

Project Administration Manual

Project Number: 53118-001

Loan Number: LXXXX

October 2021

Proposed Loan

Georgia: Livable Cities Investment Project for
Balanced Development

ABBREVIATIONS

ADB	– Asian Development Bank
CAPP	– community awareness and participation plan
DMF	– design and monitoring framework
EARF	– environmental assessment and review framework
EA	– executing agency
EMP	– environmental management plan
GAP	– gender action plan
IA	– implementing agency
IEE	– initial environmental examination
km	– kilometer
LCIP	– Livable Cities Investment Project
MDF	– Municipal Development Fund of Georgia
MRDI	– Ministry for Regional Development and Infrastructure of Georgia
PIU	– program implementation unit
PMU	– program management unit
PMC	– project management consultant
PPMS	– project performance management system
QCBS	– quality- and cost-based selection
SOE	– statement of expenditure
SPS	– Safeguard Policy Statement
TCM	– Tbilisi City Municipality
TDF	– Tbilisi Development Fund
UMP	– urban management partnership

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Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Ministry of Regional Development and Infrastructure of Georgia (MRDI), Municipal Development Fund of Georgia (MDF), Tbilisi City Municipality (TCM), and Tbilisi Development Fund (TDF) are wholly responsible for the implementation of ADB-financed projects, as agreed jointly between the borrower and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by MRDI, MDF, TCM and TDF of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At loan negotiations, the borrower and ADB shall agree to the PAM and ensure consistency with the loan agreement. Such agreement shall be reflected in the minutes of the loan negotiations. In the event of any discrepancy or contradiction between the PAM and the loan agreement, the provisions of the loan agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP), changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.

I. PROJECT DESCRIPTION

1. The Livable Cities Investment Project for Balanced Development (LCIP) is a sector loan project for a total loan amount of €101 million (\$119.9 million equivalent) that will improve livability and inclusive economic growth in Georgia including the seven lagging regions—Kvemo Kartli, Samegrelo-Zemo Svaneti, Kakheti, Samstkhe-Javakheti, Shida Kartli, Imereti and Guria—and the capital city Tbilisi.¹ The project will improve the quality of life of at least 1.5 million people (of which 52% are women) across Georgia through integrated urban solutions for inclusive and climate-resilient urban infrastructure and services, improved accessibility, connectivity and economic competitiveness, and enhanced institutional capacity. The project will upgrade urban centers and other settlements, public spaces, and parks; restore cultural heritage buildings and natural heritage sites; upgrade roads; and construct community infrastructure such as kindergartens, libraries, e-learning centers, and sports and tourism facilities. Universal design and accessibility standards will be applied for all project components.²

2. The project is aligned with the following impact: Sustainable economic growth, improved livability and balanced development promoted in Georgia.³ The project will have the following outcome: Livability and inclusive economic growth in Georgia improved.⁴ The project will improve the livability, accessibility, mobility, and the quality of public spaces with the application of the inclusive cities guidelines, Georgia's first-ever gender-responsive and accessibility standards, developed by ADB and adopted by the government to adapt the built environment for older persons, persons with disabilities, women, and children (footnote 2).

3. The project outputs are: (i) inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved; (ii) accessibility, connectivity, and mobility in tourism clusters across Georgia improved; and (iii) institutional capacity for sustainable urban and regional development enhanced.

¹ Asian Development Bank (ADB). 2019. *Country Operations Business Plan for Georgia, 2020–2022*. Manila. The sector project consolidates two proposed projects in the previous country operations business plan: (i) Livable Cities Investment Project for Balanced Regional Development and (ii) Livable Cities Investment Project for Tbilisi. In July 2020, the government asked ADB to process the two projects together. The project was prepared under ADB. 2019. *Technical Assistance to Georgia for Preparing Integrated Solutions for Livable Cities*. Manila (amount: \$2,600,000).

² ADB. 2021. *Inclusive Cities: Urban Area Guidelines*. Manila; and Government of Georgia. 2020. *The Law of Georgia for Persons with Disabilities*. Tbilisi.

³ Government of Georgia. 2014. *Social-economic Development Strategy of Georgia “GEORGIA 2020”*. Tbilisi; and Tbilisi City Municipality. 2019. *Land Use Master Plan*. Tbilisi.

⁴ The design and monitoring framework is in Table 14.

I. IMPLEMENTATION PLANS

Project Readiness Activities

Table 1: Project Readiness Activities

Indicative Activities	2020												2021								2022			Responsible Individual/Unit/ Agency/ Government														
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar																
Advance contracting actions																														ADB, MDF, TDF								
Retroactive financing actions																														ADB, MDF, TDF								
Loan Fact-Finding Mission																								ADB														
Establish project implementation arrangements																										MRDI, TCM												
ADB Board approval																												ADB										
Loan signing																													ADB, MOF									
Government legal opinion provided																														MOJ								
Government budget inclusion																											MOF											
Loan effectiveness																																						ADB

ADB = Asian Development Bank, MDF = Municipal Development Bank of Georgia, MOF = Ministry of Finance, MOJ = Ministry of Justice, MRDI = Ministry of Regional Development and Infrastructure of Georgia, TCM = Tbilisi City Municipality, TDF = Tbilisi Development Fund.

Source: Asian Development Bank.

Overall Project Implementation Plan

Table 2: Overall Project Implementation Plan

Indicative Activities	2020				2021				2022				2023				2024				2025				2026				2027			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A. Design and Monitoring Framework																																
Output 1: Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved																																
1.1 Award first civil works contracts																																
1.2 Start construction of first subproject																																
1.3 Identify and prepare remaining subprojects																																
1.4 Award all civil works contracts																																
1.5 Complete all construction and commission all facilities																																
Output 2: Accessibility, connectivity, and mobility in tourism clusters across Georgia improved																																
2.1 Award first civil works contracts																																
2.2 Award all civil works contracts																																
2.3 Complete all construction and commission all facilities																																
Output 3: Institutional capacity for sustainable urban and regional development enhanced																																
3.1 Fully staff the project management units																																
3.2 Complete institutional development assessment and action plan																																
3.3 Identify and establish urban management partnerships for the regions																																
3.4 Finalize operating procedures, structure, and management arrangements for the business development facility																																
3.5 Operationalize business development facility																																
3.6 Prepare and conduct training workshops and capacity-building activities																																
B. Management Activities																																
Procurement plan key activities to procure contract packages																																
Consultant selection procedures																																
Environment management plan key activities																																
Gender action plan key activities																																
Communication strategy key activities																																
Annual and/or midterm review																																
Project completion report																																

Source: Asian Development Bank.

II. PROJECT MANAGEMENT ARRANGEMENTS

Project Implementation Organizations: Roles and Responsibilities

4. The Ministry of Regional Development and Infrastructure of Georgia (MRDI) and Tbilisi City Municipality (TCM) are the executing agencies responsible for overall guidance, strategic decisions, and oversight of the implementation for the project. The implementing agency for the regional components is the LEPL Municipal Development Fund of Georgia (MDF). MDF under MRDI will coordinate with other agencies and organizations for the micro, small and medium enterprise components. The NEPL Tbilisi Development Fund (TDF) will act as the implementing agency responsible for the Tbilisi components.

5. To ensure oversight, at central level, a steering committee (SC) will be constituted with Deputy Minister of Ministry of Finance (MOF) as the Chairperson. Other members of the SC will be Minister or Deputy Minister from MRDI, Mayor or Deputy Mayor of TCM, Executive Director of MDF, and Chief Executive Officer of TDF. The roles and responsibilities are summarized in Table 3.

6. Both MDF and TDF have established Project Management Units (PMUs) that oversee design, manage procurement processes, supervise construction, assure technical quality of designs and construction, and provide support on capacity building, governance improvement, and awareness building. The PMUs will procure contractors and manage construction and commissioning activities. For social and environmental safeguards, the PMUs will appoint staff to oversee safeguards monitoring and compliance.

7. MDF will recruit most of its 18 PMU staff as project support consultants. Eight project support consultants engaged under the LCIP project readiness financing will be transferred to the ensuing loan, while an additional six consultants will be hired in 2021. The PMU is further strengthened by four full-time MDF seconded staff. The MDF PMU will also be supported by construction supervision consultants, one team for kindergartens and sports facilities, and another one for urban upgrading subprojects.

8. TDF aims to guarantee PMU sustainability by filling the 11 positions with its own staff or consultants. Where expertise is not available in-house, TDF will recruit new staff or consultants such as for Environment and social safeguards, Procurement etc. A team of Project Management Consultants (PMC) will support the PMU in establishing its project management systems and will provide staff training in all elements of ADB project implementation management. Construction supervision consultants will provide support during implementation of all subprojects. TDF's PMU will closely coordinate with the Environmental Protection Department and Transportation and Urban Development Authority of TCM regarding design/supervision/other technical consultant deliverables and will request for comments/no-objection for approval of such deliverables.

Table 3: Roles and Responsibilities

Project Implementation Organizations	Management Roles and Responsibilities
Ministry of Finance	Borrower's representative <ul style="list-style-type: none"> • Negotiate and sign the loan agreement, • provide oversight for the project • Chair the project steering committee and approve the subproject selection as per project selection criteria
Executing agency 1 MRDI	<ul style="list-style-type: none"> • Negotiate and execute the project; • Allocate and release government counterpart funds on time; • Facilitate inter-agency coordination; • Monitor program implementation progress and ensure timely actions for completion of the project; and • Plan, implement, and monitor public relations activities; gender mainstreaming initiatives and community participation activities, with the support of the MDF and PMU.
Executing agency 2 TCM	<ul style="list-style-type: none"> • Negotiate, sign the project agreement, and execute the project; • Allocate and release government counterpart funds on time; • Monitor program implementation progress and ensure timely actions for completion of the project; • Plan, implement, and monitor public relations activities; gender mainstreaming initiatives and community participation activities, with the support of PMU; • Provide overall technical and implementation guidance to the PMU as required; and •
Project steering committee (Headed by Deputy Minister, Ministry of Finance) Deputy Minister MRDI, Executive Director of MDF, Mayor or Deputy Mayor of TCM, Chief Executive Officer TDF	<ul style="list-style-type: none"> • Provide strategic guidance; • Provide policy decisions to support smooth program implementation; • Facilitate inter-agency coordination and cooperation; • Review and approve the selection of future subprojects based on the subproject selection criteria in the PAM; and Oversight of subproject selection as per approved project selection criteria and approval for financing from the Steering Committee.
Implementing agency 1 MDF PMU Staff (18): <ul style="list-style-type: none"> • Head of Unit • Project Managers (3) • Project Engineers (3) • Financial Officers (3) • Procurement Officers (3) • Safeguards Officers (3) • Communications Officer • Administration/Translator 	Program and Financial Management <ul style="list-style-type: none"> • Overall responsibility for its respective components under the project and financial management and administering program procedures and guidelines; • Oversee design of all subprojects; • Responsible for preparing and annual independent audits of project accounts; • Undertake project appraisals based on technical, financial, economic and safeguards compliance as agreed by GOG/MRDI and ADB; • Prepare DPRs and obtain approval from ADB and government; • Sanction and disburse loan to sub-projects based on progress and timely provision of counterpart funds from Ministry of Finance; • Manage overall contract award and disbursement performance; • Make payments for eligible activities performed under the scope of the project;

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Provide overall technical and implementation guidance to contractors as required; • Develop annual work plans, work schedules and budgets; • Sign key documents including withdrawal applications and audit reports; • Timely submit withdrawal applications; • Responsible and accountable for management of project advance account; • Establish financial accounting and control systems and ensuring accurate and timely report submissions and funds flow from ADB. • Act as focal point for communication with ADB; • Ensure compliance with loan covenants, ADB's guidelines, procedures and policies; • Facilitate ADB project review missions; • Prepare periodic progress reports identifying issues and action plans, and ensure their timely submission to ADB; • Implement and monitor GAP, IEE, LARP, SDDR and EMP and prepare reports on these; and • Represent the program at Tripartite Portfolio Review Meetings. <p>Accounting and Reporting</p> <ul style="list-style-type: none"> • Report the program's progress to MRDI and ADB (semi-annual); and • Submit audited project accounts to MRDI and ADB (annually). <p>Safeguards compliance</p> <ul style="list-style-type: none"> • Review, implement and monitor safeguards compliance through safeguards plans (IEE, EMP, LARP, SDDR) and support corrective actions, as necessary; • Submit semi-annual safeguard monitoring reports to ADB; and • Guide recipient municipalities and other involved agencies as and when necessary on safeguards compliance. <p>Procurement of Works/Goods/Consulting Services Contracts</p> <ul style="list-style-type: none"> • Oversee all procurement and consultant recruitment activities under the Project loan; and • Ensure compliance with ADB procurement policies and procedures.
<p>Implementing agency 2 TDF PMU Staff (12):</p> <ul style="list-style-type: none"> • Head of Unit • Project Managers (2) • Project Engineers (2) • Financial Officers (2) • Procurement Officer • Safeguards Officers (2) • Administration/Translator 	<p>Program and financial management</p> <ul style="list-style-type: none"> • Manage the day-to-day project implementation activities; • Act as focal point for communication with ADB on project-related matters; • Ensure compliance with loan covenants, ADB's guidelines, procedures and policies; • Responsible for preparing and annual independent audits of project accounts; • Coordinate design of all Tbilisi subprojects with relevant TCM departments; • Prepare subprojects and conduct due diligence as per agreed project selection criteria and safeguards frameworks for future financing; • Liaise with different departments on project implementation; • Procure works and goods and administer works and goods contracts;

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Recruit consultants and administer consulting services contracts; • Make payments for eligible activities performed under the scope of the project; • Monitor and promptly address complaints, and ensure their effective and adequate resolution; • Establish adequate financial management system and submit timely withdrawal applications to ADB; • Develop annual work plans, work schedules and budgets; • Responsible and accountable for management of project advance account; • Sign key documents including withdrawal applications and audit reports; • Timely submit withdrawal applications; • Establish financial accounting and control systems and ensuring accurate and timely report submissions and funds flow from ADB; • Prepare periodic progress reports identifying issues and action plans, and ensure their timely submission to ADB; • Implement and monitor GAP, IEE, LARP, and EMP and prepare consolidated reports on these; and • Facilitate ADB project review missions. <p>Safeguards Compliance</p> <ul style="list-style-type: none"> • Review, implement and monitor safeguards compliance through safeguards requirements (IEE, EMP, LARP, SDDR) and support corrective actions, as necessary; • Submit semi-annual safeguard monitoring reports to ADB; and • Guide recipient municipalities and other involved agencies as and when necessary, on safeguards compliance and arrange capacity building for recipient municipalities. <p>Accounting and Reporting</p> <ul style="list-style-type: none"> • Report the program's progress to TCM and ADB (semi-annual); and Submit audited project accounts to TCM and ADB (annually); • Review and monitor safeguards compliance by TCM departments and support corrective actions as necessary; • Submit semi-annual safeguard monitoring reports to ADB; and • Guide TCM departments as and when necessary on safeguards compliance and arrange capacity building for TCM departments. <p>Procurement of Works/Goods/Consulting Services Contracts</p> <ul style="list-style-type: none"> • Oversee all procurement and consultant recruitment activities under the Project loan; and • Ensure compliance with ADB procurement policies and procedures.
ADB	<ul style="list-style-type: none"> • Monitor overall program and subproject performance; • Communicate with MRDI and TCM on program implementation; • Attend tripartite review meetings; • Review and approve procurement activities as per agreed Procurement Plan; • Process withdrawal applications for disbursement; • Disclose program information to the public as per ADB policy; • Approve and monitor safeguards documents and implementation compliance including GAP and CAPP implementation;

Project Implementation Organizations	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Monitor annual audits of program accounts, by private auditing firm; • Field review missions; • Facilitate knowledge sharing; • Provide training in program management to PMU staff; and • Support EAs and IAs through various capacity building activities.

ADB = Asian Development Bank, CAPP = community awareness and participation plan, DPR = detailed project report, EMP = environmental management plan, GAP = gender action plan, GOG = Government of Georgia, IEE = initial environmental examination, LARP = land acquisition and resettlement plan, MDF = Municipal Development Fund of Georgia, MOF = Ministry of Finance, MRDI = Ministry of Regional Development and Infrastructure of Georgia, PAM = project administration manual, PMU = project management unit, SDDR = social safeguards due diligence report, TCM = Tbilisi City Municipality, TDF = Tbilisi Development Fund.

Source: Asian Development Bank.

Key Persons Involved in Implementation

Executing Agencies

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Asian Development Bank

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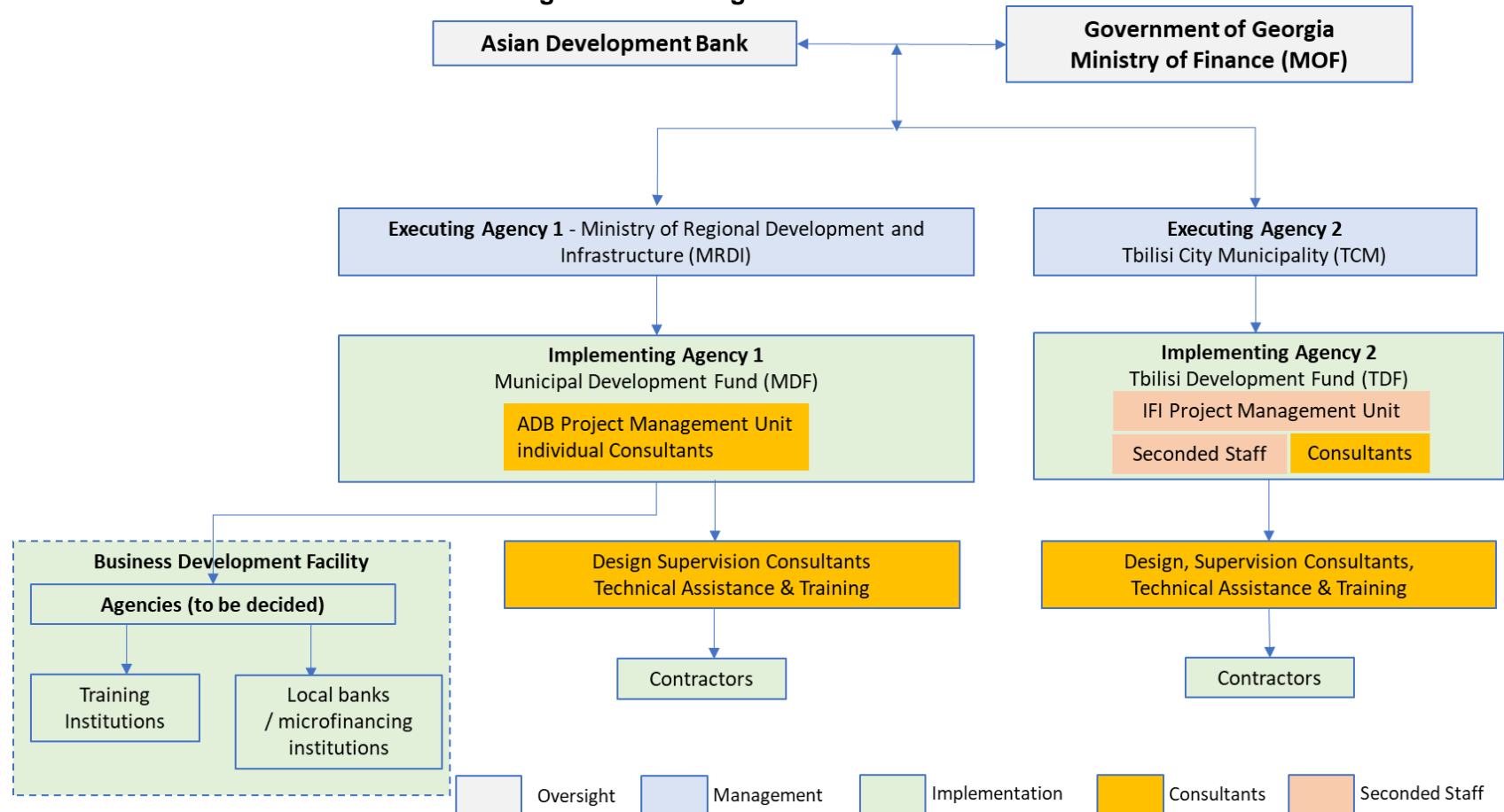
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Project Organization Structure

Figure 1: LCIP Organizational Structure



III. COSTS AND FINANCING

9. The total project costs will be covered by the ADB and the Government of Georgia. The total project cost is estimated at €152.1 million (\$180.5 million equivalent), of which €101 million (\$119.9 million equivalent) will be financed by ADB's regular ordinary capital resources, and €51.1 million (\$60.6 million equivalent) will be financed by the Government of Georgia. ADB will finance the expenditures in relation to civil works, goods, consulting and non-consulting services, environment and social mitigation, project management, financial charges during implementation, and part of the administrative expenses exclusive of taxes and duties. The government will finance taxes and duties, land acquisition and resettlement costs, contingency costs, and part of the administration expenses.

A. Cost Estimates Preparation and Revisions

10. The cost estimates have been prepared by in June 2021 by the Transaction and Advisory Technical Assistant (TRTA) consultant based on market prices for consulting services and civil works and the estimates from the detailed engineering design prepared by the responsible designers of each subproject, in accordance with Georgian norms as provided in the Government Publication "Supply of Materials and Services for Construction" and checking of the market rates at time of design. The cost estimates will be updated for each package at the stage of Invitation for Bid.

11. The cost of each project is fixed during the Tender and process subsequent Contract Negotiation and signing. During Implementation of the Works, revising and updating Cost Estimates is done as part of the Variation Process, and requires the Supervising Engineer to examine the Contractor's request for increase. This is usually only possible due to a narrow series of situations, firstly, if the Client requests changes to the design, if there is an increase of more than a set volume of materials, or if there are significant and unexpected changes in the market price beyond the control of the Contractor. The Contractor, if the Engineer supports their need for a Variation, will then negotiate the final price with the Client. Once the Variation is agreed, a Contract Variation will be sent to ADB for their No Objection, and if this is received, the Contract Variation will be signed by the relevant parties.

12. The Bills of Quantity and Cost Estimates were examined and found to be within the rates expected by Government standards and market rates for materials and labor.

B. Key Assumptions

13. The following key assumptions underpin the cost estimates and financing plan:

Exchange rate: USD is used in cost estimates

As of 9 September 2021, €1 = \$1.18; Georgian Lari (GEL) 3.115 = \$1.00

- (i) Price contingencies based on expected cumulative inflation over the implementation period are as follows:

Table 4: Escalation Rates for Price Contingency Calculation

Item	2021	2022	2023	2024	2025	Average
Foreign rate of price inflation	1.60%	1.70%	1.70%	1.80%	1.80%	1.72%
Domestic rate of price inflation	6.50%	4.00%	3.00%	3.00%	3.00%	3.90%

Source: Asian Development Bank.

A. Detailed Cost Estimates by Expenditure Category

Table 5: Detailed Cost Estimates by Expenditure Category

Item	(GEL million)			(EUR million)			% of Total Base Cost
	Foreign Exchange	Local Currency	Total Cost	Foreign Exchange	Local Currency	Total Cost	
A. Investment Costs							
1. Business Development Facility	0.0	7.8	7.8	0.0	2.1	2.1	1.8%
2. Civil works	0.0	301.1	301.1	0.0	81.6	81.6	68.8%
3. Goods	0.0	96.3	96.3	0.0	26.1	26.1	22.0%
4. Environment and social mitigation	0.0	2.4	2.4	0.0	0.6	0.6	0.5%
5. Consulting and non-consulting services	0.0	25.0	25.0	0.0	6.8	6.8	5.7%
a. Project management ^a	0.0	22.4	22.4	0.0	6.1	6.1	5.1%
b. Capacity development ^b	0.0	2.6	2.6	0.0	0.7	0.7	0.6%
Subtotal (A)	0.0	432.7	432.7	0.0	117.3	117.3	98.9%
B. Recurrent Costs							
1. Salaries	0.0	4.8	4.8	0.0	1.3	1.3	1.1%
2. Accommodation	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
3. Equipment operation and maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Subtotal (B)	0.0	4.8	4.8	0.0	1.3	1.3	1.1%
Total Base Cost	0.0	437.5	437.5	0.0	118.6	118.6	100.0%
C. Contingencies							
1. Physical	0.0	19.9	19.9	0.0	5.4	5.4	4.5%
2. Price	0.0	87.9	87.9	0.0	23.8	23.8	20.1%
Subtotal (C)	0.0	107.7	107.7	0.0	29.2	29.2	24.6%
D. Financial Charges During Implementation							
Interest during construction	0.0	14.2	14.2	0.0	3.8	3.8	3.2%
Commitment charges	0.0	1.7	1.7	0.0	0.5	0.5	0.4%
Subtotal (D)	0.0	15.9	15.9	0.0	4.3	4.3	3.6%
Total Project Cost (A+B+C+D)	0.0	561.0	561.0	0.0	152.1	152.1	128.3%

^a Project management costs inclusive of supervision and project management costs for MDF and TDF and annual audits for MDF and TDF.

^b Inclusive of municipal capacity building and urban management partnerships.

Source: Asian Development Bank estimates.

B. Allocation and Withdrawal of Loan Proceeds

Table 6: ADB Allocation and Withdrawal of Loan Proceeds

Number	Item	Total Amount Allocated for ADB Financing (€)		Percentage and Basis for Withdrawal from the ADB Loan Account
		Category	Subcategory	
1	Works, goods, consulting and non-consulting services	95,600,000		100% of total expenditures claimed*
2	Environment and Social Mitigation	500,000		100% of total expenditures claimed*
3	Administrative expenses	600,000		100% of total expenditures claimed*
4	Interest and Commitment Charges	4,300,000		
	Total	101,000,000		

*Exclusive of taxes and duties within the territory of the Borrower.

C. Detailed Cost Estimates by Financier

Table 7: Detailed Cost Estimates by Financier
(€ million)

Item	ADB		Government		Total Cost ^a	
	Amount	% of Cost Category	Amount	% of Cost Category	Amount	Taxes and Duties
A. Investment Costs						
1. Business Development Facility	1.7	82%	0.4	18%	2.1	0.4
2. Civil works	66.9	82%	14.7	18%	81.6	14.7
3. Goods	21.4	82%	4.7	18%	26.1	4.7
4. Environment and social mitigation	0.5	70%	0.2	30%	0.6	0.1
5. Consulting and non-consulting services	5.6	82%	1.2	18%	6.8	1.2
a. Project management	5.0	82%	1.1	18%	6.1	1.1
b. Capacity development	0.6	82%	0.1	18%	0.7	0.1
Subtotal (A)	96.1	82%	21.2	18%	117.3	21.1
B. Recurrent Costs						
1. Salaries ^b	0.6	47%	0.7	53%	1.3	0
2. Accommodation	0.0	0%	0.0	0%	0.0	0
3. Equipment operation and maintenance	0.0	0%	0.0	0%	0.0	0
Subtotal (B)	0.6	47%	0.7	53%	1.3	0
Total Base Cost	96.7	82%	21.9	18%	118.6	21.1
C. Contingencies^c	0.0	0%	29.2	100%	29.2	5.3
D. Financial Charges During Implementation^d	4.3	100%	0.0	0%	4.3	0.8
Total Project Cost (A+B+C+D)	101.0	66%	51.1	34%	152.1	27.1
% Total Project Cost		66%		34%	100%	

^a Only taxes included are 18% VAT on goods and services.

^b Salaries include ADB incremental contribution to TDF PMU salaries and GoG contribution.

^c Contingencies to be covered wholly by GoG including price and physical contingencies.

^d All interest charges and commitment fees to be capitalized into the loan amount.

Source: Asian Development Bank estimates.

D. Detailed Cost Estimates by Outputs

Table 8: Detailed Cost Estimates by Outputs
(€ million)

Item	Total Cost	Output 1		Output 2		Output 3	
		Amount	% of Cost Category	Amount	% of Cost Category	Amount	% of Cost Category
A. Investment Costs							
1. Business Development Facility	2.1	0.0	0%	0.0	0%	2.1	100%
2. Civil works	81.6	57.5	70%	24.1	30%	0.0	0%
3. Goods	26.1	19.7	75%	6.4	25%	0.0	0%
4. Environment and social mitigation	0.6	0.4	62%	0.2	38%	0.0	0%
5. Consulting and non-consulting services	6.8	4.6	68%	1.4	21%	0.7	10%
A. Project management	6.1	4.6	76%	1.4	24%	0.0	0%
B. Capacity development	0.7	0.0	0%	0.0	0%	0.7	100%
Subtotal (A)	117.3	82.2	70%	32.3	28%	2.8	2%
B. Recurrent Costs							
1. Salaries	1.3	1.3	100%	0.0	0%	0.0	0%
2. Accommodation	0.0	0.0	0%	0.0	0%	0.0	0%
3. Equipment operation and maintenance	0.0	0.0	0%	0.0	0%	0.0	0%
Subtotal (B)	1.3	1.3	100%	0.0	0%	0.0	0%
Total Base Cost	118.6	83.5	70%	32.3	27%	2.8	2%
C. Contingencies							
1. Physical	5.4	3.9	72%	1.5	28%	0.0	0%
2. Price	23.8	16.8	70%	6.5	27%	0.5	2%
Subtotal (C)	29.2	20.6	71%	8.0	27%	0.5	2%
D. Financial Charges During Implementation							
1. Interest during construction	3.8	2.7	70%	1.0	27%	0.1	2%
2. Commitment charges	0.5	0.3	70%	0.1	27%	0.0	2%
Subtotal (D)	4.3	3.0	70%	1.2	27%	0.1	2%
Total Project Cost (A+B+C+D)	152.1	107.2	70%	41.4	27%	3.5	2%

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank.

E. Detailed Cost Estimates by Year

Table 9: Detailed Cost Estimates by Year
(€ million)

Item	Total Cost	2021	2022	2023	2024	2025	2026	2027
A. Investment Costs								
1. Business Development Facility	2.1	0.4	0.4	0.3	0.3	0.2	0.2	0.2
2. Civil works	81.6	15.2	16.6	13.0	11.2	8.5	8.9	8.2
3. Goods	26.1	4.9	5.3	4.2	3.6	2.7	2.8	2.6
4. Environment and social mitigation	0.6	0.1	0.1	0.1	0.1	0.1	0.1	0.1
5. Consulting and non-consulting services	6.8	1.2	1.3	1.1	0.9	0.7	0.8	0.7
a. Project management	6.1	1.1	1.2	1.0	0.8	0.6	0.7	0.6
b. Capacity development	0.7	0.1	0.1	0.1	0.1	0.1	0.1	0.1
Subtotal (A)	117.3	21.9	23.8	18.7	16.1	12.2	12.8	11.8
B. Recurrent Costs								
A. Salaries	1.3	0.2	0.3	0.2	0.2	0.1	0.1	0.1
B. Accommodation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
C. Equipment operation and maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal (B)	1.3	0.2	0.3	0.2	0.2	0.1	0.1	0.1
Total Base Cost	118.6	22.1	24.1	18.9	16.3	12.3	12.9	11.9
C. Contingencies	29.2	5.5	5.9	4.7	4.0	3.0	3.2	2.9
Financial Charges During Implementation	4.3	0.2	0.4	0.5	0.7	0.7	0.8	0.9
D. Total Project Cost (A+B+C+D)	152.1	27.8	30.4	24.1	20.9	16.1	16.9	15.8
% Total Project Cost	100%	19%	20%	16%	14%	10%	11%	10%

Source: Asian Development Bank estimates.

F. Contract and Disbursement S-Curve

14. Figure 2 and Table 10 below show the quarterly contract awards and disbursement projections over the life of the project (\$ equivalent). The S-curve is only for ADB financing, which will be recorded in ADB's systems and reported through e-Ops. Counterpart funds are excluded. The projections of contract awards include contingencies and unallocated amounts, but exclude front-end fees, service charges, and interest during construction.

