

## Annex A

### Terms of Reference for the establishment of a Frame Agreement for the provision of technical supervision services in Zakarpattia region

#### *Refurbishment of the CCs for IDPs accommodation*

**Subject:** Technical supervision of construction works is to be done by a specialized Project Entity officially authorized to conduct such supervision in Zakarpatska.

Contract type offered: Frame Agreement with a duration of 1 year, extendable for another year.

#### **Background context:**

UNHCR is carrying out repair/refurbishment works of collective centers identified by relevant field offices within Ukraine UNHCR operation. The works carried out by selected contractors require technical supervision to ensure compliance with tender documents.

The technical supervisor will perform the role of supervising engineer/owner's engineer.

Duties of the technical supervisor will include: 1) coordination and supervision of all on-site construction activities for the projects within established schedules; 2) direct responsibility for monitoring and supervision of contractors and the construction process in the areas of site monitoring, contract compliance, certification of completed works or progress, quality assurance, change orders and documentation of all interaction with the contractor(s); 3) where required, submission of solutions to solve technical issues; 4) completion and hand-over.

#### **Functions / Key Results Expected:**

- To provides site construction management for the repair/refurbishment project.
- To report to the Contract Manager (CM) or his/her delegates of the UNHCR engineering team on all technical issues including but not limited to compliance with technical specifications, monitoring, execution of the works programme and quality assurance.
- To certify progress and measurements as needed to process invoices from the contractors

#### **Technical requirements**

to such specialized entity are the following:

- Being specialized/licensed project entity
- The ability of non-cash transaction
- Availability of at least 2 mobile units to do visits in a different location in parallel
- Regular monitoring of construction works taking into account the UNHCR's requirements and local standards.

- Providing UNHCR with technical reports during the implementation and upon completion.
- Execution of work according to the schedule provided by construction company.
- Relevant past experience, providing copies of 2 relevant contracts successfully executed.

### **Supervisor's fee**

The surface area in square meters is the measuring unit for calculating price in UAH (VAT-free). Charging of the supervisor's duties executed is to be calculated upon the whole surface of the premises being intervened, i.e. where the refurbishment is taken place (divided by four main categories in terms of area). During the repair process and upon the completion of works, Technical Supervisor is to provide technical report.

The process of Technical Supervision works is divided into main four categories regarding the total surface of the premises and the class of consequences as per Annex B, where the refurbishment is taking place.