**International Technical Assistance Project “RELEVE” - Recovery and Decentralization**

**Terms of Reference**

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| Contract object : | **Lot 1. Development of the project design and cost estimation documentation (проєктно-кошторисна документація, ПКД) for the new construction of a civil defense protective structure, an anti-radiation shelter, on the territory of a Preschool Educational Institution of the Koryukivka City Council of the Chernihiv Region, located at: Chernihiv Region, Koryukivska hromada** |
| Contract dates: | Duration : September 2025 – March 2026 |

##### **Background information**

Expertise France is the French international technical cooperation agency, with the status of public institution under the joint supervision of the Ministry for Europe and Foreign Affairs (MEAE) and the Ministries of Economics and Finance and Industrial and Digital Sovereignty. It is the second largest technical cooperation agency in Europe. Expertise France designs and implements projects that strengthen public policies over the long term in developing and emerging countries.

As the **French public agency for international technical cooperation**, Expertise France operates in more than 100 countries, implementing more than 400 projects. The agency works in close collaboration with French public institutions, as well as with the European Union, in order to respond to the needs of partner countries that wish to improve public policies that tackle these challenges. To do so, the agency coordinates and implements national- or regional-scale projects in major areas of public action:

* [Democratic, economic and financial governance](https://www.expertisefrance.fr/en/democratic-economic-financial-governance)
* [Peace, stability and security](https://www.expertisefrance.fr/web/guest/paix-stabilite-securite)
* [Climate, biodiversity and sustainable development](https://www.expertisefrance.fr/web/guest/developpement-durable-climat-et-agriculture)
* [Health and human development](https://www.expertisefrance.fr/web/guest/sante-et-developpement-humain)

Ukraine is a key partner for Expertise France, which has had a local presence since 2006 with a representative office and projects. Over the years, Expertise France has built up a relationship of trust with its partner administrations.

Since the start of the of unjustified full-scale Russian invasion, France has launched a coordinated assistance to Ukraine. The **mAIDan Ukraine program** is a multisector technical assistance facility funded by the Ministry of Foreign Affairs. The program’s main objective is to identify needs and propose technical cooperation projects that support resilience, reconstruction, and EU integration.

At this time, Expertise France is focusing **its projects within following sectors**:

- Governance

- Economic governance

- Rule of law and justice

- Digitalisation and innovation

- Healthcare and social policies

- Security and defence policy.

The program may mobilize funding for other sectors if demand is expressed and the opportunity is

confirmed by Expertise France and the Ministry of Foreign Affairs of France.

##### **General context related to the assignment**

During Ukraine Recovery Conference in Lugano in July 2023, France has expressed the commitment to support Chernihiv region in terms of recovery and reconstruction processes. In the light of the decision, one of the priority projects within mAIDan programme will aim at support of Chernihiv region.

The Chernihiv region of Ukraine, which was hit hard by Russian bombings during the first weeks of the war, has strong old historical links with France, notably through Franco-Ukrainian technical cooperation. In July 2022, at the Lugano conference, France reiterated its commitment to supporting Ukraine through humanitarian, economic, financial, diplomatic and military aid and announced that it wished to concentrate its support on the Chernihiv region in terms of reconstruction by supporting several public and private initiatives.

In terms of decentralization, Ukraine made significant progress between 2015 and 2020, but territorial governance system is in the middle of the process with reforms initiated but not completed. In the Chernihiv region, regional and local development strategies for the period of 2021-2027 have been developed, but must be updated and adapted to the war context and the most urgent local needs. In the current situation, reconstruction needs remain very important and a priority for the Hromadas, particularly for road and connection infrastructure.

The main goal of the project is to support « Support to the authorities in Chernihiv’s Region for reconstruction and decentralization » project is structured around three pillars:

• Pillar 1: Reform (adapt the strategic documentations to the recovery context)

• Pillar 2: Capacity building in the sectors: Mobility, Agriculture, Waste management, Culture & Heritage and Innovation (cross-sectoral)

• Pillar 3: Reconstruction through partnership with French municipalities

The project will operate in the Chernihiv region in general and in particular in the following 7 hromadas and 1 rayon: Ichnia, Oster, Nova Basan, Novyi Bilous, Novgorod-Siverskiy, Pryluky, Semenivka.

The expected result of Pillar 1, Reform, is a review and alignment with the national guidelines of the strategic documents in terms of decentralization and local governance, at all levels of local governance.

