of companies to fulfill the Terms of Reference
TOR	The given Terms of Reference
Office	Premises arranged for and equipped by the Consultant for proper performance under the Project in the City
PWG	Project Working Group created by the City including experts and responsible persons authorized to manage the Project implementation in the City
PIA	Saint Petersburg Foundation for Investment Projects (FISP) fulfilling functions of the Project Implementation Agency, provides operational assistance to the Ministry of Russia in management and implementation of the Project under the Agency Agreement.
Investment contract	Contract (a set of contractual documents) signed between the Ministry of Russia, the City and the GC for performance of Works for implementing the subprojects included in the Investment Plan of the City
Contract	Contract signed between the Ministry of Russia and the Consultant
Works	A set of actions (design, supply of equipment, civil works, acceptance) fulfilled by the GC under the Contract.
Services	A set of actions carried out by the Consultant in accordance with these TOR
GC	Contractor, General Contractor, the successful bidder to which the Investment Contract under the Project is awarded
Subproject	Part of the Project in the City in which implementation the GC under the Contract participates
Site	A place in the City for implementation of Works under the investment contract
BD	Bidding documents – a set of documents necessary to hold biddings under the investment contract included in the Procurement Plan (Investment Plan) of the City

## **1. General Provisions**

On January 18, 2018, a Loan Agreement was signed between the Russian Federation and the New Development Bank towards financing of the Development of water supply and removal systems in cities of the Russian Federation Project, loan No. 18RU01 in the amount of \$ 320 million.

The Project aims to resolve, in an integrated manner, problems of modernization and development of water supply and sanitation systems in Russian cities.

In accordance with meeting minutes No 167-PRM-YuG of March 05, 2018 related to selection of Project participants the Bidding Committee determined 5 participating cities including Cheboksary.

The Project is implemented at the federal, regional and municipal levels in the period from 2019 up to 2025.

The aim of the Project is to boost the quality and reliability of water supply and sanitation services to the population, to improve the environmental situation and to minimize the damage to the environment.

To achieve this goal, it is intended to solve the following main tasks within the framework of the Project:

- (i) prevention of environmental pollution due to the discharge of untreated sewage, burial of sewage sludge;
- (ii) complex solution to the problems of modernization and development of municipal water supply and water disposal systems, including water treatment, waste water removal and treatment;
- (iii) construction or development of storm water collection and treatment system;
- (iv) increasing the stability and resource efficiency of the water supply and water disposal enterprises;
- (v) generalization of experience in the Project participating cities and elaboration of recommendations on the application of the accumulated experience in other cities of Russia.

These TOR present below description of duties of key participants engaged in implementation under the Project and detailed description of the Consultant's services, specify the schedule of service provision, determine requirements to the Consultant's reporting and qualification requirements to the Consultant's key staff.

Furthermore, the Attachments to these TOR contain Procurement Plan. The design and estimate documentation for subprojects will be provided to the Consultant only after signing the Contract.

## **2. Content of the Consultant's services**

### **2.1. Service Objectives**

The main objective of this assignment is to provide consulting services to Ministry of Russia and the City for timely and efficient implementation of the Project, including:

- construction supervision over implementation of investment contract according to the Government resolution of the Russian Federation No. 468 (June 21, 2010) "On an order of carrying out construction supervision during implementation of construction, reconstruction and capital repairs of capital facilities". The Consultant shall assist the MOC and the Project Manager in monitoring the compliance of the whole process of construction and repair works with detailed documentation developed in accordance with the investment contract (design documentation and technical part of bidding documents) as well as in timely introduction of alteration in the detailed documentation in case of modifications of existing rules and guidelines.

### **2.2. Scope of Consultant's services**

The scope of services under these TOR includes provision of consultancy services in the City under the following investment subprojects as specified in the Table below:

Table 1

Contract Code	Title of investment subprojects included in Investment and Procurement Plans of the City
<b>Cheboksary</b>	
DWSP/ICB/CHB-3	<ul style="list-style-type: none"> <li>• Upgrading of technological and electric equipment at sewage pumping stations (SPS): No 1, No 2, No 5, No 6, No7, No 9, "Glavnaya", "Zaovrazhnaya", "Solyanoye", "DEU", Vostochny village, TPP-1 (thermal power plant), Volzhsky-2, "KHP".</li> <li>• Upgrading of the pumping station dispatching system.</li> </ul>

The detailed description of the Consultant's services is given below.