Figure 2: Contract Awards and Disbursement S-Curve

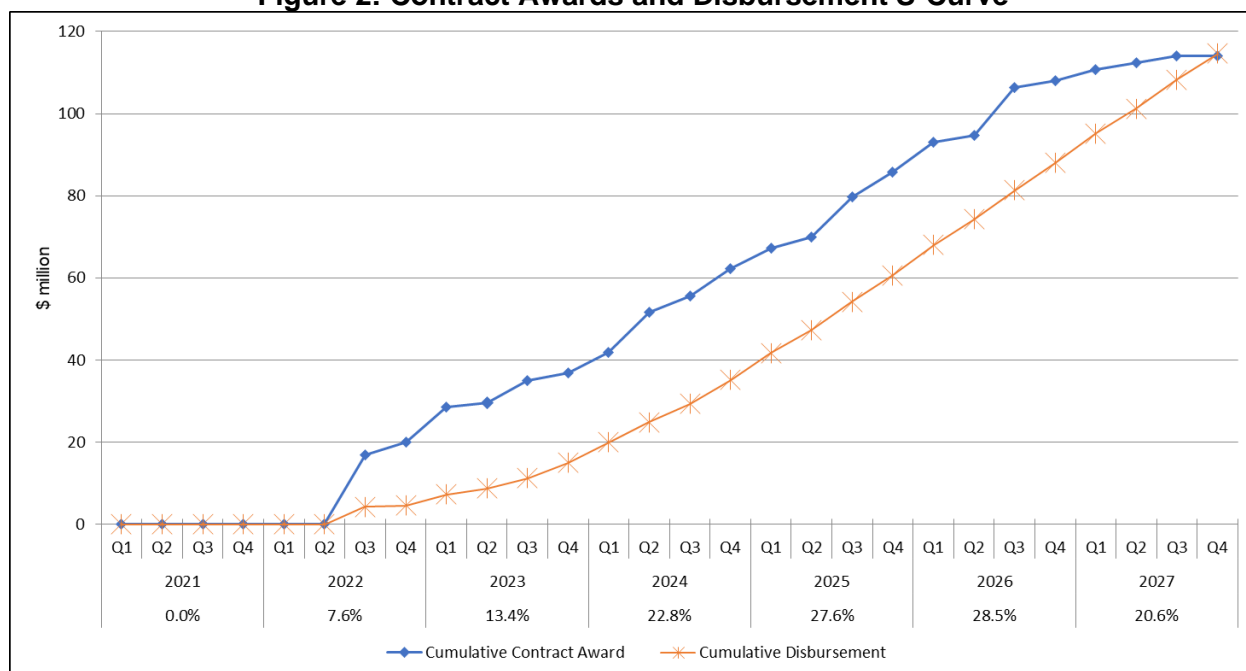


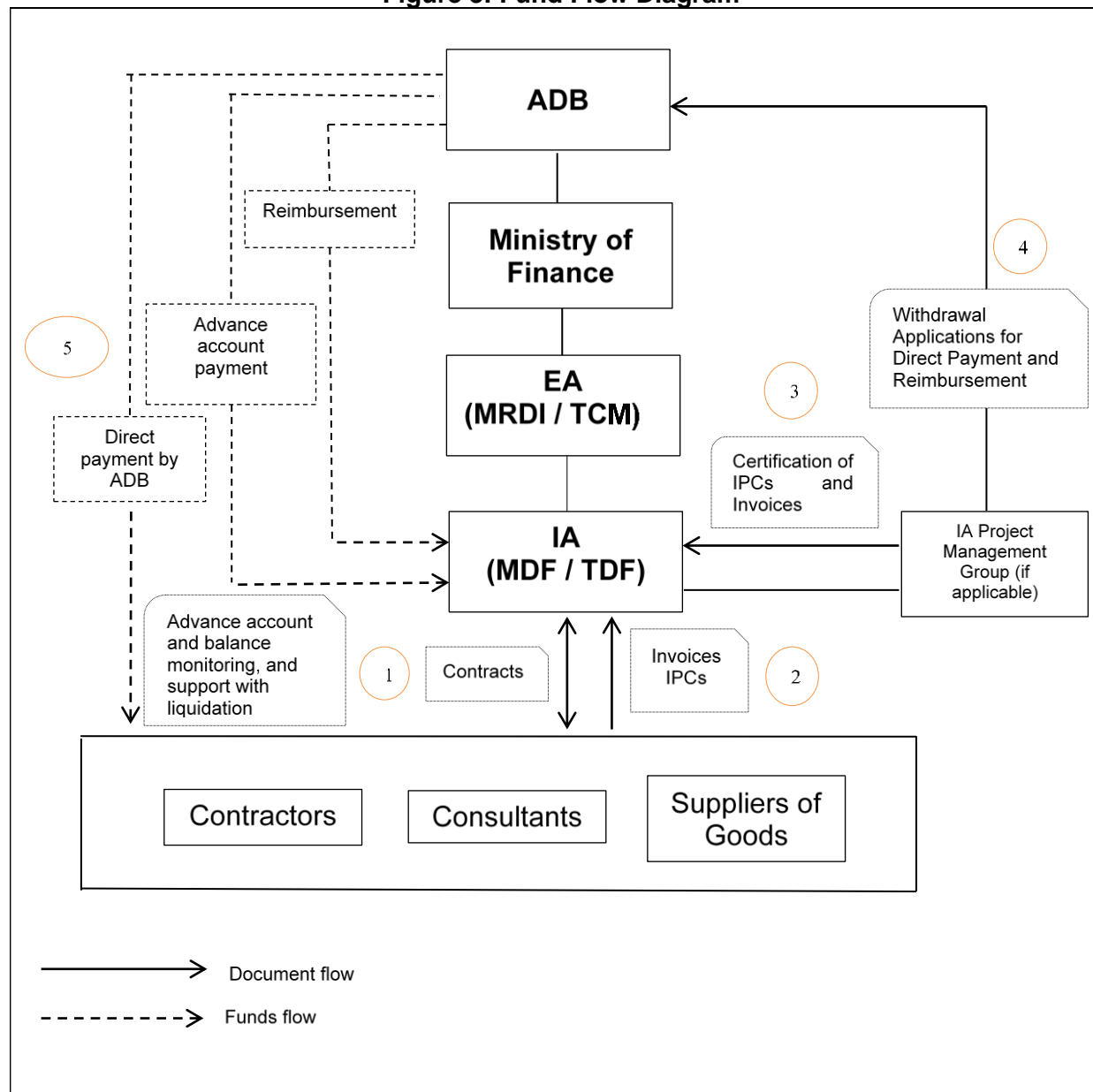
Table 10: Quarterly Contract Awards and Disbursement Projections

Contract Awards (in \$ million)						Disbursements (in \$ million)					
Year	Q1	Q2	Q3	Q4	Total	Year	Q1	Q2	Q3	Q4	Total
2021	0.000	0.000	0.000	0.000	0.000	2021	0.000	0.000	0.000	0.000	0.000
2022	0.000	16.818	3.220	8.490	28.528	2022	0.000	4.248	0.375	2.639	7.261
2023	1.163	5.308	1.904	4.891	13.265	2023	1.488	2.441	3.792	5.044	12.765
2024	9.860	3.935	6.748	4.918	25.461	2024	4.846	4.484	5.754	6.630	21.714
2025	2.748	9.630	6.036	7.460	25.875	2025	5.618	6.802	6.441	7.437	26.297
2026	1.664	11.606	1.664	2.748	17.681	2026	6.232	7.113	6.652	7.131	27.127
2027	1.664	1.664	0.000	0.644	3.971	2027	6.086	7.032	6.340	5.260	24.717
Total					114.781	Total					119.882

G. Fund Flow Diagram

15. Figure 3 below shows how the funds will flow from ADB and the borrower to implement project activities, and how documents for requests for disbursement will flow to ADB.

Figure 3: Fund Flow Diagram



ADB = Asian Development Bank, EA = executing agency, IA = implementing agency, IPC = interim progress certificate, MDF = Municipal Development Fund of Georgia, MRDI = Ministry of Regional Development and Infrastructure of Georgia, TCM = Tbilisi City Municipality, TDF = Tbilisi Development Fund.

IV. FINANCIAL MANAGEMENT

A. Financial Management Assessment

16. The financial management assessment (FMA) was conducted in December 2020 in accordance with ADB's Guidelines for the Financial Management and Analysis of Projects and the Financial Due Diligence: A Methodology Note. The FMA considered the capacity of the executing agencies (MRDI and TCM) and implementing agencies (MDF and TDF), including funds-flow arrangements, staffing, accounting and financial reporting systems, financial information systems, and internal and external auditing arrangements. Based on the assessment, the key financial management risks identified are (i) susceptibility to factors arising from the project's environment, such as country rules and regulations and entity working environment; (ii) susceptibility that the Project's accounting and internal controls framework will be inadequate to ensure Project funds are used economically and efficiently and for the purpose intended, and that the use of funds is properly reported. It is concluded that the overall premitigation financial management risk of the executing and implementing agencies is "**Substantial**" mainly because of identified TCM and TDF risks. MDF has experience implementing large IFI-funded infrastructure projects and has administrative and accounting capacity to manage donor funds. TDF has an annual average budget of GEL 75 million (\$23 million) and has more than 10 years of experience managing construction projects of up to \$7.5 million. However, TDF lacks the experience in managing ADB-funded projects, knowledge of ADB financial procedures, and capacity to manage under IFI rules and procedures the large cash balance and disbursement that will arise out of the proposed loan. MRDI has extensive experience as an EA, including for ADB-funded projects.

17. Proposed risk mitigation measures include: (i) training relevant TCM and TDF staff on ADB monitoring, financial reporting and disbursement procedures; (ii) on-the-job training of TDF PMU staff, including by the recently-engaged Financial Management consultant; (iii) annual monitoring of EAs and IAs financial performance, which will be IPSAS-based from 2021 in the case of TCM and TDF; (iv) liquidating the advance fund account quarterly and depositing funds in a Treasury Department of MOF; (v) quarterly provision of advance account reconciliation statements and interim (half yearly) project financial statements to ADB; (vi) strengthening internal audit processes in TCM and performing independent annual project audit by an audit firm acceptable to ADB; and (vii) accounting data back-up plan and systems implementation.

18. We conclude that these measures will ensure appropriate use of the advance account and statement of expenditure procedures for which the thresholds set are currently at minimum levels. The borrower and executing agencies and implementing agencies have agreed to implement an action plan as key measures to address the deficiencies. The financial management action plan is provided in Table 11.

Table 11: Financial Management Action Plan

Entity	Action Plan	Responsibility	Timing
MRDI	Training on ADB procedures and international auditing best practices for Internal Audit Department	ADB	By loan effectiveness date
	ADB project included in the annual internal audit plan	MRDI	By Q1 2022
	Complete FM Manual	MRDI	Six months from loan

Entity	Action Plan	Responsibility	Timing
			effectiveness date
TCM	Assign dedicated staff to the project within TCM	TCM	By loan effectiveness date
	Training on loan management and ADB procedures for the Internal Audit staff and financial staff assigned to project	ADB	By loan effectiveness date
	Training on international auditing best practices to Internal Audit staff	ADB	By loan effectiveness date
	Create financial management manual to support IPSAS-based accounting	TCM	By December 2021
	ADB project included in the annual internal audit plan	TCM	By Q1 2022
MDF	Ensure dedicated disbursement officers are assigned for the duration of the project.	MDF	By loan effectiveness date
	Open and maintain a dedicated bank account for managing the Project funds.	MDF	Within 2 weeks after loan effectiveness
TDF	Fully set up the PMU within TDF, including recruitment of a project accountant	TDF	By loan effectiveness date
	Training on ADB procedures for PMU and relevant Finance Division staff at TDF	ADB	By loan effectiveness date
	Introduce IPSAS cash-modified financial reporting	TCM	By December 2021
	Create financial management manual to support IPSAS-based accounting	TCM	By December 2021

ADB = Asian Development Bank, FM = financial management, IPSAS = International Public Sector Accounting Standards, MDF = Municipal Development Fund of Georgia, MOF = Ministry of Finance, MRDI = Ministry of Regional Development and Infrastructure of Georgia, PMU = project management unit, TCM = Tbilisi City Municipality, TDF = Tbilisi Development Fund.

B. Disbursement

1. Disbursement Arrangements for ADB Funds

19. The loan proceeds will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time)⁵, and detailed arrangements agreed upon between the government and ADB. Online training for project staff on disbursement policies and procedures is available.⁶ Project staff are encouraged to avail of this training to help ensure efficient disbursement and fiduciary control.

⁵ The handbook is available electronically from the ADB website (<http://www.adb.org/documents/loan-disbursement-handbook>)

⁶ Disbursement eLearning. http://wpqr4.adb.org/disbursement_elearning

20. **Direct payment procedure.** This procedure will be used for payment to contractors, suppliers of goods, and supervision consultants. Contractors will submit an invoice along with an interim progress certificate (IPC) showing the completed civil works for the period. The construction supervision consultants will review the IPC against the contract and endorse the invoice to the implementing agency (MDF/TDF). Upon satisfactory review, MDF/TDF will prepare a withdrawal application (WA) for direct payment to the contractor, for signature of loan authorized signatories. ADB will make payment to the contractor based on the submitted WA. The contracts for supply of goods will be administered by MDF. The suppliers will prepare their invoices according to the conditions in the contract and submit these to MDF for approval. Upon approval, MDF will prepare a WA for direct payment to the supplier, for signature of the loan authorized signatories. The minimum size of a WA shall be \$100,000. All claims shall be processed and consolidated by the IA prior to WA submission to ADB to ensure efficient disbursement administration. Withdrawal applications will be prepared by the IA and signed by person(s) who is authorized by the Ministry of Finance to sign on behalf of the government. Proper books and records are to be maintained by the IA and supporting documents should be readily made available for review by ADB's disbursement and review missions, upon ADB's request for submission on a sampling basis, and for independent audit.

21. **Advance fund procedure.** Two advance accounts will be established in the Treasury Account of the Ministry of Finance with the National Bank of Georgia and maintained by the respective IA. The currency of the advance accounts is in Euro (€). This procedure will be used for small payments of eligible project expenditures. The advance accounts are to be used exclusively for ADB's share of eligible expenditures. The IAs who administer the advance account are accountable and responsible for proper use of advances to the advance account.

22. The total outstanding advance to the advance accounts should not exceed the estimate of ADB's share of expenditures to be paid through the advance accounts for the forthcoming 6 months. The IAs may request for initial and additional advances to the advance accounts based on an Estimate of Expenditure Sheet⁷ setting out the estimated expenditures to be financed through the accounts for the forthcoming 6 months. Supporting documents should be submitted to ADB or retained by the IAs in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time) when liquidating or replenishing the advance accounts.

23. **Statement of expenditure (SOE) procedure.**⁸ The SOE procedure may be used for reimbursement of eligible expenditures or liquidation of advances to the advance accounts. The ceiling of the SOE procedure is the equivalent of \$200,000 per individual payment. Supporting documents and records for the expenditures claimed under the SOE should be maintained and made readily available for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit. Reimbursement and liquidation of individual payments in excess of the SOE ceiling should be supported by full documentation when submitting the withdrawal application to ADB.

24. Before the submission of the first withdrawal application (WA), the borrower should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the government, together with the authenticated specimen signatures of each authorized person. The minimum value per WA is stipulated in the *Loan Disbursement*

⁷ Estimate of Expenditure sheet is available in Appendix 8A of ADB's *Loan Disbursement Handbook* (2017, as amended from time to time),

⁸ SOE forms are available in Appendix 7B and 7D of ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).

Handbook (2017, as amended from time to time). Individual payments below such amount should be paid (i) by the IAs and subsequently claimed to ADB through reimbursement, or (ii) through the advance fund procedure, unless otherwise accepted by ADB. The borrower should ensure sufficient category and contract balances before requesting disbursements. Use of ADB's Client Portal for Disbursements (CPD)⁹ system is encouraged for submission of withdrawal applications to ADB.

2. Disbursement Arrangements for Counterpart Fund

25. The IAs will be responsible for (i) preparing disbursement projections, and (ii) requesting budgetary allocations for counterpart funds for financing local taxes and duties.

C. Accounting

26. The IAs will maintain, or cause to be maintained, separate books and records by funding source for all expenditures incurred on the project following International Public Sector Accounting Standard for cash-based accounting. IAs will prepare project financial statements in accordance with the government's accounting laws and regulations which are consistent with international accounting principles and practices.

D. Auditing and Public Disclosure

27. The IAs (MDF and TDF) will cause the detailed project financial statements to be audited in accordance with International Standards on Auditing by an independent auditor acceptable to ADB. The audited project financial statements together with the auditor's opinion will be presented in the English language to ADB within 6 months from the end of the fiscal year by the IAs.

28. Separate audited entity financial statements (prepared following International Financial Reporting Standards [IFRS]), together with the auditor's report, will be submitted in the English language to ADB by MDF within 12 months from the end of the fiscal year and for TDF within 1 month after the approval by the relevant authority.

29. The audit report for the project financial statements will include a management letter and auditor's opinions, which cover (i) whether the project financial statements present an accurate and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; and (ii) whether the proceeds of the loan were used only for the purpose(s) of the project.

30. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditor.

31. The government, executing agencies (MRDI and TCM) and implementing agencies (MDF and TDF) have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable quality of the audited project financial statements.¹⁰

⁹ The CPD facilitates online submission of WA to ADB, resulting in faster disbursement. The forms to be completed by the Borrower are available online at <https://www.adb.org/documents/client-portal-disbursements-guide>.

¹⁰ ADB's approach and procedures regarding delayed submission of audited project financial statements:

(i) When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6

ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

32. Public disclosure of the audited project financial statements, including the auditor's opinion on the project financial statements, will be guided by ADB's Access to Information Policy 2018.¹¹ After the review, ADB will disclose the audited project financial statements and the opinion of the auditors on the project financial statements no later than 14 days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter, additional auditor's opinions, and audited entity financial statements will not be disclosed.¹²

V. PROCUREMENT AND CONSULTING SERVICES

A. Advance Contracting and Retroactive Financing

33. All advance contracting and retroactive financing will be undertaken in conformity with ADB's Procurement Policy¹³ and Procurement Regulations for Borrowers (2017, as amended from time to time).¹⁴ The issuance of invitations for bids under advance contracting and retroactive financing scope was approved by ADB. The borrower, EAs and IAs have been advised that approval of advance contracting and retroactive financing does not commit ADB to finance the project.

34. **Advance contracting.** The advance contracting arrangements under the project includes: (i) 26 civil works contracts for reconstruction/construction of kindergartens, sport facilities, project consultants for MDF, as well as park rehabilitation and urban upgrading works amounting to around \$61.45 million; (ii) 2 packages for procurement of goods for an estimated amount of \$2.65 million; (iii) 3 consulting services contracts for recruitment of construction supervision firms amounting in total \$3.35 million; and (iv) recruitment of project management consultants (institutional strengthening) for TDF with total estimated amount of approximately \$0.50 million. The presented costs are indicative. Four contracts for sport facilities have been awarded under advance contracting arrangements.

35. **Retroactive financing.** The maximum amount of eligible expenditures for retroactive financing is up to €20.20 million (\$23.98 million equivalent), the equivalent of 20% of the total project loan, may be applied for the financing of project expenditures incurred for a period not exceeding 20 months before signing of the loan agreement. The limit for retroactive financing is

months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.

- (ii) When audited project financial statements are not received within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will (a) inform the executing agency of ADB's actions; and (b) advise that the loan may be suspended if the audit documents are not received within the next 6 months.
- (iii) When audited project financial statements are not received within 12 months after the due date, ADB may suspend the loan.

¹¹ Access to Information Policy: <https://www.adb.org/documents/access-information-policy>.

¹² This type of information would generally fall under public communications policy exceptions to disclosure. ADB. 2018. *Access to Information Policy*.

¹³ <https://www.adb.org/documents/adb-procurement-policy>.

¹⁴ <https://www.adb.org/documents/procurement-regulations-adb-borrowers>.

12 months. Approval for an extension of the retroactive financing period beyond 12 months (additional 8 months) is requested during ADB's project review and approval process, on an exceptional basis, due to delays in project processing caused by COVID-19 lockdown, which hampered the due diligence to be undertaken and subsequent changes in the leadership in MRDI delayed decision-making. Retroactive financing also includes 11 packages previously identified under the Sustainable Urban Transport Investment Program (SUTIP) MFF, and included under LCIP as these are critical to achieve the project objective of livability, accessibility, urban transport and mobility.¹⁵ The contracts for components to be financed under retroactive financing are included in the draft procurement plan (**Appendix 1**).

36. All advance contracting and retroactive financing will be undertaken in conformity with the procurement framework as set out in ADB's Procurement Policy and Procurement Regulations for ADB Borrowers. The issuance of invitations for bids under advance contracting are to be approved by ADB. The borrower was advised that any concurrence by ADB with the documentation or proposal for an award does not commit ADB to finance the Project.

B. Procurement of Goods, Works, and Consulting Services

37. All procurement of goods, works and consulting services will be undertaken in accordance with ADB's Procurement Policy (2017, as amended from time to time) and Procurement Regulation for ADB Borrowers (2017, as amended from time to time).

38. To achieve Value for Money, a procurement strategy was prepared during Strategic Procurement Planning process, including strategic contract packaging and fit-for-purpose procurement method to be used, based on the nature of different package, market analysis and previous experience. The Strategic Procurement Plan has identified risks for each of the different project phases of procurement, design and contract Implementation. During project implementation, these risks, especially those "High" risks as identified in "Risk Register" in the Procurement Strategy in the Strategic Procurement Planning should be closely monitored. The mitigating measures proposed will be carefully considered and properly taken.

39. The project procurement risk assessment was conducted as part of the strategic procurement planning process, it takes into account the relevant risks identified in the Georgia Country/Sector Procurement Risk Assessment (CSPRA 2019) which may have an impact on this project. Considering the nature and substance of the questions in the standard questionnaire, the procurement risk for MDF is assessed as "**Low**", while for TDF the risk was assessed as "**Medium**". Further, taking into account of the real risks during implementation identified as (i) capacity of MDF on handling large-scale of procurement with quite a number of packages geographically widely spread is quite a challenge; (ii) under current COVID-19 situation, since it is hard to attract international contractors, the capacity of local contractors to accommodate such large-scale of procurement is in question; (iii) the Georgian electronic Government Procurement (Ge-GP) system will be used for the first time for ADB-financed projects; (vi) TDF has limited knowledge on ADB procurement policies and limited experience in handling procurement financed by ADB; and (vii) contract management capacity of MDF and TDF on large number of contracts is a challenge. It is noted that the capacity of MDF to handle advance contracting and TDF to start procurement process are being supported by external experts recruited under LCIP PRF. The overall project procurement risk for LCIP is assessed as "**Medium**". Risks for each of

¹⁵ Multitranche Financing Facility (MFF) 0043-GEO: Sustainable Urban Transport Investment Program's availability period expired on 18 July 2020 and project closing of all related tranches (Tranche 1 to 5) was scheduled on the same date. An MFF extension beyond its availability period was not considered.

the different project phases (i.e., bidding document preparation, tender, contract implementation) were identified. Mitigation measures are under discussion and will be finalized in the SPP and PPRA and to be closely monitored during project implementation.

40. ADB's latest version of standard bidding documents for goods and works and consulting services (2018, as amended from time to time) will be used for procurement of goods, works and consulting services depending on the nature of different packages. ADB's SBDs includes necessary provisions for using e-GP. Domestic preference will not apply. All civil works contracts are based on conformance-based approach, hence Single-Stage: One-Envelope bidding procedure shall be applied for this procurement. Standstill Period of 10 days will be applied as it is currently applied under other IFIs and budget funded projects as well as based on the Government preference.

41. All civil works and goods packages will be evaluated based on the lowest evaluated substantially responsive bid.

42. Contract management will be on collaborative basis. Contract management plans shall be prepared for each contract. This should include risks and risk management plan, identifying resources, communication management, contract administration procedures, quality management, managing payments, records management, managing changes, claims and disputes and finally contract closure procedures and requirements. MDF and TDF will seek ADB's approval of the contract management plan and provide timely reports to ADB.

43. An 18-month procurement plan indicating threshold and review procedures, goods, works, and consulting service contract packages and national competitive bidding guidelines is in Section C.

44. Consulting services are required to (i) facilitate project management and implementation, and (ii) strengthen the institutional and operational capacity of the implementing agencies. Consulting firms will be engaged using the quality- and cost-based selection (QCBS) method with a standard quality–cost ratio of 80:20. Audit firms will be engaged using request for proposals for non-consulting services. The terms of reference for all consulting services are detailed in Section D.

C. Procurement Plan

45. The procurement plans will be updated by the MDF and TDF for approval by ADB, at least annually, and more frequently if necessary, and should cover the next 18 months of procurement activities. Any delay in loan effectiveness, other start-up delays, and delays during implementation will require an unscheduled procurement plan update. ADB will review each updated procurement plans prior to its publication. The estimated packages costs in the procurement plan is inclusive of taxes and duties. The procurement plan is attached as Appendix 1 to the PAM.

D. Consultant's Terms of Reference

46. The outline terms of reference for the following construction supervision consultant contracts under MDF are attached as Appendix 2A and 2B to the PAM: (i) Supervision of Civil Works for Construction of Kindergartens and Sport Complexes in different regions of Georgia; and (ii) Supervision of the Construction of the urban and tourism infrastructure across three urban area clusters - Kakheti region with Telavi and Gurjaani, Samegrelo-Zemo Svaneti region with Zugdidi and Mestia as the regional hubs. The terms of reference for construction supervision

consultants under TDF is attached as Appendix 2C.

VII. SAFEGUARDS

47. In compliance with ADB's Safeguard Policy Statement of 2009 (SPS), the project's safeguards categories are outlined below. The TCM will establish a Grievance Redress Mechanism (GRM) and appoint members of the grievance redress committee at project level by (30 July 2021). MDF has an established GRM functioning for previous ADB projects since 2010. The PMU will designate necessary staff for compliance of safeguards, implementation progress reporting and disclosure mechanisms.

Environment

48. The Project is categorized as B for environment under ADB Safeguard Policy Statement (2009). Initial environmental examinations (IEE) conducted for five sample subprojects¹⁶ indicate that LCIP is unlikely to have any significant adverse environmental impacts that are irreversible, diverse, or unprecedented. The potential impacts are site-specific, are temporary in nature, and can be mitigated to standard levels without difficulty through proper engineering design and the incorporation or application of recommended mitigation measures and procedures. Potential impacts are due to construction activities and are expected to be site-specific and temporary. Expected impacts include noise, dust and exhaust emissions from equipment and construction vehicles, impacts on the river/surface water, waste management, occupational health and safety, site accessibility, community health and safety, and construction traffic. Anticipated impacts during O&M will be related to operation of the facilities and STPs, repair, and maintenance activities. Potential impacts may include but not limited to odor nuisance, unsatisfactory treated water quality and sludge, overflow and flooding, inefficient sludge disposal, occupational health and safety risks, exposure to biological hazard (e.g. viruses) and spread to the community (community health and safety). Provisions will be made in the design: to recirculate wastewater from STPs and to collect, thicken and dispose sludge. The facilities and STPs will be operated using the standard operating procedures following an operating manual. Thus, considering the design and operational procedures that will be considered in implementation, it is unlikely that there will be any significant negative impacts due to O&M. Routine repairs and maintenance works will be very small in scale, to conducted manually by small teams and works will be very short thus will not cause significant physical impacts. Subprojects projected to be categorized as A (potential impacts are significant, irreversible, diverse, unprecedented, or larger than the sites or facilities subject to physical works) will not be considered for implementation under the project.

49. An environmental assessment and review framework (EARF) has been developed in accordance with requirements of ADB SPS (2009), Government of Georgia environmental laws, rules and regulations. The EARF will (i) guide selection, screening and categorization, environmental assessment, and preparation of IEE and implementation of environmental management plan (EMP) of subsequent subprojects; and (ii) facilitate compliance with the requirements specified in ADB SPS (2009). In addition to the subproject selection criteria in this PAM, the EARF includes an exclusion lists and environmental criteria to be considered during subproject selection to rule out potential Category A subprojects. The EARF will be reviewed from time to time (i.e., ADB review missions) and, if necessary, updated during implementation especially if unanticipated impacts arise or if there is any change in scope or change in legal and

¹⁶ The sample subprojects are: (i) LCIP-CW-15 Velistsikhe urban upgrade, (ii) LCIP-CW-25 Dighomi park rehabilitation, (iii) LCIP-CW-01 Construction of Kindergarten in Kutaisi, (iv) LCIP-CW-02 Construction of Olympic Swimming Pool in Kutaisi, and (v) LCIP-CW-04 Construction of Sport Complex in Zugdidi.

regulatory frameworks. None of the provisions of EARF will be relaxed or lowered in the subsequent revisions and updates.

50. Subsequent subprojects are expected to be within the same range of scope, scale and setting as the sample subprojects, and will produce generally the same impacts at the same or lesser magnitude. The subprojects (sites) may be grouped together, as appropriate, into individual civil works procurement packages. One IEE may be prepared per procurement package subject to concurrence of ADB. The draft IEEs will be included in the bid documents and will be updated/finalized prior to contract award. Any changes or requirements due to the updating/finalization of the IEE will be brought to the Contractor's attention during contract negotiations. The Contractors will be required to submit site-specific EMPs (SSEMPs) to MDF and TDF based on the final IEEs. No works will be allowed until the SSEMPs are cleared. A copy of the EMP or approved SSEMP will be always kept on-site during the construction period. Non-compliance with, or any deviation from, the conditions set out in the EMP or SSEMP constitutes a failure in compliance and will require corrective actions.

51. **Screening and Categorization.** As soon as sufficient information on a subproject is available, screening is to be conducted using the ADB's Rapid Environmental Assessment Checklist (Appendix 4 of the EARF) to determine the subproject environmental category. Requirements as per the government regulations (clearances, approvals, consent etc.) shall also be identified at this stage, including the statutory clearance requirements. In addition to the REA, the following questionnaire in Table 12 will be used. The project consultant teams will include technical experts on environment, health and safety (EHS) biodiversity, heritage impact assessment, and waste management/asbestos management expert (if there are ACMs to be identified) to conduct the respective required actions.

Table 12: Specific Issues or Concerns for Succeeding Subprojects

Issues and Concerns	Required Actions
Is the subproject screened using the project exclusion criteria?	<ul style="list-style-type: none"> Refer to EARF's Table 2: Exclusion Criteria for Subproject Selection
Has the subproject included environmental considerations in the location and design parameters?	<ul style="list-style-type: none"> Refer to EARF's Table 3: Environmental Guidelines for Subproject Selection
Is the subproject site within likely critical habitat?	<ul style="list-style-type: none"> Conduct IBAT preliminary screening If in a likely critical habitat, conduct Biodiversity Assessment and identify mitigation measures and action plans. Avoid critical habitat by changing location, design and/or construction methodology Follow suggested mitigation measures. Include recommendations in DED
Are there physical cultural resources in the within or near the subproject sites?	<ul style="list-style-type: none"> Conduct heritage impact assessment for the affected physical cultural resources in the subproject site in accordance with the requirements of IEE Implement mitigation measures as recommended Include recommendations in DED
Are there existing ACM in any of the components?	<ul style="list-style-type: none"> Conduct inventory of ACM in the subproject site If ACM is to be removed, follow Asbestos Management Plan and implement mitigation measures If ACM is to be left in-situ, ensure documentation and recording as laid out in Asbestos Management Plan

Issues and Concerns	Required Actions
	<ul style="list-style-type: none"> PMU to report to ADB the extent of ACM for removal and left in-situ.

ACM = asbestos-containing materials, DED = detailed engineering design, EARF = environmental assessment and review framework, IBAT = integrated biodiversity assessment tool.

52. Based on the screening, subprojects are to be classified into one of the following categories.

- (i) **Category A.** A proposed project is classified as category A if it is likely to have significant adverse environmental impacts that are irreversible, diverse, or unprecedented. These impacts may affect an area larger than the sites or facilities subject to physical works. Category A subprojects for Environment will not be allowed under LCIP;
- (ii) **Category B.** A proposed project is classified as category B if its potential adverse environmental impacts are less adverse than those of category A projects. These impacts are site-specific, few if any of them are irreversible, and in most cases mitigation measures can be designed more readily than for category A projects. An IEE is required; and
- (iii) **Category C.** A proposed project is classified as category C if it is likely to have minimal or no adverse environmental impacts. No environmental assessment is required although environmental implications need to be reviewed.

53. **Preparation of IEE.** Outline and content of an IEE Report is given in **Appendix 7**. The five sample IEEs prepared can be used as model documents for future subprojects.

