**Programme:** Private Sector Development South Caucasus (PSD SC): "SME Development and DCFTA" in Georgia

**Project:** “SME Development and DCFTA in Georgia” co-financed by the European Union

**PN:** 13.2144.7.008

**DV:** Philipp Steinheim

**Activity**: Estimation of costs of renovation works

**Period:** 24 July – 31 July, 2017

1. **Conditions of the assignment**
   1. **Objective and tasks**

The objective of this assignment is to check the validity of the draft work breakdown and cost estimates of renovating facilities owned by the GCCI in Kutaisi and intended for use of the DCFTA Information Centre Office in Kutaisi (marked in red in the drawing included in the addendum to this ToR) and to come up with work breakdown, lists of recommended construction materials and cost estimates for a) regular renovation; and b) high end renovation of the mentioned facilities.

Tasks associated with the implementation of this assignment include but not necessarily limited to the following:

1. Familiarizing with work estimates, sketches and cost estimates
2. Participating in the initial orientation meeting to agree on activities and calendar plans
3. Implementing the on-site visit;
4. Preparing reports and estimates for alternative options of renovations;
5. Presenting the results of the validity check of the existing work breakdown structure and cost estimates and two options suggested by the consultant
   1. **Deliverables, Level of Effort and Due Dates**

| **Tasks – Deliverables** | **# of Expert Days** | **Due date** |
| --- | --- | --- |
| 1. Familiarization with existing technical documentation and participation in the initial orientation meeting  Deliverables:   * 1. Action plan agreed with the SME DCFTA GE Project and the GCCI (English, in doc(x) format); | 1 | July, 2017 |
| 2. Implementation of the on-site visit  Deliverables:  2.1 On-site visit implementation report | 1.5 | July, 2017 |
| 3. Preparation of reports and original options for renovation  Deliverables:  3.1 Report on the validity of estimates (English, in doc(x) format)  3.2 WBS and CBS for a regular renovation (English, in doc(x) format)  3.3 WBS and CBS for a high-end renovation (English, in doc(x) format) | 2 | July, 2017 |
| 4. Final debriefing  Deliverables:  4.1 Presentation of results of the assignment (English) | 0.5 | July, 2017 |

* 1. **Conditions and payment terms**

2.3.1 The offer from an applicant needs to include technical and financial proposals.

2.3.2 The technical proposal shall contain information about applicant’s relevant experience (portfolio, CV of the proposed expert), expand methods/approaches to the implementation of the ToR and include calendar of planned activities.

2.3.3 The financial proposal shall clearly state all types of costs to be charged to the project to implement this ToR (e.g. honorarium, communication, transportation, accommodation, translation from Georgian into English, administrative support, etc.).

2.3.4 Payment shall be effected upon the completion of the assignment and approval of the final deliverables based on the original invoice.

* 1. **Coordination and communication**

The consultant reports to and coordinates with the SME Development and DCFTA in Georgia Project Team Leader, Mr. Philipp Steinheim, Deputy Team Leader Ms. Anzelika Rieck, and Program Expert Mr. David Okropiridze.

**1.5 Additional requirements**

Applicant firms shall assign qualified expert(s) to fulfil this ToR. Minimum and desired qualifications of an expert shall be as follows:

1.5.1 Required Qualifications

1. Higher education (architecture-designer);
2. Excellent knowledge of: ArchiCAD, AutoCaD, and 3Ds max;
3. Languages: Georgian (freely), English (freely)
4. Intense work experience for the last 3 years in the field of architecture-design and/or construction
5. Areas of expertise
   1. Preparation of architectural and working drawings and 3D visualizations
   2. Development of specifications of the design
   3. Development of recommendations on construction materials
   4. Time planning of the building process
   5. Preparation of cost calculations
   6. Coordination and supervision of construction works
   7. Quality and cost control of the construction projects

1.5.2 Desired Skills/Qualifications

1. Proven presentation skills
2. Work experience with international donors and/or implementing agencies

1.5.2 Submission requirements

1. CV
2. Portfolio
3. 2 references from the most recent construction project supervisors/clients

**Addendum**

A1. Sketch of the compound