#### Getting of initial data

After signing the Contract the PIA and the City shall provide the Consultant with initial data including sections of Technical part of Bidding documents and/or concluded investment contract mentioned above in Table 1.

Furthermore, the Consultant will receive from the Cities a complete package of design and estimate documentation agreed in accordance with requirements of the Russian legislation and in accordance with the Project procedures for each of subprojects.

The listed below general and detailed technical documents are provided to the Consultant for studying and further use in work.

General Composition of Technical Documents:

#### Contents of technical part of bidding documents

The technical part of bidding documents for contract include the following main chapters:

- General requirements (general technical specifications) which include requirements to volumes, quality and order of work performance by the Contractor at each stages of implementation of the investment contract.
- Drawings – a part of design and estimate documentation which in graph form represent requirements to performance of works or performance of works on separate sites;
- Bill of Quantities – a list of goods, works and services procured within this subproject (contract) including their titles, main parameters of good/equipment unit, unit of measurement and quantity (scope);
- Additional information – other technical data on the subproject required for qualitative preparation of bids.

Detailed List of technical part of bidding documents:

#### General requirements

At least, the chapter “General requirements” includes:

- General provisions;
- Rules and standards;
- Requirements to planning of works;
- Requirements to coordination of works;
- Requirements to monitoring of works;

- Requirements to reporting;
- Requirements to delivery of equipment and materials;
- Requirements to performance of construction and assembly works;
- Requirements to preparation of detailed and as-built documents;
- Requirements to quality control of supplied equipment;
- Requirements to quality control of fulfilled works;
- Requirements to occupational safety and health;
- Requirements to testing, acceptance and putting in operation;
- Requirements to guarantee period;
- Requirements to cleaning up and landscaping;
- Requirements to the Contractor's staff;
- Spare parts;
- Life expectancy;
- Requirements to documents provided by the Contractor;
- Requirements to training.

*Technical specifications for separate types of procedures, equipment and works*

The chapter "Technical specifications for separate types of procedures, equipment and works" shall describe in details functional and other requirements to composition, quality, conditions of use, methods of installation and operation of materials and equipment to be used, and/or characteristics of work performance (including separate process steps) according to which a completed assignment shall be considered as accepted.

*Drawings*

The chapter "Drawings" includes a part of drawings prepared within the design and estimate documents which complements the requirements of previous chapters and in graph form presents requirements to performance of separate types of works or performance of works on separate sections of construction site.

*Bill of Quantities*

The chapter "Bill of Quantities" includes a table with a list of goods, works and services procured within this subproject (contract) including their title, unit of measurement and quantity (volume) in which the bidder shall introduce the information on the unit rate for each type of purchased goods, works and services.

*Additional information*

The chapter "Additional information" shall include other technical data on the subproject required for preparation of proposals by bidders.

*Services at the stage of implementation of investment contract*

The main task of the Consultant at the stage of implementation of investment contract is to ensure technical supervision and other duties delegated to the Consultant by the MOC and the Project Manager.

The Consultant's duties include:

- deadline monitoring;
- quality control;
- cost control;
- participation in preparation of amendments;
- participation in acceptance of completed facilities;

- services for management and preparation of reports, etc.

Under signed investment contract the Consultant shall provide above mentioned services during the period starting from the Contract commencement date till the date of acceptance of the construction site and the facilities from the Contractor after the Contractor gets the Acceptance Certificate for completed works regarding the facilities.

A detailed description of the Consultant's services at the stage of implementation of signed investment contract is given below.

#### Deadline monitoring

The Consultant shall analyze the Program of works performance (the Program) submitted by the Contractor which describes general methods, actions, order and schedule of all types of construction works, reconstruction or capital repairs of Facilities, and shall present to the Project Manager its comments according to which the latter shall make decision on approval of the Program.

