

Terms of reference (ToRs) for the procurement of services below the EU threshold

Construction Project design of Surkh-Mohpari Irrigation system	Project number/ cost centre: 22.2196.8-003.00
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. General information

a) Brief information on the project

Climate sensitive regional water resources management in Central Asia is commissioned by BMZ and implemented by Deutsche Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH. The main goal is strengthening of climate-sensitive regional water resource management through a river basin dialogue to improve regional cooperation and further development of capacities as well as to implement important sub-areas of climate-sensitive integrated water resources management (IWRM) - including implementation of pilot measures. The main partners at national level are the water, climate and environment authorities and the regional organizations within the framework of IFAS (ICWC: BWO Amu Darya, BWO Syr Darya). The project will also make a decisive contribution to the implementation of the regional climate change adaptation strategy that is currently being elaborated by the Green Central Asia Initiative. Firstly, this concerns the transboundary river basin dialogue, which brings together the relevant national and regional interest groups; secondly, it further develops the necessary capacities; thirdly, it supports selected sectors of the IWRM. The process is to be supported by the interaction of actors at different levels to be able to prioritize coordinated measures and establish crisis prevention mechanisms. Knowledge exchange supports the joint learning processes in the intervention areas and the Central Asian region as such.

One of priority measures stated in the partner's list is the Surkh-Matpari gravity irrigation project in Isfara, Soughd region. Due to the request by the Ministry of Energy and water resources of Tajikistan the project is intended to support the development of the construction project design documentation for Surkh-Matpari gravity irrigation system. This system is laying on Isfara river and stretch to the lands of Mokhpari massif with consideration of the following option: the route of water conduit or canal will run along the river valley.

The projected gravity water pipeline should provide irrigation water for a total area of 1197 hectares which 120 hectares are the lands of new settlement called Somonien, 760 hectares of lands under the pumping station Mokhpari 1, 117 hectares of irrigated households lands of Karibak, Chorkishlok and Zumratsho villages located along the route of the water pipeline and 200 hectares of lands for households lands.

The water intake is located on the Isfara River downstream of the discharge path of the Tortgul reservoir below Surkh village. This scheme eliminates the construction of the first lift pumping station Mokhpari-1. The length of the water pipeline is 11248 meters, it is located in difficult relief and geological conditions. It is necessary to build a head water intake structure and equip the water pipeline with necessary hydraulic structures. As a result, water is pumped by gravity to the head basin of the Mokhpari-1 pumping station, which is the beginning of the MK1 main canal. The total length of the Mokhpari-1 canal is 9.2 kilometres.

b) Context

GIZ is currently seeking:

A company or project design institution for development of construction design and estimate documentation, engineering-geodetic surveys and engineering-geological surveys of the water pipeline route for irrigation water supply of the Surkh-Matpari zone of Isfara city in Soughd province of the Republic of Tajikistan.

2. Tasks to be performed by the contractor.

The contractor is responsible for providing the following services:

Task 1. Designing estimate and working documentation, that should be executed by the requirements of the Regulations on the composition of sections of project documentation and requirements for their content:

- Section "Feasibility study of the selected option of the water pipeline system".
- Section "General Explanatory Note".
- Section "Line-Way Project".
- Section "Technological and constructive solutions of the object. Artificial constructions.
- Section "Fire Safety Measures".
- Section "Construction Estimate"
- Section "Environmental Impact Protection with "Environmental Protection for the Construction Period".

Sections:

- If additional land plot allotment is necessary, the Contractor shall determine the boundaries of the land plot allotment on topographic basis at a scale of 1:500 with coordinates and submit area calculation sheets (temporary and permanent allotment) according to the developed design documentation.
- the Contractor shall support the design, estimate and working documentation related to public discussion (in the form of hearings) on environmental impact assessment (if required).
- Development of design and estimate documentation, design of a water pipeline in Isfara, Sughd region, Republic of Tajikistan.
- In terms of approval of the project documentation it is necessary to coordinate with supervisory and controlling authorities, as well as with interested services, whose interests will be affected at the stage of implementation of design solutions.
- After elimination of remarks in the design and estimate documentation, identified in the course of development, coordination and approval, to perform coordination with the working documentation with the Customer.

Task 2. Implementation of Engineering and Geological studies

- Perform engineering-geological surveys on the site along the projected route of the water pipeline from the source to the discharge point of Sukh-Matpari irrigation system.
- Define the scope of laboratory works in the program of engineering-geological surveys.

- Identify and specify information about observed unfavorable physical and geological phenomena, seasonal groundwater levels.
- Describe the soils and rocks with their calculated physical and mechanical characteristics, draw groundwater levels, and determine the soil water levels. The name of soils in the drawings shall comply with standard GOST 25100-95.
- Define what construction methods and under what operating conditions changes in the natural state of soils may occur. Specify the depth of soil freezing.
- Provide recommendations on the type of soil to backfill trenches and excavations.
- During field engineering and geotechnical works, provide for a set of measures to protect the environment and take into account the effects of climate change, preventing degradation of neighboring water horizons, waterways and reservoirs.