54. **Environmental Management Plan.** The IEEs of the sample subprojects include more detailed EMPs which describe and address the potential impacts and risks identified by the environmental assessment. The EMPs included mitigation measures, environmental monitoring and reporting requirements, emergency response procedures, related institutional or organizational arrangements, capacity development and training measures, implementation schedule, cost estimates, and performance indicators. Where impacts and risks cannot be avoided or prevented, mitigation measures and actions will be identified so that the subproject is designed, constructed, and operated in compliance with applicable laws and regulations and meets the requirements specified in the EMP. The level of detail and complexity of the EMP and the priority of the identified measures and actions shall be commensurate with the subproject's impacts and risks. Key considerations include mitigation of potential adverse impacts to the level of "no significant harm to third parties," the "polluter pays" principle, the precautionary approach, and adaptive management. A template for environmental management process and monitoring plan is provided in the EARF as a guide for preparing an EMP.

55. If some residual impacts are likely to remain significant after mitigation, the EMP will also include appropriate compensatory measures (offset) that aim to ensure that the project does not cause significant net degradation to the environment. Such measures may relate, for instance, to conservation of habitat and biodiversity, preservation of ambient conditions, and greenhouse gas emissions. Monetary compensation in lieu of offset is acceptable in exceptional circumstances if the compensation is used to provide environmental benefits of the same nature and is commensurate with the project's residual impact.

56. **Statutory clearances and applicable standards.** Implementation of LCIP will be governed by Government of Georgia environmental acts, rules, policies, and regulations. All statutory clearances shall be obtained prior to commencement of works. The PMUs will inform

the Contractors for any environmental clearance conditions related to execution of works and will ensure these are considered in the SSEMPs. During the design, construction, and operation of the project, ADB SPS requires the PMUs to apply pollution prevention and control technologies and practices consistent with international good practice, as reflected in internationally recognized standards such as the World Bank Group's (WBG) environment, health, and safety (EHS) Guidelines. These standards contain performance levels and measures that are normally acceptable and applicable to projects. In general, Government of Georgia standards for environmental quality correspond to the WBG EHS Guidelines, however in case of differences more stringent standards are applicable. The EARF provides the applicable environmental standards on water quality, air quality, noise level, and vibrations.

57. Environmental Audit of Existing Facilities. For subprojects involving facilities that already exist or are under construction when proposed under LCIP, environmental compliance audit is required to be conducted. The environmental compliance audit will include on-site assessment to identify (i) past or present environmental concerns, (ii) whether actions were in accordance with ADB's safeguard principles, (iii) requirements for executing and implementing agencies, and (iv) appropriate measures to address outstanding compliance issues. ADB and PMUs will agree on the corrective action plan (CAP) defining the necessary remedial actions, budget for such actions, and timeframe for resolution of non-compliance. The environmental compliance audit report (including the CAP, if any) will be made available to the public in accordance with the information disclosure requirements of ADB SPS. If a subproject involves an upgrade or expansion of existing facilities that has potential impacts on the environment, the requirements for environmental assessments and planning specified in the EARF will apply in addition to the environmental compliance audit.

58. Physical Cultural Resources (PCR). ADB SPS environmental safeguard policy principles require conservation of physical cultural resources (PCRs) and avoid destroying or damaging them by using field-based surveys employing qualified and experienced experts during environmental assessment. It also emphasizes the use of chance find procedures that include a pre-approved management and conservation approach for materials that may be discovered during project implementation. The IEE of one sample subproject (Package LCIP-CW-15 Velistsikhe urban upgrade) reports that heritage sites are present within the subproject's indirect impact zone. MDF confirmed construction works will not directly impact the heritage sites, required heritage impact assessment (HIA) has already been conducted and reflected in the IEE accordingly. The subproject contractor will also be required to include a chance find procedure in the SSEMP and to stop works if materials will be found during construction. Per procurement plan's indicative subprojects, it is noted that Package LCIP-CW-19 Rehabilitation of Svan Towers in Ushguli Subproject will trigger ADB SPS requirements on PCRs due to its recognition as the Upper Svaneti UNESCO World Heritage Site. For subsequent subproject/towns/cities with potential PCRs, a HIA is to be conducted as part of the IEE in accordance with the EARF. The HIA will document all PCRs, assess the potential impacts, and recommends measures to avoid any negative impact. If an impact is unavoidable, mitigation measures and/or compensatory measures are to be implemented as part of the EMP. The HIA will also include the protocol and coordination arrangement with the regulatory agency (National Agency for Cultural Heritage Preservation) in case of chance find during execution of works. The TRTA team will engage an Archaeological Expert to prepare the preliminary HIA for subsequent subprojects which will provide the requirements and costs to be included in the IEE and bid documents. MDF will also engage an Architect/Heritage Expert, through the Construction Supervision Consultant (CSC), to update the preliminary HIA based on detailed design, conduct HIAs of remaining heritage towns (if any), provide technical support in obtaining statutory clearances, advise MDF on matters related to PCRs, provide training and awareness, coordinate with the various stakeholders, review

designs/drawings from architectural and heritage perspective, promptly address any site-specific issues regarding architectural and heritage aspects, and provide supervisory support in works within or adjacent to PCRs.

59. Pre- and Post-Work Site Conditions. Prior to commencement of the work, the Contractor will submit a pre-works condition information to the PMU ensuring that all identified pre-construction environmental impact mitigation measures will be undertaken. The Contractor shall reinstate all properties whether public or private which are damaged in consequence of the execution and maintenance of the works to a condition at least to pre-works conditions. PMUs will include post-construction audit reports in Project Semi-annual Progress Report and/or SAEMRs.

60. Occupational Health and Safety. ADB requires that the borrowers ensure that the workers are provided with a safe and healthy environment, considering risks inherent to the sector and specific classes of hazards in the subproject areas including physical, chemical, biological and radiological hazards.

61. Unanticipated Environmental Impacts. Where unanticipated environmental impacts become apparent during the implementation, the PMUs shall update the IEEs and EMPs to assess the potential impacts, evaluate the alternatives and outline mitigation measures and resources to address those impacts.

62. Consultation and Participation. Meaningful consultation¹⁷ shall be carried out with affected people and other concerned stakeholders including civil society and facilitate their informed participation. The consultation process and its results are to be documented and reflected in the IEEs and semi-annual environmental monitoring report (SAEMR).

63. Grievance Redress Mechanism. The PMUs have established the grievance redress mechanism (GRM) to receive and facilitate resolution of affected people's concerns, complaints and grievances about the project and its subprojects environmental performance. The grievance mechanism shall be scaled to the risks and adverse impacts of the subproject. The Contractors will be required to assist in receiving, recording, and coordinating with PMUs on field-level complaints/grievances. The detailed project-level GRM is included in the EARF and may be tailored to consider contractor's roles and subproject-specific on-site conditions. The IEEs will include subproject-specific GRM.

64. Public Disclosure. The IEEs, EDDRs, SAEMRs, post-construction audit reports and CAPs will be posted on PMUs and ADB websites. Relevant information will be disclosed in accessible manner in local communities.

65. Implementation Arrangement. The EARF specify detailed responsibilities of the PMUs, project consultants and contractors in relation to the preparation, submission, review and clearance of IEEs, implementation of mitigation and monitoring measures during design, construction, and if applicable, O&M phases, and over-all compliance with ADB SPS and

¹⁷ Per ADB SPS, meaningful consultation is defined as "a process that (i) begins early in the project preparation stage and is carried out on an ongoing basis throughout the project cycle; (ii) provides timely disclosure of relevant and adequate information that is understandable and readily accessible to affected people; (iii) is undertaken in an atmosphere free of intimidation or coercion; (iv) is gender inclusive and responsive, and tailored to the needs of disadvantaged and vulnerable groups; and (v) enables the incorporation of all relevant views of affected people and other stakeholders into decision making, such as project design, mitigation measures, the sharing of development benefits and opportunities, and implementation issues"

government laws, rules and regulations. The EARF includes indicative safeguards trainings and awareness workshops with the primary focus of enabling the PMUs' staff to understand impact assessments and carry out environmental monitoring and implement EMPs. Specific modules customized for the available skill set will be devised after assessing the capabilities of the target participants and the requirements of the project.

66. Each PMU has appointed an Environment Officer who will:

- (i) Review REA checklists and assign categorization based on ADB SPS (2009) and EARF;
- (ii) Submit IEE to ADB for approval and disclosure in ADB website;
- (iii) Ensure IEEs are updated/revised based on detailed engineering design (DED) and recommendations of technical studies;
- (iv) Ensure approved IEEs are disclosed in PMU websites and relevant information posted in public areas accessible and understandable by local people;
- (v) Ensure the draft IEE/EMP will be disclosed locally at a reasonable time prior to consultations in an accessible place;
- (vi) Ensure IEEs and EMPs are included in the bid documents and contracts; ensure work contracts will include provisions for the project to abide by Georgia's labor legislation as well as ILO core labor standards ratified by the country;
- (vii) Ensure all necessary clearances, permits, consents, NOCs, etc. are obtained prior to commencement of works and compliance to the provisions and conditions during implementation;
- (viii) Organize an orientation workshop for PMUs and all staff involved in the project implementation on (a) ADB SPS, (b) Government of Georgia national, state, and local environmental laws and regulations, (c) Government of Georgia and ILO core labor standards, (d) occupational health and safety (OHS), (e) EMP implementation especially spoil management, working in congested areas, public relations and ongoing consultations, grievance redress, etc.;
- (ix) Organize an induction course for the training of contractors preparing them on EMP implementation, environmental monitoring requirements related to mitigation measures; and taking immediate actions to remedy unexpected adverse impacts or ineffective mitigation measures found during the course of implementation;
- (x) Assist in addressing any grievances brought about through the GRM;
- (xi) Direct/instruct project consultants to document and develop good practice construction guidelines to assist the contractors in implementing the provisions of IEE and EMP;
- (xii) Direct/instruct project consultants the review of the contractors' implementation plans (including SSEMPs and Corrective Action Plan [CAP]) to ensure compliance with ADB SPS and applicable government rules and regulations;
- (xiii) Coordinate the conduct of technical studies such as but not limited to HIAs, inventory of asbestos-containing materials (ACMs) if found in subproject sites, vibration studies, noise level studies and/or biodiversity assessment;
- (xiv) Conduct relevant public consultation and awareness;
- (xv) Address any grievances in a timely manner as per the GRM; and
- (xvi) Issue clearance for contractor's post-construction activities as specified in the EMP.
- (xvii) Coordinate with national and state level government agencies;
- (xviii) Coordinate with consultants and contractors on mitigation measures involving the community and affected persons and ensure that environmental concerns and suggestions are incorporated and implemented. Review monthly monitoring

reports submitted by project consultants and contractors, and prepare and submit SAEMR to ADB; and

- (xix) If necessary, prepare CAP and ensure implementation of corrective actions to ensure no environmental impacts and non-compliances to ADB SPS requirements and loan assurances.

67. **Environment Specialist in CSCs.** CSC teams will be engaged for (i) kindergartens and sport complex subprojects; (ii) urban upgrade subprojects; and (iii) Dighomi park rehabilitation subproject. The CSCs Environment Specialists will provide support to the PMUs Environment Officer in the day-to-day monitoring of safeguards compliance per ADB SPS and government regulations, in surveys, coordinate with the Heritage Expert/Architect to undertake technical studies and investigations required for the protection of PCRs, preparation of HIAs, chance find procedures or other agreed upon document to be approved by the relevant government for the protection of PCRs, old buildings and other deemed sensitive locations. The main responsibilities of the CSC Environment Specialists are:

- (i) Prepare REA Checklists, baseline environmental surveys to support screening and categorization per EARF for submission to PMU;
- (ii) Prepare IEEs and technical studies of subsequent subprojects;
- (iii) Oversee day-to-day implementation of EMPs by contractors, including compliance with all government rules and regulations;
- (iv) Support PMU in the review and clearance of contractor's SSEMP, including but not limited to subplans, EHS personnel, budget, constructions methodology, and implementation schedule;
- (v) Conduct field-level verification of the contractor's pre- and post-work site conditions and submit confirmatory report to PMU;
- (vi) Conduct inspections on contractor's implementation of SSEMP and compliance with government rules and regulations;
- (vii) Ensure contractors comply with health and safety requirements per approved SSEMP's Health and Safety Management Plan;
- (viii) Conduct investigations on grievances/complaints, incidents and accidents;
- (ix) Assist PMU in addressing any grievances in a timely manner as per the GRM;
- (x) Address field-level grievances/complaints and prepare report to PMU;
- (xi) Monitor corrective actions as required in CAPs, and ensure non-compliances are resolved immediately and are not occurring repeatedly;
- (xii) Prepare recommendations for contractors repeated non-compliances on safeguards and EHS requirements;
- (xiii) Submit monthly environmental monitoring reports to PMU; and
- (xiv) Undertake tasks as mutually agreed with the PMU.

68. **Environment Specialist in TDF Project Management Support Consultants.** Please refer to the terms of reference in Appendix 2.

69. **Technical Experts.** PMUs, through the project consultant teams, shall be joined by the following specialists to address site-specific environmental requirements. The technical experts, if required, may be engaged as individuals or as member of the CSCs or TDF PMC. The PMUs will seek support of ADB in the development of specific TORs to undertake the required studies.

- (i) **Architect/ Heritage Expert.** To provide guidance on ADB SPS requirements on PCRs, undertake HIA, prepare chance find procedure, provide support on the statutory clearances to be obtained, monitor implementation of recommendations,

- prepare documentation and reporting on the implementation of mitigation measures;
- (ii) **Architect.** To assist the PMU, CSC team leader, and structural expert(s) on the review and approval of all drawings from architectural and heritage perspective; review and approve the detailed architectural drawings prepared by the contractor and promptly address any site-specific issues regarding architectural and heritage aspects.
 - (iii) **Biodiversity Expert.** To provide guidance on the ADB SPS requirement on Biodiversity Conservation and Critical Habitat Assessment including the conduct of preliminary screening; screening and conduct of biodiversity assessment; (ii) training and capacity building tasks, (iii) monitoring and reporting; undertake on-site verifications and consultations, recommend specific measures, and provide supervisor support during the planning and construction periods; and
 - (iv) **Waste Management/ Asbestos Management Specialist.** To identify ACMs, conduct inventory, prepare subproject-specific AMP, provide training and awareness on the risks and safe handling and management of ACMs, coordinate with the asbestos management service provider(s), monitor implementation of recommendations, prepare documentation and reporting on the implementation of mitigation measures.

70. **Contractors.** The Contractor shall appoint an Environment, Health and Safety (EHS) Staff/Engineer who will be responsible on a day-to-day basis in (i) ensuring implementation of SSEMP, (ii) coordinating with the PMUs and environment specialists of project consultant teams; (iii) community liaison,¹⁸ consultations with interested/affected people, (iv) field-level grievance redress; and (v) reporting. The Contractors will be required to provide workers with environmental awareness and SSEMP orientation prior to deployment to work sites, and regular trainings on health and safety in construction sites.

71. Potential impacts of climate change and natural hazards (floods, earthquakes) have been considered during preparation of the Climate Risk and Vulnerability Assessment (CRVA) report for areas including the locations of proposed projects and their surroundings. Elaborated recommendations for siting and design of the projects will be part of the EMPs.

Land Acquisition and Resettlement

72. The Project is categorized as B for resettlement under ADB Safeguard Policy Statement (2009), due to the anticipated certain economic displacements (loss of land, permanently or hindered access to land/assets). A land acquisition and resettlement framework (LARF) has been developed in accordance with the requirements of ADB SPS and local rules and regulations. The LARF will (i) guide selection, screening and categorization, impact assessment, and preparation and implementation of social safeguards requirements for each subproject to be prepared after ADB Board approval; and (ii) facilitate compliance with the requirements specified in ADB SPS. The LARF will be updated if necessary, during implementation especially if unanticipated impacts arise or if there is any change in scope or change in legal and regulatory frameworks. None of the provisions of LARF will be lowered in the subsequent revisions and updates. Subproject selection criteria will avoid subprojects with significant involuntary resettlement (IR) impacts (Category A). A land acquisition and resettlement plan (LARP) will be prepared for each

¹⁸ Reasonable size social outreach team (SOT) to be appointed by contractor to facilitate community liaison, consultations and R&R implementation (including resolution of grievances). Requirement of SOT will be included in bid document.

subproject with IR impacts while a social safeguards due diligence report (SDDR) will be prepared if a subproject is not likely to have IR impacts.

73. Sample subprojects and prepared safeguards documents. Social safeguards due diligence conducted for five sample subprojects. The SDDRs have been prepared for the regional subprojects (kindergartens and sport complexes), while implementation-ready LARPs have been prepared for Velistsikhe and Mestia subprojects in accordance with the LARF and ADB SPS. The draft LARP has been prepared for Dighomi Park subproject in Tbilisi subject to update into an implementation-ready status upon finalization of public consultations and proposed compensation and livelihood restoration options. Prepared SDDRs and LARPs can be used as model documents for subsequent subprojects. The subprojects (sites) may be grouped together, as appropriate, into individual civil works procurement packages. One SDDR/LARP may be prepared per procurement package subject to concurrence of ADB.

74. According to the impact assessment results, IR impacts for regional subprojects in Velistsikhe and Mestia are likely to be of temporary in nature (temporary resettlement from residence and temporary business suspension). In total, 31 affected businesses and lessors will be suspended temporarily during project implementation phase (5 businesses in Mestia, and 20 businesses and 6 lessors in Velistsikhe) 11 affected persons temporarily losing jobs (all of them in Velistsikhe). In total, there will be 42 affected households (AHs) subject to temporary relocation (including 17 vulnerable) in Mestia and 14 AHs (including 2 vulnerable) in Velistsikhe. The compensation for temporarily relocation and affected assets were calculated and budgeted as part of LARPs.

75. Based on impact assessment the Dighomi Park subproject in Tbilisi, this will involve involuntary resettlement (IR) impact due to informal use of municipal land due to illegally constructed structures and fences identified within the subproject area. Furthermore, the structures were found to be used as small farms for cows and pigs by internally displaced persons (IDP) living nearby. Within the preparation of draft LARP, TDF and the TRTA team (i) conducted full IR impact assessment covering the subproject's boundaries; (ii) conducted detailed measurement survey, census, socio-economic survey with affected households (AH) and focus group discussions (FGD) with IDPs and other vulnerable AHs; (iii) initiated relevant mechanisms of cut-off date establishment and thereof disclosure and dissemination to project stakeholders (including AHs); and (iv) conducted valuation of all structures and other assets by qualified valuator at replacement cost as per ADB SPS. The draft LARP is subject to update into an implementation ready status upon completion of following actions by TDF with support of TRTA team: (i) conduct meaningful public consultations with stakeholders and AHs, including targeted consultations with vulnerable AHs, and (ii) consult and agree with AHs on relevant compensation and livelihood restoration options proposed as a result of FGDs.

76. LAR financing. IR costs for all subprojects (both for MDF and TDF) will be covered by state budget, ADB loan financing is not anticipated to be used for LAR costs.

77. Consultation and Participation. Meaningful consultation shall be carried out with affected people and other concerned stakeholders including civil society and facilitate their informed participation. The consultation process and its results are to be documented and reflected in the LARPs/SDDRs and semi-annual social monitoring report (SSMR).

78. Grievance Redress Mechanism. The PMUs have established the grievance redress mechanism (GRM) to receive and facilitate resolution of affected people's concerns, complaints and grievances about the project and its subprojects environmental performance. The grievance

mechanism shall be scaled to the risks and adverse impacts of the subproject. The Contractors will be required to assist in receiving, recording, and coordinating with PMUs on field-level complaints/grievances. The detailed project-level GRM is included in the LARF and LARPs/SDDR.

79. **Public Disclosure.** The LARF, LARPs, SDDRs SSMRs and CAPs (if any) will be posted on PMUs and ADB websites. Relevant information will be disclosed in accessible manner in local communities.

80. **Implementation Arrangements.** The LARF specifies detailed responsibilities of the PMUs, project consultants and contractors in relation to the preparation, submission, review and clearance of LARPs/SDDRs, implementation of mitigation and monitoring measures during design, construction, and over-all compliance with ADB SPS and government laws, rules and regulations. The LARF includes indicative safeguards trainings and awareness workshops with the primary focus of enabling the PMUs' staff to understand impact assessments and carry out IR monitoring and implement LARPs. The PMUs within MDF and TDF will be responsible for overall land acquisition and resettlement (LAR) management under the project, implementation of LARPs and SDDRs, and compliance with ADB's safeguards requirements and national regulations.

81. Each PMU has appointed a Social Safeguards and Resettlement Officer who will:

- Review IR checklists and assign categorization based on ADB SPS 2009 and LARF;
- Submit LARP/SDDR to ADB for approval and disclosure in ADB website;
- Ensure LARPs/SDDRs are updated/revised based on detailed engineering design (DED) and recommendations of technical studies;
- Ensure approved LARPs/SDDRs are disclosed in PMU websites and relevant information posted in public areas accessible and understandable by local people;
- Ensure social safeguards-related provisions are included in the bid documents and contracts;
- Assist in addressing any grievances brought about through the GRM;
- Conduct continuous public consultation and awareness;
- Coordinate with national and state level government agencies;
- Coordinate with consultants and contractors on mitigation measures involving the community and affected persons and ensure that concerns and suggestions are incorporated and implemented. Review monthly monitoring reports submitted by project consultants and contractors, and prepare and submit SSMR to ADB; and
- If necessary, prepare CAP and ensure implementation of corrective actions to ensure no IR/social safeguards non-compliances to ADB SPS requirements and loan assurances.

82. **Social Safeguards and Resettlement (SSR) Specialists of Consultants.** CSC teams will be engaged for (i) kindergartens and sport complex subprojects; (ii) urban upgrade subprojects; and (iii) Dighomi park rehabilitation subproject. The CSCs SSR Specialists will provide support to the PMUs SSR Officer in the day-to-day monitoring of safeguards compliance per ADB SPS and government regulations following the requirements set in SDDRs. SSR Specialists of PMC provide support to the PMUs in preparation, and implementation of LARPs and any other relevant required activities and monitoring thereof, as well as preparation of SSMRs and LARP implementation Compliance Reports. The level of input from consultants shall be tailored to expected/documented IR and social safeguards impacts and risks in the given subprojects.

Indigenous Peoples

83. The Project is categorized as C for indigenous peoples under ADB Safeguard Policy Statement (2009). The Project is not expected to affect indigenous peoples as defined under the ADB SPS (2009).

84. **Prohibited investment activities.** Pursuant to ADB's Safeguard Policy Statement (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth in Appendix 5 of the Safeguard Policy Statement (2009).

VIII. GENDER AND SOCIAL DIMENSIONS

85. The investment is proposed to be categorized as Effective Gender Mainstreaming (EGM) wherein gender design features and targets will be incorporated in project's operations and investments.

86. **Key issues.** The issue of Gender Mainstreaming in Urban and Infrastructure Project Planning was present in the regions¹⁹ covered by the planned projects. During the process of urban infrastructure planning in urban and rural areas the communities, especially women are not consulted, as a result of which planned infrastructure projects often do not meet the needs of women/girls. From the 96 kindergartens planned by the project only 14.5% are adapted for people with disabilities. There are children between 2 to 6 years 5,545 girls (48.9%), 5,783 boys (51.1%).²⁰ The total number of kindergarten places provided by the project is 3070, which is less than the demand (number of children of kindergarten age-3764). It should be mentioned the infrastructural condition of the buildings of pre-school and educational institutions, including the issue of adapting the physical environment to the needs of persons with disabilities and providing sanitary facilities to ensure proper hygiene. Also, lack of gender sensitivity of kindergarten staff.

87. **Gender issues.** Urban planning covers a wide spectrum of concerns including employment, housing, access to public space, transport and environment. Gender is relevant to all of these. During the planning process women are hardly consulted and as a result infrastructure projects often do not meet the needs of women and girls. It is therefore important to have a gender-sensitive approach to address the specific needs of different social groups, including persons with disabilities.

88. **Access to internet.** By 2020 more than 20% of the Georgian population was still without internet. According to the National Communications Commission Georgia has 915,636 internet subscribers with quite some differences from region to region. The lowest rates are in Racha-Lechkhumi and Lower Svaneti as well as in Guria and Kakheti. Only 62% of the households are provided with computers with a huge difference between urban and rural areas. Tbilisi shows the highest rate of provision, the lowest is in Kakheti. An important difference can also be recognized between women and men – 58.9% women and 63.1% men use computers. The highest rate of users are citizens between 15 and 29 years.

89. It should be mentioned that a Gender Equality Council has been established in Tbilisi. The Municipality of Tbilisi has approved the Gender Equality Action Plan for 2018 – 2020 which is

¹⁹ The regions covered under the project "Geo Livable Cities Investment Project for Balanced Regional Development" cover Tbilisi, Imereti, Guria, Kakheti, Kvemo Kartli, Shida Kartli, Samtskhke-Javakheti and Samegreo-Zemo Svaneti region.

²⁰ Kindergartens Association, 2020

currently renewed although it is to be mentioned that the respective process has been delayed due to the ongoing COVID19 situation.

90. **Access to sports** for women is limited primarily to the stereotypical attitudes of women and men into sports in society. This is due to insufficient sports infrastructure, accessibility in terms of fees and existing gender stereotypes according to which female and male sports are segregated in society. The above-mentioned opinions are reinforced by the data related to several projects' locations: There are 13 sports schools in Kutaisi, where there are 32 sports circles. The number of young boys involved is almost 4 times higher than the number of girls: 20% - girls, 80% - boys (792 girls - 3217 boys); There are 13 sports circles in Akhaltsikhe, where from persons involved 92% are boys and 8% are girls (372 boys and 33 girls). The boys are mostly involved in almost all existing circles. As for the girls, in Kutaisi girls are involved only in 21 out of 32 sports circles. In Akhaltsikhe in 4 out of 13.²¹

91. **Economically active** men in urban settlements -66.8%, women -47.1%. 79.6% of men and 65.1% of women are economically active in rural areas.²² Women dominate among the self-employed and are employed in households, have their own handicrafts and involved in family business/family hotels. During the Covid-19 pandemic, in April-June, the number of unemployed people in Georgia increased by 15,600 and 89% of the unemployed are women. The COVID-19 pandemic has caused even more harm to women engaged in small business or retail and has importantly slowed down the process the tourism sector. Most of women entrepreneur's activities are suspended, and in many cases, this is due to the inability to repay loans and sell products which are related to insufficient knowledge of tailoring services to existing challenges (e.g. online sales) and the availability of well-equipped, -safe spaces for women in tourist areas that will help them sell products.²³

92. **Key actions.** In order to address gender concerns, the project will include the following key actions: (i) introducing gender-sensitive urban planning design and guidelines for urban projects of the proposed program; (ii) awareness-raising of users of the urban services (kindergarten, library, sports complexes) on the issues of violence against women, healthy lifestyle, safe mobility and related issues; (iii) capacity-building and awareness-raising of urban planners and municipality representatives; (iv) introducing gender in increasing of institutional effectiveness of the implementing agencies; (v) ensuring gender-mainstreaming in urban planning and infrastructure projects of Tbilisi Municipality; (vi) supporting women entrepreneurs; and (vii) reflecting project needs in local gender policy and institutions. Classified as EGM, the project will hire a gender specialist to ensure implementation of the gender action plan. The gender action plan is provided below in **Table 13**.

²¹ REC Caucasus, 2020

²² National statistics office of Georgia (Geostat), 2020.

²³ Consultations with women entrepreneurs in Velistsikhe.

Table 13: Gender Action Plan

Activity	Target/Indicator	Responsibility	Timeline
Outcome: Livability and inclusive economic activity in Georgia improved			
Increase the per capita capacity of gender inclusive public spaces	a. At least 115,380 households or 354,700 people from the regions and 1,184,800 people in Tbilisi (about 52% of whom are females) benefit from improved livability, inclusive and climate-resilient infrastructure and services. (2020 baseline: 0)	MDF and TDF	2021-2027
Output 1: Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved			
1.1. Address gender issues in urban infrastructure planning	1.1.1. City centers in Velistsikhe, Telavi, Zugdidi and Mestia-Ushugli upgraded in accordance with the gender sensitive features as provided for in the 'Inclusive Cities: Urban Area Guidelines' approved by the Government of Georgia in 2020, and the gender-responsive guidelines to ensure safe mobility and accessibility for women and girls 1.1.2. At least one consultation carried out, with 30% women's participation, in each of the urban centers of Tbilisi, Zugdidi, Telavi, Mestia, Velistsikhe 1.1.3. Dighomi Park includes facilities that meet the needs of women, girls, elderly and other vulnerable groups, in accordance with the Inclusive Cities Guidelines. 1.1.4. At least one consultation carried out, with 30% women's participation, in one of the project sites of Tbilisi	Gender Consultant with MDF Gender Consultant with TDF	2021-2027
1.2. Incorporate gender sensitive-facilities in public places	1.2.1. Gender design features (in Poti, Kutaisi, Senaki), such as (i) separate male/female toilets, (ii) well-lit and child-friendly waiting spaces for parents and toddlers, (iii) safety signs that include emergency numbers and reporting authorities posted inside and outside the buildings of kindergartens, libraries and sport complexes, and (iv) walkways, sidewalks, and with pram and wheelchair ramps, incorporated in the construction/rehabilitation of kindergartens, libraries, and sports complexes 1.2.2. At least 1 public spaces, park and amenities improved (in Tbilisi) incorporating inclusive cities guidelines for adapting the built environment for persons with disabilities, senior citizens, youth, women, and children (2020 baseline: 0) 1.2.3. At least 1 public spaces, park and amenities improved (in Telavi) incorporating inclusive cities guidelines for adapting the built environment for persons with disabilities, senior citizens, youth, women, and children (2020 baseline: 0)	Gender Consultant with MDF Gender Consultant with the support of TDF Gender Consultant with MDF	2022-2027 2022-2027 2022-2027
Output 2: Accessibility, connectivity and mobility of tourism clusters across Georgia improved			
2.1. Mainstream gender in public transport and other services	2.1.1. Printed information on gender-based violence and sexual harassment, including reporting protocols and hotlines, distributed at the entrance of cultural/heritage sites	MDF	2022-2027

Activity	Target/Indicator	Responsibility	Timeline
Output 3: Institutional capacity for sustainable urban and regional development enhanced			
3.1. Strengthen the role of Gender Equality Councils in municipal governance	3.1.1. In Akhaltsikhe, Signaghi, Lagodekhi, Telavi, Kutaisi, Zugdidi, Martvili, Senaki, Poti, Lanchkhuti, Gori and Tetritskaro municipalities, Municipal gender equality councils are consulted at least twice, in activities that promote women's economic empowerment, as part of the Councils' responsibilities 3.1.2. Municipal Gender Equality Action Plans of Tbilisi, Telavi, Zugdidi, and Mestia include activities of the project GAP	Gender Consultants with MDF TDF	2021-2027
3.2. Strengthen the role of Gender Equality Councils (Tbilisi)	3.2.1. Municipal gender equality councils are consulted at least twice, in activities that promote women's economic empowerment, as one of the Councils' responsibilities 3.2.2. Municipal Gender Equality Action Plan of Tbilisi include activities of the project GAP	Gender Consultants with TDF	2021-2027
3.3. Carry out capacity-building of municipality representatives	3.3.1. Management skills of at least 20 municipal staff of whom 30% are women improved through training workshops on budgeting, financial management, e-procurement, and urban planning in Telavi, Zugdidi and Mestia	Gender Consultant with MDF	2021-2027
	3.3.2. At least one capacity building activity on gender-responsive budgeting carried out in Telavi for about 10 municipality representatives of which 30% are women	Gender Consultant with MDF	
	3.3.3. Improved gender mainstreaming capacity of about 15 municipal representatives, including urban and transport planners, in Telavi, and sex-disaggregated data collection and gender-sensitive tools for urban planning	Gender Consultant with MDF	
3.4. Carry out capacity-building of municipality representatives in Tbilisi	3.4.1. At least 80% participants from TDF (of whom 30% are women) find capacity building training workshops useful for budgeting, financial management, e-procurement, and urban planning, (2019 baseline: Not applicable) 3.4.2. Management skills of at least 10 municipal staff of whom 3 are women improved through training workshops on budgeting, financial management, e-procurement, and urban planning 3.4.3. At least one capacity building activity on gender-responsive budgeting carried out for about 10 municipality representatives of which 3 are women 3.4.4. Gender mainstreaming capacity of about 14 municipal representatives, including urban and transport planners, and sex-disaggregated data collection and gender-sensitive tools for urban planning 3.4.5. At least 15 civil servants (of which at least 5 are women) from urban planning and construction divisions in municipalities trained in accessibility audit, gender sensitive design, inclusive cities guidelines and urban masterplan reviews (2020 baseline: Not applicable)	Gender Consultant with TDF	2021-2027

Activity	Target/Indicator	Responsibility	Timeline
3.5. Introduce gender-sensitive tools and strategies to the IAs	3.5.1. Gender-sensitive Human Resource strategy ^b for MDF and TDF developed, adopted, and implemented 3.5.2. Program on the prevention of and actions to address sexual harassment in the workplace developed and disseminated to staff in TDF and MDF 3.5.3. At least 15 staff of implementing agencies trained on gender, equal opportunities and urban development 3.5.4. Adopt the gender-sensitive urban planning guidelines to Telavi based on the example and experience from Tbilisi	Gender Consultant with ADB	2022
3.6. Support women entrepreneurs	3.6.1. Business development opportunities provided to 10 enterprises, including 30% women-led businesses, in Telavi, Velistsikhe, Mestia and Ushguli through trainings on entrepreneurship, business coaching and tourism and hospitality development	MDF	2022-2027
Project Management			
4.0 Support project implementation and reporting	4.1 Gender consultant recruited to support implementation and reporting of the gender actions and target 4.2 One person from TDF human resources staff appointed responsible for supporting gender consultant and reporting on GAP implementation 4.3 GAP orientation training provided to key staff of the project implementing agencies and project management units 4.4 Project monitoring system includes gender-indicators regularly populated with sex-disaggregated data	MDF and TDF gender consultant	2021 and onwards

ADB = Asian Development Bank, GAP = gender action plan, MDF = Municipal Development Fund, TDF = Tbilisi Development Fund

^a Examples of gender sensitive features include separate toilets for females, lighted paths, signs that show how to report cases of sexual harassment, theft, etc., shaded sitting areas for parents within fenced-in playgrounds, among others.