Henceforth, the Consultant shall analyze an updated Program of works performance submitted periodically by the Contractor and shall forward to the Project Manager its comments and recommendations according to which the latter shall make decision on approval of an updated Program.

At that, the Consultant's comments shall include the information on compliance of real progress of works with previously approved Program and comparison of forecasted date of work completion and intended date of completion.

If the Contractor delays to submit the Program for agreeing in time provided by investment contract, the Consultant shall ensure official correspondence with the Contractor on this issue and further discussion with the Contractor of results of the Program review. At that the Consultant shall promptly inform the Project Manager in the City and PIA on arisen situation as well as submit the report on results of the Program review.

The Consultant's recommendations will include in particular proposals on changes of sequence of fulfillment of different types of works and execution of other actions in order to complete works by the intended date of completion.

If the Contractor advises the Project Manager of probability in future of specific events and circumstances which may have a negative impact on the quality of works, increase the Contract price or delay the construction of facilities, the Consultant shall participate in preparation and analysis of proposals on how to avoid and diminish the impact of such event or circumstance by means of any participants of works as well as in implementation of the Project Manager's all instructions resulting from the above.

#### Quality control

The Consultant shall carry out construction supervision over the quality of the Contractor's works including:

- control over the relevancy and completeness of documents of the detailed design and if required control over updating of the detailed design;
- control over development by the Contractor of the method statement;
- control over availability and correctness of keeping by the Contractor of technical documents during performance of works;
- checking of documents certifying the quality of structures, articles and materials (technical passports, certificates, etc.) used during performance of works;

- together with the Contractor's representative certification and assessment of works carried out by him and structural components hidden during fulfillment of further works (hidden works) as well as enforcement of conditions for forbidding further performance of works before certification of hidden works;
- control over timely elimination of defects and sub-standard works revealed during acceptance of some types of works and the facilities as a whole;
- initialing of acceptance certificates for completed works;
- control of fulfillment by the Contractor of requirements of the Russian legislation in respect of occupational safety and health during execution of works;
- control of fulfillment by the Contractor of requirements of the Russian legislation in respect of environment protection.

### Cost control

The Consultant shall ensure the cost control under investment contracts, including:

- checking of cash flow forecast developed and periodically updated by the Contractor;

If the Contractor delays to submit Schedules of financing and their update for agreeing, the Consultant shall ensure official correspondence with the Contractor on this issue and further discussion with the Contractor on results of reviewing these forecasts. At that, the Consultant shall promptly inform the Project Manager in the City and PIA on arisen situation as well as submit the report on results of reviewing schedules of financing.

- control over compliance of the scope of accepted works with those ones called for payment which are presented by the Contractor under Form KS-2 with attached Form KS-3;
- checking of compliance of the scope of works called for payment with their cost determined according to the Bill of Quantities being an appendix to the investment contract;
- checking of the Contractor's invoices for compliance of sums indicated there with conditions of the investment contract taking into account advance payments, adjusted sums of completed works, penalties, amendments, events for compensation, additional remunerations, etc.

To ensure the cost control under investment contract the Consultant shall develop, record and periodically update the data base on monitoring of the investment contract which includes:

- information on the list and scope of goods, works and services from the Bill of Quantities;
- information on inventory facilities related to the communal infrastructure system and transfer of expenses for each inventory facility in accordance with the document flow procedures;
- information on accepted types and scope of goods, works and services on the basis of signed acceptance certificates;
- information on paid types and scope of goods, works and services on the basis of Contractors' invoices agreed by the Project Manager and respective payment orders of the PIA with endorsement of a paying bank.

### Preparation of amendments

In case of any deviations from the planned progress of execution of the investment contract including the Events for compensation, the Project Manager may instruct the Consultant to consider necessity of accepting the Variation which adjusts the composition, scope and schedule of performance and/or cost of works.