Task 3. Implementation of Engineering and Geodetic studies:

- Implementation of engineering and geodetic studies within the area of the territory of 120 hectares.
- Survey type: linear survey.
- Conduct topographic survey M 1:500 with the section height of 0.5m from the water pipeline route, the survey area shall be determined by the work program in agreement with the Project.
- Engineering-geodetic studies shall be carried out according to local coordinate systems.
- On the topographic plans draw the boundaries of land users (including coordinates of houses and institutions), their names, draw existing communications, indicate their characteristics.
- Develop a separate benchmark act of topographic points.
- Develop comprehensive geodetic report of the project.

Task 4. Carrying out the construction cost estimate documentation

- On the basis of the developed lists of volumes of construction and installation works, lists of equipment, to develop the section "Estimates for construction", which should be performed in full in accordance with the standard MDS 81-35-2004 (Methodology for determining the cost of construction products in Tajikistan).
- Requirements for construction solutions must be determined in accordance with the regulatory requirements of SNiP RT 22-07-2018 "Earthquake-resistant construction".
- When determining the estimated cost, it is necessary to be guided by the current estimated norms and rules.
- Price-lists for equipment and materials to determine the estimated cost should be provided and agreed with the Project.

- Estimated documentation should be drawn up in the current price level according to the State Construction Norms “GESN” 2007, taking into account all limited costs for: winter rise in price, coefficients that take into account the impact of working conditions, temporary buildings and structures, and unforeseen expenses.
- The marginal cost of the object should correspond to the consolidated norms of construction prices approved in the Republic of Tajikistan.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Coordination meeting GIZ project advisor/s with partners and service provider after detailed project instructions and site visit.	6 June, Dushanbe
Engineering and geological studies report	July30, Service provider
Engineering and geodetic studies report	August 30, Service provider
Cost design estimation of the project	September 1, Service provider
Draft of the full package of construction design project	October 1, Service provider
Final draft of construction design project after consultation and adoption by partner	November 1, Service provider

Period of assignment: from 3rd of June 2024 until 1st of December 2024.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter **Error! Reference source not found.** Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team Leader (Expert 1)

Tasks of key expert 1

- Overall coordination and management the construction project design documentation.
- Operational planning for the construction design project.
- Coordination and liaison with the project partner and GIZ experts on the implementation process.
- Submission and presenting reports/information when requestion at the certain stage of the project implementation.
- On the basis of the developed lists of volumes of construction and installation works, lists of equipment, to develop the section "Estimates for construction", which should be performed in full in accordance with the standard MDS 81-35-2004 (Methodology for determining the cost of construction products in Tajikistan).
- Follow the requirements for construction solutions must be determined in accordance with the regulatory requirements of SNiP RT 22-07-2018 "Earthquake-resistant construction".

Qualifications of key expert 1

- Education/training (2.2.1): University qualification (master's degree) in Civil Engineering, Business development or similar.
- Language (2.2.2): Fluent Tajik and Russian, basic English is an advantageB1
- General professional experience (2.2.3): minimum 5 years
- Specific professional experience (2.2.4): minimum 8 years
- Leadership/management experience (2.2.5): minimum 5 years
- Regional experience (2.2.6): 3 years

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Key expert 2

Tasks of key expert 2

- Perform engineering-geological surveys of Sukh-Matpari irrigation system.
- Define the scope of laboratory works in the program of engineering-geological surveys.
- Identify and specify information about observed unfavorable physical and geological phenomena, seasonal groundwater levels.
- Describe the soils and rocks with their calculated physical and mechanical characteristics, draw groundwater levels, and determine the soil water levels. The name of soils in the drawings shall comply with standard GOST 25100-95.
- During field engineering and geotechnical works, provide for a set of measures to protect the environment and take into account the effects of climate change, preventing degradation of neighboring water horizons, waterways and reservoirs.
- Coordinate and collaborate with the team leader and GIZ project adviser/s.

Qualifications of key expert 2

- Education/training (2.2.1): University qualification (master's degree) in Civil Engineering, Geology or similar.
- Language (2.2.2): Fluent Tajik and Russian, basic English is an advantageB1
- General professional experience (2.2.3): minimum 5 years
- Specific professional experience (2.2.4): minimum 8 years
- Leadership/management experience (2.2.5): minimum 5 years

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Key expert 3

Tasks of key expert 2

- Implementation of engineering and geodetic studies within the area of the territory of 120 hectares.
- Conduct topographic survey M 1:500 with the section height of 0.5m from the water pipeline route, the survey area shall be determined by the work program in agreement with the Project.
- Usage local coordinate system for engineering-geodetic studies.
- Develop a separate benchmark act of topographic points.
- Develop comprehensive geodetic report of the project.