^b Some features of a gender-sensitive HR strategy include flexible working hours, parental leaves, targets for women staff's participation in career building activities, and other equal opportunities provisions.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION

A. Project Design and Monitoring Framework

Table 14: Project Design and Monitoring Framework

Impacts the Project is Aligned With			
Sustainable economic growth, improved livability and balanced development promoted in Georgia (Georgia 2020) ^a			
Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
Outcome Livability and inclusive economic activity in Georgia improved	By 2028: a. At least 30% cumulative increase in total visitor spending in urban regions of Kakheti and Samegrelo Zemo-Svaneti regions (2015-2020 baseline for regions: 25%) (OP 1.2, OP 5.1 OP 7.2.4, OP 7.3, OP 4.3) b. Availability of green, recreational, and public spaces increased to 8 m ² per capita in Tbilisi (2020 baseline: 4 m ² per capita) ^b (OP 1.3, OP 3.1.3, OP 4.1, OP 6.2) c. At least 115,380 households or 354,730 people from the regions and 1,184,800 people in Tbilisi (about 52% of whom are females) benefit from improved livability and inclusive and climate-resilient infrastructure and services (2020 baseline: 0) (OP 1.3, OP 2.1.4, OP 2.5.2, OP 4.1)	a.–c. Semi-annual project progress reports from implementing agencies, National Statistics Office, and Georgia National Tourism Agency b. Tbilisi City Municipality land use records	R: Development priorities of national government and leadership at the national level, change because of severe COVID-19 impacts R: COVID-19 pandemic continues to severely impact tourism during project period
Outputs 1. Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved	1a. By 2027, at least 2 urban centers or settlements in Georgia including Telavi, Zugdidi, and Mestia, upgraded with climate-resilient and inclusive urban design elements (streetscapes, street furniture, lighting, signage, landscaping, pedestrian paths, road crossings, roads, and stormwater drainage) (2020 baseline: NA) (OP 3.2, OP 4.1, OP 4.3, OP 7.2) 1b. By 2026, library, e-learning and community center incorporating energy efficient and inclusive design elements constructed in Zugdidi (2020 baseline: 0) (OP 1.1, OP 2.4.1, OP 4.1)	1a.–1e. Semi-annual project progress reports from implementing agencies	R: COVID-19 pandemic continues to adversely affect infrastructure construction and service delivery

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>1c. By 2024, 1 swimming pool constructed in Kutaisi and at least 20 new kindergartens, and 5 sport complexes in the regions of Guria, Imereti, Kakheti, Kvemo Kartli, Samtskhe-Javakheti, Samegrelo-Zemo Svaneti, and Shida Kartli, incorporating energy efficient, gender-sensitive, and inclusive design elements^c (2020 baseline: 0) (OP 1.1, OP 2.4, OP 2.4.1, OP 3.2, OP 3.3, OP 4.1, OP 4.3)</p> <p>1d. By 2026, at least 2 public spaces, parks, and amenities improved (in Zugdidi, Telavi, or Tbilisi) incorporating inclusive cities guidelines for adapting the built environment for persons with disabilities, older persons, youth, women, and children (2020 baseline: NA) (OP 1.3, OP 2.4.1, OP 4.1, OP 7.3)</p> <p>1e. By 2026, Mtkvari River in Tbilisi rehabilitated for river transit (2020 baseline: NA) (OP 1.3, OP 4.1)</p>		
2. Accessibility, connectivity, and mobility in tourism clusters across Georgia improved	<p>2a. By 2027, at least 2 cultural and heritage sites for tourism—including the historic center of Velistsikhe town and the towers in Laghami (Mestia)—upgraded and rehabilitated, incorporating inclusive cities and gender-responsive guidelines^d for adapting the built environment for 100% of persons with disabilities, older persons, youth, women, and children (2020 baseline: 0) (OP 1.3, OP 2.4.1, OP 4.1, OP 4.3 OP 7.2.4, OP 7.3)</p> <p>2b. By 2027, public transport expanded to improve municipal and/or regional connectivity—additional 162 km of Tbilisi Metro cabling (2020 baseline: 388 km) and 8 additional ventilators (2020 baseline: 24) installed and total 550 km cabling and 32 ventilators commissioned; software and equipment for an academic</p>	2a.–2c. Semi-annual project progress reports by implementing agencies	R: Extreme events such as COVID-19 and climate change hamper tourism and viticulture industry

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>center and research laboratory (BridgeLab) at Georgian Technical University supplied and installed in Tbilisi; at least 1 Tbilisi Metro station access improved incorporating inclusive cities and gender-responsive guidelines;^d and traffic management measures implemented (2020 baseline: NA) (OP 1.3, OP 2.4.1, OP 4.1, OP 5.1, OP 7.3)</p> <p>2c. By 2027, at least 5 km of streetscape/mobility improvements—including sidewalks, cycling/walking paths, commercial outdoor spaces for cafes, pedestrian crossings, lighting, street furniture, bioswales/other stormwater drainage solutions, and public toilets—implemented (2020 baseline: NA) (OP 1.3, OP 4.1)</p>		
3. Institutional capacity for sustainable urban and regional development enhanced	<p>3a. By 2026, at least 80% of participants from Ministry of Regional Development and Infrastructure of Georgia, Municipal Development Fund of Georgia, Tbilisi City Municipality, Tbilisi Development Fund, and municipalities (of whom 20% are women) rate as “useful” training workshops in integrated urban management and service delivery, tourism planning and management, and inclusive cities guidelines (2020 baseline: NA) (OP 4.1, OP 4.2, OP 6.1)</p> <p>3b. By 2026, at least 80% of participants from municipalities and Tbilisi (of whom 20% are women) rate as “useful” capacity-building workshops in budgeting, financial management, e-procurement, and urban planning (2020 baseline: NA) (OP 4.1, OP 4.2, OP 6.1, OP 6.1.1, OP 6.2)</p> <p>3c. By 2026, at least 3 urban management partnerships for peer-to-peer twinning for service delivery, municipal management, and tourism</p>	3a.–3e. Training and workshop evaluation reports; semi-annual project progress reports by implementing agencies	R: Staff assigned to project by the government rotate frequently

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>development established (2020 baseline: 1 pilot under ADB's technical assistance for Livable Urban Areas: Integrated Urban Plans for Balanced Regional Development^e) (OP 4.2, OP 6.1, OP 6.2)</p> <p>3d. By 2026, at least 10 micro, small, and medium-sized enterprises (of which at least 3 are led by women) in the project areas received support under the business development facility for tourism development, skills development, and upgrading and redevelopment of facilities (2020 baseline: 0) (OP 1.2, OP 2.1.1, OP 5.1, OP 7.3)</p> <p>3e. By 2026, at least 15 civil servants (of which at least 5 are women) from urban planning and construction divisions in municipalities trained in accessibility audit, gender-sensitive design, inclusive cities guidelines, and review of urban master plan (2020 baseline: NA) (OP 2.3.1, OP 4.2)</p>		
Key Activities with Milestones <ol style="list-style-type: none"> Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved <ol style="list-style-type: none"> Award first civil works contracts (March 2021). Start construction of first subproject (June 2021). Identify and prepare remaining subprojects (September 2023). Award all civil works contracts (June 2024). Complete all construction and commission all facilities (December 2027). Accessibility, connectivity, and mobility in tourism clusters across Georgia improved <ol style="list-style-type: none"> Award first civil works contracts (June 2020). Award all civil works contracts (June 2026). Complete all construction and commission all facilities (December 2027). Institutional capacity for sustainable urban and regional development enhanced <ol style="list-style-type: none"> Fully staff the project management units (September 2021). Complete institutional development assessment and action plan (December 2021). Identify and establish urban management partnerships for the regions (December 2022). Finalize operating procedures, structure, and management arrangements for the business development facility (February 2022). Operationalize business development facility (July 2022). Prepare and conduct training workshops and capacity-building activities (December 2026). 			
Inputs ADB: €101 million (\$119.9 million equivalent) (loan) Government: €51.1 million (\$60.6 million equivalent)			
Assumptions for Partner Financing NA			

ADB = Asian Development Bank, COVID-19 = coronavirus disease, km = kilometer, m² = square meter, NA = not applicable, OP = operational priority, R = risk.

- ^a Government of Georgia. 2014. *Social-economic Development Strategy of Georgia "GEORGIA 2020"*. Tbilisi.
- ^b Per capita availability of green, recreational, and public spaces in square meters = total area of green, recreational and public space (in square meter) per total population of the city.
- ^c Gender-inclusive design features include (i) separate male/female toilets; (ii) well-lit and child-friendly waiting spaces for parents and toddlers; (iii) safety signs that include emergency numbers and reporting authorities posted inside and outside kindergartens, libraries, and sport complexes; and (iv) walkways, sidewalks, and child stroller and/or wheelchair ramps incorporated in the construction of kindergartens, libraries, and sports complexes.
- ^d ADB. 2021. *Inclusive Cities: Urban Area Guidelines*. Manila; and Government of Georgia and ADB. 2021. *Green and Recreation Space Standards for Fair Shared Parks and Gardens: Tbilisi Municipality*. Manila (guidelines prepared in 2017–2020).
- ^e ADB. 2016. *Technical Assistance to Georgia for Livable Urban Areas: Integrated Urban Plan for Balanced Regional Development*. Manila.

Contribution to Strategy 2030 Operational Priorities

Expected values and methodological details for all OP indicators to which this operation will contribute results are detailed in Contribution to Strategy 2030 Operational Priorities (accessible from the list of linked documents in Appendix 2).

Source: Asian Development Bank.

B. Monitoring

94. **Project performance monitoring.** The two PMUs will cause the Construction Supervision Consultants to establish a project performance management system (PPMS) using targets, indicators, assumptions, and risks in the Livable Cities Investment Project for Balanced Development (LCIP) DMF. Both PMUs will develop an expanded DMF that can serve as a monitoring and evaluation framework considering the important monitoring parameters in addition to those included in the LCIP DMF. The baseline data corresponding to indicators and targets set out in the DMF and the monitoring and evaluation framework could be generated through primary data, collected while preparing the detailed project reports and further through the data collected by construction supervision consultants. Such baseline data, disaggregated by income levels and sex, should be established within 12 months of loan effectiveness. After establishing the baseline, the PMUs will prepare annual, mid-term and end of the project monitoring reports using the same indicators and submit the reports to ADB.

95. **Compliance monitoring.** The PMC, supervision and governance and capacity building consultants will support the PMUs in monitoring performance based on the DMF, monitoring and evaluation framework and their respective PPMS. The PMUs will prepare a semi-annual progress report, which among other items will include compliance of implementation with: (i) assurances, covenants, conditions; (ii) safeguards; (iii) GAP; (iv) community awareness and participation plan (CAPP); and (v) reforms.

96. **Safeguards' monitoring.** Each PMU will be responsible for overall compliance with ADB's safeguard requirements and national environmental regulations. The IAs (MDF and TDF) will ensure that the preparation, design, construction, implementation, and if applicable, operation and decommissioning of the subprojects and all project facilities comply with (i) all applicable national laws and regulations relating to environment, health and safety; (ii) the Environmental Safeguards; and (iii) all measures, and requirements set forth in the EARF and IEEs, and any corrective or preventive actions set forth in the safeguards monitoring reports. The IAs will facilitate coordination with the project consultants and Contractors in ensuring the proper implementation of safeguards and SSEMPs to avoid any adverse impacts.

97. The status of the implementation of the IEE/EMP and LARP/SDDR will be discussed at each ADB review mission and integrated into semi-annual reports for IEE/EMP and LARP/SDDR implementation using the integrated safeguards monitoring format. These will be prepared by the

respective EAs with assistance from safeguard specialists of LCIP consultants and safeguards officers in PMU, based on the information provided by IAs, contractors and community liaison staff, where relevant. The EAs will submit semi-annual monitoring reports (ESMR) and social safeguards semi-annual monitoring reports (SSMR) in the standard templates advised by the ADB to ADB, within 30 days of the end of reporting period, for review and disclosure. The safeguards monitoring team structure and responsibilities are summarized in table below.

Table 15: Safeguards Monitoring Team Structure and Responsibilities

Task Team	Responsibility
Program Director	Oversee safeguard implementation for the Program through PMU and consultants. Submit semi-annual safeguards monitoring reports to ADB.
PMU Safeguards Officer/s	Analyze the consolidated monitoring data on safeguards and report the results and corrective actions to the Program Director.

98. **Safeguards monitoring – Environment.** Each PMU will monitor and measure the progress of EMPs and SSEMPs implementation. The monitoring activities will correspond with the subproject's risks and impacts. In addition to recording information on the work and deviation of work components from original scope, the PMUs and project consultants will undertake site inspections and document review to verify compliance with the loan assurances, EMPs, SSEMPs, technical studies and CAPs, if any.

99. Prior to commencement of the work, the Contractor will submit a pre-works condition information and SSEMP to the PMU ensuring that all identified pre-construction environmental impact mitigation measures will be undertaken. The PMU Environment Officer, with the assistance of the CSC Environment Specialist will review the pre-works information and SSEMP, conduct site verification, and thereafter PMU will allow commencement of works. During construction, results from internal monitoring by the Contractor will be reflected in the Contractor's Monthly Report to be submitted to the PMU and CSC Environment Specialist. The PMU Environment Officer and CSC Environment Specialist will review the Contractor's Report, undertake site verifications, and advise contractors for corrective actions if necessary.

100. Semi-annual progress report shall be prepared by CSC Environment Specialist to be submitted to the respective PMUs for review and further actions. The PMU Environment Specialist will review and prepare the project's safeguards compliance status to be included in the Project's Semi-Annual Progress Report. A suggested checklist is included as Appendix 7 of the EARF to ensure completeness of safeguards requirements.

101. Based on monthly and semi-annual reports and measurements, the CSC Environment Specialist will draft SAEMRs and submit to respective PMU for review, concurrence of the findings and recommendations, and further submission to ADB. The suggested SAEMR outline is included as Appendix 8 of the EARF. Each PMU will submit SAEMRs to ADB within 30 days of the end of reporting period. The SAEMR covering January to June will be due by 30 July, and SAEMR covering July to December will be due by 30 January. Once concurrence from the ADB is received the SAEMRs will be disclosed in the project website.

102. ADB will review project performance against the Government of Georgia commitments as

agreed in the legal documents. The extent of ADB's monitoring and supervision activities will be commensurate with the project's risks and impacts. Monitoring and supervising of social and environmental safeguards will be integrated into the project performance management system. ADB will monitor projects on an ongoing basis until a project completion report is issued. ADB will carry out the following monitoring actions to supervise project implementation:

- (i) conduct periodic site visits for projects;
- (ii) conduct supervision missions with detailed review by ADB's Safeguard Specialists, Safeguard Officers or consultants for projects with significant adverse social or environmental impacts;
- (iii) review the periodic monitoring reports submitted by EAs and PMUs to ensure that adverse impacts and risks are mitigated, as planned and agreed with ADB;
- (iv) work with the EAs and PMUs to rectify to the extent possible any failures to comply with their safeguard commitments, as covenanted in the legal agreements, and exercise remedies to re-establish compliance as appropriate; and
- (v) prepare a project completion report that assesses whether the objective and desired outcomes of the safeguard plans have been achieved, considering the baseline conditions and the results of monitoring.

103. ADB's monitoring and supervision activities are carried out on an ongoing basis until a Project Completion Report is issued. Thus, SAEMRs which may cover O&M of completed packages, will be submitted to ADB until PCR is issued. ADB issues a PCR within 1 to 2 years after the project is physically completed and in operation.

104. **Safeguards monitoring – Resettlement.** Each PMU will monitor and measure the progress of LARPs and SDDR implementation. The monitoring activities will correspond with the subproject's risks and impacts. In addition to recording information on the work and deviation of work components from original scope, the PMUs and project consultants will undertake site inspections and document review to verify compliance with the loan assurances, LARPs/SDDRs and CAPs, if any. Monitoring of each project specific LARP will be undertaken by PMU through construction supervision consultants. Consultants and/or officers of PMU will provide on-the-job training and backstopping for the construction supervision teams, as required. The social safeguards consultants and/or officers of PMU will (i) provide inputs to semi-annual and annual progress reports detailing the progress in implementation of the LARPs, (ii) prepare and submit to ADB semi-annual Social Safeguards Reports.

105. The implementation and effectiveness of the LARPs will be monitored internally by PUMs with support of consultants. In particular, the PMUs with assistance from the consultants will supervise and manage monitoring of resettlement activities and implementation arrangements.

106. The PMU through the EA will provide semi-annual reports to the ADB. They will ensure the EA that the consultants reports include progress and status reports, information on location and numbers of people affected, compensation amounts paid by item, and assistance provided to displaced people. The ADB will also monitor these activities in its regular supervision missions during the period of project implementation.

107. The objectives of the monitoring and evaluation program are to (i) ensure that the standard of living of affected households are restored or improved, (ii) monitor whether or not the timelines are being met, (iii) to identify problems or potential problems, and (iv) to ensure that the GRM is functioning and grievances, if any, are being addressed timely and effectively.

108. The principal indicators for internal monitoring of resettlement activities include:

- (i) Timely and complete disbursement of compensation to AHs according to the compensation policy agreed in the RP;
- (ii) Timely and complete delivery of relocation, income restoration (when available) and rehabilitation allowances and measures;
- (iii) Public information dissemination and consultation procedures;
- (iv) Adherence to grievance procedures and identification of outstanding issues that require further attention and resolution;
- (v) Attention given to grievances of affected persons regarding the options offered and the priorities of AHs regarding the options offered.

109. Completion of resettlement activities certified by Compliance Report is required before the start of civil works. ADB will monitor projects on an ongoing basis until a project completion report is issued. ADB's monitoring and supervision activities are carried out on an ongoing basis until a Project Completion Report is issued.

110. **Gender and Social Dimensions Monitoring.** Status of the implementation of the GAP action plan and the CAPP will be discussed at each ADB review mission. The GAP monitoring matrix with updated data on progress will be included with semi-annual progress reports.

111. The monitoring of impacts on the social and gender aspects, including social and gender benefit monitoring, will be incorporated into the overall program monitoring and evaluation. Assisted by the social and gender specialists in the consultant team, the PMU/PIUs will be responsible for analyzing and consolidating the performance data. The social and gender monitoring will be designed to allow adequate flexibility to adopt remedial actions regarding the project design, schedules, activities, and development impact. Specific indicators in the SPRSS and the GAP will be further elaborated during the detailed design phase. Semi-annual GAP monitoring will be carried out in accordance with ADB GAP Progress Report template.

C. Evaluation

112. ADB provides financing for projects that will effectively contribute to the economic and social development of the country concerned and have the strongest poverty reduction impact in conformity with the country and ADB strategies. The government and ADB will jointly review the project at least twice a year. This includes: (i) the performance of the PMUs, consultants and contractors; (ii) physical progress of projects and effectiveness of safeguards, CAPP and the action plan; (iii) inclusion of women and vulnerable groups, including the poor, in project planning and implementation; (iv) achievement of DMF indicators; (v) compliance with loan assurances, and; (vi) assessment of project sustainability in technical and financial terms. In addition to the regular loan reviews, the EAs, IAs and the ADB will undertake a comprehensive mid-term review in the third year of project implementation to identify problems and constraints encountered and suggest measures to address them. Specific items to be reviewed will include: (i) appropriateness of scope, design, implementation arrangements, and schedule of activities; (ii) assessment of implementation pace against project indicators; (iii) effectiveness of capacity building and reform programs; (iv) compliance with safeguard measures; (v) extent to which the GAP and CAPP are being implemented; (vi) need for additional support for operation and maintenance (O&M) of the facilities established under the project; (vii) lessons learned, good practices, and potential for replication; and (viii) changes recommended.

113. **Inception Mission.** ADB will conduct an inception mission within 3 months after the loan signing to access program readiness and implementation arrangements including establishment of PMU, the program accounting procedures, status of development of Project Performance

Monitoring System (PPMS), progress in advance procurement actions including recruitment of Implementation Support Consultancy (ISC) firm and the contractors for the initial set of projects under LCIP.

114. **Review Mission.** ADB will conduct field review missions at least once a year to (i) assess the progress of program activities and outputs and effectiveness of implementation arrangements, (ii) monitor safeguard compliance with ADB Safeguard Policy Statement (2009), (iii) review compliance with loan agreements and related matters, (iv) follow up on decisions and actions agreed during previous review missions, and (v) resolve any program implementation issues that may arise.

115. **Midterm Review Mission.** ADB will conduct a midterm review in the fourth year of LCIP implementation. The midterm review will (i) assess the program performance and achievement against targets and milestones; (ii) review the initial outcomes, benefits, and impact of the program, and (iii) identify gaps, if any, and recommend necessary changes to strengthen implementation arrangements or modify program design.

116. **Project Completion Review Mission.** ADB will conduct program completion review mission upon physical completion of the program to commence preparation of ADB's program completion report (PCR). The mission will (i) assess the program performance against all targets, indicators, and benchmarks (including any revised at the midterm review); (ii) evaluate initial benefits, and outcome of the program across outputs; and (iii) identify any incomplete activities and agree on the necessary actions.

117. **Project completion report.** The PMUs will submit to the ADB, within 6 months of the completion of the project, a project completion report that will cover the details of implementation (including changes in scope), costs, monitoring and evaluation of activities, problems encountered, actions taken, and other information requested by ADB and implementing agencies.²⁴

D. Reporting

118. The PMUs under each IA will provide ADB with: (i) semi-annual progress reports in a format consistent with the ADB's project performance reporting system; (ii) consolidated annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, and (d) updated implementation plan for the next 12 months; and (iii) a project completion report within 6 months of physical completion of the project. To ensure that projects will continue to be both viable and sustainable, project accounts and the audited financial statements together with the associated auditor's report, should be adequately reviewed.

E. Stakeholder Communication Strategy

119. A stakeholder communication strategy is conducted in line with ADB's Access Information Policy, 2018, which supports proactive disclosure, external relations and improved access to information about ADB operations for better development effectiveness. The policy promotes greater transparency and accountability by enabling ADB's stakeholders and especially people

²⁴ Project completion report format is available at: <http://www.adb.org/Consulting/consultants-toolkits/PCR-Public-Sector-Landscape.rar>

affected by development activities to better participate in the decisions that affect them. It also recognizes the right of people to seek, receive, and impart information about ADB's operations.

120. The project Stakeholders have been identified based on the Stakeholder mapping and analysis, media mapping, consultations and information gathered through meetings, workshops, conversations with workshop participants and review of websites.

121. Information on LARP entitlements has been and will be shared at the village level through consultation meetings and through public consultation during the public hearings. The impacted residents have been and will be closely involved through additional stakeholder consultations as reflected in SDDRs and LARPs prepared. Where necessary, MDF/TDF and TRTA consultants will conduct additional social surveys/consultations under the resettlement and environmental safeguards. Grievance mechanism (GRM) has been established to receive and re-dress complaints, including those from the poor.

122. At design stage, MDF/TDF safeguard team is the focal point for communication with other stakeholders and regular contact with project-affected people. MDF/TDF is responsible for implementing and monitoring disclosure and dissemination of Project-related information. MDF/TDF will further extend the current mechanisms for feedback (during design and implementation (GRM, public consultations, brochure, MDF/TDF website, press releases). All communications will be made in Georgian language and contact details of MDF/TDF's focal point will systematically be disseminated to stakeholders through relevant communication channels. During construction stage, in addition to the timely disclosure of Project information as per ADB requirements (safeguards, procurement, monitoring reports, etc.), MDF/TDF will ensure the following activities are performed:

- (i) Information dissemination and meeting/consultation with households of subproject areas held at least semi-annually. Disclosure of information meetings reports (including minutes of questions and answers) on MDF/TDF website;
- (ii) Distribution of information on design and work progress, to households of subproject areas, at least semi-annually;
- (iii) Disclosure of brochures (if any) on MDF/TDF website; and
- (iv) Communicate on subprojects' design and work progress (via different communication channels acceptable and accessible for stakeholders) at least quarterly.

123. The communications strategy matrix is provided in the table below.

Table 16: Communications Strategy Matrix

	Project Documents	Means of Communication	Party responsible	Audience	Frequency
1	PDS	ADB website	ADB	General public	Quarterly updates
2	RRP	ADB website	ADB	General public	Posted within 2 weeks of loan approval; always available online
3	Loan Agreement	ADB website	ADB	General public	Always available online
4	IEE reports	ADB and MDF websites, public consultations and brochures/leaflets	ADB, MDF, TDF	General public, Affected people	Documents always available online at ADB and executing agencies'

	Project Documents	Means of Communication	Party responsible	Audience	Frequency
		for affected people			websites; EMP updated regularly
5	LARP and LARF	ADB, TDF and MDF websites, public consultations and brochures/leaflets for affected people	ADB, MDF, TDF	General public, Affected people	LARP posted before contract awards; Document always available online at ADB and executing agencies' websites
6	Procurement requirements	ADB website IFB, local newspaper advertisement	ADB	General public, potential civil works contracting firms	Available online (current and archive)
7	Consulting services	ADB website for recruitment notice (CSRN)		General public, consulting firms	When required
		ADB website for list of shortlisted firms		General public, consulting firms	Available online (current and archive)
8	Project Administration Manual	Request for proposals, public opening	MDF/TDF	Potential consulting firms	
		ADB website	ADB	General public, project contractors and consultants	Document always available online; updated regularly
9	Annual Audited Project Accounts and Auditor's Opinion	ADB website	ADB, MDF, TDF	General public	Within 30 days of date of receipt by ADB from MDF
10	Overall information on subproject	ADB website		General public, Project, public transport users	Always available online; updated regularly

ADB = Asian Development Bank, CSRN = consultant services recruitment notice, EMP = environmental management plan, IEE = initial environmental examination, IFB = invitation for bids, LARF = land acquisition and resettlement framework, LARP = land acquisition and resettlement plan, MDF = Municipal Development Fund of Georgia, PDS = project data sheet, RRP = Report and Recommendation of the President to the Board of Directors, TDF = Tbilisi Development Fund.

X. ANTICORRUPTION POLICY

124. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the project.²⁵ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed, -administered, -supported activities and may not be awarded any contracts under

²⁵ Anticorruption Policy: <https://www.adb.org/documents/anticorruption-policy>

the project.²⁶

125. To support these efforts, relevant provisions are included in the loan agreement and the bidding documents for the project. All contracts financed by ADB in connection with the project will include provisions specifying the right of ADB to audit and examine the records and accounts of the PMU contractors, suppliers, consultants and other service providers as they relate to the project. ADB will disseminate ADB's Anticorruption Policy to EAs and IAs.

126. Georgia's anticorruption regulatory framework is outlined in the 2009 Law of Georgia on the Conflict of Interests and Corruption in Public Service. Since 2012, the government improved accountability and transparency in public finance, procurement, and private sector oversight. Low-level corruption in the public sector is virtually eradicated. Georgia ranked 41st (out of 180 countries) and scored 58 (out of 100) in the 2018 corruption perception index of Transparency International, implying the scope for further improvement in governance. The legal provisions on corruption offences are overall deemed to be in line with international standards. Corruption in Georgia particularly high-level corruption by public officials continues to be seen as a problem, and legal enforcement in the judiciary and in public procurement is deemed deficient. Transparency International's Corruption Perception index for the last five years and increased from 52 in 2015 to 56 in 2020. The World Bank's Worldwide Governance Indicators assessed the Control of Corruption indicator at 74.04 in 2019 demonstrating a decline from 77.40 in 2017.

127. A summary of the corruption risk assessment findings and mitigation measures are summarized below:

Table 17: Corruption Risk Assessment Findings and Mitigation Measures

Risk Description	Rating	Mitigation Measures	Responsibility
Corruption in the public sector may affect project procurement and implementation.	L	<ul style="list-style-type: none"> • The MDF, TDF, MRDI and TCM are familiar with ADB's Anticorruption Policy (1998, as amended to date). • A project steering committee will be established to provide strategic guidance, support the implementing agencies with government/ ministerial-level approvals and review and monitor the physical and financial progress of the subprojects. • Trainings will be conducted on ADB procedures for relevant financial staff in TCM and TDF and the Internal Audit division in TCM. • The project and MDF and TDF entity financial statements will be subject to audit in accordance with International Standards on Auditing. • Relevant provisions on anticorruption are included in the loan agreement. • ADB procurement guidelines and procedures will be in place. 	TDF, TCM, ADB

ADB = Asian Development Bank, MDF = Municipal Development Fund of Georgia, MRDI = Ministry of Regional Development and Infrastructure of Georgia, TCM = Tbilisi City Municipality, TDF = Tbilisi Development Fund.

²⁶ ADB's Office of Anticorruption and Integrity website: <https://www.adb.org/site/integrity/main>

128. Integrity due diligence was conducted on MDF and TDF, the members of the Supervisory Boards and management. They do not appear to constitute a significant or potentially significant integrity risk since no adverse media or other relevant information related to them exists. ADB has obtained reasonable assurance that MDF and TDF was not established and is not being used for money laundering or terrorism financing in the project jurisdiction. ADB's Anticorruption Policy (1998, as amended to date) was explained to and discussed with the government and the MRDI and TCM.

129. ADB's Anticorruption Policy designates the Office of Anticorruption and Integrity (OAI) as the point of contact to report allegations of fraud or corruption among by ADB-financed projects or its staff. OAI is responsible for all matters related to allegations of fraud and corruption. For a more detailed explanation refer to the Anticorruption Policy and Procedures. Anyone coming across the evidence of corruption associated with the project may contact the Anticorruption Unit by telephone, facsimile, mail or email at the following numbers/addresses:

by email at integrity@adb.org or anticorruption@adb.org
by phone at +63 2 8632 5004
by fax to +63 2 8636 2152
by post mail, please mark correspondence Confidential:

Office of Anticorruption and Integrity (OAI)

Asian Development Bank
6 ADB Avenue, Mandaluyong City 1550 Metro Manila,
Philippines

XI. ACCOUNTABILITY MECHANISM

130. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.²⁷

Contact details:

Secretary
Compliance Review Panel
Asian Development Bank
6 ADB Avenue
Mandaluyong City
1550 Metro Manila, Philippines
Tel + 63 2 8632 4149
Fax +63 2 8636 2088
Email address: crp@adb.org
Website: www.compliance.adb.org

²⁷ Accountability Mechanism. <http://www.adb.org/Accountability-Mechanism/default.asp>.

XII. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

131. The PAM was agreed upon during loan negotiations on 9 September 2021. All revisions and/or updates during the course of implementation will be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the PAM, including revision to contract awards and disbursement s-curves.