In such cases the Consultant's services include:

- checking of information provided by the Contractor which confirms occurrence of the Event for compensation;
- review of the Contractor's proposals for accepting the Variation including adjustment of the composition, scopes and/or schedule of works;
- review of the Contractor's grounds for changing the cost of investment contract due to price change of work items having been already included in the Bill of Quantities or because of taking into account prices for work items to be newly included in the Bill of Quantities;
- review or preparation of proposals to change some conditions of the investment contract.

If the Consultant advises the Project Manager to accept the Variation, and the latter agrees with this recommendation, the Consultant shall participate in preparing of the draft Amendment to the investment contract and accompanying materials to it (in Russian and English). Henceforth, the Consultant shall participate in agreeing the Amendment with the Contractor and the PIA.

#### Environment protection

During construction the Consultant shall monitor the compliance of works carried out by the Contractor with requirements of the Russian environmental legislation under the chapter "Environment protection", and first of all, in accordance with Federal Law N 7-FZ "On environmental protection» dated 10.01.2002, revision of 29.12.2010.

At that, the Consultant, in close cooperation with appointed responsible persons of the Contractor, shall supervise the following:

- Control of compliance of the Contractor with requirements stated in the investment contract as well as requirements established by legal and other regulations related to the environment protection;
- Inspection of actions taken by the Contractor in respect of the environment protection (both at the construction site and outside);
- Control of actions taken by the Contractor to eliminate discomfort of citizens and damage to their property due to pollution, noise and other reasons caused by performance of works;
- After revealing any violation which creates danger or may cause accident being dangerous to the environment, notification of the Contractor to stop operation of the machinery, equipment and performance of works;
- In case of any events or accidents being dangerous to the environment, control of implementation by the Contractor of actions to eliminate them;
- Participation in joint inspections with state supervision and environment protection authorities during execution of the Contract (according to plans of supervision authorities).

In case of revealing violations the Consultant shall advise the Project Manager to issue to the Contractor necessary Instructions and monitor their complete and timely performance.

Results of the control and description of taken actions shall be represented in the Consultant's monthly reports and in case of emergency – immediately in the operational information.

#### Occupational safety and health

During construction the Consultant shall monitor the compliance of works carried out by the Contractor with requirements of the Russian labor legislation under the chapter "Occupational safety and health".

A particular attention will be paid to maintain priority for protection of workers' life and health.

At that, the Consultant, in close cooperation with appointed responsible persons of the Contractor, shall supervise the following:



- Timely holding of safety meetings;
- Availability of personal safety equipment;
- Provision of construction sites with engineering security safeguards;
- Good condition of machinery and mechanisms at the construction site;
- Arrangement of traffic safety during construction works;
- Strict observance of the work method in respect of safety requirements;
- Observance of rules of production sanitary;
- Compliance of labor conditions of workers with their labor contracts.

In case of revealing violations, the Consultant shall recommend to the Project Manager to issue to the Contractor necessary Instructions and monitor their complete and timely performance.

In case of failure to ensure labor protection measures during performance of works and revealing of violations the Consultant shall ensure official correspondence with the Contractor on this issue and further discussion with the Contractor of results of reviewing notices on violation of safety arrangement. At that, the Consultant shall promptly inform the Project Manager in the City and PIA on arisen situation as well as submit the report on results of reviewing these notices.

Results of the control and description of taken actions shall be represented in the Consultant's monthly reports and in case of emergency or accidents – immediately in the operational information.

#### Participation in acceptance of completed facilities

For investment contract the Consultant shall provide at the stage of acceptance of as-built facilities the following services:

- checking of completeness and quality of as-built documents provided by the Contractor;
- checking of completeness and quality of the manual for the facility operation and maintenance submitted by the Contractor;
- participation in working committees in respect of commissioning of the facility, preparation of materials for works of these committees and drawing up of respective report upon results of their works;
- assistance to the Project Manager in consideration of the Contractor's requests on issuing the Acceptance Certificate on fulfilled works at the site;
- assistance to the Employer and Developer in acceptance of the construction site and the facility from the Contractor after obtaining by the Contractor of the Acceptance Certificate on fulfilled works at the site.

#### Public relations

During construction the Consultant shall assist in management of public relations issues.

