

Annex 8

Specifications / Terms of Reference

Consultancy Services for a Rehabilitation Programme of Historic Monuments in the Historic City Quarters of Iosefin, Fabric and Cetate in Timisoara, Romania in two lots

- Lot 1: Institutional, economic, legal and public relations support**
- Lot 2: Architect and Engineering Services**

KfW No VSt. 119/10

List of Abbreviations

CCRCIT Coordination Centre for Rehabilitation of Historic Districts of Timisoara

PEA Project Executing Agency

TOR Terms of Reference

Terms of Reference

0. Overview and Background

KfW requires expert services offering support to the Urban Regeneration Unit of the City Hall of Timisoara (Coordination Centre for Rehabilitation of Historic Districts of Timisoara = CCRCIT) in helping owners/owners' associations in the rehabilitation of selected eligible buildings in historic city quarters in Timisoara, namely Cetate, Iosefin and Fabric.

The required services are tendered in two lots:

Lot I: Institutional, economic, legal and public relations support

Lot II: Architect and Engineering Services

Within the Technical Assistance Intergovernment Agreement, in the period of January 2006 – February 2010, the City Hall of Timisoara together with the Agency for German Technical Cooperation (GTZ) has successfully implemented a project for integrated careful urban rehabilitation in three of the city's historic districts: Cetate, Iosefin and Fabric. The cooperation project "Careful Rehabilitation of Historic Quarters of Timisoara" has been supported with a grant by the German Federal Ministry for Economic Cooperation and Development (BMZ). All actions and measures have been implemented by the Urban Regeneration Unit of the City Hall of Timisoara (Coordination Centre for Rehabilitation of Historic Districts of Timisoara = CCRCIT). Further information is available at www.gtztm.ro and www.primariatm.ro.

Part of this project consisted in the implementation of several pilot rehabilitation projects including construction works, training on the job and consultancy for tenants/ owners. These case studies permitted the setup of management procedure standards as well as technical construction standards.

Thus, it was intended to define and set the framework for the partly parallel implementation of the KfW-funded Programme "Rehabilitation of Historic Monuments in the Historic City Quarters in Timisoara- Municipal Infrastructure Phase II".

The German Government through KfW has offered financial support for the rehabilitation of historic city quarters in Timisoara. The total budget of the project is EUR 5 million of which a loan not exceeding EUR 3 million, repayable over a period of 30 years with an interest rate of 2% per year, and a financial contribution (grant) not exceeding EUR 2 million. The financial support will be recovered from owners in shares depending on their individual income. The City Hall of Timisoara (= Project Executing Agency - "PEA") intends to spend the money in a revolving manner, recovering the money from owners in a maximum period of 10 years and reusing it for the rehabilitation of additional historic buildings according to similar principles. The design of the project has been summarized in the "Project Concept for Rehabilitation Programme of Historic Monuments in Historic City Quarters in Timisoara, Romania", dated February 16th, 2007, amended and updated on June 4th/6th 2008 and in August 2010, which is attached to this Invitation to Tender as Annex 3 as information for the bidders.

In addition to the investment project funds BMZ has provided a further budget of up to EUR 700.000,-- (excluding VAT) for consulting services to support the implementation of the project and to ensure the know-how transfer, due to the fact that the GTZ project has been finished before the start of implementation of the KfW-Programme. An increase of this budget to up to EUR 1.000.000,-- (excluding VAT) is currently under consideration. However, the maximum available total budget for consultancy services covering both lots to be rendered within the envisaged contract duration of 48 months will definitely be limited to EUR 1.000.000,-- (excluding VAT).

Bidders are asked to prepare their offers proceeding on the assumption that a total budget of EUR 500,000 (excluding VAT) per lot will indeed be available. As the maximum available budget for the consultancy services of both lots together will be limited to a total of up to EUR 1.000.000,-- (excluding VAT), bidders should make every effort that their financial proposal for each lot does not exceed EUR 500.000,-- (excluding the respective VAT).

Different funding conditions apply for the funds provided from BMZ through KfW. Therefore bidders should note that from the funds already approved, up to EUR 150.000,-- (excluding VAT) have been made available for training and capacity building measures for the PEA's staff. These shall be used for training activities exclusively under Lot 1. Up to EUR 850.000,-- (excluding VAT) of which EUR 550.000 have already been approved, will be made available for other necessary services such as technical consultancy during implementation period for ensuring good quality of works, supervising the architects, assisting CCCRCIT in technical matters, checking situations of works for payment approval, financial technical assistance, support to CCRCIT for PR matters, including assessments of buildings by architects. It is therefore assumed that the available budget for Lot I (Institutional, economic, legal and public relations support) will be limited to EUR 500.000,-- (excluding VAT) and that the budget of Lot II: (Architect/Engineering Services) will also be limited EUR 500.000,-- (excluding VAT). A larger budget than EUR 500.000,-- (excluding VAT) might only then be available for one of the tendered lots, if the potentially successful bidder for the other lot submits a financial offer, which is sufficiently below EUR 500.000,-- (excluding VAT).

However, as only EUR 700.000,-- (excluding VAT) have so far been approved, it may be necessary for KfW to reduce the maximum value of the services tendered in lot 1 and lot 2 to EUR 350.000,-- each (excluding VAT) during the course of the tendering procedure. KfW will inform the bidders, whether this necessity has arisen, prior to the contract negotiations. The bidders will then need to conform their technical and financial proposal with the budgetary allocation which will be reflected in the contract.

The consulting services will be awarded after international competitive bidding for each lot by KfW on the basis of these Terms of Reference. The Consultant is invited to critically reflect the Terms of Reference and to comment on them in his offer.

I. General objective

The objective of both consulting assignments is to assist the PEA in the implementation of the Programme for a period of up to 4 years and to ensure the know-how transfer between the Consultant team and PEA's staff in establishing a sustainable process that ensures the most efficient use of credit funds during the initial Programme implementation period. The Consultant shall bear in mind that the PEA intends to ensure the revolving use of funds over a period of 30

years and wishes to establish satisfactory procedures for this longterm implementation of funds. While the consulting contracts will be concluded with KfW as Employer, the consultant is expected to work directly with the PEA and to report both to KfW and the PEA.