APPENDIX 1: PROCUREMENT PLAN

Basic Data

Project Name: Livable Cities Investment Project for Balanced Development	
Project Number: 53118-001	Approval Number:
Country: Georgia	Executing Agency: Ministry of Regional Development and Infrastructure of Georgia, Tbilisi City Municipality
Project Procurement Risk: Medium	Implementing Agency: Municipal Development Fund of Georgia, Tbilisi Development Fund
Project Financing Amount: US\$ 180,500,000 ADB Financing: US\$ 119,900,000 Cofinancing (ADB Administered): Non-ADB Financing: US\$ 60,600,000	Project Closing Date: 30 June 2028
Date of First Procurement Plan: 20 July 2021	Date of this Procurement Plan: 9 September 2021
Procurement Plan Duration: 18 months	Related to COVID-19 response efforts: No
Advance Contracting: Yes	Use of e-procurement (e-GP): Yes http://www.procurement.gov.ge/

A. Methods, Review and Procurement Plan

Except as the Asian Development Bank (ADB) may otherwise agree, the following methods shall apply to procurement of goods, works, and consulting services.

Procurement of Goods and Works	
Method	Comments
Open Competitive Bidding (OCB) for Goods	Number of local suppliers is not sufficient. Open competitive bidding with national advertisement may be applied only if there is evidence that international bidders have no interest to participate, which is not the case.
Request For Quotation for Goods	
Open Competitive Bidding (OCB) for Works	Open competitive bidding (OCB) international advertisement for urban upgrading packages. OCB with national advertisement is applicable for packages where local contracting capacity is evident.

Consulting Services	
Method	Comments
Quality- and Cost-Based Selection for Consulting Firm	To be used to select international consulting firms for Project Management Consultant selection, conducting Detailed Design and Construction Supervision services, as well as to select several consulting firms for different capacity building components, as international expertise is required.
Least-Cost Selection for Consulting Firm	To be used to select audit firm
Competitive for Individual Consultant	To be used to select some project implementation support consultants
Direct Contracting for Individual Consultant	MDF project support consultants previously engaged under the LCIP-PRF are to be transitioned and engaged using direct contracting to ensure the continuation of a professional approach and adequate performance in supporting the ensuing loan.

B. Lists of Active Procurement Packages (Contracts)

The following table lists goods, works, non-consulting and consulting services contracts for which the procurement activity is either ongoing or expected to commence within the procurement plan duration.

Municipal Development Fund of Georgia

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
LCIP-CW-01	Construction of Kindergarten in Kutaisi - Re-bid 01	1,000,000.00	OCB	Prior	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-010a	Construction of Kindergarten in Chiauri (Lagodekhi) - Rebid 01	1,100,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Covid-19 Response? No
LCIP-CW-010b	Construction of Kindergarten in Chabukiani (Lagodekhi) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-011a	Construction of Kindergarten in Vardisubani (Telavi) - Rebid 01	1,100,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-011b	Construction of Kindergarten in Kurdghelauri (Telavi) - Rebid 01	1,100,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-012a	Construction of Kindergarten in Senaki - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-012b	Construction of Kindergarten in Bandza (Martvili) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-012c	Construction of Kindergarten in Didichkhoni (Martvili) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-013	Construction of Kindergarten Partskhisi (Tetritskhara)	1,000,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-014	Construction of Kindergarten in Tsinskharo (Tetrtskharo)	1,000,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-015	Velistsikhe urban upgrade	9,030,000.00	OCB	Prior	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
LCIP-CW-016	Telavi urban upgrade (7 hills)	1,610,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-017	Urban Upgrade of Mestia-Laghami	7,600,000.00	OCB	Prior	1S1E	Q4 / 2021	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-018	Zugdidi Youth center/library construction	3,710,000.00	OCB	Post (Sampling)	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: International

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-03a	Construction of Kindergarten in Poti - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-03b	Construction of Kindergarten in Supsa (Lanchkhuti) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-03c	Construction of Kindergarten in Khajalia (Lanchkhuti) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-07a	Construction of Kindergarten in Chitatskhari (Zugdidi) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-07b	Construction of Kindergarten in Darcheli (Zugdidi) - Rebid 01	1,000,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-07c	Construction of Kindergarten in Shamgona (Zugdidi) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
LCIP-CW-07d	Construction of Kindergarten in Rukhi (Zugdidi) - Rebid 01	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-08	Construction of Kindergarten Agara (Akhaltzikhe)	1,250,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-09a	Construction of Kindergarten in Dzveli Anagi (Sighnangi) - Rebid 01	1,100,000.00	OCB	Post (Sampling)	1S1E	Q2 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-CW-09b	Construction of Kindergarten in Kvemo Bodbe (Sighnaghi) - Rebid 01	1,100,000.00	OCB	Post (Sampling)	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: National No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-G-01	Kindergartens' Outdoor and indoor furniture	1,000,000.00	OCB	Prior	1S1E	Q4 / 2021	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Bidding Document: Goods High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No
LCIP-G-02	Sport facility equipment (Kutaisi, Akhaltsikhe, Zugdidi, Rustavi)	1,650,000.00	OCB	Post (Sampling)	1S1E	Q4 / 2021	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Advance Contracting: Yes Bidding Document: Goods High Risk Contract: No e-GP: Yes e-GP Type: e-Bidding Covid-19 Response? No

Tbilisi Development Fund

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
LCIP-CW-025	Dighomi park rehabilitation	4,000,000.00	OCB	Prior	1S1E	Q3 / 2021	Non-Consulting Services: No Advertising: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference

Goods and Works							
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date (quarter/year)	Comments
							Applicable: No Advance Contracting: Yes Bidding Document: Small Works High Risk Contract: No e-GP: No Covid-19 Response? No

Municipal Development Fund of Georgia

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
CS-1	Construction Supervision Consultant for Kindergartens and Sport complex	1,510,000.00	QCBS	Prior	STP	Q3 / 2020	Non-Consulting Services: No Type: Firm Assignment: International Quality-Cost Ratio: 80:20 Advance Contracting: Yes e-GP: No Covid-19 Response? No
CS-2	Construction Supervision Consultant for Urban Upgrade Projects	1,715,000.00	QCBS	Prior	STP	Q3 / 2020	Non-Consulting Services: No Type: Firm Assignment: International Quality-Cost Ratio: 80:20 Advance Contracting: Yes e-GP: No Covid-19 Response? No
CS-3	Project Support Consultants	1,308,450.00	DC	Prior		Q3 / 2022	Non-Consulting Services: No Type: Individual Assignment: National Expertise: various Advance Contracting: No e-GP: No Covid-19 Response? No Comments: Project Manager, Financial Management, Engineer, Resettlement,

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
							Communication, Disbursement (2), Program Assistant/Translator (78 person-months)
CS-4	Procurement Specialist	234,000.00	Competitive	Prior		Q4 / 2021	Non-Consulting Services: No Type: Individual Assignment: National Expertise: Procurement Advance Contracting: No e-GP: No Covid-19 Response? No Comments: 78 person-months
CS-5	Engineer	180,000.00	Competitive	Prior		Q4 / 2021	Non-Consulting Services: No Type: Individual Assignment: National Expertise: Civil Engineer Advance Contracting: No e-GP: No Covid-19 Response? No Comments: 60 person-months
CS-6	Engineer	180,000.00	Competitive	Prior		Q1 / 2022	Non-Consulting Services: No Type: Individual Assignment: National Expertise: Civil Engineer Advance Contracting: No e-GP: No Covid-19 Response? No Comments: 60 person-months
CS-7	Project Manager	180,000.00	Competitive	Prior		Q4 / 2021	Non-Consulting Services: No Type: Individual Assignment: National Expertise: Civil Engineer Advance Contracting: No e-GP: No Covid-19 Response? No Comments: 72 person-months
CS-8	Project Audit	450,000.00	LCS	Prior	BTP	Q3 / 2022	Non-Consulting Services: Yes

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
							Type: Firm Assignment: International Advance Contracting: No e-GP: No Covid-19 Response? No
CS-9	Contract Management Specialist	108,000.00	Competitive	Prior		Q4 / 2021	Non-Consulting Services: No Type: Individual Assignment: National Expertise: procurement, contracts Advance Contracting: No e-GP: No Covid-19 Response? No Comments: 72 person-months

Tbilisi Development Fund

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
CS-12	Project Management Consultants	500,000.00	QCBS	Prior	STP	Q4 / 2021	Non-Consulting Services: No Type: Firm Assignment: International Quality-Cost Ratio: 80:20 Advance Contracting: Yes e-GP: No Covid-19 Response? No Comments: Project Management, Procurement, Safeguards, Gender, Finance (25 person-months)
CS-13	Construction Supervision Consultant for Dighomi park rehabilitation	500,000.00	QCBS	Prior	BTP	Q4 / 2021	Non-Consulting Services: No Type: Firm

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
	and Other Municipality Parks						Assignment: International Advance Contracting: Yes e-GP: No Covid-19 Response? No
CS-14	Project Audit	350,000.00	LCS	Prior	BTP	Q3 / 2022	Non-Consulting Services: Yes Type: Firm Assignment: International Advance Contracting: No e-GP: No Covid-19 Response? No
CS-18	Project Support Consultants	354,000.00	DC	Prior		Q2 / 2022	Non-Consulting Services: No Type: Individual Assignment: National Expertise: various Advance Contracting: No e-GP: No Covid-19 Response? No Comments: Project Manager, Financial Manager, Procurement Manager, Environment, Social Safeguards, Disbursement
CS-19	Project Manager	65,000.00	Competitive	Prior		Q4 / 2021	Non-Consulting Services: No Type: Individual Assignment: National Expertise: Civil Engineer/Management/Finance Advance

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
							Contracting: No e-GP: No Covid-19 Response? No

C. List of Indicative Packages (Contracts) Required Under the Project

The following table lists goods, works, non-consulting and consulting services contracts for which procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e., those expected beyond the current procurement plan duration).

Municipal Development Fund of Georgia

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
LCIP-CW-19	Rehabilitation of Svan Towers in Ushguli	2,500,000.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: Yes Covid-19 Response? No
LCIP-CW-20	Construction/Rehabilitation of Telavi Stadium	5,150,000.00	OCB	Post (Sampling)	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: Yes Covid-19 Response? No
LCIP-CW-21	Construction of Tsnori Sport Complex	1,300,000.00	OCB	Post (Sampling)	1S1E	Non-Consulting Services: No

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
						Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: Yes Covid-19 Response? No
LCIP-CW-22	Supporting measures in Mestia	1,151,250.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: Yes Covid-19 Response? No Comments: 2022-2023
LCIP-CW-23	Supporting measures in Zugdidi	4,334,000.00	OCB	Post (Sampling)	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: Yes Covid-19 Response? No Comments: 2022-2023
LCIP-CW-24	Supporting Measures in Kakheti	1,180,000.00	OCB	Post (Sampling)	1S1E	Non-Consulting Services: No

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
						Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: Yes Covid-19 Response? No Comments: 2022-2023
LCIP-G-03	Sport facility equipment (2 units including Telavi Stadium and Tsnori	650,000.00	OCB	Post (Sampling)	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Goods e-GP: Yes Covid-19 Response? No

Consulting Services						
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments
CS-10	Urban Management Partnerships	250,000.00	QCBS	Prior	FTP	Non-Consulting Services: No Type: Firm Advertising: International Quality-Cost Ratio: 80:20 e-GP: No Covid-19 Response? No Comments: 2022-2023
CS-11	Institutional Strengthening (Municipal capacity building)	350,000.00	QCBS	Prior	FTP	Non-Consulting Services: No Type: Firm

Consulting Services						
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments
						Advertising: International Quality-Cost Ratio: 80:20 e-GP: No Covid-19 Response? No Comments: 2022-2023

Tbilisi Development Fund

Goods and Works						
Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments
LCIP-CW-26	Mtkvari river rehabilitation	9,000,000.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: No Covid-19 Response? No Comments: 2022-2023
LCIP-CW-27	Upgrade of metro station access and public space (Akhmeteli Theater, Liberty Square and Marjanishvili)	16,000,000.00	OCB	Prior	1S1E	Non-Consulting Services: No Advertising Type: International No. Of Contracts: 1 Prequalification of Bidders: No Domestic Preference Applicable: No Bidding Document: Small Works e-GP: No Covid-19 Response? No Comments: 2022-2023

Consulting Services

Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments
CS-15	Construction Supervision for Vera Park	30,000.00	QCBS	Prior	FTP	Non-Consulting Services: No Type: Firm Advertising: International Quality-Cost Ratio: 80:20 e-GP: No Covid-19 Response? No Comments: 2022-2023
CS-16	Construction Supervision for Mtkvari river rehabilitation and Metro Station upgrades and 1 Bridge (Dadiani-Queen Tamar or alternate)	810,000.00	QCBS	Prior	FTP	Non-Consulting Services: No Type: Firm Advertising: International Quality-Cost Ratio: 80:20 e-GP: No Covid-19 Response? No Comments: 2022-2023
CS-17	Urban Management Partnerships	250,000.00	QCBS	Prior	FTP	Non-Consulting Services: No Type: Firm Advertising: International Quality-Cost Ratio: 80:20 e-GP: No Covid-19 Response? No Comments: 2022-2023

D. List of Awarded and Completed Contracts

The following table lists the awarded and completed contracts for goods, works, non-consulting and consulting services.

Municipal Development Fund of Georgia

Goods and Works					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
LCIP-CW-02	Construction of Olympic Swimming Pool in Kutaisi	2,287,753.82	29-JAN-21	13-OCT-22	For retroactive financing.
LCIP-CW-	Construction of	3,101,275.05	25-MAR-21	15-OCT-22	For retroactive financing.

Goods and Works					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
04	Sport Complex in Zugdidi				
LCIP-CW-05	Construction of Sport Complex in Akhaltsikhe	3,111,581.62	25-MAR-21	15-OCT-22	For retroactive financing.
LCIP-CW-06	Construction of Sport Complex in Rustavi	5,212,543.92	24-MAR-21	12-DEC-22	For retroactive financing.
RF-CW-01	Design, Supply and Installation of Cables and Accessory Equipment	1,300,000.00	21-DEC-18	01-OCT-20	For retroactive financing.
RF-CW-02	Design, Supply and Installation of Ventilators and Accessory Equipment	300,000.00	21-DEC-18	09-SEP-20	For retroactive financing.
RF-G-01	Supply of Minivan for BridgeLab	36,631.00	30-DEC-19	01-JUL-20	For retroactive financing.
RF-G-02	Software for Design of Civil and Industrial Structures (BridgeLab)	49,200.00	20-JAN-21	03-FEB-21	For retroactive financing.
RF-G-03	Software for modal analysis estimation of structures (BridgeLab)	59,000.00	28-DEC-20	26-JAN-21	For retroactive financing.
RF-G-04	Interactive 3D software (BridgeLab)	5,000.00	28-DEC-20	27-JAN-21	For retroactive financing.
RF-G-05	Computer equipment (BridgeLab) L1	90,000.00	28-DEC-20	26-FEB-21	For retroactive financing.
RF-G-06	Computer equipment (BridgeLab) L2	5,000.00	28-DEC-20	26-FEB-21	For retroactive financing.
RF-G-07	Computer equipment (BridgeLab) L3	8,500.00	28-DEC-20	26-FEB-21	For retroactive financing.
RF-G-08	On-site tools (BridgeLab)	55,000.00	28-DEC-20	26-FEB-21	For retroactive financing.

Consulting Services					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments
RF-CS-1	Construction Management and Supervision of the Tbilisi Metro Rehabilitation	560,000.00	05-OCT-18		For retroactive financing.

Procurement Method

1. The indicative procurement packages for goods, works and consulting services and their procurement/selection methods are indicated in the draft procurement plan. Open competitive bidding (OCB) with international advertising is the default procurement method.

2. Recruitment of international construction supervision consulting firms and individual project implementation support consultants is a strategic security to help LCIP PMUs in MDF and TDF with project and contract management, safeguards issues and construction supervision. These packages will be procured through OCB with international advertising.

3. Procurement of audit will be tactical acquisition to satisfy routine requirements for project implementation, accountability and monitoring. These services are locally available and shall be procured an non-consulting services through a request for quotation.

4. All procurements shall be carried out through Georgian E-Procurement System or as agreed with ADB.

A. Prequalification

5. The Works and Goods contracts intended to be procured are standard works/goods where pre-qualification process will not add any value rather will increase the procurement time. Therefore, MDF shall procured Works and Goods without pre-qualification arrangements.

B. Bidding Procedures

6. All civil works contracts are based on conformance-based approach, hence Single-Stage: One-Envelope bidding procedure shall be applied for this procurement.

C. Specifications

7. The technical specifications and detailed drawings, included in the bidding documents for civil works contracts for kindergartens and sport facilities construction, are to be duly elaborated by the detailed design firm.

D. Review Requirements

8. Under the MDF scope, the first package for each type of civil works (kindergarten, sport complex, urban upgrading) and goods packages subject to advance contracting and retroactive financing will be subject to ADB's prior review, while the succeeding packages will be subject to ADB's post review (sampling) as per the procurement plan except for the Urban Upgrade of Mestia-Laghamsi and Rehabilitation of Svan Towers in Ushguli packages which will remain for ADB's prior review. All contracts for consulting and non-consulting services are subject to ADB's prior review procedure. The decision is made based on the simple and repetitive nature of civil works and goods supply contracts, as well as based on the market analysis, extensive experience of MDF in IFIs projects implementation. The post review (sampling) will be conducted during each loan review mission and may also be additionally conducted by request. The accumulated number of all contract awards for works and goods will be sent to ADB each quarter together with the evaluation reports.

9. Based on the lack of experience of TDF in IFIs projects implementation, all contracts for civil works, goods and consulting services shall be subject to ADB's prior review.

E. Standstill Period

10. Standstill Period of 10-day will be applied as it is currently applied under other IFIs and budget funded projects as well as based on the Government preference.

F. Standard Bidding Documents and Contract Forms

11. MDF and TDF will use ADB's standard bidding documents for works and goods contracts and SRFP for consultant recruitment. ADB's SBDs includes necessary provisions for using e-GP.

G. Pricing and Costing Method

12. ADB standard SBD for Works will be used for the civil works contracts. The bid price will be calculated based on the detailed Bill of Quantities presented in the bidding documents.

H. Key Performance Indicators

13. KPIs will not apply for conformance based civil works contracts. However, the MDF and TDF will monitor each contract on the contractor's performance during contract implementation.

I. Evaluation Method

14. All civil works and goods contracts will be evaluated based on the qualification and experience requirements of the bidding documents and contracts will be awarded to the lowest evaluated substantially responsive bidder. Recruitment of consulting firm for construction supervision services will use QCBS with quality and cost ratio of 80:20 and STP proposal will be required.

J. Contract Management Approach

15. Contract management will be on collaborative basis. Contract management plans shall be prepared for each civil works contract. They should include risks and risk management plan, identifying resources, communication management, contract administration procedures, quality management, managing payments, records management, managing changes, claims and disputes and finally contract closure procedures and requirements. The contract management plan should be prepared before signing of each contract. The updated contract management reports should be submitted to ADB Loan Review Mission.

APPENDIX 2A: TERMS OF REFERENCE FOR SUPERVISION OF CIVIL WORKS UNDER THE PROJECT – CONSTRUCTION OF KINDERGARTENS AND SPORT COMPLEXES IN DIFFERENT REGIONS OF GEORGIA

A. Background and Objective

1. Background

1. Municipal Development Fund of Georgia was established in 1997. The fund is cooperating with all large investment banks and financial institutions operating in Georgia. It is coordinated by the Supervisory Board approved by the Government of Georgia and Ministry of Regional Development and Infrastructure of Georgia. Municipal Development Fund of Georgia (MDF) is a Legal Entity under Public Law (LEPL) with the objective of assisting to enhancement of institutional and financial capacities of local self-governmental bodies, making investments in local infrastructure and services, and improvement of main economic and social conditions for the local population. MDF implements significant infrastructural projects such as: urban renovation of the cities, arrangement of tourist infrastructure near cultural heritage monuments, construction and rehabilitation of schools and kindergartens, improvement of infrastructure aimed at preventing natural disasters, creation of sustainable economic base for Internally Disabled Persons, rehabilitation of water supply and water supply and sanitation, construction of shelters for homeless animals, arrangement of cable ways, renovation of sports infrastructure, and enhancement of the component in support of State and Private Sector Investments (PPI).

2. Georgia has applied for financing from the Asian Development Bank (ADB) toward the cost of the Livable Cities Investment Project (LCIP) for Balanced Development under a sector loan for financing the project – Construction of Kindergartens and Sport Complexes in different regions of Georgia. The main purpose of the project is the construction of Kindergartens and Sports Complexes in different regions of Georgia, excluding capital city of Tbilisi. The project in general will focus approximately on 29 locations in Georgia, and overall management and coordination of project implementation and control will be executed by MDF.

3. The Terms of Reference describes consulting services for the supervision of civil works under the project - construction of Kindergartens and Sport Complexes in different regions of Georgia. The consulting services ("the Services") include day-to-day review and supervision of civil works. These works include both reconstruction/rehabilitation/renovation and construction of Kindergarten and Sport Complex buildings with particular attention on structural works and implementation of energy efficiency measures. The purpose of the construction supervision is to execute control over the rehabilitation and construction works in order to ensure high quality of construction, adherence to the terms of work execution provided in the construction contracts that is in compliance with the detailed design and specification requirements, within costs and approved schedule of works.

4. In addition, as part of supervision of the works in the pre-construction phase, the Consultant will conduct the full design review of the project including Bill of Quantities. The purpose of design review is to ensure high quality of design, adherence to the detailed design terms of reference, international design standards, and national legislation (construction codes, safety norms, building and environmental/social requirements, labor legislation and core standards etc.).

5. The Consultant on behalf of **the Employer** will ensure the following:

- a) Designs are of high quality in adherence to the valid standards, regulations and laws of Georgia and international standards and best practices;
- b) Construction/rehabilitation works is of high quality in adherence to the valid standards, regulations and laws of Georgia and international standards and best practices;
- c) Adherence to the national environmental, gender and social legislation and ADB's Safeguard Policy Statement (SPS 2009);
- d) Completion of works in accordance with the construction schedules, budget of the works contracts and required quality, which should result in long-term sustainability and efficient operation of the completed works.

2. Objective

6. The objective of this assignment is to provide high quality civil works supervision and design review services under the project - construction of Kindergartens and Sport Complexes in different regions of Georgia. Under this assignment will be covered construction of 20 new Kindergartens and 4 Sport Complexes in Georgia.

7. Below you can find the list of the 20 Kindergartens and 4 Sport Complexes:

- Kindergarten for 4 Groups of Children in the Village Agara
- Kindergarten for 3 Groups of Children in the Village Dzveli Anagi
- Kindergarten for 3 Groups of Children in the Village Kvemo Bodbe
- Kindergarten for 3 Groups of Children in the Village Chiauri
- Kindergarten for 4 Groups of Children in the Village Chabukiani
- Kindergarten for 6 Groups of Children in the Village Vardisubani
- Kindergarten for 6 Groups of Children in the Village Kurdghelauri
- Kindergarten for 6 Groups of Children in the City of Kutaisi, Avtokarkhana district
- Kindergarten for 4 Groups of Children in the Village Chitatskhari
- Kindergarten for 4 Groups of Children in the Village Rukhi
- Kindergarten for 3 Groups of Children in the Village Shamgona
- Kindergarten for 6 Groups of Children in the Village Darcheli
- Kindergarten for 4 Groups of Children in the Village Bandza
- Kindergarten for 4 Groups of Children in the Village Didichkhoni
- Kindergarten for 4 Groups of Children in the City of Senaki, Eliava str.
- Kindergarten for 4 Groups of Children in the City of Poti, Kindergarten N8
- Kindergarten for 4 Groups of Children in the Village Supsa
- Kindergarten for 4 Groups of Children in the Village Khajalia
- Kindergarten for 3 Groups of Children in the Village Partskhisi
- Kindergarten for 6 Groups of Children in the Village Tsintskharo
- Zugdidi Sport Complex
- Akhaltsikhe Sport Complex
- Rustavi Sport Complex
- Kutaisi Swimming Pool

B. Scope of Consulting Services

1. Organization and Communication

8. Overall, the administration, execution and oversight of the "Civil Works" will be organized through contract with three standard roles: the Employer, a Contractor, and a Project Manager.

MDF as **the Employer**, on behalf of the government of Georgia, will act as the implementing agency to perform day-to-day management and administration of the project. **Contractor (s)**, selected construction companies through open and transparent process, will be executor of the “Civil Works” under the project - Construction of Kindergartens and Sport Complexes in different regions of Georgia. Moreover, **the Consultant**, MDF’s legal representative, as identified in the contract between Employer and Contractor, will have overall responsibility to professionally supervise the **Contractor’s** activities and works – on behalf of the Employer (MDF).

9. Therefore, MDF is looking forward to select a qualified and experienced entity (Consultant), which will provide the stated Consulting Services and diverse expertise that is necessary to fulfill the contractual role. **The Consultant**, representing **the Employer** will administer the construction contract and ensure that the works are conducted in accordance with the provisions of the construction contract. The Consultant will make all engineering decisions required for the successful and timely implementation of the civil works contract and will have all of those powers defined by the Employer-Contractor Agreement and the Employer-Consultant Agreement.

10. According to the LCIP implementation plan, at the time the consultant starts the services, the contracts of construction of most of the Kindergartens and Sport Complexes will be already signed and civil works started. Supervision of started projects will be temporarily managed by MDF. Therefore, the Consultant will have to take over the started works on each location and continue the supervision services according to the tasks and requirement outlined in this document. The transfer procedure of works will be defined by MDF.

11. At the start of the consulting services, on locations, where there are no signed contracts of construction, the Consultant will have to provide the services according to the tasks of this document (including the “Pre-construction Phase, Section 2 below). The list of projects/location may be amended and/or some locations may be changed, added or subtracted at the discretion of MDF.

12. The **Consultant** is directly responsible for day-to-day supervision of the civil works by actively cooperating and working with the Contractor. The **Consultant** should closely work with MDF’s monitoring unit to solve ongoing issues of a project. The **Consultant** should ensure that **Contractors** adhere to the requirements of detailed designs, technical specifications and environmental/social safeguards requirements.

13. The **Consultant** should provide all necessary personnel on site (engineers, supervisors, quality inspectors, environmental, social and gender specialists, health and safety engineer etc.) for the supervision of works, inspection and installation of the equipment, testing of construction materials, monitoring the implementation of environmental, social and gender requirements etc. The **Consultant** should monitor that works and goods are delivered according to specifications, calculations and terms and conditions of civil works and supply contracts. Moreover, after the completion of civil work **the Consultant** is liable to monitor the facilities for defects during the liability period and confirm that defects are remedied.

14. Before commencement of works, the **Consultant** should conduct a comprehensive, critical review of the proposed designs (for the locations/projects, where contracts for construction are not signed) in the field – and present written conclusions in the report regarding any necessary design changes or design aspects, which may pose implementation problems or unintended results during works. Should a construction contract require a change, the Consultant shall prepare a “change order”, agree a price for the change with the Contractor, draft an amendment

to the Bill of Quantities, and submit all to the Employer for approval. This shall be done over a ten-day period after a change is called to the attention of a Consultant.

15. The **Consultant** shall submit the detailed work plan of the construction supervision (including scope of duties of each specialist of the Consultant's team) considering construction phases and tentative terms of implementation as well as cost estimates indicating estimation of work days of the specialists and covering all the costs related to supervision execution.

2. General Tasks

16. The **Consultant** should ensure that construction and rehabilitation works are conducted in accordance to prescribed quality, specifications, tender documents, social, gender, environmental, health and safety (EHS) requirements, and quality assurance system. As necessary, the **Consultant** will assist MDF with overall contract management and approve "as built" drawings prepared by Contractors.

17. The Consultant should consider civil works supervision services for all 20 Kindergartens and 4 Sport Complexes listed above. Civil works will include various types of structural strengthening, construction, and rehabilitation works, including introduction of energy efficiency measures. Below is presented a table with the tentative timeframe and estimated costs of construction works for all 20 Kindergartens and 4 Sport Complexes:

Kindergarten / Sport Complex	Planned Construction start date	Planned construction completion date	Estimated Construction Cost (GEL)
Village Dzveli Anagi	Sep-21	Dec-22	3,600,000
Village Kvemo Bodbe	Sep-21	Dec-22	3,600,000
Village Chiauri	Sep-21	Dec-22	3,600,000
Village Chabukiani	Sep-21	Dec-22	4,250,000
Village Vardisubani	Sep-21	Dec-22	3,600,000
Village Kurdghelauri	Sep-21	Dec-22	3,600,000
City of Kutaisi, Avtokarkhana district	Sep-21	Dec-22	3,050,000
Village Chitatskhari	Sep-21	Dec-22	4,250,000
Village Rukhi	Sep-21	Dec-22	4,250,000
Village Shamgona	Sep-21	Dec-22	3,600,000

Kindergarten / Sport Complex	Planned Construction start date	Planned construction completion date	Estimated Construction Cost (GEL)
Village Darcheli	Sep-21	Dec-22	3,000,000
Village Bandza	Sep-21	Dec-22	4,250,000
Village Didichkhoni	Sep-21	Dec-22	4,250,000
City of Senaki, Eliava str.	Sep-21	Dec-22	4,250,000
City of Poti, Kindergarten N8	Sep-21	Dec-22	4,250,000
Village Supsa	Sep-21	Dec-22	4,250,000
Village Khajalia	Sep-21	Dec-22	4,250,000
Village Agara	Sep 21	Nov-22	4,250,000
Village Partskhisi	Sep 21	Nov-22	3,450,000
Village Tsintskaro	Sep 21	Nov-22	3,450,000
Zugdidi Sport Complex	Mar-21	Sep-22	11,600,000
Akhalsikhe Sport Complex	Mar-21	Sep-22	11,300,000
Rustavi Sport Complex	Mar-21	Sep-22	19,500,000
Kutaisi Swimming Pool	Mar-21	Sep-22	8,200,000

18. The tasks of the Consultant will include but not be limited to the following:

A: Pre-construction Phase:

1. Prepare a construction supervision program and reporting mechanisms, after two weeks of contract signature, the services should foresee regular visits on sites, together with the Employer's representative.
2. Before commencement of works (for the locations/projects, where contracts for construction are not yet signed), conduct a comprehensive, critical review of the proposed designs for each project site and present written conclusions in the report regarding any required changes in the designs, environmental, gender and social safeguards issues. It is necessary to undertake site visits after receiving detailed design documentation;

3. Prior commencement of works, review and approve the plans and other required documents provided by the construction contractor;
4. Ensure that the construction methods and materials proposed by Contractor are adequate and satisfactory;
5. Supervise progress of preparation works to be executed by Contractors, including pre-works site information and site-specific environmental management plan (SSEMP), construction of temporary structures in compliance with the work execution program and adherence to the terms provided for in the schedule; confirm Contractors' receipt of all necessary permits and approvals from national and local governments, as well as utilities serving the respective communities; and report, in writing, to MDF during preparation works; Coordinate the organization of pre-construction public consultation and information dissemination activities; Assist MDF in the review and clearance of SSEMPs and its subplans;
6. Review and approve shop drawings of equipment and fabrications to be provided as required by the technical specifications and ensure that installed equipment meets the specifications;
7. Work with contractors in updating their initially approved work plan. Discuss with MDF and approve the work plan.

B: Construction Phase:

8. Undertake technical inspection of and make measurements to check work quantities, record and register rehabilitation works and certify in accordance with the typical forms (including daily, weekly, monthly recording and reporting tables) elaborated by the Consultant and approved by MDF;
9. Review and approve Contractors' payment certificates;
10. Provide technical assistance in the resolution of disputes, as necessary;
11. Inspect correspondence between quantities, quality and specification of executed works; supervise adherence to the program and schedule of works to be executed by Contractors; Control adherence of ongoing civil works to the prescribed technologies, including contractor's temporary facilities;
12. Ensure compliance with safety regulations of the works, property and personnel, and general public, the construction contractors' SSEMP and its subplans such as but not limited to health and safety plan and waste management plans;
13. Check the compliance certifications of the construction materials consumed in construction (cement, aggregates, additives, reinforcement, metal constructions, precast concrete and etc.), check compliance of entrepreneurs' factory sample analysis and laboratory testing data with requirements of technical specifications;
14. Make a daily technical supervision register of works, implemented by the supplier and/or Contractor and information on arrangements for correcting defects (if any) together with notes and photographs regarding construction quality; receive and conclude the phases of completed works with proper documents (certifications for latent works, tests and other documentation);
15. Examine and review sampling measurements and observe the conduct of tests (such as pressure tests for leaks) of any work that is about to be covered or put out of view;
16. If required, the Consultant is obliged to update the detailed design drawing or sketch drawing for the required solution for the project;
17. Review, verify and make recommendations to MDF for any requests for variation or change orders, and Contractors' claims.
18. As required, organize and chair site meetings with stakeholders and all involved parties and prepare minutes of meetings.