Upon the City's instruction, the Consultant shall prepare the draft Public Information Program about the progress of works under investment contract. The main items of such programs are as follows:

- Preparation of quarterly information reports to be provided to the parties concerned;
- Provision of information about the progress of implementation of investment contract to the mass media and general public;
- Regular addition of information, news, photos, update or changes of published texts about investment contract in the Project web-site (the address will be specified later) in accordance with consulting services provided under the present TOR;
- Preparation of information for articles about the progress of works under investment contract at the request of the City.

#### Services for management and preparation of reports

Besides of services mentioned above, the Consultant shall provide at the stage of implementing the investment contract the following services for management and preparation of reports:

- arrangement and participation in meetings regarding the progress of works, assistance to the Project Manager in drawing up minutes of these meetings and monitoring fulfillment of decisions made upon results of these meetings;
- record arrangement of correspondence and technical documents for investment contract;
- on the Project Manager's instructions cooperation with operating and design organizations, as well as with supervisory and control authorities;
- preparation of monthly reports with description of the progress of works under investment contract and the Consultant's activities for the period under report as well as other reports provided by the present Terms of Reference.

### **3. Time period of provision of services**

The contract period for Cheboksary will be 29 months.

### **4. Labor input**

The estimated total labor input of the Consultant's Key Personnel to fulfill this assignment is: 116 staff/months.

### **5. Reports**

In accordance with the sequence of services the Consultant shall submit to the Ministry of Russia agreed by the PIA the following reports:

#### **5.1. Report in accordance with the scope of service (section 2 of these TOR)**

##### **5.1.1. Work Plan of services provision (WP) – within 10 working days from the date of services start.**

The Work Plan shall describe the main stages of execution of investment contract right up to completion of works under them.

The Work Plan shall include:

- description of the status of the Project implementation for the City;
- description of the list of the Consultant's services;
- organizational chart of the Consultant's team with indicating positions and accountability;
- detailed Plan of implementation of investment subprojects in accordance with the Investment Plan for the City;
- disbursement schedule;
- detailed program of services provision for the City including the plan of report preparation;
- analysis of key problems and risks and mitigation measures.

During provision of services the Consultant shall regularly update the WP by introducing respective amendments.

##### **5.1.2. Monthly financial and technical reports – within 10 working days after the end of each calendar month during the whole period of services provision.**

The Consultant shall make Monthly technical reports with information on the progress of implementation of investment contract, which should include:

- description of the Consultant's services provided during the period under report;
- information on status of the investment contract for each subproject;

- information on preparation and signing of Amendments to investment contract;
- information on types, scopes and cost of works completed and accepted under investment contract;
- information on payments under investment contract;
- checking of compliance of real progress of works under investment contract with the approved Program of work performance and in case of discrepancy analysis of reasons of such discrepancy and issue of recommendations to eliminate it;
- analysis of other circumstances known to the Consultant which may have a negative impact on the implementation of Investment Plans in the Cities;
- graphic materials and photo documents representing the works progress;
- other technical comments and recommendations.

The report shall be accompanied by updated data bases on monitoring of the investment contract.

5.1.3. Report on completion of works under the investment contract – within 10 working days after completion of services provision for investment contract.

5.1.4. Final report of the Consultant – within 1 month after completion of services provision.

The final report shall contain cumulative information on provision by the Consultant of services in respect of implementing the Investment Plan for the City. The report structure shall also contain all main chapters, which have been included in Monthly Reports prepared by the Consultant.

The Consultant shall submit the final report on provided services to the PIA by e-mail. The PIA shall review the final report and issue its comments. The Consultant shall update the report in accordance with the PIA's comments within 10 days and resubmit it for review and agreeing for further approval by the MOC.

The reports submitted by the Consultant shall be prepared in format compatible with MS Office 2007 (including Word, Excel, PowerPoint and Access) and MS Project 2016.

5.2. The financial statements.

The Consultant shall submit financial statements on expenditures, incurred by the Consultant due to provision of services, within 10 days following the end of each calendar month when the services are provided. The financial statements shall be submitted to FISP in St. Petersburg.

Submitted staffing schedules should separately indicate the period of the Consultant's staff input for home and field works under the Contract.