The consultants are expected

- to support PEA in establishing policies and procedures for the most efficient implementation of the financial support programme in agreement with KfW, including conditions for delivering/recovering the financial fund (Lot I)
- to ensure proper planning and execution of the construction works complying with the standards of careful, adequate and cost-effective rehabilitation, with contractually established terms between the owners (associations) and the PEA as well as with the project objectives agreed upon in the Loan and Financing and Project Agreement dated December 22nd, 2009 and the Separate Agreement dated October 15th, 2010 (Lot II).
- to support the owners (associations) of historic buildings and the PEA in order to enable them to provide for a qualified decision process amongst owners of a building, to conclude comprehensive cooperation agreements between the owners and the PEA (Lots I and II),

The experience and procedures developed during the GTZ project shall be applied in the KfW-funded project as far as possible and feasible.

II. Environment in which the required services are to be rendered

PEA is the responsible body for implementation of the Programme. The Consultant teams will assist and support PEA during the first 4 years of implementation period, using their expertise and knowledge in order to ensure the Programme's implementation success.

The PEA has formed a Romanian project team, consisting of CCRCIT (with an already existing Technical Unit and a Financial Unit to be set up). The international and Romanian external Consultant teams (funded by KfW) will assist the Romanian project team and together, they, CCRCIT and the external technical and financial consultants, will form the Taskforce in charge of operational implementation of the project. In the implementation process, the taskforce will cooperate with all other departments of PEA, depending on the task to be completed.

The key partners in the implementation of the project are: the Economic Directorate (for the disbursements of funds to the suppliers of works and services), the Patrimony Directorate (for recovering the monthly shares of costs from owners), the Fiscal Directorate (for executing guaranties in case of default of owners).

However, the taskforce will collaborate with all other directorates of the City Hall: the Urban Planning Directorate (for construction permits), the Communication Directorate (for PR activities), the Legal Department (approval of contracts), the Technical Directorate (utilities, traffic) in order to ensure an efficient and proper implementation of the rehabilitation programme.

The **CCRCIT- Financial Unit** is administratively coordinated by the head of CCRCIT.

Financial Unit's responsibilities are:

- consultancy to interested owners regarding the eligibility to participate in the programme : to be carried out by CCRCIT staff
- conclusion of financial part of cooperation agreement between owners (associations) and PEA
- to be carried out by CCRCIT staff
- financial control of invoices for works and services for sub-projects provided by suppliers of rehabilitation works and TA services prior to disbursement, based on cooperation agreements with cooperating owners (associations) - to be carried out by CCRCIT staff
- financial reporting to KfW: to be carried out by CCRCIT staff

Future staff of the Financial Unit will be recruited based on the needs resulting from the policies and procedures established with the support of the Consultant team. According to the PEA, recruitment can be concluded in a time period of 1-3 months after definition of required profiles.

The **CCRCIT-Technical Unit** is administratively coordinated by the head of CCRCIT

The organization set-up which is envisaged for the programme can be summarized as follows:

Figure 1
PROJECT COORDINATION

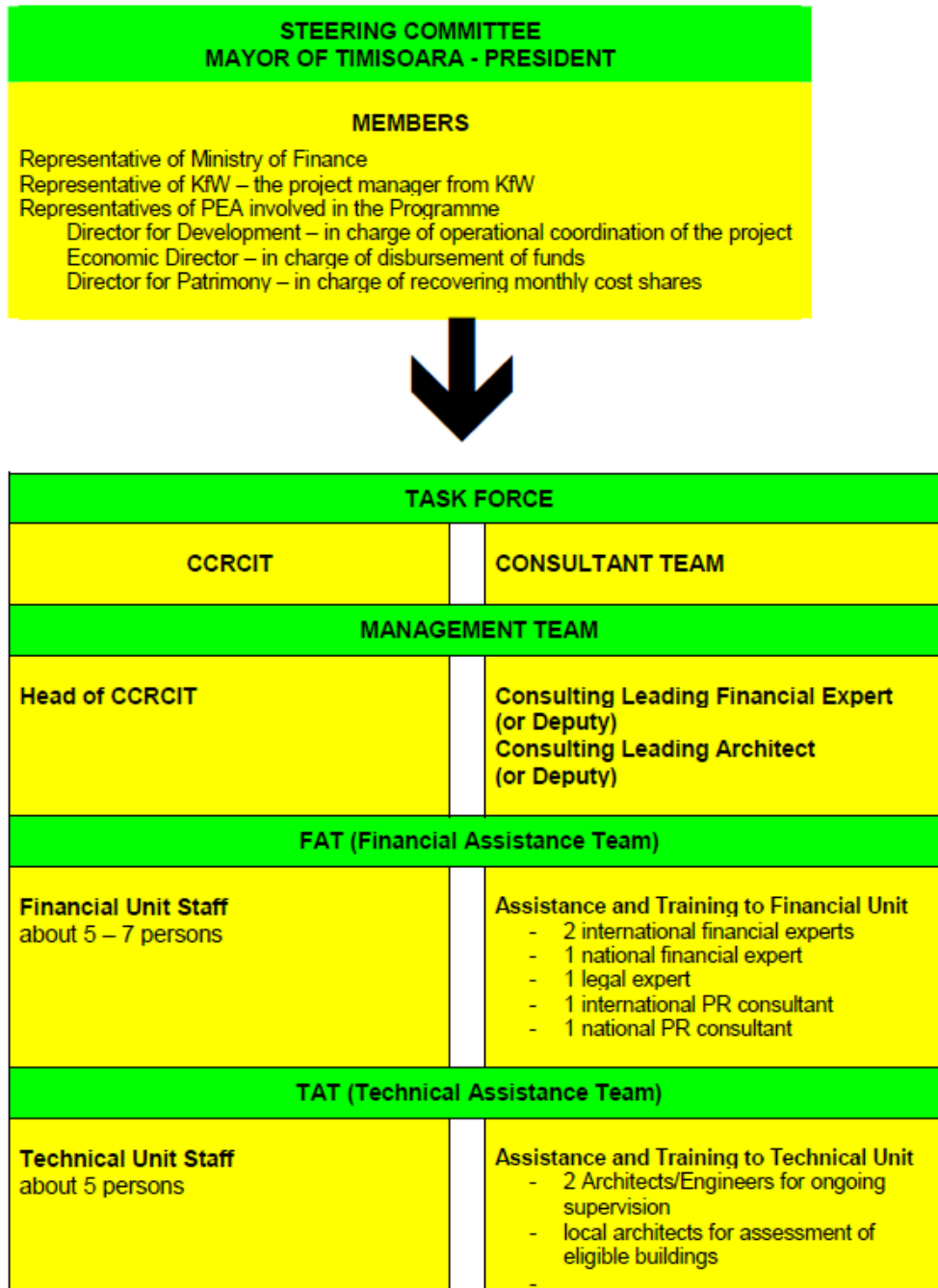
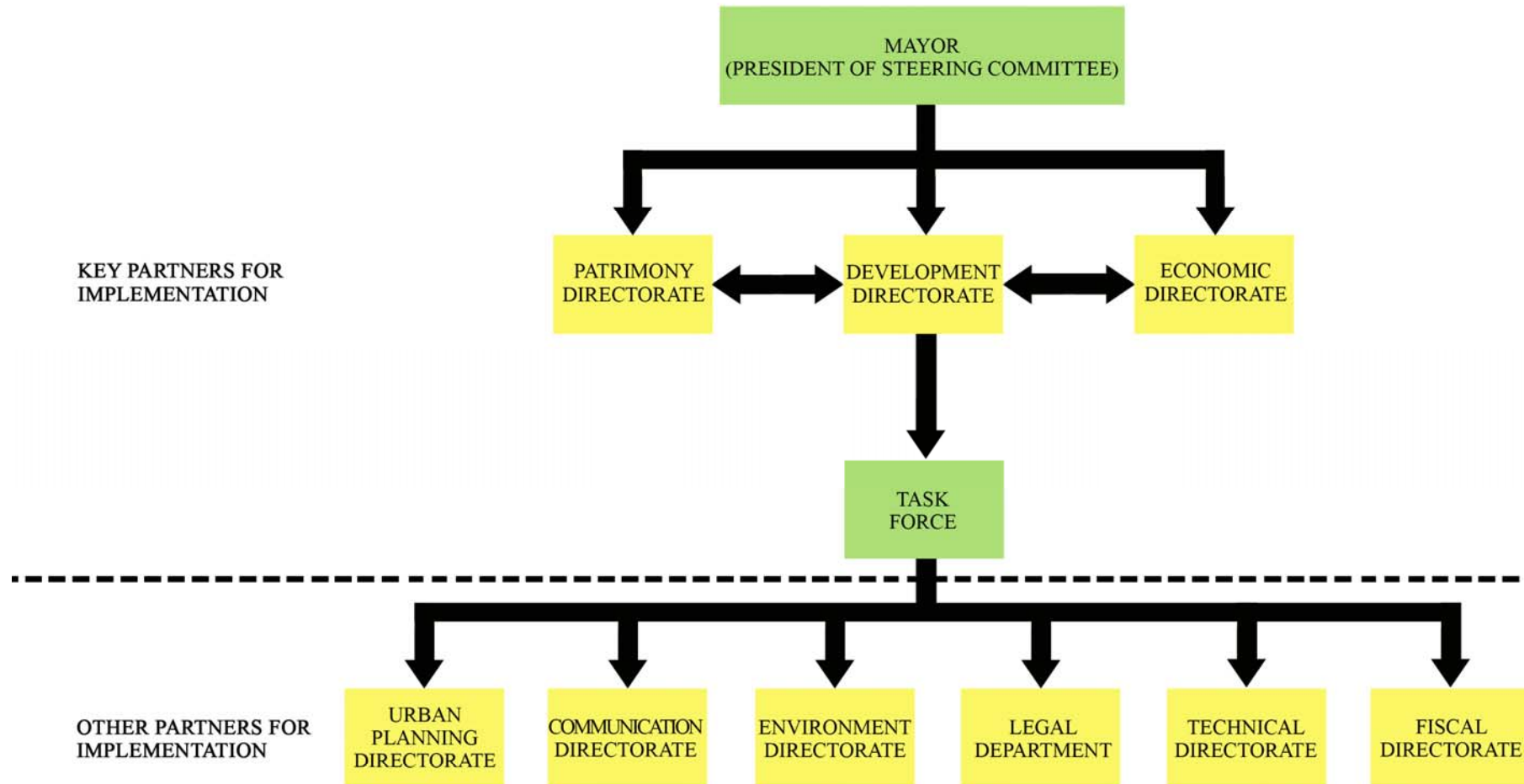


Figure 2
COOPERATION WITHIN PEA FOR PROGRAMME IMPLEMENTATION



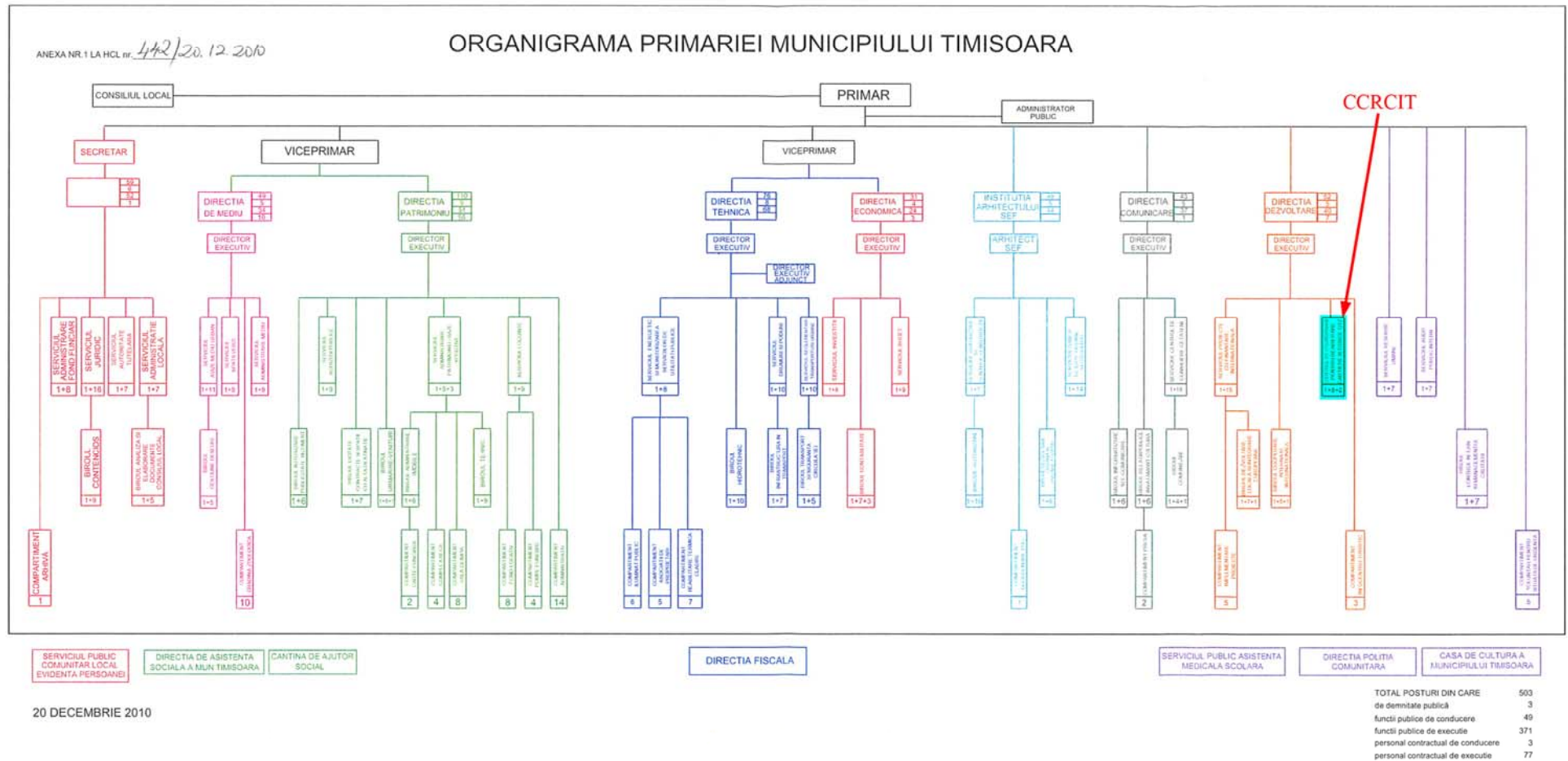
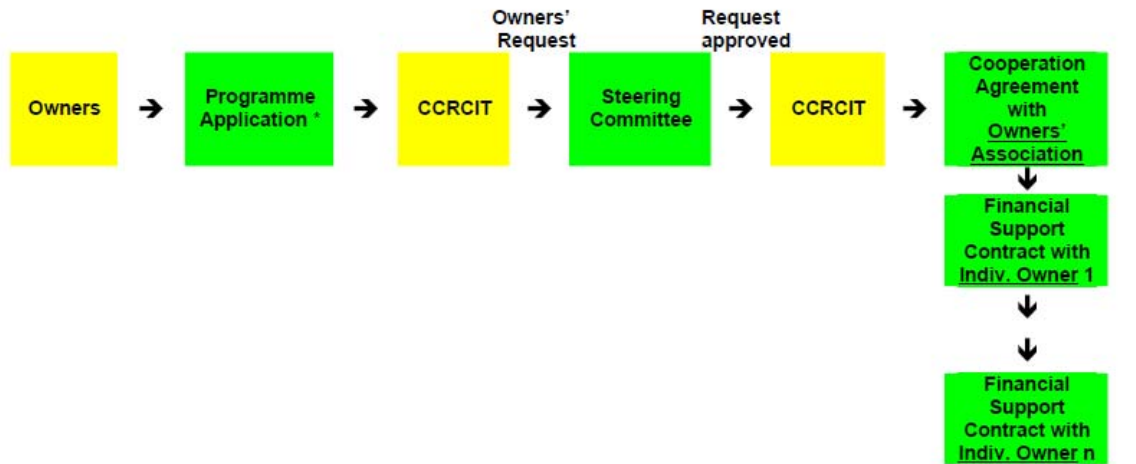


Figure 3
PROCESS FLOW

Step 1

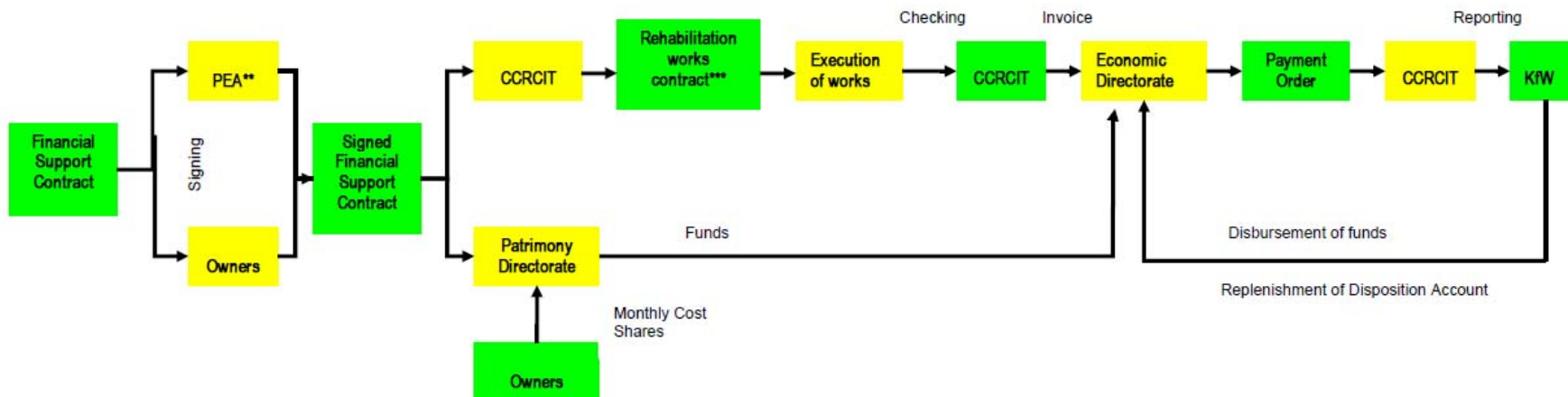


Step 2



LEGEND:	
*	Programme application will include: general cooperation agreement + technical project + other necessary documents
**	PEA: will consist of: - Legal Department - Patrimony Directorate - Economic Directorate - Development Directorate - Mayor
***	Rehabilitation Work Contract will be selected and signed by: - Owners' association's representative - Mayor - Head of CCRCIT - Consultants (only selection) - Suppliers / Constructors (only signature)

Step 3



The way in which the taskforce shall cooperate with the other departments of PEA in the implementation process has been presented in Figure 3 above.

However, this structure still needs to be approved by the Ministry of Finance in the Subsidiary Agreement to be concluded by the Ministry of Finance with the Municipality of Timisoara.