19. Submit periodic reports to MDF in accordance with the requirements outlined in the Section C (Reporting) and Section D (Preparation of Reports and Submission Dates) of the TOR.
20. Review and inspect the Contractors' training programs (including but not limited to environment, and occupational health and safety) and associated records (training program reports, reports regarding the progress of SSEMP, Gender Action Plan (GAP), Operations & Maintenance Checklists/Annual Budgets, etc.) related to the types of works delivered under contracts with MDF; assess sufficiency of the delivered training, identify possible gaps, and advise on the outstanding training needs.
21. Assist MDF in monitoring the implementation of the Environmental Assessment and Review Framework (EARF). Ensure Contractors' good command of the requirements laid out in the environmental safeguard documents (such as initial environmental examination and environmental due diligence report), track adherence of Contractors' performance, conduct environmental monitoring, and advise Contractors on the corrective actions in case of identified environmental non-compliances;
22. Issue notices to the Contractor advising of any non-compliance with environment, health and safety measures, and national and core labor standards, as set out in the contract documents. Copies of all notices should be provided to the Employer at the time of issue. Before issuing such notices the Project Manager should, as appropriate, have advised the Contractor of the non-compliance and given an opportunity to the Contractor to make good any adverse impact prior to the notice being issued;
23. Assist MDF in assessment of environmental impact in case of any proposed design changes/adjustments and prepare any relevant safeguard documentation (as needed) in accordance with the EARF and applicable Georgia environmental laws, rules, and regulations.
24. Assist MDF in monitoring the implementation of the Land Acquisition and Resettlement Plans (LARPs) (if any) in compliance with ADB's SPS 2009 and the Land Acquisition and Resettlement Framework (LARF) (if any) of the project, also ensure Contractors' good command for compliance requirements ADB's SPS 2009, LARPs, Social Safeguards Due Diligence Reports (SDDR) and other social documents. Assist MDF in social safeguards due diligence and impact assessment in case of any proposed design changes/adjustments and prepare any relevant safeguard documentation (as needed) in accordance with ADB's SPS, LARF, and Legislation of Georgia.
25. Monitor and report to MDF about implementation of environmental, social and gender documentation in the course of works at each construction site; promptly notify MDF on any deviations/violations of environmental, social and gender requirements, on any complaints from local communities related to ongoing works, and on any unforeseen issues affecting environment and/or cultural heritage which may emerge in the course of works; recommend remedial and/or corrective measures to MDF and follow-up on their application upon MDF's approval;
26. Before the start of civil works, timely monitor and assist (as needed) LAR implementation (including temporary and permanent resettlement, affected persons [AP] legalization, if applicable, and compensation delivery) and ensure that this task is implemented in accordance with the provisions set in the LARP(s).
27. Develop any environmental documentation for the projects in order to be in compliance with the ADB's SPS, 2009 and legislation of Georgia.
28. Carry out the monitoring as per ADB's SPS, 2009 in order for the civil works construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site to require the Contractor to return to the designated buffer zone and reimburse the loss, if any, in accordance with the Project LARF. In case of unexpected circumstances/hidden works, the Construction Supervision Consultant applies to MDF and notifies the bases, terms, timeframe and conditions of these

- works, after approval, assists MDF to prepare and submit to ADB's review the required safeguards documents (SDDR, CAP, LARP addendum) as applicable, afterwards MDF will provide additional compensation to the APs;
29. Organize holding of public meetings as instructed by MDF prior to project commencement, in the course of its progress and at its final stage;
 30. Perform activities under GAP and submit periodic reports to MDF about GAP implementation;
 31. Maintain records of issues related to social, gender and resettlement (including temporary and permanent resettlement) and submit to MDF both Georgian and English versions of the reports; Monitor Project compliance with the provisions to prevent discrimination in employment, enforce gender equality, and reduce risks of spread of communicable diseases; prevent human trafficking, and ensure that such requirements are included in the bid and contract documents;
 32. Oversee temporary on-site storage and final disposal of construction waste to the formally assigned sites or landfills and on the reinstatement of work sites upon completion of activity at any given one;
 33. Maintain Book of Complaints (which is to include the file of digital images), receive/review complaints and organize holding of meetings with the grievance redress committee at the first stage. Notify MDF of any complaints from the population affected by ongoing civil works and flag to MDF cases of people claiming not to have received the agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and by the office and place the banners about Complaints Review Committee in local Municipalities.
 34. Carry out the overall social safeguards compliance monitoring as per social safeguards documentation and ADB's SPS 2009 and submit bi-annual Social Monitoring Reports to MDF (including status of works, GRM etc.) for submission to ADB.
 35. Review of universal accessibility design in the detail engineering design/construction drawings and monitor implementation of accessibility designs during construction in reference to ADB's Inclusive Urban Area Guidelines prepared for MRDI under TA-9220.²⁸
 36. Inspect quality and quantity of earthworks: dimensions of foundation pits, trench's cross sections, sand bedding, backfilling, quality of compacted fills, as well as road pavement restoration;
 37. Inspect the Contractors' camps and temporary structures/buildings, storage areas, equipment and machinery;
 38. Inspect quality of foundations preparation works (leveling, compaction, sand and gravel beds, lean concrete layers, dewatering etc.);
 39. Supervise progress of concrete and reinforced concrete works. Inspect form dimensions, installation accuracy, quality, location of reinforcement and embedded parts, review of mix design, proper placement of concrete and testing resultant concrete strength;
 40. Supervise installation and repairs to the precast reinforced concrete constructions as well as inspection of dimensions, quality and placement of reinforced concrete elements, joint fillers, pads, water stops and other materials;
 41. Inspect construction of kindergarten and sport complex buildings (architectural and structural parts); check conformance of supplied materials to the design requirements, specifications, and quality standards; inspect the workmanship of architectural and decorative elements of buildings; ensure application of the specified and approved technologies and materials; supervise strengthening of fundamentals, supporting structures, seismic belts, change of roofs, building façade improvement containing brick finishing,

²⁸ ADB. 2016. Technical Assistance (TA-9220) to Georgia for Livable Urban Areas: Integrated Urban Plans for Balanced Regional Development. Manila.

- plastering, changing of cornices, etc., rehabilitation of wooden, metallic and concrete balconies; rehabilitation of roofs (tile; soft roof, metal), rehabilitation of doors and windows, masonry works;
42. Supervise and inspect rehabilitation works of kindergarten and sport complex territory: roadway pavement (different materials) layout of sidewalks, curbs; kindergarten and sport complex territory furniture and playgrounds, layout of benches; lighting; arranging of decorative garbage cans, landscaping, and planting of decorative trees etc.
 43. Inspect installation of power cables, electrical equipment, lighting of territory;
 44. Inspect installation works of pressure and gravity pipelines (water supply, sewage, storm water) constructed of various materials (steel, cast iron, r/concrete, PE, PVC, etc.) including inspection of gradients, joints, fittings and other accessories in accordance with construction codes and contract specifications and including the observance and certification of pressure and other tests to ensure that leakage, if any, does not exceed limits as provided under the technical specifications;
 45. Supervise progress of installation and dismantling steel constructions, mechanical and electrical equipment; after completion of interim phases of construction, test equipment together with Contractors and MDF 's representative and certify that the tests met the requirements of the technical specifications;
 46. Inspect certificates of construction materials and equipment used during construction (electrical and mechanical equipment, pipes, valves, fire hydrants, flow meters, fittings, cement, inert materials, admixtures, reinforcement steel, metal-ware, pre-cast reinforced concrete elements, wooden and ceramic materials, road pavement materials and etc.); correspondence of data on sample analysis (carried out by the manufacturer in the factory) and laboratory tests to the requirements of the technical specifications and correspondence of construction materials used for restoration/conservation of physical cultural resources to the specifications and technological requirements of such works;
 47. Inspect compliance of as built drawings submitted by Contractors (endorsed by signature and sealed) with the executed works;
 48. Monitor implementation of environmental, social and gender requirements in the course of works at each construction site; promptly notify MDF on any deviations/violations of environmental requirements, on any complaints from local communities related to ongoing works, and on any unforeseen issues affecting environment and/or cultural heritage which may emerge in the course of works; recommend remedial and/or corrective measures to MDF and follow-up on their application upon MDF's approval;
 49. Oversee temporary on-site storage and final disposal of construction waste to formally assigned sites or landfills and on the reinstatement of work sites upon completion of activity at any given one;
 50. Notify MDF on any complaints from the population affected by ongoing civil works;
 51. Ensure Contractors' good command of the requirements laid out in Environmental documentation and track adherence of Contractors' performance and advise Contractors on corrective actions in case of identified environmental non-compliances;
 52. Issue notices to the Contractor advising of any non-compliance with environmental mitigation measures, as set out in the contract documents. Copies of all notices should be provided to the Employer at the time of issue. Before issuing such notices, the Project Manager (as appropriate) should have advised the Contractor of the non-compliance and given an opportunity to the Contractor to make good any adverse impact prior to the notice being issued;
 53. Maintain engineering supervision book (which would include a file of digital images) including registering works executed by Contractors on a daily basis as well as remarks related to the construction quality and elimination of defects. Certify the phases of completed works in compliance with the form worked out by the Consultant and approved by the MDF

- Monitoring Specialist; upon approval of MDF, organize and supervise any supplemental, unforeseen independent testing to verify final quality compliance of the Contractor's works;
54. For their own health and safety, consultants should follow the regulations and guidance on COVID-19 health and safety (H&S) prevention and controls issued by the Client's government, or international good practices in the absence of national provisions.
 55. The Client (MDF) will be flexible in considering contract claims related to consultant work equipment requests resulting from COVID-19 H&S measures specific to the ADB assignment.
 56. Consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19. Consultants who are required to visit the project site should be briefed on the approved site-specific health and safety management plan (including COVID-19 specific elements) prior to entering the site and comply with the provisions of it.
 57. The Consultant is requested:
 - Review the Site-Specific Health and Safety Management Plan (SSHSMP) for the Project that is prepared and submitted by the Contractor. Then, make recommendation to the Employer in relation to the approval of the SSHSMP. Communicate the approved SSHSMP to all consultants and contractors throughout all project stages. Should any unforeseen events occur, review the updated SSHSMP and make recommendation to the Employer in relation to the approval of the SSHSMP.
 - In addition to the obligation to maintain safety on site, the Supervision Company will be required to undertake formal monthly safety audits throughout all stages of the Project.
 58. Prepare the Project Execution Plan, which inter alia, includes how management of SSHSMP is to be addressed throughout all stages of the Project.

C: Post-Construction Phase:

19. There will be a 12-months Defects Notification Period (DNP) for general equipment and structure. Depending on whether all or part of the DNP falls within the project end date, the Consultant shall maintain sufficient technical presence to inspect and monitor the clearance of outstanding defects by the Contractor against an agreed remedial works schedule.
20. During the DNP, the Consultant will be responsible for monitoring the Contractors operations and for issuing any required certificates. For the purpose of carrying out the services, the Consultant shall carry out quarterly site visits to monitor the rectifications on unattended/uncompleted activities, identifying and preparing reports.
21. On defects if any, supervising the remedial works and preparing and issuing the Final Payment Certificate. During this period, the Consultant shall be required to draw the attention of the Contractor to any defects if and when noticed and shall supervise such remedial works. The purpose of these visits will be to assess the building status and operational performance against specific criteria. Subsequent to each visit, the Consultant shall produce a post-construction audit report, recording all observations, for the Employer's consideration. These visits shall continue until the end of the DNP (applicable only if within the Project period and period of performance of this contract), at which time a final report shall be produced for the Employer with relevant recommendations.
22. For proposal purposes, the Consultant shall assume the 12-month DNP. For the extended DNP of the specific equipment, the services of the Consultant (as required), will be remunerated

on the basis of the rates contained in the proposal. The responsibility of the Consultant shall be for, but not limited to, the following tasks:

- a. Check “as built” drawings prepared by Contractors for all works as construction processes;
- b. Inspect and monitor the clearance and correction of any outstanding defects by the Contractor against agreed remedial works list and schedule, in particular during the DNP;
- c. Check reinstatement of disturbed public and/or private properties against the pre-works condition information and SSEMP; prepare and submit to MDF the post-construction environment audit report; and
- d. Prepare the Final Project Completion report including certification that all equipment and works conform to the specifications and the performance guarantees (such as the Performance Certificate, etc.), and upon reviewing the Contractor Final Statement and issue the Final Payment Certificate.

C. Reporting

23. A Consultant shall elaborate a reporting system (systematic registration and submission of the appropriate documents) which will be approved by MDF in order to provide regular, complete and detailed information to MDF on progress and quality of rehabilitation works.

Design review:

24. The Consultant should conduct a comprehensive review of each part of the detailed design for the project before construction/rehabilitation works are launched, and provide comments and recommendations to MDF. MDF will send the comments/recommendations submitted by the Consultant to the design company, in order to make relevant changes into the detailed design and succeed state of art for the project.

- After MDF submits to the Consultant the detailed design documentation for review, the Consultant is obliged to revert back with comments and recommendations within seven (7) calendar days.

Periodic reports:

25. The Consultant will prepare the following reports:

1. **Monthly Progress Reports** summarizing progress of construction activities, problems encountered, updated planning, status of environmental compliance and any outstanding issues deemed important by the Consultant. These reports shall have the daily technical supervision register of works (refer to item 14 of General Tasks, B. Construction Phase), and the monthly environmental monitoring forms filled out.
2. **Special reports** as may be required if there are one or more problems that require MDF's immediate attention.
3. **Quarterly reports** on the period of work indicating progress on each subproject, course of activities, implementation of environmental requirements, and any proposed changes to the work plan;
4. **As built-drawings** prepared by Contractors and confirmed by Consultant;
5. **Post-construction environmental audit report** on reinstatement of disturbed public and/or private properties due to execution of works
6. **Final Project Completion Report** including certification that all equipment and works conform to the specifications and meet the performance guarantees;

7. **Bi-annual Environmental Gender and Social Monitoring Reports** to monitor the progress of the environmental/social/gender documentation. The report shall follow the outline specified in the PAM and EARF, to include, but not limited to, the following information: project description, pre-works conditions of the subproject sites; ongoing and new subprojects considered under the sector loan, status of safeguards documents vis-à-vis project activities and procurement status during the current reporting period, description of any changes to project/subproject design, activities related to environmental safeguards, health and safety, and gender activities, non-compliances and actions required to bring back to compliance; implementation of subproject-level environmental management plans and environmental monitoring program; and other issues and concerns on environmental safeguards, health and safety, social safeguards and gender issues.

A. Preparation of Reports and Submission Dates

26. The above reports should be presented with the following requirements:
1. All reports should be prepared in Microsoft Word and Excel and presented to the MDF as bound documents according to agreed quantities (see table hereafter), in both hard copies and electronic files.
 2. Drawings will also be provided in hard copies and electronic forms (AutoCAD or compatible software). Reports should have the attachments such as video and photo materials about the activity progress.

Table 2: Summary of Report Requirements and Submission Dates

Reports	Number of Copies		Date
	English	Georgian	
1. Monthly reports	1	1	Within 7 days of each month
2. Quarterly reports	1	1	Within 7 days of each quarter
3. Bi-annual Environmental/Social reports	1	1	Within 7 days after every 6 months
4. Post-construction environmental audit reports	1	1	Within 7 days after receiving Contractor's notification of completion of works
5. Final Completion Report including confirmed as-built drawings	1	1	Within 7 days after receiving of signed handover agreement

B. Duration of the Assignment

Duration of the assignment is 19 months plus 12 months Defects Notification Period.

C. Inputs by MDF

27. MDF shall provide the Consultant with the detailed design documentation, technical specifications and other available documents needed for the design revision and proper implementation of a construction supervision.

D. Consultant's Qualification and Input

28. The Consultant shall provide a team of personnel of proven competence and experience to undertake the tasks defined by these Terms of Reference and to finally achieve the overall and the specific objectives of the project, in terms of time, costs and quality. Team members shall have the prerequisite experience specified in relation to their assignments and shall have an overall background in civil engineering and urban infrastructure projects.

All Key Staff should have obtained minimum a bachelor's degree or equivalent qualifications from a reputed higher education establishment. Key experts: Team Leader/civil engineer should have a minimum experience in the fields as specified in the table below – *"Narrative Qualification Requirements for Key Experts"*.

29. Broad experience of civil engineering procured under financing arrangements with government agencies or international financial institutions will be considered as advantage.

30. The Consultant shall include adequate administrative staff (interpreters, secretary, drivers, accountant, etc.) in his team, needed to support the Consultant's thematic specialists. The Consultant should consider the active participation of local professional skills where available, and a suitable mix of international and local staff a Consultant's team. All members of a Consultant's team must be independent and free from conflict of interest in the responsibilities accorded to them.

31. The selection procedures used by the Consultant to select all other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The selection of experts shall be subject to approval by the Employer.

32. As current assignment is for supervision and design review, it is highly recommended that all key and non-key staff members be on field. Permanent presence of the Team Leader in Georgia during implementation of the project is required during project implementation. One should have overall responsibility for the project execution and in particular for the timely mobilization and demobilization of supervision staff between sites.

33. All experts who have a crucial role in contract implementation are referred as key experts. Key experts will be evaluated according to the Qualification Requirements given in the table below.

34. The team proposed by a Consultant shall be composed of skilled and experienced specialists, who will carry out necessary services. The team should be, at a minimum, composed of the following:

Table 3: Summary of Experts and Required Number of Inputs

N	Consultant's Staff	Number of Experts		Months		Inputs, person*months		
		Construction phase	DNP	Construction phase	DNP	Construction phase	DNP	Total
	1.1. Key Experts (International)							
1	Team Leader/Civil Engineer	1	1	19	1	19	1	20
2	Architect	2	0	4	0	8	0	8
3	Energy Efficiency Expert	2	1	4	0.5	8	0.5	8.5
4	Structural Engineer	2	1	4	0.5	8	0.5	8.5
	Subtotal 1.1	7	3			43	2	45
	1.2. Key Experts (National)							
1	Deputy Team Leader/civil engineer	1	1	19	1	19	1	20
2	Architect	1	1	4	0.5	4	0.5	4.5
3	Geotechnical Engineer	1	1	3	0.5	3	0.5	3.5
4	Mechanical/Electrical engineer	1	1	4	0.5	4	0.5	4.5
5	Plumbing Engineer	1	1	4	0.5	4	0.5	4.5
6	HVAC Engineer	1	1	4	0.5	4	0.5	4.5
7	Environmental Safeguards Specialist	1	1	19	1	19	1	20
8	Social Safeguards Specialist	1	0	19	0	19	0	19
	Subtotal 1.2	8	7			76	4.5	80.5
	1.3. Non-Key Experts (National)							
1	Architect	1	0	4	0	4	0	4
2	Geotechnical Engineer	1	0	3	0	3	0	3
3	Mechanical/Electrical engineer	1	0	4	0	4	0	4
4	Plumbing Engineer	1	0	4	0	4	0	4
5	HVAC Engineer	1	0	4	0	4	0	4
6	Cost Estimator	1	0	3	0	3	0	3
7	Site Inspectors/Quantity Surveyors (kindergartens)	7	0	12	0	84	0	84
8	Site Inspectors/Quantity Surveyors (sport complexes)	4	0	18	0	72	0	72
9	Environmental Safeguards Specialists	2	2	19	2	38	2	40
10	Gender Specialist	1	0	10	0	10	0	10
11	Health and Safety Engineer	1	0	10	0	10	0	10
	Subtotal 1.3	21	2			236	2	238
	Total 1	36				355	8.5	363.5

Narrative Qualification Requirements for Key Experts (International)

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Team Leader/Civil Engineer	10	<p>Civil Engineering – Construction Supervision and Management experience of implementation of similar size and type projects;</p> <p>Minimum Bachelor's degree in civil engineering;</p> <p>Knowledge of international and local design and construction codes/regulations/standards</p> <p>In-depth overall knowledge in detailed design and construction supervision for large, and medium sized civil works projects</p>	<ul style="list-style-type: none"> • Overall responsibility for implementing the project and managing the Consultant's team; • Review and certify engineering variation orders, Contractors' applications for subcontracting parts of the works, and monthly payments to Contractors for submission to the MDF; • Evaluation and settlement of variations and claims and disputes with Contractors; • Monitor performance, deadlines, progress, and assist in the development of a risk management plan to avoid any unexpected incidence that may have a negative impact on implementation of subprojects; • Coordinate and liaison with Local Government/Employer; • Report writing and oral presentation.
Architect	7	<p>Architect/ Civil Engineering/ with experience in detailed design for construction and rehabilitation of educational and public buildings;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of construction codes and regulations active in Georgia;</p>	<ul style="list-style-type: none"> • Oversee and review Detailed Design documentation; • Oversee the construction/rehabilitation/repair works of buildings, compliance of the architectural part to the design and specifications requirements; • Oversee the arrangement of recreation areas and landscaping.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Structural Engineer	7	<p>Civil Engineering — structural Engineering with experience in construction and rehabilitation of buildings;</p> <p>Experience in implementation of similar size and type projects;</p> <p>Minimum bachelor's degree in civil engineering</p>	<ul style="list-style-type: none"> • Oversee the buildings and structures construction; • Inspection of quality of materials used by Contractors; • Structures condition assessment and design review Reporting; • Critical review of detailed design.
Energy Efficiency Expert	5	<p>Experience in implementation and /or audit of Energy Efficiency measures;</p> <p>Experience with energy auditing of public buildings;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Review of Energy audits prepared by a design consultant; • Review of Detailed Designs in terms of Energy Efficiency and ensure that measures proposed by the energy audit are incorporated into the detailed design; • Ensure that energy efficiency indicators are achieved.

Narrative Qualification Requirements for Key Experts (National)

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Deputy Team Leader/civil engineer	10	<p>Civil Engineering – Construction Supervision and Management;</p> <p>Minimum bachelor's degree in civil engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia</p> <p>In-depth overall knowledge in design and construction supervision for medium sized and small infrastructure projects.</p> <p>Knowledge of the local and international standards of construction regulations</p>	<p>In cooperation with Team Leader:</p> <ul style="list-style-type: none"> • Review and certify engineering variation orders, Contractors' applications for subcontracting parts of the works, and monthly payments to the Contractors for submission to the MDF; • Monitor performance, deadlines, project progress, and assist in the development of a risk management plan to avoid any unexpected incidence that may have a negative impact on the project development; • Coordinate and liaise with Local Government/Employer; • Report writing and oral presentation • Prepare requirements of Contractors' quality assurance plan; • Ensure application of quality assurance plan by Contractors' Quality Control.
Architect	5	<p>Architect/ Civil Engineering/ with experience in detailed design for construction and rehabilitation of educational and public buildings;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of construction codes and regulations active in Georgia;</p>	<ul style="list-style-type: none"> • Oversee and critical review of detailed design documentation; • Oversee the construction/rehabilitation/repair works of buildings, compliance of the architectural part to the design and specifications requirements; • Oversee the arrangement of recreation areas and landscaping.
Geotechnical Engineer	5	<p>Civil Engineering — Geotechnical Engineering;</p> <p>Minimum bachelor's degree</p>	<ul style="list-style-type: none"> • Critical review of geotechnical reports; • Oversee foundations, slope and embankment construction; • Approve laboratory and in-situ testing.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Mechanical /Electrical engineer	5	<p>M&E Engineering – design of mechanical and electrical equipment, construction supervision;</p> <p>Minimum bachelor’s degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia.</p>	<ul style="list-style-type: none"> • Inspection of M&E works; • Supervision of installation of electrical wiring and appliances; • Supervision of start-up and commissioning activities • Critical review of detailed design
Plumbing Engineer	5	<p>Specific experience of plumbing engineering - designing of plumbing networks, construction supervision</p> <p>Minimum bachelor’s degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Oversee the construction of water supply/sewage networks; • Critical review of detailed design.
HVAC Engineer	5	<p>Specific experience in design of HVAC systems and supervision of HVAC installation/arrangement</p> <p>Minimum bachelor’s degree in engineering field</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Critical review of detailed design HVAC projects and provide recommendation for the efficient operation of HVAC system; • Supervision of installation of HVAC systems.
Environmental Safeguards Specialist	5	<p>Specific experience in environmental impact assessment and knowledge construction works of similar nature and</p> <p>Minimum bachelor’s degree in engineering field</p> <p>Knowledge of international and local regulations for environmental protection</p>	<ul style="list-style-type: none"> • Field supervision of ongoing works and documentation of status at each active construction site using monthly field monitoring sheets. • Prepare quarterly/bi-annual reports and as may be instructed by MDF on environmental performance under the ongoing subprojects, provide supporting photo evidence, prompt notification to MDF on any accidents, emergencies, and

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
			<p>unforeseen issues which may occur during works and directly or indirectly affect environment, physical cultural resources, personnel of works providers, and or communities residing in the vicinity of a project site.</p> <ul style="list-style-type: none"> • Review of contractors' pre- and post-construction environmental audit reports • Review of contractors' site-specific environmental management plan and its subplans; • Carry out the monitoring as per EARF, subproject IEEs, and approved contractors' SSEMPs, in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site. • Prior to commencement of works, review and approve the plans and other required documents provided by the construction contractor; • Develop any environmental documentation for the projects to be compliant with ADB's SPS 2009 and legislation of Georgia; • Update/revise the IEE based on detailed engineering design, site-specific conditions, contractors working methodology, and/or if there are unanticipated impacts, change in scope, alignment, or location; • Require Contractor to submit SSEMP and other plans (noise and vibration management plan, waste management plan, health and safety management plan, emergency response plan, camp site management plan, inventory of trees (if required), technical

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
			<p>report of the stationary source of harmful substances emitted into atmospheric air (if required) prior to start of works;</p> <ul style="list-style-type: none"> • Ensure that contractors conduct the noise and vibration, soil contamination, air pollution, and flora and fauna species surveys before starting the construction works to identify baseline situation; • In case unpredicted/unanticipated environmental impacts occur during project implementation, prepare and implement (as necessary) an environmental emergency program, with relevant government agencies, and ADB; • Conduct safeguards induction to the Contractor upon contract award; • Strictly supervise EMP and SSEMP implementation; • Ensure Contractor appoints qualified Environment, Health and Safety (EHS) officers prior to start of works;
Social Safeguards Specialist	5	<p>Experience in Social Safeguards assessment</p> <p>Minimum bachelor's degree</p> <p>Knowledge of international and local regulations for Social Safeguard</p>	<ul style="list-style-type: none"> • Prepare social monitoring reports to monitor bi-annual and monthly progress • Review implementation of site-specific social documentation; • Carry out the Social Monitoring as per ADB's SPS 2009, organize holding of public meetings as instructed by MDF prior to project commencement, in the course of its progress, and at its final stage. • Maintain record of issues related to social and resettlement (including temporary and permanent resettlement) and submit Georgian and English versions of reports to MDF.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
			<ul style="list-style-type: none"> • Maintain Book of Complaints (to include file of digital images), receive/review complaints and organize holding of meetings with the grievance redress committee at the first stage. Notify the MDF on any complaints from the population affected by ongoing civil works and flag to MDF cases of people claiming to not have received the agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and by the office and place the banners about Complaints Review Committee in local Municipalities. • Provide description of safeguard activities, non-compliance Reports, social issues, information and analysis of Grievance Redress Mechanism (GRM). Prepare any relevant safeguard documentation (as needed) in accordance with the ADB's SPS 2009, LARF and Legislation of Georgia. • Assist MDF in monitoring LARP implementation in compliance with the ADB's SPS and the LARF, also ensure Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents.

Narrative Qualification Requirements for Non-Key Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Architect	5	<p>Architect/ Civil Engineering with experience in detailed design for construction and rehabilitation of educational and public buildings;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of construction codes and regulations active in Georgia;</p>	<ul style="list-style-type: none"> • Oversee and critical review of detailed design documentation; • Oversee the construction/ rehabilitation/ repair works of buildings, compliance of the architectural part to the design and specifications requirements; • Oversee the arrangement of recreation areas and landscaping.
Geotechnical Engineer	5	<p>Civil Engineering — Geotechnical Engineering;</p> <p>Minimum bachelor's degree</p>	<ul style="list-style-type: none"> • Critical review of geotechnical reports; • Oversee foundations, slope and embankment construction; • Approve laboratory and in-situ testing.
Mechanical/Electrical Engineer	5	<p>M&E Engineering – design of mechanical and electrical equipment, construction supervision;</p> <p>Minimum bachelor's degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia.</p>	<ul style="list-style-type: none"> • Inspection of M&E works; • Supervision of installation of electrical wiring and appliances; • Supervision of start-up and commissioning activities • Critical review of detailed design
Plumbing Engineer	5	<p>Specific experience of plumbing engineering - designing of plumbing networks, construction supervision</p> <p>Minimum bachelor's degree in engineering;</p>	<ul style="list-style-type: none"> • Oversee the construction of water supply/sewage networks; • Critical review of detailed design.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
		Knowledge of construction codes and regulations active in Georgia	
HVAC Engineer	5	<p>Specific experience in design of HVAC systems and supervision of HVAC installation/arrangement</p> <p>Minimum bachelor's degree in engineering field</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Critical review of detailed design HVAC projects and provide recommendation for the efficient operation of HVAC system; • Supervision of installation of HVAC systems.
Cost Estimator	7	<p>Experience in construction cost estimates and preparation of bill of quantities;</p> <p>Minimum bachelor's degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Review the BOQs and unit rates; • Ensure that the BOQs are in compliance with the Detailed Design.
Site Inspectors/Quantity Surveyors	5	<p>Minimum bachelor's degree in Civil Engineering</p> <p>Experience in construction supervision and quality control of infrastructural works</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Supervision of works; • Sampling; • Quantity surveys according to design and specification; • Reporting; • Field surveying.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Environmental Safeguards Specialists (2 positions)	5	<p>Experience in environmental monitoring</p> <p>Minimum bachelor's degree</p> <p>Knowledge of international and local regulations for environmental protection</p>	<ul style="list-style-type: none"> • Daily field supervision of ongoing works and documentation of status at each active construction site using monthly field monitoring sheets. • Keep and use the following records in practice during the construction: plan and schedule of works to accomplish; List of machines and equipment needed for construction; Records related to the occurring environmental problems; Records about waste management issues; Written marking of areas of waste disposal and waste transportation instructions issued by the local authority; Environmental incident registration logs; Reports about correction actions; Logs of equipment control and technical maintenance; Reports about trainings on environmental issues; environmental monitoring data; non-compliance notifications issued by the SC; Corrective action plans issued to the SC in response to non-compliance notices. • Ensure that Contractor obtains necessary permits and/or clearance, as required, from Ministry of Environmental Protection and Agriculture and other relevant government agencies. • Ensure that Contractor understands its responsibilities to mitigate

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
			<p>environmental problems associated with their construction activities and facilitate training of their staff in implementation of the EMP;</p> <ul style="list-style-type: none"> • Ensure that existing materials to be demolished/dismantled are tested for hazardous contents and action plan for handling, storage, transport, and disposal of the wastes is prepared, informed to the contractors, and strictly monitored during project implementation. • Ensure that wastes (solid and liquid) are stored and disposed at designated site/facility (dumping on vacant lot is not allowed).
Gender Specialist	5	<p>Minimum bachelor's degree</p> <p>5 years of relevant professional experience in working on gender and inclusion issues, Assessments and Gender Action Plans, the specialist should have a thorough understanding of gender issues of particular relevance to Georgia.</p> <p>Knowledge of international and local regulations on gender related issues.</p>	<ul style="list-style-type: none"> • support EA/IA in implementation of project GAP • Conduct awareness raising campaign to eliminate gender stereotypes in the population and involve more girls in sports for a healthy lifestyle • At least one training carried out on gender mainstreaming • Promote the introduction of gender approaches in kindergartens through awareness raising activities • Prepare quarterly/ bi-annual reports on gender related issues • Prepare final report on GAP implementation towards project completion for EA.
Health and Safety Engineer	5	Minimum bachelor's degree	<ul style="list-style-type: none"> • Responsible for checking and verifying the Site-

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
		5 years of relevant professional experience in construction field	<p>Specific Health and Safety Management Plan (SSHSM) submitted by the Contractors; in particular: policy of the company, risk assessment documents, COVID-19 specific elements, site arrangement plan.</p> <ul style="list-style-type: none"> • Conduct site monitoring once every two weeks and make relevant recommendations to the Contractors; • Prepare monthly reports on the defects observed during the current works construction.