The expected result of Pillar 2, Recovery, is a strengthening of the capacities of agents at the different regional and local administrative levels. Pillar 2 adopts a multi-sectoral approach (mobility, agriculture, waste management, culture and heritage, innovation). A large part of the sectoral intervention will consist of carrying out diagnostics and feasibility studies which will make it possible to constitute a solid base for the future projects.

The expected result of Pillar 3. Reconstruction, will consist of the mobilization of French municipalities in a peer-to-peer dialogue with Ukrainian local authorities as well as the purchase or subsidy of equipment for the benefit of the targeted hromadas. This pillar will allow the feedback of experiences, and the dissemination of the French territorial governance model.

Under the Pillar 2 “Recovery”, RELEVE project is implementing a “LocalDev Capacity” program with the aim of supporting the enhancing of competences of hromadas in project development and management, as well as in the attraction of investments for recovery projects through DREAM ecosystem. An important step of the “LocalDev Capacity” program was a competition event “Day.Che” that was held in Chernihiv on the 7th of May with the participation of 11 hromadas from Chernihiv region, national and regional administrations, international organisations and other stakeholders. As a result of the ”Day.Che”, 3 hromadas were selected as winners of the competition and will receive further support of the RELEVE project in the process of preparation of project, technical and financial documentation for their development projects.

##### **Purpose and objectives of the assignment**

The purpose of the assignment is to support Koriukivska hromada in the process of development of the full package of project design and cost estimation documentation (проєктно-кошторисна документація, ПКД) for the project of the new construction of a civil defence protective structure.

The specific objective of the assignment is to develop a complete and compliant set of project design and cost estimation documentation (ПКД) for the new construction of a civil defence protective structure in Koriukivska hromada, in accordance with Ukrainian building regulations and civil defence standards. The structure is expected to be constructed in the building of a Preschool Educational Institution in Koriukivksa Hromada and will therefore serve as a sheltering location for the students and staff of the institution as well as for the neighbouring residents. The developed set of documentation must be delivered in the form and under the standards which will allow the Hromada to publish the documentation for tendering or funding applications.

##### **Scope of work**

The expected scope of work will intervene in the framework of the project’s **Pillar 2, Recovery**: strengthening of the capacities of agents at the different regional and local administrative levels.