Currently **CCRCIT staff** consists of 6 persons:

No.	Function in CCRCIT	Professional background/training
1	Head of CCRCIT	Economist (11 years of experience), PhD in Finance, previous experience as financial manager in EU funded projects at West University of Timisoara, financial manager for GTZ project in Timisoara
2	Counselor	Architect (12 years of experience), former Head of CCRCIT, manager of GTZ project in Timisoara, manager of other EU funded projects to be implemented (Rehabilitation of Bega River Banks)
3	Counselor	Architect, 14 years of experience, in urban planning and General Urban Plan of Timisoara
4	Counselor	Engineer (14 years of experience), site inspector for GTZ demo-cases in Timisoara, site inspector for 2 EU funded projects
5	Counselor	Landscape Architect and Master Degree in Public Relations (5 years of experience), member of the GTZ project team in Timisoara, Member of the project team for several EU funded projects (5 projects), member of the team for Integrated Development Plan of Timisoara, experience in the Historical Study of the Timisoara Evolution for General Urban Plan
6	Counselor	Journalism/English Language Graduate and Master Degree in Communication and Public Relations (10 years of experience), PR activities in the GTZ project in Timisoara, previous experience in education, customer service, promoting and selling of bank credit offer, member of project team for EU funded projects
7	Counselor	Economist Bachelor Degree and Master Degree in Accounting Expertise (7 years of experience), experience within Fiscal Directorate

As explained in Figure 3, it is foreseen that some procedural steps in programme implementation will be carried out by staff of e.g. the Economic Directorate and the Patrimony Directorate. This staff shall be included in the training schemes for implementation of the programme.

Staff of Economic Directorate to be involved in programme implementation:

No.	Function	Professional background/training
1	Head of Budget Department	Economist
2.	Head of Income Department	
3	Counselor	Economist
4	Counselor	Accountant
5.	Counselor	Accountant

Staff of Patrimony Directorate to be involved in programme implementation:

No.	Function	Professional background/training
1	Head of Income Collection Department	Economist
2	Counselor	Economist
3.	Counselor	Economist
4	Counselor	Economist
5	Counselor	

In order to complete the Financial Unit, PEA will recruit additional 3-5 economists.

The training should be available also for the staff of the Economic Directorate and for the staff of the Patrimony Directorate, in total 20-22 persons, of which, 15-17 economists and 5 persons technical staff such as architects/emgineers.

III. Tasks to be rendered

The main tasks of the consultants to support the PEA are briefly outlined below:

Lot I. TECHNICAL ASSISTANCE TO PEA RELATED TO INSTITUTIONAL, ECONOMIC, LEGAL and PUBLIC RELATIONS ISSUES:

- 1. Supporting the PEA's staff in creating the adequate financial staff structure for the implementation of the financial part of the project (to be concluded in 3 months).**
 - a) support to CCRCIT in designing the adequate staff structure for implementing the financial component of the project
 - b) support to CCRCIT in designing job description for each financial staff position
 - c) support to CCRCIT in establishing the relations between financial staff and also other staff in the project (setting up work flows, decision procedures and organizational chart)
 - d) support to CCRCIT in training of the financial staff for each position

- 2. Support PEA in developing working procedures (to be concluded in 3 months).**
 - 2.1. Procedures for eligibility of owners from the financial point of view*
 - a) clarification of the eligibility terms and conditions
 - b) clarification of the set of documents that need to be provided from owners to prove compliance with eligibility conditions and terms
 - c) procedure to evaluate the file of each individual owner, including bonding the mortgages

 - 2.2 Procedures to follow after signing the financial support contract*
 - a) public procurement procedures
 - b) payment approval procedure
 - c) checking the guaranties and insurance policies for quality of works

 - 2.3. Procedures for recovering the cost of works from owners*
 - a) support to CCRCIT in designing the monthly recovering rate schedule
 - b) developing a financial software tool for calculation of the monthly recovering rates
 - c) support to CCRCIT in evaluating and use of guaranties in case of default of owners

 - 2.4. Procedure for invoices' payment*

 - 2.5 Procedures for replenishment of project account (for monthly rates from owners and also for disbursements from disposition fund and replenishment of disposition fund by KfW)*

- 3. Support to CCRCIT in designing contracts (to be concluded in 3 months).**

- a) support in designing the financial support contract with individual owners
- b) support in designing the mortgage contracts
- c) support in preparing the tendering procedure for rehabilitation works
- d) support in designing the contracts of works with the constructors

4. Support to CCRCIT in financial reporting to KfW

5. Support to CCRCIT staff in counseling owners in financial matters

6. Support to PEA in ensuring self-sustainability of the programme

- a) Development of procedures regarding the continuation of the Programme (including sources of financing, mix of loan and grant, adaptation of requirements for the owners, based on the experience obtained in the first phase of the Programme)
- b) Development of working material (toolkits) to facilitate the work of CCRCIT after the end of the assistance

7. Support to PEA to develop PR and communication strategy

7.1 Support to PEA's staff in creating the adequate PR staff structure for the implementation of the PR strategy for the project

- a) support to CCRCIT in designing the adequate staff structure for implementing the PR strategy for the project
- b) support to CCRCIT in designing job description for each PR staff position
- c) support to CCRCIT in establishing the relations between PR staff , between and other staff in the project (setting up work flows, decision procedures and organizational chart)
- d) support to CCRCIT in training of the PR staff for each position

7.2 Support PEA in developing working procedures

- Procedures for PR strategy

7.3 Support to PEA staff in PR matters with regard to counseling of owners

8. Support to PEA in legal issues in course of implementation of programme

9. Training of PEA

- a) Final definition of training requirements based on staff allocation and qualifications as well as final definition of programme conditions and procedures
- b) Accounting and basic financial management, including training for using the financial software tool developed for calculation of monthly recovering rates
- c) Training to support public relations activities

Lot II. ARCHITECT/ENGINEERING TECHNICAL ASSISTANCE to PEA:

1. Supporting the PEA's staff in creating the adequate technical staff structure for the implementation of the technical part of the project

- a) support to CCRCIT in designing the adequate staff structure for implementing the technical component of the project
- b) support to CCRCIT in designing job description for each technical staff position
- c) support to CCRCIT in establishing the relations between technical staff, and other staff in the project (setting up work flows, decision procedures and organizational chart)
- d) support to CCRCIT in training of the technical staff for each position

2. Support PEA in developing working procedures

- a) Procedures for eligibility of buildings from the technical point of view
- b) Procedures for assessing the rehabilitation measures required
- c) Procedures for checking and assessing consultancy reports
- d) Procedures for checking technical projects (careful rehabilitation measures, costs, etc)
- e) Quality control procedures
- f) Cost control procedures and on site inspection
- g) Procedures for checking the progress of works
- h) Procedures for endorsement of situations of works for payment approval, based on the procedures developed in the GTZ project.