APPENDIX 2B: TERMS OF REFERENCE FOR Supervision of the Construction of the urban and tourism infrastructure across three urban area clusters – Kakheti region with Telavi and Gurjaani, Samegrelo-Zemo Svaneti region with Zugdidi and Mestia as the regional hubs

A. Background and Objective

1. General Background

1. Construction-rehabilitation of infrastructure is one of the priorities of the Georgian Government. The Municipal Development Fund of Georgia (MDF) established by the Government under the Ministry of Regional Development and Infrastructure (MRDI) implements construction-rehabilitation of infrastructure on the whole territory of Georgia. For above mentioned goal the MDF actively cooperates with various international donors whose finances together with the funds of the budget of Georgia make the source of financing of the MDF for implementing various infrastructure projects.

2. Georgia has applied for financing from the Asian Development Bank (ADB) toward the cost of the Livable Cities Investment Project for Balanced Development (LCIP) under a sector loan to improve urban and tourism infrastructure and services across three urban area clusters - Kakheti region with Telavi and Gurjaani, Samegrelo-Zemo Svaneti region with Zugdidi and Mestia as the regional hubs and one specific area in the city of Tbilisi. The Project aims at improving the livability of the selected urban area clusters and Tbilisi through three interlinked outputs:

- (i) Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved,
- (ii) accessibility, connectivity and mobility of tourism clusters across Georgia improved,
- and (iii) institutional capacity for sustainable urban and regional development enhanced.

3. The main goal of the LCIP is to support the local economy in the selected clusters by carrying out an integrated approach to tourism development, focusing on infrastructure, urban regeneration, cultural heritage restoration, skills development and enabling the environment to attract private sector investments. These include integrated solutions that bring co-benefits to the citizens in the development of the urban clusters including water supply, sewerage and sanitation (including off-network solutions), tourism, urban transport and mobility (including nonmotorized and public transport), solid waste management, economic corridors, cultural and historical heritage conservation, flood control and drainage, urban safety and resilience, among others. Several subprojects are already defined to be implemented in selected clusters under the LCIP.

4. Overall management and coordination of implementation and supervision of Project will be executed by the Municipal Development Fund of Georgia (MDF).

5. The present terms of reference (ToR) describe consulting services for supervision of civil works under LCIP sought by MDF.

6. The consulting services ("the Services") include day-to-day supervision of the civil works in Kakheti region with Telavi and Gurjaani, Samegrelo-Zemo Svaneti region with Zugdidi and Mestia. The civil works contracts to be supervised will include a variety of works, such as restoration of buildings and cultural heritage monuments/sights, touristic infrastructure, as well as municipal water/wastewater systems, lighting, local roads and utility services.

7. The purpose of construction supervision is to execute control over the rehabilitation works in order to ensure high quality of construction, adherence to the terms of work execution provided for in the construction contracts in compliance with the detailed design and specification requirements, which in its turn will result in reliability, long-term sustainability and efficient operation of the rehabilitated works.

8. A Consultant will be selected according to the quality- and cost-based selection (QCBS) method described in ADB's Procurement Regulations for ADB Borrowers (2017 as amended from time to time).

1. Objectives

9. The main objective of the present assignment is to supervise contracts for the construction or/and rehabilitation works, as the Project Manager (Supervision company) on behalf of the MDF (the Employer) in accordance with the provisions of the signed contracts between MDF and Contractors in order to ensure the following:

- a) High quality of construction in adherence to the valid standards, regulations and laws of Georgia and international standards and best practices;
- b) Adherence to the requirements of valid design (draft, detailed), specifications and performance standards by implementation of the provisions of the technical specifications and other provisions of the works contracts;
- c) Adherence to the national environmental and social legislation and the ADB's Safeguard Policy Statement (2009); Laws and Policies on Gender Equality (ADB Operational plan 2019-2024,) and National legislation;
- d) Completion of works in accordance with the construction schedules and budget of the works contracts. That in turn will result in long-term sustainability and efficient operation of the completed works.

10. The tentative duration of this assignment is 36 months, plus defects liability period 12 months after completion of works.

Short description of the Projects

1. Kakheti region

11. Telavi Urban upgrade

The Project envisages works for the following facilities: arrangement of pedestrian paths in historical part of Telavi, construction of pedestrian bridge, construction of parking, rehabilitation of Arts School, being in central part of the city, rehabilitation of small area on the first floor of the Theatre, modification of the transport node at the central square, rehabilitation of central square, dismantling of Choreographic Center building, being in the square and constructing the new building of modern type instead of the previous one.

12. Velistsikhe Urban upgrade

The Project envisages works for rehabilitation of 52-55 buildings and structures in Velistsikhe Village of Gurjaani Municipality, rehabilitation of the first floor of Velistsikhe theatre, façade of that building and square of the Theatre, as well as development of design for rehabilitation of central street and engineering networks and upgrading.

2. Samegrelo-Zemo Svaneti region (Zugdidi)

13. Zugdidi Library

The project site is located in the vicinity of the Dadiani Palace (cadastral code 43.31.49.175). The territory covers the area of 2400 sq. m, site of extension makes up 800 sq.m, while the general construction area is stretched throughout 1680 sq. m (including the terrace of 90 sq.m).

There is located Merab Kostava Street to the west of the site, and there is the Dadiani Palace and a Park from north-west side of it, while from the south-west it is bordered by the Second Public School of Zugdidi Town and the skate park. The building is naturally merged with the urban area and is oriented on views in all four directions (Dadiani Palace, Nikoseuli House, City, Skate Park).

This is a two-story building. There are the following areas located on the first floor: information center, auditorium, cinema-hall, reading hall, multimedia library, library, archive of library, café and administrative zones. The second floor comprises of as follows: exhibition space, reading hall for children, area designated for interactive studies, entertainment area for children, administrative areas and a terrace.

The part of main reading hall and a multi-media library are located at a two-story amphitheater, overlooking the park of the palace. The conference and a cinema hall area designated for 70 people. The café being on the first floor is linked with the cinema hall, exhibition space and a terrace, and it is directly connected with the yard.

The façade of the building in the direction of the park is dominated by tinted glass covering 60 percent of it, decreasing its reflectivity, restricting intensity of sun rays, and keeping energy efficiency throughout the year.

3. Samegrelo-Zemo Svaneti region (Mestia)

14. Mestia-Laghami

Rehabilitation of Laghami District in Mestia borough of Mestia Municipality envisages rehabilitation of about 4 tens of residential houses, located on developed area. It is considered also construction of small infrastructural facilities, such as the motor road, drainage system and avalanche related safety measures.

The Project envisages restoring-reconstructing of Towers being in Chvibiani and Zhibiani Villages of Ushguli Community and 4 towers in Chazhashi Village.

B. Scope of Consulting Services

1. Organization

15. Overall, the administration, execution and oversight of the “Civil Works to be implemented under the Livable Cities Investment Project for Balanced Development (LCIP) will be organized via contract in three standard roles: Employer, Contractor, and Project Manager. The MDF will assume the contractual role of Employer, on behalf of the Government, and also act as the Implementing Agency, to perform day-to-day administration of the Project. In an open and transparent bidding process, the MDF shall engage a Contractor to implement the LCIP. Likewise

and in parallel, the MDF will use the services of a qualified entity to fulfill the contractual role of Project Manager.

16. The Project Manager shall be MDF's legal representative, as identified in the contract between Employer and Contractor, and assumes the overall responsibility to professionally supervise the Contractor's activities and works – on behalf of the Employer (MDF). Therefore, the MDF herewith seeks to engage a qualified and experienced entity (Consultant), which will provide the stated Consulting Services (diverse expertise necessary to fulfill the contractual role of Project Manager).

17. Project Manager, representing the Employer will administer the construction contract and ensure that the works are constructed in accordance with the provisions of the construction contract. The Project Manager will make all engineering decisions required for the successful and timely implementation of the civil works contract and have all of those powers, which are defined as being the Project Manager, according to the Employer-Contractor Agreement and the Employer-Project Manager Agreement.

18. The civil works will be procured under the ADB's Open Competitive Bidding procedures. The construction period for the Contract will be 36 months plus 12-month defects liability period.

19. The Consultant is directly responsible for day-to-day supervision and immediate contacts with the works Contractors. Consultant will closely liaise with the MDF's Project Manager and Quality Control Department to solve issues.

20. Consultant should ensure strict adherence of Contractors to the requirements of detailed designs, technical specifications, Environmental, Gender Documentation, Social Safeguards Due Diligence Report and Land Acquisition and Resettlement Action Plans (LARPs) according requirements ADB SPS 2009.

21. The Consultant is responsible to mobilize a team in compliance with the requirements and phases outlined below. He shall provide all necessary personnel on site (engineers, supervisors, quality inspectors, social, gender and environmental specialists, Health and Safety etc.) for the supervision of works inspection and installation of the equipment, testing of construction materials, and monitoring and reporting the implementation of environmental, social and gender documentation in order to ensure terms of works and the goods supplied in accordance with calculations, specifications, terms and conditions of civil works and supply contract, as well as assist in the start-up of the new works, monitor the facilities for defects during the liability period and confirm that defects are remedied.

22. The Consultant shall submit the detailed work plan of the construction supervision (including scope of duties of each specialist of Consultant's team) considering construction phases and tentative terms of implementation as well as costs estimates indicating estimation of work days of the specialists and covering all the costs related to supervision execution.

23. Before commencement of works, conduct a comprehensive, critical review of the proposed designs for each component in the field – and present written conclusions regarding any necessary design changes or design aspects, which may pose implementation problems or unintended results during works.

Supervision Consultant, if necessary, make any relevant alterations and amendments to the engineering design before implementing the project.

Amendment/variation procedures will be conducted as per Clause 47. Variations of the General Conditions of the Contractor's Contract for Small Works.

24. According to the LCIP program implementation plan, at the time the consultant starts the services, the contracts of Urban Upgrades and Zugdidi Library will be already signed and civil works started. Supervision of started projects will be temporarily managed by the Municipal Development Fund of Georgia. Therefore, the consultant will have to take over the started works on each location and continue the supervision services according to the tasks and requirement outlined in this document. The transfer procedure of works will be defined by the MDF.

25. The consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19.

26. The Supervision Consultant is required to carry out all works detailed and listed below (but not limited). A summary of the tasks is as follows:

2. General Tasks:

25. Task 1. Conduct construction supervision and provide project management and technical assistance to MDF (Follow-on), including:

- (i) preparing a construction supervision program to be prepared early during the services.
- (ii) ensure the contractor adheres to the agreed schedule at the time of signing the contract for submitting all documents (performance bonds, insurance policies, etc.) completing the Engineers facilities, and all other requirements;
- (iii) approve and monitor the contractor's construction program and method statements, verifying that they are consistent with the implementation schedule for the Project;
- (iv) provision of survey data to the contractor and checking the contractor's setting-out of the works in conformity with the design;
- (v) ensuring that the construction methods and materials proposed by Contractor are adequate and satisfactory;
- (vi) undertaking technical inspection of and making measurements to check work quantities, recording and registration of rehabilitation works and certify in accordance with the typical forms (including daily, weekly, monthly recording and reporting tables) elaborated by the Consultant and approved by the MDF;
- (vii) permanent presence on site such as but not limited to inspectors of works, surveyors, material technicians and senior Engineers' staff and ensure tight cooperation with MDF in solving various problems;
- (viii) planning and execution of construction supervision and contract administration, including effective and regular supervision of the works, maintenance of project records, correspondence and diaries, as well as quality control testing to ensure that the Works are executed in accordance with the Contract;
- (ix) reviewing and approving Contractors' payment certificates;
- (x) providing assistance in the resolution of disputes, as necessary;
- (xi) inspecting correspondence between quantities, quality and specification of executed works; supervising adherence to the program and schedule of works to be executed by the Contractors;

- (xii) supervising progress of preparation works to be executed by the Contractors, including construction of temporary structures in compliance with the work execution program and adherence to the terms provided for in the schedule; confirming Contractors' receipt of all necessary permits and approvals from national and local governments, as well as utilities serving the respective communities; and reporting, in writing, to the MDF during preparation works.
- (xiii) controlling adherence of ongoing civil works to the prescribed technologies.
- (xiv) ensure the safety of the works, property and personnel, and general public.
- (xv) In addition to the obligation to maintain safety on site, the SC will be required to undertake formal monthly safety audits throughout all stages of the Project.
- (xvi) checking the compliance certifications of the construction materials consumed in construction (cement, aggregates, additives, reinforcement, metal constructions, precast concrete and etc.), checking compliance of manufacturers' factory sample analysis and laboratory testing data with requirements of technical specifications;
- (xvii) reviewing and approving shop drawings of equipment and fabrications to be provided as required by the technical specifications and ensure that installed equipment meets the specifications;
- (xviii) checking "as built" drawing prepared by Contractors for all works as construction processes;
- (xix) making a daily technical supervision register of works, implemented by the supplier and/or Contractor and information on arrangements for correcting defects (if any) together with notes and photographs regarding construction quality; receiving and concluding the phases of completed works with proper documents (certifications for latent works, tests and other documentation);
- (xx) examining and reviewing sampling measurements and observe the conduct of tests (such as pressure tests for leaks) of any work that is about to be covered or put out of view;
- (xxi) inspect and test all materials and works to ensure compliance with specifications and giving immediate notice to the contractor in the event that such materials and works fail to comply with the specifications;
- (xxii) inspect regularly the contractor's construction equipment, installations, housing, medical facilities, etc., and ensure that they are adequate and in accordance with the terms and conditions specified in the contract for the Works;
- (xxiii) ensure that road safety design requirements are implemented in accordance with the contract including the provision of necessary lights, guardrails, fencing, and security;
- (xxiv) establish efficient procedures for verifying contractor performance and reporting progress and problems in a timely manner, including quality control reports, quantity survey records, requests for variation or change orders, requests for time extension, and contractor's claims and invoices;
- (xxv) ensure that the contractor does not involve child labor in the execution of the civil works contracts in accordance with the provisions of the contract agreement;
- (xxvi) The Consultant should ensure that construction and rehabilitation works are conducted in accordance to prescribed quality, specifications, tender documents, social, gender, environmental requirements and quality assurance system.
- (xxvii) ensuring Contractors' good command of the requirements laid out in Environmental and social documentation and tracking adherence of Contractors' performance and advising Contractors on the corrective actions in case of identified environmental and social incompliances;
- (xxviii) monitoring the implementation of environmental/social, gender requirements laid out in the relevant documentation;

- (xxix) Prior commencement of works, reviewing and approving the plans and other required documents provided by the construction contractor;
- (xxx) issue notices to the contractor advising of any non-compliance with environmental mitigation measures, as set out in the contract documents. Copies of all notices should be provided to the Employer at the time of issue. Before issuing such notices the Project Manager should, as appropriate, have advised the contractor of the non-compliance and given an opportunity to the contractor to make good any adverse impact prior to the notice being issued;
- (xxxi) Review the Site-Specific Health and Safety Management Plan (SSHSMP) for the Project that is prepared and submitted by the Contractor. Then, make recommendation to the Employer in relation to the approval of the SSHSMP. Communicate the approved SSHSMP to all consultants and contractors throughout all project stages. Should any unforeseen events occur, review the updated SSHSMP and make recommendation to the Employer in relation to the approval of the SSHSMP.
- (xxxii) Review the Gander Action Plan (GAP) for the Project that is prepared and submitted by the MDF/ADB.
- (xxxiii) Prepare the Project Execution Plan, which inter alia, includes how management of SSHSMP is to be addressed throughout all stages of the Project
- (xxxiv) Assistance to the MDF in monitoring the implementation of Social Safeguards Due Diligence reports and LARPs in compliance with the Asian Development Bank SPS and the Land Acquisition and Resettlement Framework (LARF) of the project, also ensuring Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents.
- (xxxv) Furnishing all revisions and detailed drawings as necessary during the contracts' lifetime;
- (xxxvi) Reviewing, verifying and making recommendations to the MDF for any requests for variation or change orders, and Contractors' claims.
- (xxxvii) keep the Employer and the ADB appraised of implementation problems which could jeopardize the Project goals and objectives and make recommendation on how those goals and objectives can be safeguarded;
- (xxxviii) evaluate claims, disputes, extensions of time, and the like, including issuing variation orders as appropriate and in line with the limits placed on the Employer's Representative's authority, as well as advising the Employer on all matters relating to the execution of the Works;
- (xxxix) issue of the Employer's Representative's decisions/instructions as appropriate under the civil works contract;
- (xl) provide timely assistance to the contractor in all matters related to interpretation of the contract documents, ground survey controls, planning, quality control testing and other matters relating to the Project;
- (xli) Organize and chair monthly site meetings with stakeholders and all involved parties and recording minutes of these meetings.
- (xlii) Reviewing and inspecting Contractors' training programs (if any) and associated records (training program reports, Operations & Maintenance Check-Lists/ Annual Budgets, etc.) related to the types of works delivered under contracts with the MDF; assessing sufficiency of the delivered training, identifying possible gaps, and advising on the outstanding training needs.
- (xliii) Check as-build drawings (signed and sealed) with bill of quantities furnished by the contractor and certifying their conformance with performed works; and provide the Employer with complete records, reports and "as-built" drawings for the works;

- (xliv) assist the Employer prepare progress reports to ADB by incorporating the required information and submitting at the required frequency according the project administration memorandum;
- (xlv) Working with contractors in updating their initially approved work plan. Discussing with MDF and approving it.
- (xlvi) issue the Taking Over Certificate (TOC) and commission the works after project completion;
- (xlvii) following the issue of the Taking Over Certificate, during the balance of the Contract Period inspect and approve the execution of the outstanding works (if any), as well as the rectification of any defects or damage – advise on any extension to the Contract Period that may be required for such works;
- (xlviii) the Supervision Consultant will, if so required by the Employer, provide any of the following additional services within the contract amount and/or contingencies: (i) prepare reports, including technical appraisals, additional contract documentation, and/or reviewing and commenting on the contractor's proposals, as may be required for any additional work required for the successful completion of the Project; and (ii) provision of any other specialist services as may be required from time to time.
- (xlix) transfer know-how and methods to increase MDF's efficiency and productivity;
- (l) Review of universal accessibility design in the detail engineering design/construction drawings and monitoring of the implementation of accessibility designs during the construction in reference to ADB's Inclusive Urban Area Guidelines prepared for MRDI under TA-9220.

3. Specific Tasks

26. The Consultant shall provide the following services under the direct guidance of the MDF:

- (i) Before commencement of works, conduct a comprehensive, critical review of the proposed designs for each Project site and present written conclusions regarding any required changes in the designs. Undertake site visits (no later than 3 weeks after receiving detail design documentation);
- (ii) Inspect quality and quantity of earthworks: dimensions of foundation pits, trench's cross sections, sand bedding, backfilling, quality of compacted fills, as well as road pavement restoration;
- (iii) Inspect Contractors' camps and temporary structures/buildings, storage areas, equipment and machinery;
- (iv) Inspect quality of foundations preparation works (leveling, compaction, sand and gravel beds, lean concrete layers, dewatering and etc.);
- (v) Supervise progress of concrete and reinforced concrete works. Inspect form dimensions, installation accuracy, quality, location of reinforcement and embedded parts, review of mix design, proper placement of concrete and testing resultant concrete strength;
- (vi) Supervise installation and repairs to the precast reinforced concrete constructions as well as inspection of dimensions, quality and placement of reinforced concrete elements, joint fillers, pads, water stops and other materials;
- (vii) Inspect reconstruction-restoration of buildings (architectural and structural parts); check conformance of supplied materials to the design requirements, specifications, and quality standards; inspect the workmanship of architectural and decorative elements of buildings; ensure application of the specified and approved technologies and materials; supervise strengthening of fundamentals, supporting structures, seismic belts, change of

- roofs, building façade improvement containing brick finishing, plastering, changing of cornices, etc., rehabilitation of wooden, metallic and concrete balconies; rehabilitation of roofs (tile; soft roof, metal), rehabilitation of doors and windows, masonry works;
- (viii) Supervise and inspect streets' rehabilitation works: roadway pavement (different materials) layout of sidewalks, curbs; street furniture and etc.;
 - (ix) Supervise improvement of parks and squares: layout of pathways with various types of pavements; layout of benches; lighting; arranging of decorative garbage cans, landscaping, and planting of decorative trees;
 - (x) Inspect installation of power cables, electrical equipment, lighting of streets, squares and parks;
 - (xi) Inspect installation works of pressure and gravity pipelines (water supply, sewage, storm water) constructed of various materials (steel, cast iron, r/concrete, PE, PVC, etc.) including inspection of gradients, joints, fittings and other accessories in accordance with construction codes and contract specifications and including the observance and certification of pressure and other tests to ensure that leakage, if any, does not exceed limits as provided under the technical specifications;
 - (xii) Inspect rehabilitation/construction of water boreholes (if any) in accordance with specifications;
 - (xiii) Supervise progress of installation and dismantling steel constructions, mechanical and electrical equipment; after completion of interim phases of construction, test equipment together with Contractors and the MDF's representatives and certify that the tests met the requirements of the technical specifications;
 - (xiv) Inspect construction of water supply headworks, pumping stations, raw water treatment and waste water treatment plants including start-up and commissioning of electrical and mechanical equipment; approval of Contractors method and schedule for treatment plants functional tests; checking the results of functional tests;
 - (xv) Supervise pipelines and structures site testing in accordance with Georgian and internationally accepted procedures;
 - (xvi) Inspect certificates of construction materials and equipment used during construction (electrical and mechanical equipment, pipes, valves, fire hydrants, flow meters, fittings, cement, inert materials, admixtures, reinforcement steel, metal-ware, pre-cast reinforced concrete elements, wooden and ceramic materials, road pavement materials and etc.); correspondence of data on sample analysis (carried out by the manufacturer in the factory) and laboratory tests to the requirements of the technical specifications and correspondence of construction materials used for restoration/conservation of physical cultural resources to the specifications and technological requirements of such works;
 - (xvii) Inspect compliance of as built drawings submitted by Contractors (endorsed by signature and sealed) with the executed works;
 - (xviii) Monitor and report to MDF about implementation of Environmental Documentation in the course of works at each construction site; promptly notify the MDF on any deviations/violations of environmental requirements, on any complaints from local communities related to ongoing works, and on any unforeseen issues affecting environment and/or cultural heritage which may emerge in the course of works; recommend remedial and/or corrective measures to the MDF and follow up on their application upon the MDF's approval;
 - (xix) Timely before the start of civil works, monitor and assist as needed the implementation of Land Acquisition and Resettlement (including temporary and permanently resettlement, AP legalization if applicable and compensation delivery) and ensure that this task is implemented in accordance to the provisions set in the LARP.

- (xx) Oversee temporary on-site storage and final disposal of construction waste to the formally assigned sites or landfills and on the reinstatement of work sites upon completion of activity at any given one;
- (xxi) Keep Book of Complaints (which is to include the file of digital images), receive/review complaints and organize holding of meetings with the grievance redress committee at the first stage. Notify the MDF on any complaints from the population affected by ongoing civil works and flag to the MDF cases of people claiming not having received agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and by the office and place the banners about Complaints Review Committee in local Municipalities.
- (xxii) Keep engineering supervision book (which would include a file of digital images) including daily registering works executed by Contractors as well as remarks related to the construction quality and elimination of defects. Certifying the phases of completed works in compliance with the form worked out by the Consultant and approved by the MDF Monitoring Specialist; upon the approval of the MDF, organize and supervise any supplemental, unforeseen independent testing to verify final quality compliance of the Contractor's works;
- (xxiii) Submit periodic reports to the MDF about the implementation of the Gender Action Plan (GAP) Submit periodic reports to the MDF in accordance with the requirements outlined in the chapter E – "Reporting Requirements" of this technical assignment.
- (xxiv) For their own health and safety, consultants should follow the regulations and guidance on COVID-19 health and safety (H&S) prevention and controls issued by the Client's government, or international good practices in the absence of national provisions.
- (xxv) The Client - MDF will be flexible in considering contract claims related to consultant work equipment requests resulting from COVID-19 H&S measures specific to the ADB assignment.
- (xxvi) Consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19. Consultants who are required to visit the project site should be briefed on the approved site-specific health and safety management plan (including COVID-19 specific elements) prior to entering the site and comply with the provisions of it.
- (xxvii) the Consultant is requested:
 - Review the Site-Specific Health and Safety Management Plan (SSHSMP) for the Project that is prepared and submitted by the Contractor. Then, make recommendation to the Employer in relation to the approval of the SSHSMP. Communicate the approved SSHSMP to all consultants and contractors throughout all project stages. Should any unforeseen events occur, review the updated SSHSMP and make recommendation to the Employer in relation to the approval of the SSHSMP.
 - In addition to the obligation to maintain safety on site, the Supervision Company will be required to undertake formal monthly safety audits throughout all stages of the Project.
 - Prepare the Project Execution Plan, which inter alia, includes how management of SSHSMP is to be addressed throughout all stages of the Project.
 - Assistance to the MDF in monitoring the implementation of Due Diligence Reports for Social Safeguards (SDDR), LARPs in compliance with the Asian Development Bank SPS and the Land Acquisition and Resettlement Framework (LARF) of the project, also ensuring Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents. Additionally, prepare any relevant

safeguard documentation (if needed) in accordance with the ADB safeguard policy and Legislation of Georgia.

4. Performance Monitoring, Benefits, Evaluation, Safeguards, and Liaison with Stakeholders

27. The Supervision Consultant will design a web-based project performance monitoring system (PPMS) to monitor project performance against the targets set in the Design and Monitoring Framework (DMF) of the ADB loan documents and according to *ADB's Project Performance Management System (PPMS) Handbook*. The PPMS will also include key poverty and socioeconomic indicators and compliance with project assurances. The PPMS will then be approved by MDF and coordinated with ADB PPMS system for consistency. The PPMS will monitor (i) performance targets set in the DMF as the project progresses through implementation; (ii) compliance with social, gender and environmental requirements as recommended in the Environment Assessment Review Framework (EARF), EIA/EMP, IEE, Georgian Environmental Legislation, Land Acquisition and Resettlement Framework (LARF), Land Acquisition and Resettlement Plan (LARP), Social Safeguards Due Diligence Report (SDDR) documents prepared for the projects; (iii) other socioeconomic impact assessments including poverty impact.

28. The Supervision Consultant's responsibilities will be:

- (i) review DMF performance targets, update and complement them with other poverty and socioeconomic indicators, in agreement with MDF;
- (ii) compile baseline data for all performance targets and indicators as early as possible, but no later than first quarter of the construction mobilization;
- (iii) measure progress at the project mid-term and completion stages;
- (iv) timely before the start of civil works, monitor and assist as needed the implementation of Land Acquisition and Resettlement (including AP legalization if applicable and compensation delivery) and ensure that this task is implemented in accordance to the provisions set in the LARP.
- (v) In case of unexpected circumstances/hidden works, the Supervisor consultant applies to the Municipal Development Fund and notifies the bases, terms, timeframe and conditions of these works, after approval, the MDF will provide additional compensation to AP. In case, if the deadline is unreasonably delayed, the Supervision Consultant will ensure the compensation to be paid to AP by the construction company.
- (vi) Monitor socioeconomic impacts on beneficiaries through selective household surveys and participatory research methods
- (vii) Prepare any relevant social, resettlement/environmental documentation/reports based MDF requirements as needed.
- (viii) Organize local grievances mechanism according to the LARF, LARP that will be acceptable to ADB and Government.
- (ix) Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site to require the Contractor to return to the designated buffer zone and reimburse the loss, if any.
- (x) Carry out the Social Monitoring as per ADB's SPS, 2009, organize holding of public meetings as instructed by MDF prior to project commencement, in the course of its progress and at its final stage.

- (xi) Carry out Gender Action Plan and submit report to the MDF regarding the implementation of mentioned plan.
- (xii) Keep Reporting related to environmental, social and resettlement issues and submit Georgian and English versions of reports to MDF. Monitor compliance of the project with the provisions preventing discrimination in employment, enforcing gender equality, and reducing risks of spread of communicable diseases; preventing human trafficking, and ensure that such requirements are included in the bid and contract documents;
- (xiii) Monitor the implementation of environmental documentation and submit monthly and semi-annually Environmental Monitoring Reports (based on the monitoring data and laboratory analysis (air, soil, water, vibration, noise and etc)) to MDF for submission to ADB.
- (xiv) monitor compliance with major project assurances (refer to project and loan documents);
- (xv) conduct training in social research methods and build MDF capacity on performing impact assessments;
- (xvi) Ensure that the construction methods proposed by the contractor for carrying out the works are satisfactory, with particular reference to the technical requirements of sound environmental standards on the basis of ADB safeguard policy and environmental documentation prepared for the projects.
- (xvii) Document results in quarterly progress reports.

29. The Supervision Consultant will liaise with government authorities, consultants, NGO's and other stakeholders concerned with the project implementation, as appropriate.

5. Tentative Duration of Assignment

30. The tentative milestones and duration for the project are the following:

- Tentative date of commencement of assignment is October 2021;
- Tentative duration of assignment is 36 months plus 12 months of DNP.

Below is presented a table with the tentative timeframe and estimated costs of construction works under the subject assignment:

Projects	Planned Construction start date	Planned construction completion date	Estimated Construction Cost (GEL)
Rehabilitation of Touristic Routes and Public-Recreational Spaces between the Historical Hills in Telavi	Oct-2021	Apr-2023	6,100,000
Rehabilitation of Central Part of Velistsikhe Village, Gurjaani Municipality, Kakheti Region, Georgia	Oct-2021	Jun-2023	30,390,000

Construction of Zviad Gamsakhurdia Youth Center, Presidential Library and Museum in Zugdidi	Oct-2021	Oct-2022	12,825,000
Rehabilitation of Laghami District	Feb-2022	Oct-2024	26,900,000
Rehabilitation of Swan Towers in Usghuli (Indicative Project)	Apr-2023	Apr-2025	7,815,000

C. Experience and Qualifications Required of the Firm and Specialists. Staffing Requirements and Team Composition

31. Supervision Consultant should have extensive experience in implementation of urban upgrade/municipal infrastructure rehabilitation and cultural heritage preservation/rehabilitation projects. Extensive experience of large project management and construction supervision. Experience in Caucasus East European or former Soviet countries would be an asset. The suggested methodology of executing the assignment would be through a 'task force' approach wherein the Engineering Firm (Consultancy Firm) is expected to assemble a task force of specialist engineers and technicians who would be assigned to carry out the required job.

32. The Consultant shall provide a team of personnel of proven competence and experience to undertake the tasks defined by these Terms of Reference and to finally achieve the overall and the specific objectives of the project, in terms of time, costs and quality. Team members shall have the prerequisite experience specified in relation to their assignments, and shall have an overall background in civil engineering and urban infrastructure projects.

33. Experience in the region, namely in Azerbaijan, Armenia, and Georgia will be an asset. All Key Staff should have obtained minimum a bachelor's degree or equivalent qualifications from a reputed higher education establishment. Key experts - Team Leader/civil engineer should have Minimum Master's Degree in the fields as specified in the table below – "*Narrative Qualification Requirements for Key Experts*"

34. The Consultant shall provide key staff with the qualifications herein for the minimum duration specified herein however, the Consultant shall specify the remainder of his team and explain how it can offer a full range of construction supervision services for all project sites.

35. The Consultant shall include adequate administrative staff (interpreters, secretary, drivers, accountant, etc.) in his team, needed to support thematic specialists of the Consultant. The Consultant shall pay attention to the need to ensure the active participation of local professional skills where available, and a suitable mix of international and local staff in the Consultant's team. All member of the Consultant's team must be independent and free from conflicts of interest in the responsibilities accorded to them.

36. The selection procedures used by the Consultant to select all other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The selection of experts shall be subject to approval by the Employer.

The team proposed by the Supervision Consultant should be, at a minimum, composed of the following:

Construction Supervision – 36 months; Defects Notification Period – 12 months.