In order to assess a new cost of inventory facilities during implementation of investment contract the Consultant's financial statements shall be also accompanied by a certificate on allocation of expenses related to the construction supervision of inventory facilities.

5.3. Monthly technical reports on services provided during the period under review.

Monthly technical reports shall be submitted by the Consultant simultaneously with financial reports. These reports describe services provided by the Consultant during the period under report in terms of services mentioned in clause 3 of these TOR with indicating the time spent for provision of services and their scopes. If required, upon the PIA's request, the Consultant shall provide materials confirming the information included in technical reports. If during the period under report the Consultant fulfills only a part of works as against it is provided by the scope stated in section 2 of these TOR, the Consultant shall indicate per cent of its performance as of the end of the period under report.

During provision of services the Consultant shall submit to the PIA and the MOC requested current information as well as necessary data and documents in addition to submitted regular reports on the progress of the Project implementation.

In compliance with the sequence of services and dates of submission of reports, stated above, the Consultant shall submit respective reports on provided services to the PIA by e-mail. Such reports shall be reviewed within five days, agreed by the PIA or returned for updating.

The Consultant shall update reports in accordance with the PIA's comments within seven days and re-submit them to the PIA for review and agreeing for further approval by the MOC.

After agreeing of reports, the Consultant shall submit to the PIA these reports in Russian in three printed copies and one copy in electronic format.

After approval of reports by the MOC, an Acceptance Certificate on provided services shall be signed by the Consultant and the MOC in three copies.

## **6. Consultant qualification requirements**

### **6.1. Overview**

The Consultant shall dispose of experienced skilled experts as well as can attract subconsultants which together are capable to provide a full range of services described by the present Terms of Reference.

### **6.2. Preliminary experience**

To provide services related the construction supervision over implementation of investment contract according to the Terms of Reference, the Consultant shall have as a minimum the following:

#### **Technical requirements to the Consultant:**

- 10 years' experience of successful works relating to organization and fulfillment of the construction supervision over implementation of corresponding construction contracts being similar in type and scope of works;
- Experience of successful work on projects financed by international financial institutions and by other big operators;
- Experience of fulfillment of construction supervision projects similar to this assignment for the last 5 years:
  - Minimum one completed project relating to rehabilitation/construction of water treatment and sewage treatment facilities with capacity of 60K cub. m/day at least;
  - Minimum one completed project relating to rehabilitation/construction of water pipelines, pressure and gravity flow sewage headers with diameter of 500 mm at least, including those that are part of structures, sewer pumping stations (SPS) and pumping stations (PS).

#### **Financial requirements to the Consultant:**

The Consultant shall have sufficient own funds for timely and smooth fulfillment of its obligations. In view of the aforesaid:

- The annual turnover of the Consultant's company should be RUB 100 million/year at least for the last 3 years. This information should be confirmed by respective documents;
- Positive financial results for the last 3 years;
- Audited financial statements shall be provided.

### **6.3. Consultant's organization**

The Consultant shall present a team of its own specialists who will be responsible for implementation of the Project in the City.

The Consultant shall provide information showing availability of a clearly built and inter-linked activities between the Consultant and all subconsultants. For this purpose, the Consultant shall submit information in the form of organizational chart supported by a written explanation to confirm internal links between different members of the Consultant's team, namely: management, subordination, and final responsibility for the overall Consultant's activities.

#### 6.4. Office functioning

The Consultant shall have Office in the City and head office in Moscow.

The Office in City shall be opened within 30 days after (i) the contract award to the Consultant, or (ii) receiving of the PIA's notification about the starting date of implementation of investment contract in the City whichever is the latest. Office premises shall be sufficient to accommodate the personnel and be appropriately equipped with a computer network, office equipment, internet access and telephone lines.

The Consultant shall arrange at its own expense interpretation and translation of documents (correspondence, working documents, reports and other documents required for preparation and/or presentation under these Terms of Reference). The Consultant shall at its own expense print and bind (if needed) documents in required quantity including reports and other documents to be submitted under this assignment.