3. Support to CCRCIT in designing contracts

- a) support to define technical issues mandatory to be included in the contracts

4. Support to CCRCIT staff in counseling owners in technical matters

5. Support to PEA in ensuring self-sustainability of the programme

- a) Development of procedures regarding the self-sustainability phase of the Programme (based on the experience obtained in the first phase of the Programme)
- b) Development of working material (toolkits) to facilitate the work of CCRCIT after the end of the assistance

6. Support to PEA to develop PR and communication strategy regarding careful rehabilitation process.

7. Training of PEA

- a) Training to PEA's technical staff regarding international requirements and standards for careful rehabilitation measures, based on the capacity building activities that have already been carried out by GTZ.
- b) Training to support public relations activities (in cooperation with the consultants rendering the tasks described in Lot I)

IV. Opportunity to bid for one or both lots

Bidders may express their interest to provide an offer for either Lot I or II or for both Lots.

V. Bidder's conceptual approach and staffing structure

The bidders shall explain their conceptual approach to reaching the objectives of the programme and the tasks described in Sections III, VI and VIII they are expected to fulfill.

The consultant is asked to propose a staffing structure of his team for Lot I and/or Lot II. The staffing structure suggested below is provided as an indication of the PEA's expectation towards the assignment.

In his proposal the Consultant must review thoroughly and critically, in which way the suggested staffing schedule needs to be detailed and adapted against the background of the tasks to be rendered described in Sections III, VI and VIII, the consultant's available staff resources and the condition, that the overall budget of this project is limited to EUR 500.000 or EUR 350.000 (excluding VAT) for each lot of this assignment as explained in Section 0. In case the bidder's offer deviates substantially from the suggested staffing structure, the bidder must describe in detail how he intends to ensure that the objectives of the programme and the tasks he is expected to fulfill can and will be met.

Suggested staffing schedule concerning international / National long term expertise (with clear indication of deputy for each to be nominated):

Lot I:

- Leading consulting Financial Expert for Financial Unit:
1 person, ca. 12 months total input, present on site, permanently involved at project start and then regularly intermitting throughout the remaining duration of contract.
- Financial expert for establishment of financial unit and training of staff:
Minimum 1 person, ca. 8 months total input, present on site, permanently involved at project start.
- Financial expert(s) for the tasks to be rendered:

Minimum 1 person, ca 24-36 months total input

Lot II:

- Leading consulting Architect and/or Engineer:
1 person, ca. 12 months total input, present on site, permanently involved at project start and then regularly intermitting throughout the remaining duration of contract.
- Coordinating Architect and/or Engineer:
1 person, preferably Romanian Expert, ca. 48 months total input.
- Architects and/or engineers for ongoing assistance in supervision of ongoing works in subprojects:
Minimum 2 persons, ca 72 months total input.

Suggested staffing schedule concerning Short term expertise (international and/or national)

Lot I:

- Consultant for public relations and communication:
1 person international and 1 person national, up to ca. 8 months total input
- Legal expert:
1 person, up to ca. 6-8 months input

Lot II:

- National Architects and engineers for technical assessment of eligible buildings and development of approx. 100 reports on required rehabilitation measures:
Minimum 4 persons.

VI. Specific tasks for individual experts (based on indicative staffing schedule)

Lot I: Institutional, Economic, Legal and Public Relations Expert Services

1. Leading consulting Financial Expert

This expert – together with his/her additional local and international staff (see below) - shall assist the task force and the Head of the CCRCIT in their responsibility to ensure the proper and most efficient use of funds in a revolving manner and to develop methods to attract eligible applicants while considering the owners' financial capacities. The Consulting Leading Financial Expert shall also coordinate the Consulting Team under Lot 1 and liaise with the Consulting Leading Architect under Lot 2 in order to efficiently carry out both consulting services.

This includes:

a) General support and coordination of Consultant Team

- Assist Head of CCRCIT during the period of 4 years in the programme implementation process
- Support the formation of the Financial Unit
- Support the adequate administration of the Programme in order to ensure its sustainability

- Support to the PEA for selecting appropriate subprojects out of list of eligible buildings for the implementation of the KfW programme
- Assist CCRCIT in supervising the cooperation agreements and financial support contracts with owners/owners' associations
- Assist CCRCIT in the implementation and supervision of disbursement and incasso procedures
- Assist in Consultancy for owners' (associations)
- Assist in Consultancy for publicity and for information of the citizens
- Coordinate the management of consulting services for the project, including cost control, contract management, progress report on consultant services to KfW, etc in Lot I
- Coordinate the consultant's national and international experts in Lot I.
- Supervise the consultant's project staff under Lot I.

b) Support in establishing financial products and systems for the programme

- Support the PEA with developing financial terms and conditions for the owners (based on the initial proposals in the Project Concept) and elaborating corresponding procedures.
- Support to the PEA in establishing procedures for disbursement of funds
- Development of working material for owners (toolkit incl. e.g. contract models, financing overviews, etc.) to facilitate their access to the Programme
- Development of procedures and a management information system for the PEA
- Support to PEA in establishing procedures for recovering monthly cost shares from owners

c) Support in Formation of the Financial Unit (as described above)

d) Supervision of the Programme

- Support the PEA with the sound financial management of funds
- Support the PEA in supervising the selection of owners with regard to their eligibility for financial support and their income category
- Support the PEA with endorsement of all contracts and agreements signed by the PEA with third parties (including but not limited to owners of historical buildings). This includes alignment of clauses of those contracts with those in the Loan and Financing Agreement and the Separate Agreement

e) Assistance in promoting the self-sustainability of the Programme

- Assistance in the development of procedures regarding the self-sustainability phase of the Programme (including sources of financing, mix of loan and grant, adaptation of requirements for the owners, based on the experience obtained in the first phase of the Programme)
- Assistance in the development of working material (toolkits) to facilitate the work of CCRCIT after the end of the initial (KfW-funded) programme phase of four years.