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| **Item**  **No.** | **List of Key**  **Data and Requirements** | **Key Data and Requirements for Design** |
| 1 | Name and location of the facility | New construction of a civil defence protective structure, an anti-radiation shelter (ARS), on the territory of a Preschool Educational Institution No. 4 “Veselka” with an environmental and nature-oriented focus, of the Koriukivka City Council of the Chernihiv Region |
| 2 | Basis for design. | - |
| 3 | Type of construction. | New construction |
| 4 | Client information. | Koriukivka Preschool Educational Institution No. 4 “Veselka” with an environmental and nature-oriented focus, of the Koriukivka City Council of the Chernihiv Region  EDRPOU code 21406663 |
| 5 | Source of funding. | Donor funds  City budget funds |
| 6 | Design stages. | Two stages: first stage — “Working Design”, second stage — construction documentation |
| 7 | Data on engineering surveys and additional investigations. | * Engineering and geodetic surveys shall be carried out by the designer in accordance with DBN A.2.1-1-2008 “Engineering Surveys for Construction”. * Engineering and geological surveys shall be carried out by the designer in accordance with DBN A.2.1-1-2008 “Engineering Surveys for Construction”. |
| 8 | Special construction conditions (seismic activity, soil subsidence category, flood-prone or undermined areas, etc.) | Conclusions and recommendations of the engineering and geological survey report shall be taken into account during the development of the design documentation |
| 9 | Construction phasing and the need to allocate start-up complexes. | No phasing or start-up complexes required |
| 10 | Consequence class (liability) and design service life of the facility. | Preliminary consequence class (liability) — CC3. The general designer shall confirm the consequence class (liability) by calculation.  The consequence class (liability) shall be determined in accordance with DSTU 8855:2019 “Buildings and Structures. Determination of Consequence Class (Liability)”.  The designated service life shall be determined in accordance with DBN V.1.2-6:2021 “Fundamental Requirements for Buildings and Structures. Mechanical Resistance and Stability”. |
| 11 | Key architectural and planning requirements and characteristics of the facility, including functional room groups, names and areas of the premises. | The design for the new construction of the facility shall be carried out in accordance with the following design standards:  1. DBN V.1.2-4:2019 “Engineering and Technical Measures for Civil Protection”;  2. DBN V.2.2-5:2023 “Protective Structures for Civil Protection”;  3. Other applicable regulatory and legal documents, subject to compliance with the requirements of building regulations, sanitary standards and rules governing the designated spaces (areas)  The project shall provide for the new construction of a civil protection shelter — a dual-purpose facility with the protective characteristics of a radiation shelter: it shall function as a shelter during a state of emergency and be repurposed as a storage facility for non-combustible and non-toxic materials during peacetime.  In addition, the working design shall include the installation of the following engineering systems:   * **water supply and drainage system:** * **ventilation system:** * **heating system:** * **power supply system:**   in accordance with DBN V.2.2-5:2023 and other applicable building codes, provision must be made for a power supply network and equipment with automatic remote switching to a backup power source (diesel generator, storage equipment).   * **lighting system:** * **safety system:** * fire alarm system with information transmission to the central control panel; * evacuation system; * **low-voltage systems and networks:** * internet networks with equipment capable of operating autonomously; * radio notification networks. |
| 12 | Capacity or characteristics of the construction facility. | Design capacity in accordance with the requirements of DBN V.2.2-5:2023  Number of employees and educational process participants: 400 persons (250 children, 55 staff members, and 95 residents of neighbouring buildings) |
| 13 | Requirements for landscaping of the facility | Landscaping works shall be designed in accordance with:   * DBN B.2.2-12:2019 “Territory Planning and Development”; * DBN B.2.2-5:2011 “Urban and Functional Area Design and Development. Landscaping” (as amended Nos. 1…3); * Other applicable regulatory and legal documents. * Provision shall be made for the restoration of playgrounds and physical activity areas. |
| 14 | Requirements for the development of the “Environmental Impact Assessment” section | This section shall be developed in accordance with the requirements of DBN A.2.2-1:2021 “Structure and Content of Environmental Impact Assessment Materials” and other applicable regulatory and legal documents, taking into account the environmental impact assessment. |
| 15 | Requirements for engineering protection of territories and the protection of buildings and structures from hazardous natural or man-made factors. | In accordance with DBN V.1.1-46:2017 “Engineering Protection of Territories, Buildings and Structures from Landslides and Collapses. Basic Provisions” and other applicable regulatory and legal documents. |
| 16 | Energy saving and energy efficiency requirements. | According to:   * DBN V.2.6-31:2021 “Thermal Insulation and Energy Efficiency of Buildings”; * DSTU 9190:2022 “Energy Efficiency of Buildings. Method for Calculating Energy Consumption for Heating, Cooling, Ventilation, Lighting and Hot Water Supply”; * DSTU 9191:2022 “Thermal Insulation of Buildings. Method for Selecting Thermal Insulation Materials for Building Insulation”;   Other applicable regulatory and legal documents. |
| 17 | Occupational health, safety and security requirements. | According to:   * DBN A.3.2-2-2009 “Occupational Safety Standards System. Occupational Health and Industrial Safety in Construction. Basic Provisions”; * DBN V.1.2-9:2021 “Fundamental Requirements for Buildings and Structures. Safety and Accessibility During Use”; * Other applicable regulatory and legal documents. |
| 18 | Fire safety requirements for the facility | According to DBN V.1.1-7:2016 “Fire Safety of Construction Facilities. General Requirements” and other applicable regulatory and legal documents. |
| 19 | Requirements for the development of the civil protection engineering and technical measures section. | According to:   * Resolution of the Cabinet of Ministers of Ukraine No. 6 dated 09/01/2014 “On Approval of the List of Facilities Whose Design Documentation Must Include a Section on Civil Protection Engineering and Technical Measures”; * DBN V.1.2-4:2019 “Engineering and Technical Measures for Civil Protection”; * DBN V.2.2-5:2023 “Protective Structures for Civil Protection”; * Other applicable regulatory and legal documents. |
| 20 | Preliminary approvals of design solutions | Approval of design solutions with the Client.  Approval of design and cost documentation. |
| 21 | Initial data provided by the Client | * Design brief * Technical data sheet of the building * Task for the development of the Civil Protection Engineering and Technical Measures section * Technical specifications (if required) |
| 22 | Requirements for creating conditions for unhindered access for persons with limited mobility according to DBN V.2.2-40. | According to design regulations. The project solutions must fully ensure accessibility, convenience, clarity and safety, including:   * unhindered access from the surrounding area to the shelter; * physical possibility and convenience of entering and moving around the entire facility. |
| 23 | Requirements for the cost estimate section | The design and cost estimate documentation (DCD) shall be prepared and submitted in accordance with the following requirements:   * DBN A.2.2-3:2014 “Content and Structure of Design Documentation for Construction” (with Amendments No. 1 and No. 2); * DSTU 9243.4:2023 “System of Design Documentation for Construction”. Basic requirements for design documentation and other applicable construction standards of Ukraine; * Ukrainian Cost Estimating Standards “Guidelines for Determining Construction Costs”. Order of the Ministry for Communities and Territories Development of Ukraine No. 281 dated 01/11/2021.   The cost estimate documentation shall include:   * the average monthly salary shall be set at UAH 22,724.00, corresponding to an average work complexity grade of 3.8 for the year 2025, in accordance with Resolution No. 136 of the Executive Committee of the Koriukivka City Council dated 13/05/2025; * the level of estimated profit and administrative costs to be determined according to the cost estimating standards “Guidelines for Determining Construction Costs”; * 1% of the total cost allocated for Client’s service support; * 1.5% of the total cost allocated for technical supervision; * funds for covering risks for all construction participants; * funds to cover additional costs associated with inflation processes; * the cost of design works as per the Contract, calculated in accordance with the “Guidelines for Determining the Cost of Design, Scientific and Design, Survey Works and Expert Review of Design Documentation for Construction”; * the cost of expert review of design documentation as per the Contract, calculated in accordance with the “Guidelines for Determining the Cost of Design, Scientific and Design, Survey Works and Expert Review of Design Documentation for Construction”; * funds for carrying out architectural supervision, as determined by the preliminary calculation; * funds for obtaining technical specifications (if required); * funds for connection to external engineering networks (if required); * fees for services related to commissioning the facility.   Other expenses — as agreed with the Client. |
| 24 | Number of copies of the design and cost estimate documentation | The design documentation shall be provided to the Client in 4 paper copies and on an electronic medium (the cost estimate part in the AVK-5 software system, in the version current at the time of submission; graphical materials in .pdf and .dwg formats; textual documentation in .doc, .Excel and .ims formats). |
| 25 | Additional requirements of the Client. | 1) Ensure support for and payment of the expert review (to be included in the cost of DCD preparation by the Contractor), and obtain a positive conclusion;  2) All related costs (if applicable) must be included in the cost of DCD preparation for the Contractor;  3) Submit all required information and register the design documentation on the Unified State Electronic System in the Construction Sector (USESCS) in accordance with applicable Ukrainian construction regulations;  4) Adhere to the deadlines for preparation, expert review, and USESCS registration of the design and cost estimate documentation, as specified by the procurement procedure for DCD services. |
| 26 | Amendments and additions. | This design brief may be amended or supplemented by mutual agreement of the parties no later than 15 calendar days prior to the completion date for the preparation of design documentation as stipulated in the contract. |

The project technical and financial documentation should be developed in accordance with the scope of work provided above.

##### **Required expertise**

The contractor is required to have the following set of expertise:

* Minimum 5 years of experience in developing the project’s technical and financial documentation
* Proven track record of the implementation of similar works
* Proven capacity to carry out the works within the indicated timeline
* Experience of working with international donors would be an asset
* Appropriate education and certification of the relevant category
* Excellent command of French or English (written/oral) will be an advantage

1. **Offer modalities**

* Cover letter containing information and documents confirming compliance by the candidate/company with the eligibility and selection criteria outlined above;
* Indicative action plan with a timeframe and deadline for each step that the candidate/company is planning to undertake during the preparation for, and conduct of the services;
* CV of the candidate or CVs of the personnel to be involved in the activities, respective certificates and proof of previous experience in implementation of similar works
* Financial proposal (in UAH).

##### **Timeframe of the contract**

The assignment implementation is expected during the period of September 2025 to March 2026. The contractor will work under the direct supervision of, and report to RELEVE’s project team management.

Place of Performance: Koriukivska hromada. Site visits in Ukraine are possible on a need’s basis and with the preliminary agreement of the RELEVE’s project management.

**Evaluation criteria**

Expertise France will evaluate the offers according to the following criteria:

➢ Criterion 1: Price (60%)

➢ Criterion 2: Compliance with technical requirements (responsiveness of the methodology) (40%), i.e.

* Criterion 2.1. Offered timelines (15%). To be evaluated based on the provided details of the timelines and their responsiveness to Expertise France expectations. Delivery of works earlier than stipulated in this RFP is preferred.
* Criterion 2.2. Offered risk-managements (10%). To be evaluated based on the envisaged risks and offered measurements to their mitigation.
* Criterion 2.3. Confirmed capacity (15%). To be evaluated based on the number of the involved personnel, certification confirming availability of the equipment.

Expertise France may, if it deems necessary, open negotiations with all or some of the tenderers and will conclude the contract with the entity that submitted the best-rated tender in the light of these criteria.