The Consultant shall use own (or rented) computer equipment and software required for provision of services along with the necessary office equipment.

The Consultant shall provide accommodation to its experts, local transportation for the staff.

The Consultant shall carry out marketing to determine availability of acceptable premises in participating City. The PWG shall assist the Consultant in renting furnished office space provided with utilities (water, heating, electricity, cleaning) in the City.

#### 6.5. Subordination and organization of works

Within the contract with the MOC the Consultant shall work in close cooperation with representatives of the MOC, PIA, City and PWG.

The Consultant shall promptly inform the PIA of all problems and difficulties occurred during provision of services.

During provision of services the Consultant shall use materials being at the PIA's disposal and related to these TOR, including the Agreement on implementation of the Development of water supply and removal systems in cities of the Russian Federation Project, reports and other materials being at the PIA's disposal. All materials required for work will be submitted to the Consultant in the electronic or hard copy.

The City (PWG) will provide the Consultant with all available information on the Investment Plan of the City, including reports, technical and design documents.

#### 6.6. Consultant's qualification requirements

1) To perform services related to technical supervision over implementation of investment contract the Consultant shall have respective permits to supervise general construction works in the area of water supply and sewerage, heat and gas supply, ventilation, power supply issued by self-regulated organization active in the relevant field, in compliance with the procedure established by the Urban Development Code of the Russian Federation. The Consultant shall submit a copy of permit for these works.

2) The Consultant shall be responsible for hiring qualified engineers, technical specialists and other professionals with a proven experience in project management, procurement, technical supervision of similar construction works and installation of equipment for projects in similar climatic, geological and administrative conditions.

The Consultant's team shall include experienced and certified professionals in the field of engineering who will ensure the technical supervision of work performance, control over payments under contracts, prepare reports, etc.

The Consultant's key staff shall include at least the following experts:

- Project Director;
- Technical supervision engineer in Cheboksary;
- Water supply and sanitation expert;
- Wastewater expert.

**Project Director** shall be responsible for arrangement, management, monitoring, reporting and administration of the contract for issues connected with provision of the Consultant's services.

Qualification requirements:

- The appropriate higher education and the necessary professional qualifications and certificates;
- At least 10-year managerial experience in implementation of big construction projects as a team leader for technical supervision (or its deputy);
- Experience in construction contracts implementation in accordance with procedures, regulations and requirements of international financial institutions;
- At least 5-year experience of works in countries with similar conditions (such as similar climate condition and etc.).

**Technical supervision engineer, Water supply sanitation expert, Wastewater expert** basically will bear responsibility for technical supervision of investment contract including:

- control of correspondence of completed works, used structures, articles, materials and supplied equipment with design solutions, requirements of construction rules and guidelines, standards, technical conditions and other regulatory documents;
- checking of availability of documents certifying the quality of structures, articles and materials (technical passports, certificates, etc.) used during performance of works;
- together with the Contractor's representatives certification and assessment of works carried out by the Contractor and structural components hidden during fulfillment of further works;
- control of correspondence of the scope of accepted works with those ones presented for payment;
- participation in testing the systems and equipment;
- verification of the amendments justification;
- participation in working committees during putting facilities into operation, preparation of materials for works of these committees and etc.

Qualification requirements:

Technical supervision engineer shall have at least 5-year experience in respective fields of activities for which he is proposed and in similar positions. The above experts shall, where applicable, have the following experience:

- Technical supervision engineer shall be certified and shall have at least 5-year experience in construction field and must be included in the national register of construction specialists;
- At least 5-year experience of work in similar projects, and/or fulfillment of functions of Technical supervision inspector under projects related to their types of activities;
- Knowledge of the Russian legislation in respect of designing, construction and other accompanying issues;
- Good knowledge of main provisions of construction contracts;
- Preferable experience of works in the Russian Federation

**Auxiliary personnel:**

At its own discretion, the Consultant may hire, besides the key experts, the following experts with experience of not less than five years in respective fields of activities for which they are proposed:

- Specialist in automated control systems;
- Geodetic survey expert;
- Contracting and financial expert;
- ESHS (Environmental Social & health and safety) specialist.