2. Additional Financial Expert (s)

This/These expert(s)' main tasks are to assist PEA and the Financial Expert (B) in establishing the adequate structure of Financial Unit and to train and build capacity of PEA staff in order to ensure proper financial implementation of the Programme and also to establish procedures that will ensure process sustainability and the most efficient use of funds for the entire period of 30 years.

This includes expert services to assist the PEA in:

Training and building capacity of PEA's Financial Unit staff

- Support the PEA with setting up the Financial Unit

- Support the PEA with defining the job descriptions and profiles, setting up work flows, decision making procedures and organizational chart of the Financial Unit.
- Assist the PEA in the selection of qualified staff for the Financial Unit
- Training of the PEA's staff in the internal procedures that have been developed by the consultant (including work flows, decision procedures)
- Develop financial software tools for recovering monthly cost rates from owners
- Train Financial Unit staff to use the financial software for recovering monthly cost rates from owners
- Support the Financial Unit in designing the templates for Progress Reports to KfW, and in producing the first two semi-annual Progress Reports

3. Expert(s) on public relations and communication

Expert services shall be provided to

- Train the PEA staff in public relations in order to improve publicity activities for the project
- Train the PEA/CCRCIT staff and local architects in communicating with interested owners and owners' associations
- Support the PEA with organizing events for raising awareness about the value of the historic buildings and
- Assist the PEA in preparing information materials (brochures, flyers, catalogues)

4. Legal Expertise

In addition the Consultant team should also comprise Romanian legal expertise (civil and public law) to assist the Task Force in drafting the required legal documents (contracts and agreements) between CCRCIT/the Municipality and the owners's associations and individual owners as well as implementing the procedural steps of the programme, e.g. procurement, guarantees etc. for final clearance by the responsible Directorates of the Municipality.

Lot II: Architect and Engineering Services

1. Leading consulting Architect - Technical assistance on architectural and engineering matters

This expert – together with his/her additional local and international staff - shall support CCRCIT to coordinate the task force in its' responsibilities regarding the entire careful rehabilitation process in order to meet the project's objectives, mainly to ensure a high level of quality and efficiency of construction works with respect to their character as historical monuments. The Consulting Leading Architect shall also coordinate the Consulting Team under Lot 2 and liaise with the Consulting Leading Financial Expert under Lot 1 in order to efficiently carry out both consulting services.

This includes:

a). General support and coordination of Consultant Team

- Assist Head of CCRCIT during the period of 4 years in the Programme implementation process
- Support the formation of the Technical Unit
- Support the adequate administration of the Programme in order to ensure its sustainability
- Support to the PEA for selecting appropriate subprojects out of list of eligible buildings for the implementation of the KfW programme

- Assist CCRCIT in supervising the construction works and train the architects and the staff of the CCRCIT's Technical Unit in construction supervision
- Check the progress of works for payment approval
- Assist and train CCRCIT in other technical matters
- Assist in Consultancy for owners' (associations)
- Assist in Consultancy for publicity and for information of the citizens
- Coordinate the management of consulting services for the project, including cost control, contract management, progress report on consultant services to KfW, etc in Lot II
- Coordinate the consultant's national and international experts in Lot II
- Supervise the consultant's technical project staff of TAT in Lot II

b). Quality control of planning

- Provide consultancy to the sub-projects' architects in setting the objectives of the planned sub-projects and their operations, using appropriate procedures, technologies and materials, which meet international rehabilitation standards
- Support the CCRCIT in assessing the planning for compliance with the objectives of careful rehabilitation and with the previously elaborated consultancy reports of the building
- Support the CCRCIT in assessing the planning regarding cost calculation and consultancy for architects and constructors
- Assist the CCRCIT in improving the interdisciplinary cooperation of architects and engineers involved in the planning process
- Be a member of the Taskforce deciding on the selection of eligible buildings
- Consultancy to PEA to ensure process' sustainability

c). Construction supervision and quality control of rehabilitation works

- Support to CCRCIT in enforcing the proper insurance/guaranties from constructors for the quality of their works, in order to avoid the risk of default of owners
- Supervision of the careful rehabilitation process and quality control of works
- Provide consultancy for the sub-projects' architects and constructors regarding the quality of execution, progress of construction and eliminating construction defects;
- Endorsement of all Public Procurement Documentation regarding the Programme;
- Periodically inspect construction sites together with the local constructors and architects and provide reports including recommendations and/or modifications, if needed ;
- Periodically adjust and exchange information on necessary planning, mass changes, cost development, etc.;
- Provide consultancy to local architects and constructors regarding construction supervision such as quality control, use of construction journals, deadline planning, cost control, etc.;
- Provide consultancy on issuing construction protocols;
- Provide consultancy to the constructors and architects on careful rehabilitation methods in order to comply with the provisions of the Romanian construction legislation (building' and monuments' permits)

d) Input on specific technical issues of careful rehabilitation of historic monuments

e) Assistance in promoting the self-sustainability of the Programme

- Assistance in the development of procedures regarding the self-sustainability phase of the Programme
- Assistance in the development of working material (toolkits) to facilitate the work of CCRCIT after the end of the initial (KfW-funded) programme phase of four years.

2. Coordinating and Supervising Architect/Engineer

This expert – together with the Consulting Leading Architect and his additional local and international staff (see below) - shall assist the task force and the Head of the CCRCIT in their responsibility to ensure the sub-projects proper technical implementation according to the programme objectives and in compliance with Romanian technical legislation, and to ensure best know-how transfer between the external consultant team and the PEA's staff, to allow for a successful implementation of the project.