Qualifications of key expert 2

- Education/training (2.2.1): University qualification (Master's degree) in Civil Engineering, Geodesy or similar;
- Language (2.2.2): Fluent Tajik and Russian, basic English is an advantageB1
- General professional experience (2.2.3): minimum 5 years

- Specific professional experience (2.2.4): minimum 8 years
- Leadership/management experience (2.2.5): minimum 5 years

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of expert	3	140	420	
Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	120	205 TJS	22800 TJS	<p>40 days per expert. Total 3 experts.</p> <p>GIZ standard cost of 205 TJS shall be calculated for per diem. 20% breakfast, 40% lunch and 40% dinner.</p> <ul style="list-style-type: none"> • up to 205 TJS/day for 24 hours. • up to 143 TJS/day for 8-24 hours

Overnight allowance in country of assignment	120	500	60000 TJS	Accommodation against invoice or according to GIZ regulations (108 TJS per night without invoice)
Transport	Quantity	Price	Total	Comments
Travel expenses (train, car) • By car	8	3000	24000 TJS	Travel within the country of assignment to Isfara, Khujand, Dushanbe.
Other costs	Number	Price	Total	Comments

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in Russian or English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English or Russian (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

7. Materials

All materials produced/developed during the period of assignment must be handed over to the Project after completing all the activities.

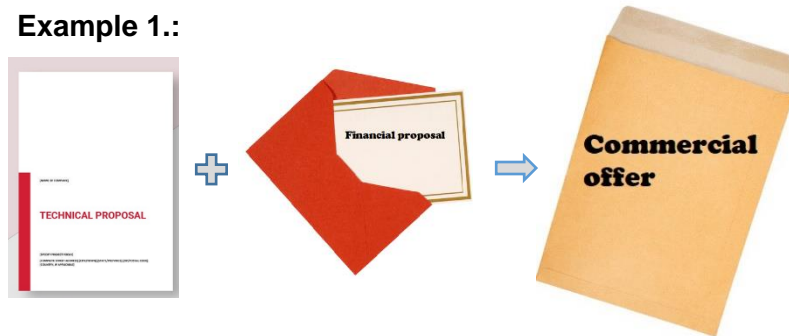
8. Confidentiality

Experts must keep confidential all material that is delivered to it for the performance of its work and that is the property of the GIZ Program. Likewise, you may not give said material.

9. Submission of commercial offer

- Technical proposal (well described technical part – Concept note, CVs, certificates, licenses and etc);
- Financial proposal in local currency (to be placed into a separate sealed envelope)

Example 1.:



Requirements for financial proposal:

- Provide full legal address, contact numbers and e-mail;
- The price proposal must be stamped, dated and signed;
- Profile of the company/organization and provision of samples (previously completed works).
- Currency: Tajik somoni.
- The VAT amount must be specified separately. VAT payers must provide a copy of the VAT payer certificate;
- Terms of payment: by transfer to the bank account.

Address for submission:

- Proposals must be submitted in a closed neutral and sealed envelope, without indicating name of the Bidder, to the secretariat of the GIZ office at: Dushanbe city, N. Huvaydulloev Str. 2/1 (Diyori Dushanbe, Business Center "Jayhun") until **11:30 hours of May 28th, 2024**. On the envelope, please indicate the number of the tender – **83465289 "Construction Project design of Surkh-Mohpari Irrigation system."**

10. Special conditions

- **Note:** Proposals made for the supply of goods/services which are under sanctions or whose manufacturers/Suppliers are under sanctions will not be considered. Please sign the declaration (see attachments) and send it along with your price offer.
- Bidders should not contact other GIZ personnel unless directed to do so by the GIZ representative.
- Please raise any commercial, technical or procedural questions promptly, and no later than **24th of May 2024**. All questions should be submitted in writing and with indication of the tender number "**83465289**" in the subject of the email to the address Procurement.TJK@giz.de
- The default size of e-mails is limited to 30 MB. Above that, GIZ's email servers refuse the message and its attachments. If necessary, send more than one e-mail.
- In case of bigger files, it is possible to transfer the file via GIZ's Filetransfer service: <https://filetransfer.giz.de> GIZ accepts only this specific filetransfer solution for submission of documents exceeding the default mail size of 30 MB.
- GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, either for technological problems on the part of GIZ or the candidate.
- This invitation to tender is in no way binding on GIZ. The GIZ's contractual obligation commences only upon signature of the contract with the successful Tenderer.

- Up to the point of signature, GIZ may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation.
- All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.
- All tenderers will be informed in writing of the results of this tender procedure.
- GIZ reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines.