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

**Terms of Reference**

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| Contract object : | **Lot 2. Development of the project design and cost estimation documentation (проєктно-кошторисна документація, ПКД) for the overhaul of the Mena Gymnasium of the Mena City Council with energy efficiency measures and creation of a new educational space** |
| 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 Menska 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 major overhaul of the Mena Gymnasium with energy efficiency measures and creation of a new education space.

The specific objective of the assignment is to develop a complete and compliant set of project design and cost estimation documentation (ПКД) for the major overhaul of the Mena Gymnasium, in accordance with Ukrainian building regulations and civil defence standards. The structure expected to be renewed is the Mena Gymnasium and will therefore serve as the new and improved educational institution for 600 students in the Hromada. 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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| **List of Key Data and Requirements** | **Key Data and Requirements** |
| 1. Name and location of the facility | Overhaul of the Hub Institution Mena Gymnasium of the Mena City Council, including energy efficiency measures and the creation of a new educational space |
| 2. Basis for design | - |
| 3. Type of construction | Overhaul |
| 4. Client information | Hub Institution Mena Gymnasium of the Mena City Council, 15600, Chernihiv Region, Koriukivka District, Mena City  EDRPOU code 21406663 |
| 5. Source of funding | Donor funds,  local budget funds |
| 6. Design stages | Single-stage design — Working project |
| 7. Engineering surveys | If required:  - engineering and geodetic surveys shall be carried out by the designer in accordance with DBN А.2.1-1-2009 “Engineering Surveys for Construction”;  - engineering and geodetic surveys shall be carried out by the designer in accordance with DBN А.2.1-1-2009 “Engineering Surveys for Construction”. |
| 8. Data on special construction conditions | -- |
| 9. Construction phasing and the need to allocate start-up complexes | No phasing or start-up complexes required |
| 10. Determination of consequence class (liability) and design service life | Preliminary consequence class (liability) — C3.  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 overhaul of the facility shall be carried out in accordance with the following design standards:  1. DBN V.2.2-9:2018 “Buildings and Structures. Public Buildings and Structures. Basic Provisions”.  2. DBN V.2.2-3:2018 “Buildings and Structures. Educational Facilities”.  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 provides for the overhaul of the existing buildings and premises of the Hub Institution Mena Gymnasium of the Mena City Council, including:  - insulation of external walls, basement plinth and cellar walls;  - insulation of the attic floor slab;  - replacement of window and door units;  - internal finishing works (flooring, walls, ceilings);  - arrangement of paving around the building.  In addition, the working design shall include the renovation and installation of the following engineering systems:  - renovation of the water supply and sewerage networks;  - renovation of the heating and ventilation systems;  - renovation of the power supply and lighting systems;  - installation of safety systems (fire alarm system with information transmission to the central control panel);  - low-voltage systems and networks (internet networks with equipment). |
| 12. Capacity or characteristics of the construction facility | Number of employees and educational process participants: 114 employees and 600 pupils; total number — 714 persons. |
| 13. Instructions regarding the need for:  1) development of individual technical specifications;  2) development of alternative design options;  3) preliminary approvals of design solutions;  4) preparation of presentation materials;  5) performance of experimental or research works;  6) technical information protection. | 1) not required.  2) not required.  3) preliminary design solutions must be approved by the Client.  4) not required.  5) not required.  6) not required. |
| 14. Site landscaping requirements | Restoration of damaged paving areas. |
| 15. Requirements for engineering protection of the site | According to applicable regulations |
| 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. Requirements for the development of the “Environmental Impact Assessment” section | According to applicable regulations |
| 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. 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. |
| 20. Requirements for the development of the civil protection engineering and technical measures section (civil defence) | According to applicable regulations |
| 21. Requirements for the development of special measures | According to applicable regulations |
| 22. Cost estimate requirements | The cost estimate documentation shall be prepared in accordance with applicable construction pricing regulations. Among other items, the cost estimates shall include the cost of construction works and the following expenditures:  - business travel expenses for construction personnel to the site;  - performance of construction works during winter and summer periods;  - risk coverage for all participants of the construction process;  - coverage of additional expenses related to inflationary processes;  - costs of technical supervision;  - costs of architectural supervision;  - costs of expert review of design and cost estimate documentation;  - installation and dismantling of temporary structures. |
| 23. Submission of design documentation to the Client | The completed design and cost estimate documentation shall be delivered to the Client in three hard copies and one electronic copy, as follows:  - a copy of the design documentation in Adobe Acrobat Reader format;  - textual materials in Microsoft Word format;  - graphical materials in AutoCAD format;  - the project implementation schedule in Microsoft Project format;  - cost estimates in AVK-5 software format, or in an equivalent software format with the ability to fully integrate files into AVK-5. |

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: Menska 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.