Responsibilities:

- Full time assistance to CCRCIT in the initial 4 years of implementation period
- Mediates the working relationship between the Romanian staff of CCRCIT and the international experts
- Consultancy for ensuring process sustainability and most efficient use of funds
- Consultancy to owners to facilitate access to the Programme

a) General tasks

- Support, together with the Consulting Leading Architect, the Romanian technical staff of PEA and local experts with regard to technical issues during the project implementation
- Deputy of Consulting Leading Architect when he/she is not present in Timisoara, within the limits of delegated powers
- Performs the tasks of the Consulting Leading Architect and coordinates the staff, when the Consulting Leading Architect is not in Timisoara, within the limits of delegated powers
- Assists the Consulting Leading Architect in coordinating the other experts and members of the international consultancy team and their services
- Supports the PEA in selecting the buildings for the rehabilitation project
- Consultancy for the PEA staff to prepare policies and procedures to minimize technical risk (risk of poor quality of works)
- Support the Consulting Leading Architect in quality control of planning and construction works in terms of compliance with the standards of careful, adequate and cost-effective rehabilitation
- Monitoring and assessing the project progress and achievement of objectives
- Support the PEA with regular technical reporting to KfW
- Consultancy for ensuring process sustainability and the most efficient use of funds

b) Facilitating access to the Programme

- Supports the PEA to attract applicants for the Programme
- Supports the PEA by mediating the relation to the owners
- Provides assistance to the owners according to specifications in the project concept and regarding technical matters
- Supports local stakeholders (PEA, architects, constructors, etc.) in consulting owners and owner associations regarding technical issues
- Supports the PEA in promoting the Programme

c) Monitoring quality of planning and construction

- Supports the Consulting Leading Architect in: providing consultancy to architects in setting the objectives of the planned operations and using appropriate procedures, technologies and materials, which meet international rehabilitation standards; in assessing the planning for compliance with the objectives of careful rehabilitation and with the previously elaborated consultancy reports of the building; in assessing the planning regarding cost calculation and consultancy for architects and constructors;

- Supports the Consulting Leading Architect in assistance to CCRCIT in supervision of construction' progress (use of construction journals, deadline planning, cost control, etc.)
- Periodically inspects, together with owners and/or local constructors and/or owner's architects/engineers, the construction sites
- Provides consultancy to local constructors and (owners') architects regarding the quality control to eliminate construction defects
- Provides consultancy on issuing construction protocols
- Provides consultancy to the constructors and architects on monitoring and implementing the provisions of the construction authorization and of the law of monument preservation
- Support and train the PEA's staff of the Technical Unit with adapting international practices and requirements to the local situation

d) Assistance in promoting the self-sustainability of the Programme

- Support the staff of the PEA in establishing good polices and procedures of careful rehabilitation
- Support the PEA in promoting the Timisoara Programme as a possible model for good Romanian legislation in the field of rehabilitation
- Support the Romanian staff to elaborate local regulation to be proposed to the Local Council

3. Architects/Engineers –permanently available – min. 2 persons

These experts, preferably national experts with experience and training by the above mentioned GTZ Projects (or comparable) shall:

- Check building technical assessment reports prepared by pool of local architects (see also below)
- Check and assess the solution proposed in the technical assessment report
- Check and assess time and cost estimations;
- Regularly supervise quality of works on site and train the staff of the Technical Unit accordingly;
- Confirm additional works or cancellation of works in agreement with the international technical expert;
- Act as main contact person for the pool of local architects (see below) and prepare clarification of technical issues between the consulting architects and the international expert for technical assistance

4. Technical assessments of eligible buildings carried out by local architects (pool of local architects)

- minimum 4 persons – preferably experience and training in previously mentioned GTZ projects

Technical assessments of approx. 100 buildings and definition/proposal of necessary rehabilitation according to formats developed in GTZ project and project concept

VII. Staff profiles

The required qualifications for the Consultant's key staff members are summarized as follows:

Lot I: Institutional, Economic, Legal and Public Relations Expert Services

1) Consulting Leading Financial Expert:

Requested professional profile:

Economist or similar educational background with the following qualifications:

- Long term practical experience (10 years) in the field of institutional support and microfunding preferably in the field of careful rehabilitation and preservation of historic monuments
- Experience in project coordination for all project phases, especially regarding the financial, and legal implementation as public relations
- Experience in implementing national and international financing / funding programs and managing the specific costs
- Excellent communication skills and interdisciplinary knowledge
- Languages: English (fluent), preferably Romanian (basic)

2) Financial Expert:

Requested professional profile:

Economist or similar educational background with the following qualifications:

- Long term practical experience (5 years) in the execution of international cooperation projects and financing programs
- Experience in ensuring quality control and sustainability of long term financing programs
- Preferably basic knowledge of the Romanian cost calculation and billing software
- Experience in implementation of international best practise in compliance with local legislation
- Experience in working with bank loans or financial support programs, preferably in the housing sector
- Excellent communication and moderation abilities and interdisciplinary knowledge
- Foreign language abilities: English (fluent), preferably Romanian (basic)

Lot II: Architect and Engineering Services

1) Consulting Leading Architect:

Technical assistance on architectural and engineering matters

Requested professional profile:

Architect or Construction Engineer with the following qualifications:

- Long term practical experience (10 years) in the field of careful rehabilitation and preservation of historic monuments, preferably international

- Experience in project coordination for all project phases, especially regarding the construction supervision and the final acceptance of the works
- Experience in implementing national and international financing / funding programs and managing the specific costs
- Excellent communication skills and interdisciplinary knowledge
- Languages: English (fluent), preferably Romanian (basic)

2) Coordinating and Supervising Architect/Engineer:

Requested professional profile:

Architect with the following qualifications:

- 5-10 years of professional experience, preferably in Romania
- having developed at least five architectural project designs that were built
- specific experience in the rehabilitation of historic monuments at least in one major project
- experience in training, coordination and supervision of team of architects, good communication and teamworking skills
- Knowledge of the Romanian legislation regarding building permits, urban regulation and protection of historical monuments, certification by Ministry of Culture for supervision and acceptance of rehabilitation works on historic monuments would be an asset
- Language skills: Romanian (mother tongue), English – very good

VIII. Reporting

The Consultant shall submit the following reports to KfW and the PEA in English with a Romanian translation latest one week later:

1. Inception Report within five months after signing of the consulting contract. The inception report will include, among other items:
 - the financial products (terms and conditions) to be offered to the owners under the programme
 - the staffing profile and the main systems and procedures proposed for the Technical and Financial Unit
 - suggestions for any necessary changes of the Project Concept based on the consultant's assessment of the project's current framework conditions
 - a training plan for the PEA's staff of the Financial and Technical Unit, local architects and construction companies.
2. Monthly 1-2 page status reports
3. Quarterly progress reports
4. Completion report latest 50 months after signing of the consulting contract.

IX. Facilities

The City Hall of Timisoara will provide all facilities for the entire Consultant team, including office spaces and equipments (phone, fax, copy machine, computers, printers, flip chart, etc)
Bidders should, however, specify their requirements in their offer for clarification.

For further information please also refer to:

Annex 1: Overview Chart

Annex 3: Project Concept for Rehabilitation Programme of Historic Monuments in Historic City Quarters in Timisoara, Romania”, dated 16th February 2007 with last update in August 2010