1. Experts					
a. Key International Team Members: – about 60 person-months					
N	Consultants	Qty	person month (Construction Phase)	person month (DNP)	Total person month
1	Team Leader/Civil Engineer	1	34	1	35
2	Architect with specific qualifications on restoration of historical buildings and sites	1	10	1	11
3	Structural Engineer	1	8		8
4	Environmental/Civil Engineer	1	6		6
	Subtotal a	4	58		60
b. Key National Team Members: – about 176 person-months technical staff					
1	Deputy Team Leader / Civil Engineer	1	34		34
2	Architect	1	7		7
3	Structural Engineer	1	12	1	13
4	Environmental safeguards Specialist	1	36	3	39
5	Social safeguards Specialist	2	36	2	74
6	Mechanical/Electrical Engineer	1	8	1	9
	Subtotal b	7	133		176
c. Non-Key National Team Members: – about 287 person-months technical staff					
1	Architect	1	7		7
2	Geotechnical Engineer	1	8		8
3	Road Engineer	2	6	1	13
4	Site Inspector/ Quantity surveyor	6	23		138
5	Quality Inspector	2	10		20
6	Environmental safeguards Specialist	2	36		72
7	Gender Specialist	1	12		12
8	Water Supply/Sewer Engineer	1	8	1	9
9	HSE Specialist	1	8		8
	Subtotal c	17	118		287
	Total 1	28	309		523

D. Reporting Requirements

37. The Supervision Consultant will prepare the following reports in English and Georgian language and distribute them (MDF, 2 copies in English and 2 in Georgian and ADB, 2 copies in English). The format and content of each report is to be agreed with MDF and ADB. For each report submitted an electronic copy will be provided. Electronic copies will be in the format used in their preparation with all links, formulas, and fields active. For all reports an executive summary will be included.

A. Inception Report

38. The Supervision Consultant shall, within one months of Commencement of Services, submit an Inception Report setting out the parameters of the consulting services including the main civil works contract, the program of works, the Consultant's site organization chart, the manning schedule, and an updated methodology for the services including the education programs and the environmental and social monitoring plan. This Report will outline how the Consultant intends to implement the project. The Report shall also give the status at the start of the services of those items of the ToR which were already in progress (resettlement, environmental benchmarks etc.) together with the progress of the work to-date and a schedule of certified payments, if any.

B. Progress Reports

39. The Supervision Consultant shall, subsequent to the Inception Report, submit monthly progress reports by the 15th of the month following the reporting month, reflecting the progress of the work during the reporting month. The progress report should include the Executive Summary on one or two pages. These reports should normally include, but no limited to:

- (i) a work program with a bar chart showing scheduled against actual financial/physical progress by major work item, illustrated by bars and percentage of accomplishment (total and by major work item); the work program and the bar chart (showing the critical path) shall be suitably updated in each progress report;
- (ii) financial data, updated as appropriate, giving time, cost and financial forecast, a schedule of certified payments, update of quantities and cost estimates for construction and supervision; and expenditure related to cash flow forecast and budget;
- (iii) summary of physical implementation progress, testing and quality control related to program and time, and with photographic report of the project highlighting difficulties, issues and work progress for all sections,
- (iv) the work performed, variations issued, payments certified, the mechanical equipment, materials and manpower (skilled/unskilled by foreign/local categories in person-months) utilized by the contractor during the reporting month, together with an outline of the work to be performed during the next reporting period; the Project Manager's personnel arrivals and departures;
- (v) statement of causes of possible delays and remedial measures taken or recommended;
- (vi) adjustments and modifications of the drawings with rationale specifying causes, responsibility, and impacts on cost and schedule;
- (vii) claims or disputes, and other stakeholder issues; and
- (viii) Environmental Monitoring reports to monitor the progress of the environmental documentation monthly and bi-annually (the report shall include the following information but not limited to: project description and project activities during current reporting period, description of any changes to project design, environmental safeguard activities, Non-Compliance Reports, Waste Management, information and analysis of noise/dust/vibration levels, health and safety, Grievance Redress Mechanism (GRM), functioning of the environmental documentation, summary and recommendations, non-conformance report with photo materials).
- (ix) Environmental Gender and Social Monitoring reports to monitor the progress of the environmental/social/gender documentation monthly and bi-annually (the report shall include the following information but not limited to: project description and project activities during current reporting period, description of any changes to project design, environmental safeguard and gender activities, Non-Compliance Reports, social issues, Waste Management, information and analysis of noise/dust/vibration levels, health and safety, Grievance Redress Mechanism (GRM), functioning of the environmental documentation, summary and recommendations, non-conformance report with photo materials).

40. A copy of the weekly meetings with the contractors will be attached to the monthly technical reports. The Consultants will submit a draft format for this report in the inception report. Monthly reports will be consolidated into quarterly reports comparing the actual and originally anticipated work program.

41. From the beginning of works up to their completion, the consultant shall keep Field Supervision Book to include observations made during site visits, in particular, deviations from engineering design and building standards and instructions for correction of the said deviations; The Field Supervision Book shall be made in two copies and one copy shall be handed-over to the Client upon completion of the Works.

C. Project Completion Report (PCR)

42. The Consultant will draft a PCR immediately prior to physical completion of construction works in a manner satisfactory to MDF and ADB, including the major Project events, performance of the contractors, environmental, social and gender conformances operation of the Project, actual and price inflated (to completion year) Project cost (foreign and local costs separately) by implementation year, and labor employed by skilled/unskilled and foreign/local categories in man-years;

- (i) the major Project events, the relative successes (problems) in the implementation of each of the sections, this section of the PCR shall also contain an assessment of the impact of urban improvement on the economy and social aspects for the whole Project area;
- (ii) “as-built” drawings (to be submitted to MDF Engineer). These “as-built” drawings will be furnished by the Contractor as per Clause 4.1 (d) of the construction contract and certified by the Consultant.

	MDF (Eng/Geo)	ADB Eng
Inception (including design review)	2+2	2
Monthly Progress (subsequent to Inception Report) (including environmental and social bi-annual reports)	2+2	2
Project Completion	2+2	2

Appendix 1

Position-based TOR

Narrative Qualification Requirements for International Key Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	Special Skills and Knowledge, but not limited to
Team Leader/Civil engineer	10	<p>Civil Engineering – Construction Supervision and Management experience of implementation of similar size and type projects;</p> <p>Minimum Master's degree in civil engineering with further advanced training;</p> <p>knowledge of international and local design and construction codes/regulations/standards</p>	<ul style="list-style-type: none"> • overall responsibility for implementing the project and managing the team of consultants • Review and certify engineering variation orders, contractor's applications for subcontracting parts of the works, and monthly payments to the contractors for submission to the MDF. • Evaluation and settlement of variations and claims and disputes with contractors • Monitor performance, deadlines, project progress, and assist in the development of a risk management plan to avoid any unexpected incidence that may have a negative impact on the project development. • Coordinate and liaison with Local Government/Employer • In-depth overall knowledge in detailed design and construction supervision for large, and medium sized civil works projects • Knowledge of the local and international standards for construction/rehabilitation works • Report writing and oral presentation;
Architect with specific qualifications on restoration of historical buildings and sites	10	<p>Architect/ Civil Engineering, with specific international experience of implementation of similar size and type projects;</p> <p>Minimum Master's degree on civil engineering or master</p>	<ul style="list-style-type: none"> • Oversee the rehabilitation/repair works of buildings, conformity of the architectural part to the design and specifications requirements; • Oversee adherence of executed restoration works to the requirements established by cultural heritage authorities

Title	Specific experience (Years)	Area of Specialization, Qualification	Special Skills and Knowledge, but not limited to
		<p>of arts with further advanced training;</p> <p>Knowledge of international and local design and construction codes/regulations/standards.</p>	
Structural Engineer	10	<p>Civil Engineering — structural Engineering with international experience in construction and rehabilitation of buildings and structures;</p> <p>experience of implementation of similar size and type projects;</p> <p>Minimum bachelor's degree in civil engineering with further advanced training;</p>	<ul style="list-style-type: none"> • oversee the buildings and structures construction, • review the safety procedures set up by the contractor, • inspection of quality of materials used by contractor; • structures condition assessment and design review • Reporting.
Environmental/Civil Engineer	10	<p>Water supply/waste water engineering, process engineering, construction supervision and management of water and waste water projects;</p> <p>experience of implementation of similar size and type projects;</p> <p>Minimum bachelor's degree in civil engineering;</p>	<ul style="list-style-type: none"> • Oversee the construction of water supply/sewage networks, head-works, boreholes and reservoirs; • Supervision on construction of waste water treatment units; • Oversee the construction, commissioning and start-up works and performance tests of WWTPs • Monitor all Operations Training Programs – and confirm contractor compliance with the respective scope-of-works in writing to the MDF

Narrative Qualification Requirements for Key National Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
Architect	5	<p>Architect/ Civil Engineering/re creation area and urban design/landscaping;</p> <p>Minimum bachelor's degree</p> <p>Working Experience with cultural heritage sites.</p>	<ul style="list-style-type: none"> • Oversee the rehabilitation/repair works of buildings, conformity of the architectural part to the design and specifications requirements; • Oversee the arrangement of recreation areas and landscaping
Structural Engineer	5	<p>Civil Engineering — structural Engineering with experience in construction and rehabilitation of buildings and structures;</p> <p>experience of implementation of similar size and type projects;</p> <p>Minimum bachelor's degree in civil engineering with further advanced training;</p>	<ul style="list-style-type: none"> • oversee the buildings and structures construction, • review the safety procedures set up by the contractor, • inspection of quality of materials used by contractor; • structures condition assessment and design review • Reporting.
Mechanical/ Electrical engineer	5	M&E Engineering – design of mechanical and electrical equipment,	<ul style="list-style-type: none"> • Inspection of M&E works; • Supervision of installation of road lighting • Supervision of installation of electrical wiring and appliances

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
		<p>construction supervision;</p> <p>Minimum bachelor's degree;</p> <p>knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • supervision of start-up and commissioning activities
Environmental Safeguards Specialist	5	<p>Environmental Science — environmental impact assessment; Minimum Bachelor's degree;</p> <p>Knowledge and working experience in international or/and local regulations for environmental protection and resettlement;</p>	<ul style="list-style-type: none"> • Field supervision of ongoing works and documentation of status at each active construction site using monthly field monitoring sheets; • Preparing of monthly/ bi-annual reports on environmental/social performance under the ongoing sub-projects, providing supporting photo evidence; • Prompt notification to MDF on any accidents, emergencies, and unforeseen issues, which may occur in the course of works and directly or indirectly affect environment, physical cultural resources, personnel of works providers, and or communities residing in the vicinity of a project site. • Review of site-specific environmental documentation; • Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site. • Prior commencement of works, reviewing and approving the plans and other required documents provided by the construction contractor; • Develop any environmental documentation for the projects in order to be in compliance with the ADB's SPS, 2009 and legislation of Georgia; • Update/revise the IEE based on detailed engineering design, site-specific conditions, contractors working methodology, and/or if

Title	Specific experience (Years)	Area of Specialization, Qualification	<ul style="list-style-type: none"> • Special Skills and Knowledge, but not limited to
			<p>there are unanticipated impacts, change in scope, alignment, or location;</p> <ul style="list-style-type: none"> • Require contractor to submit SSEMP and other plans (noise and vibration management plan, waste management plan, health and safety management plan, emergency response plan, camp site management plan, inventory of trees (if required), technical report of the stationary source of harmful substances emitted into atmospheric air if required) prior to start of works; • Ensure that contractors conduct of the noise and vibration, soil contamination, air pollution and flora and fauna species surveys before starting the construction works to identify baseline situation; • In case unpredicted environmental impacts occur during the project implementation, prepare and implement as necessary an environmental emergency program, any relevant government agencies, and ADB; • Conduct safeguards induction to the contractor upon award of contract; • Strictly supervise EMP implementation; • Ensure contractor appointed qualified Environmental Safeguards officers prior to start of works;
Social Safeguards Specialist No. 1 and Social Safeguards Specialist No. 2	5	Experience in Social Safeguards assessment Minimum Bachelor's degree Experience in supervision of implementation Resettlement related documentation	<ul style="list-style-type: none"> • Monitoring of LARP and SDDR implementation; • Social Monitoring reports to monitor the progress of the bi-annually and monthly; • Review of site-specific social documentation implementation; • Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site. • Carry out the Social Monitoring as per ADB's SPS, 2009, organize holding of public meetings as instructed by MDF prior to project commencement, in the course of its progress and at its final stage.

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
			<ul style="list-style-type: none"> • Keep Reporting related to social and resettlement issues and submit Georgian and English versions of reports to MDF. • Keep Book of Complaints (which is to include the file of digital images), receive/review complaints and organize holding of meetings with the grievance redress committee at the first stage. Notify the MDF on any complaints from the population affected by ongoing civil works and flag to the MDF cases of people claiming not having received agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and by the office and place the banners about Complaints Review Committee in local Municipalities. • Assistance to the MDF in monitoring the implementation of LARPs in compliance with the Asian Development Bank SPS and the Land Acquisition and Resettlement Framework (LARF) of the project, also ensuring Contractors' good; • Description safeguard activities, Non-Compliance Reports, social issues, information and analysis Grievance Redress Mechanism (GRM). Additionally, preparing any relevant safeguard documentation (if needed) in accordance with the ADB safeguard policy and Legislation of Georgia • Command for the compliance requirements SPS 2009, LARPs and other social documents.

Narrative Qualification Requirements for Non-Key National Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
Geotechnical Engineer	5	Civil Engineering — Geotechnical Engineering; Minimum bachelor's degree	<ul style="list-style-type: none"> • Ground and soil investigations • Oversee foundations, slope and embankment construction • Laboratory and in-situ testing

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
Road Engineers	5	Civil Engineering— Road Design and Construction Supervision and Management; Minimum bachelor's degree; knowledge of construction codes and regulations active in Georgia	<ul style="list-style-type: none"> • Oversee the road construction • Inspection of quality executed road rehabilitation works
Water Supply/Sewer Engineer	5	Water supply/waste water engineering, construction supervision and management of water projects; Minimum bachelor's degree; knowledge of construction codes and regulations active in Georgia	<ul style="list-style-type: none"> • Oversee the construction of water supply/sewage networks, head-works, boreholes and reservoirs; • Supervision on construction of waste water treatment units; • Monitor all Operations Training Programs – and confirm contractor compliance with the respective scope-of-works in writing to the MDF
Site Inspectors /Quantity Surveyors	5	Diploma in Civil Engineering — quality control of infrastructure works is preferred	<ul style="list-style-type: none"> • Supervision of works • Sampling • Quantity surveys according to design and specification • Reporting • Route location and field surveying
Quality Inspectors	5	Diploma in Civil Engineering — quality control of infrastructure works is preferred; knowledge of construction codes and regulations active in Georgia	<ul style="list-style-type: none"> • Prepare requirements of contractor's Quality assurance plan • Ensure application of Quality assurance plan by the contractor, Quality Control • Laboratory and in-situ testing, materials and soil testing • Reporting
Environmental Safeguard	5	Environmental Science —	<ul style="list-style-type: none"> • Daily field supervision of ongoing works and documentation of status at each

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
s Specialists		<p>environmental impact assessment; Minimum bachelor's degree;</p> <p>Knowledge and working experience in international or/and local regulations for environmental protection</p>	<p>active construction site using monthly field monitoring sheets.</p> <ul style="list-style-type: none"> • Keeping and using the following records in practice during the construction: Plan and schedule of the works to accomplish; List of the machines and equipment needed for construction; Records related to the occurring environmental problems; Records about the waste management issues; Written marking of the areas of waste disposal and waste transportation instructions issued by the local authority; Environmental incident registration logs; Reports about the correction actions; Logs of equipment control and technical maintenance; Reports about the trainings on environmental issues; environmental monitoring data; non-compliance notifications issued by the SC; Corrective action plans issued to the SC in response to non-compliance notices. • Ensure that Contractor obtains necessary permits and/or clearance, as required, from Ministry of Environmental Protection and Agriculture and other relevant government agencies. • Ensure that contractor understands its responsibilities to mitigate environmental problems associated with their construction activities and facilitate training of their staff in implementation of the EMP; • Ensure that the existing materials to be demolished/dismantled are tested for hazardous contents and action plan for handling, storage, transport, and disposal of the wastes is prepared, informed to the contractors, and strictly monitored during project implementation. • Ensure that wastes (solid and liquid) should be stored and disposed at designated site/facility (dumping on vacant lot is not allowed) and etc

Title	Specific experience (Years)	Area of Specialization, Qualification	• Special Skills and Knowledge, but not limited to
Gender Specialist	5	<p>Minimum bachelor's degree</p> <p>5 years of relevant professional experience in working on gender and inclusion issues, Assessments and Gender Action Plans, The specialist should have a thorough understanding of gender issues of particular relevance to Georgia.</p> <p>Knowledge of international and local regulations on gender related issues.</p>	<ul style="list-style-type: none"> • Carry out gender action plan • Conduct Awareness raising campaign to eliminate gender stereotypes in the population and involve more girls in sports for a healthy lifestyle • Carried out trainings on gender mainstreaming • Promote the introduction of gender approaches through awareness raising activities • Preparing quarterly/ bi-annual reports on gender related issues.
Health and Safety Engineer	5	<p>Minimum bachelor's degree</p> <p>5 years of relevant professional experience in construction field</p>	<ul style="list-style-type: none"> • Responsible for checking and verifying the Site-Specific Health and Safety Management Plan (SSHSM) submitted by the contractors; in particular: policy of the company, risk assessment documents, COVID-19 specific elements, Site arrangement plan. • Sites monitoring once in a two weeks and make relevant recommendations to the contractors; <p>Preparation of a monthly reports on the defects observed during the current construction works.</p>

APPENDIX 2C: TERMS OF REFERENCE FOR CONSTRUCTION SUPERVISION CONSULTANTS FOR DIGHOMI PARK

A. Background and Objective

1. Background

1. Georgia has received a loan from the Asian Development Bank (ADB) towards the cost of the **LIVABLE CITIES INVESTMENT PROJECT (LCIP) FOR BALANCED DEVELOPMENT**. Project information can be accessed through this link: <https://www.adb.org/projects/53118-001/main>.

2. LCIP will enable inclusive and balanced regional development by capitalizing on ongoing investments in connectivity to develop economic clusters as hubs for tourism and associated business, building on the comparative advantages - natural, cultural and human asset of each region. The investments will cover upgrading of city centers and community facilities such as kindergartens, sports complexes, libraries, heritage structures. In this regard, TCM intends to seek support from the Asian Development Bank (ADB) for development/redevelopment of infrastructure in Tbilisi as part of LCIP.

3. The executing agencies for the project are the Ministry of Regional Development and Infrastructure of Georgia (for regional projects) and the Tbilisi City Municipality (for Tbilisi City projects). The implementing agencies are the Municipal Fund of Georgia (MDF) for regional projects, and the Tbilisi Development Fund (TDF) for Tbilisi City projects. TDF, **the Employer**, intends to apply a portion of this loan to eligible payments for supervision consultancy services by engaging a consulting company. This recruitment shall be offered initially for a period of 18 months, on an intermittent basis.

4. The Terms of Reference describes consulting services for the day-to-day supervision of civil works for the construction of “Dighomi Meadows Park”. The purpose of the construction supervision is to execute control over the construction works in order to ensure high quality of construction, adherence to the terms of work execution provided in the construction contracts that is in compliance with the detailed design and specification requirements, within costs and approved schedule of works.

5. In addition, as part of supervision of the works in the pre-construction phase, the Consultant will conduct the full design review of the project including Bill of Quantities. The purpose of design review is to ensure high quality of design, adherence to the detailed design terms of reference, international design standards, and national legislation (construction codes, safety norms, building and environmental/social requirements, etc).

6. The Consultant on behalf of **the Employer** will ensure the following:

- a) Design is of high quality in adherence to the valid standards, regulations and laws of Georgia and international standards and best practices;
- b) Construction works are of high quality in adherence to the valid standards, regulations and laws of Georgia and international standards and best practices;
- c) Adherence to the national environmental, gender and social legislation and the ADB’s Safeguard Policy Statement (SPS 2009);
- d) Completion of works are in accordance with the construction schedule, budget of the works contracts and required quality, which should result in long-term sustainability and

efficient operation of the completed works.

2. Objective

7. The objective of this assignment is to provide high quality civil works supervision and design review services under the project - construction of “Dighomi Meadows Park” in Tbilisi.

B. Scope of Consulting Services

1. Organization and Communication

8. Overall, the administration, execution and oversight of the “Civil Works” will be organized through contract with three standard roles: the Employer, a Contractor, and a Project Manager. TDF as **the Employer**, on behalf of the government of Georgia, will act as the implementing agency to perform day-to-day management and administration of the project.

9. **Contractor(s)**, selected construction companies through open and transparent process, will be executor of the “Civil Works” under the project - Construction of Dighomi Meadows Park in Tbilisi.

10. Moreover, **the Consultant**, TDF’s legal representative, as identified in the contract between Employer and Contractor, will have overall responsibility to professionally supervise the **Contractor’s** activities and works – on behalf of the Employer (TDF).

11. Therefore, TDF is looking forward to select a qualified and experienced entity (Consultant), which will provide the stated Consulting Services and diverse expertise that is necessary to fulfill the contractual role. **The Consultant**, representing **the Employer** will administer the construction contract and ensure that the works are conducted in accordance with the provisions of the construction contract. The Consultant will make all engineering decisions required for the successful and timely implementation of the civil works contract and will have all of those powers defined by the Employer-Contractor Agreement and the Employer-Consultant Agreement.

12. Therefore, the consultant will have to take over the started works and continue the supervision services according to the tasks and requirement outlined in this document. The transfer procedure of works will be defined by TDF.

13. At the start of the consulting services, should the construction contract yet to signed, the consultant will have to provide the services according to the tasks of this document (including the “Pre-construction Phase, chapter 2).

14. **The Consultant** is directly responsible for day-to-day supervision of the civil works by actively cooperating and working with the Contractor. **Consultant** should closely work with TDF’s monitoring unit to solve ongoing issues of a project. **The Consultant** should ensure that **Contractors** adhere to the requirements of detailed designs, technical specifications and environmental/social document requirements.

15. **The Consultant** should provide all necessary personnel on site (engineers, supervisors, quality inspectors, environmental/social, gender specialists, health and safety engineer etc.) for the supervision of works, inspection and installation of the equipment, testing of construction materials, monitoring the implementation of environmental/social, gender requirements etc. **The**

consultant should monitor that works and goods are delivered according to specifications, calculations and terms and conditions of civil works and supply contracts. Moreover, after the completion of civil work **the Consultant** is liable to monitor the facilities for defects during the liability period and confirm that defects are remedied.

16. Before commencement of works, **the Consultant** should conduct a comprehensive, critical review of the proposed designs in the field – and present written conclusions in the report regarding any necessary design changes or design aspects, which may pose implementation problems or unintended results during works. Should the construction contract require a change, a Consultant shall prepare a “change order”, agree a price for the change with the Contractor, draft an amendment to the Bill of Quantities, and submit all to the Employer for approval. This shall be done over a ten-day period after a change is called to the attention of a Consultant.

17. **The Consultant** shall submit the detailed work plan of the construction supervision (including scope of duties of each specialist of Consultant’s team) considering construction phases and tentative terms of implementation as well as costs estimates indicating estimation of work-days of the specialists and covering all the costs related to supervision execution.

2. General Tasks

18. The Consultant should ensure that construction works are conducted in accordance to prescribed quality, specifications, tender documents, social, gender, environmental requirements and quality assurance system. As necessary, the Consultant will assist TDF with overall contract management and approve "as built" drawings prepared by Contractors.

19. The tasks of the Consultant will include but not be limited to the following:

A. Pre-construction Phase

- (i) Prepare a construction supervision program and reporting mechanism, after two weeks of contract signature, the services should foresee regular visits on sites, together with the Employer representative.
- (ii) Before commencement of works (if the contract for construction is not signed), conduct a comprehensive, critical review of the proposed designs for each project site and present written conclusions in the report regarding any required changes in the designs, environmental, gender and social management issues. It’s necessary to undertake site visits after receiving detail design documentation;
- (iii) Prior to commencement of works, review and approve the plans and other required documents provided by the construction contractor;
- (iv) Ensure that the construction methods and materials proposed by Contractor are adequate and satisfactory;
- (v) Supervise progress of preparation works to be executed by Contractor, including construction of temporary structures in compliance with the work execution program and adherence to the terms provided for in the schedule; confirming Contractor’s receipt of all necessary permits and approvals from national and local governments, as and reporting, in writing, to the TDF during preparation works;
- (vi) Reviewed and approve shop drawings of equipment and fabrications to be provided as required by the technical specifications and ensure that installed equipment meets the specifications;
- (vii) Work with contractors in updating their initially approved work plan. Discuss with TDF and approve the work plan.

B. Construction Phase

- (viii) Undertake technical inspection of and make measurements to check work quantities, recording and registration of works and certify in accordance with the typical forms (including daily, weekly, monthly recording and reporting tables) elaborated by the Consultant and approved by TDF;
- (ix) Review and approve Contractors' payment certificates;
- (x) Provide technical assistance in the resolution of disputes, as necessary;
- (xi) Inspect correspondence between quantities, quality and specification of executed works; supervise adherence to the program and schedule of works to be executed by Contractors; Control adherence of ongoing civil works to the prescribed technologies, including contractor's temporary facilities;
- (xii) Ensure compliance with safety regulations of the works, property and personnel, and general public, the health and safety plan and waste management plans;
- (xiii) Check the compliance certifications of the construction materials consumed in construction (cement, aggregates, additives, reinforcement, metal constructions, precast concrete and etc.), checking compliance of entrepreneurs' factory sample analysis and laboratory testing data with requirements of technical specifications;
- (xiv) Make a daily technical supervision register of works, implemented by the supplier and/or Contractor and information on arrangements for correcting defects (if any) together with notes and photographs regarding construction quality; receive and conclude the phases of completed works with proper documents (certifications for latent works, tests and other documentation);
- (xv) Examine and reviewed sampling measurements and observe the conduct of tests (such as pressure tests for leaks) of any work that is about to be covered or put out of view;
- (xvi) If required consultant is obliged to update detailed design drawing or sketch drawing for the required solution for the project;
- (xvii) Review, verify and make recommendations to TDF for any requests for variation or change orders, and Contractors' claims.
- (xviii) As required organize and chair site meetings with stakeholders and all involved parties and prepare minutes of meetings.
- (xix) Submit periodic reports to TDF in accordance with the requirements outlined in the Chapter C – "Reporting" and Chapter D "Preparation of Reports and Submission Dates" of TOR.
- (xx) Review and inspect Contractors' training programs (if any) and associated records (training program reports, reports regarding the progress of Gender action plan, Operations & Maintenance Check-Lists/ Annual Budgets, etc.) related to the types of works delivered under contracts with the TDF; assess sufficiency of the delivered training, identify possible gaps, and advise on the outstanding training needs.
- (xxi) Ensure Contractors' good command of the requirements laid out in Environmental documentation and track adherence of Contractors' performance, and advise Contractors on the corrective actions in case of identified environmental incompliance;
- (xxii) Issue notices to the contractor advising of any non-compliance with environmental mitigation measures, as set out in the contract documents. Copies of all notices should be provided to the Employer at the time of issue. Before issuing such notices, the Engineer should, as appropriate, have advised the contractor of the non-compliance and given an opportunity to the contractor to make good any adverse impact prior to the notice being issued;
- (xxiii) Assist TDF in monitoring the implementation of LARPs (if any) in compliance with the Asian Development Bank SPS and the Land Acquisition and Resettlement Framework

- (LARF) (if any) of the project, also ensuring Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents. Additionally, prepare any relevant safeguard documentation (if needed) in accordance with the ADB safeguard policy and Legislation of Georgia.
- (xxiv) Monitor and report to TDF about implementation of Environmental and gender Documentation in the course of works at each construction site; promptly notify the TDF on any deviations/violations of environmental and gender requirements, on any complaints from local communities related to ongoing works, and on any unforeseen issues affecting environment and/or cultural heritage which may emerge in the course of works; recommend remedial and/or corrective measures to the TDF and follow up on their application upon the TDF's approval;
 - (xxv) Timely, before the start of civil works, monitor and assist as needed the implementation of Land Acquisition and Resettlement (including temporary and permanently resettlement, AP legalization if applicable and compensation delivery) and ensure that this task is implemented in accordance to the provisions set in the LARP.
 - (xxvi) Develop any environmental documentation for the projects in order to be in compliance with the ADB's SPS, 2009 and legislation of Georgia.
 - (xxvii) Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site to require the Contractor to return to the designated buffer zone and reimburse the loss, if any.
 - (xxviii) Carry out the Social Monitoring as per ADB's SPS, 2009, organize holding of public meetings as instructed by TDF prior to project commencement, in the course of its progress and at its final stage. Perform activities under GAP
 - (xxix) Keep Reporting related to social, gender and resettlement (including temporary and permanently resettlement) issues and submit Georgian and English versions of reports to TDF. Monitor compliance of the project with the provisions preventing discrimination in employment, enforcing gender equality, and reducing risks of spread of communicable diseases; preventing human trafficking, and ensure that such requirements are included in the bid and contract documents;
 - (xxx) Oversee temporary on-site storage and final disposal of construction waste to the formally assigned sites or landfills and on the reinstatement of work sites upon completion of activity at any given one;
 - (xxxi) Keep Book of Complaints (which is to include the file of digital images), receive/review complaints and organize holding of meetings *with the* grievance redress committee at the first stage. Notify TDF on any complaints from the population affected by ongoing civil works and flag to TDF cases of people claiming not having received agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and by the office and place banners about Complaints Review Committee near the construction site.
 - (xxxii) Review of universal accessibility design in the detail engineering design/construction drawings and monitoring of the implementation of accessibility designs during the construction in reference to ADB's Inclusive Urban Area Guidelines prepared for MRDI under TA-9220.

C. Post-Construction Phase

21. There will be a 12 months Defects Notification Period (DNP) for general equipment and structure. Depending on whether all or part of the DNP falls within the project end date, the

Consultant shall maintain sufficient technical presence to inspect and monitor the clearance of outstanding defects by contractor against an agreed remedial works schedule.

22. During the Defects Notification Period the Consultant will be responsible for monitoring the Contractors operations and for issuing any required certificates. For the purpose of carrying out the services, the Consultant shall carry out quarterly site visits to monitor the rectifications on unattended/uncompleted activities, identifying and preparing reports.

23. On defects if any, supervising the remedial works and preparing and issuing the Final Payment Certificate. During this period the Consultant shall be required to draw the attention of the contractor to any defects if and when noticed and shall supervise such remedial works.

24. The purpose of these visits will be to assess the building status and operational performance against specific criteria. Subsequent to each visit, the Consultant shall produce a visit report, recording all observations, for the Employer's consideration. These visits shall continue until the end of the DNP (applicable only if within Project period and period of performance of this contract), at which time a final report shall be produced for the Employer with relevant recommendations.

25. For proposal purposes, the Consultant shall assume the 12-month DNP. For the extended DNP of the specific equipment, the services of the Consultant, if required, will be remunerated on the basis of the rates contained in the proposal. The responsibility of the Consultant shall be for, but not limited to, the following tasks:

- (i) Check "as built" drawing prepared by Contractor for all works as construction processes;
- (ii) Inspect and monitor the clearance and correction of any outstanding defects by the contractor against agreed remedial works list and schedule, in particular during the Defects Notification Period;
- (iii) Prepare the Final Project Completion report including certification that all equipment and works conform to the specifications and the performance guarantees (such as the Performance Certificate, etc.), and upon reviewing the Contractor Final Statement and issue the Final Payment Certificate

3. Specific Tasks

26. The Consultant shall provide the following services under the direct guidance of TDF:

- (i) Inspect quality and quantity of earthworks: dimensions of foundation pits, trench's cross sections, sand bedding, backfilling, quality of compacted fills, as well as road pavement restoration;
- (ii) Inspect Contractors' camps and temporary structures/buildings, storage areas, equipment and machinery;
- (iii) Inspect quality of foundations preparation works (leveling, compaction, sand and gravel beds, lean concrete layers, dewatering etc.);
- (iv) Supervise progress of concrete and reinforced concrete works. Inspect form dimensions, installation accuracy, quality, location of reinforcement and embedded parts, review of mix design, proper placement of concrete and testing resultant concrete strength;
- (v) Supervise installation and repairs to the precast reinforced concrete constructions as well as inspection of dimensions, quality and placement of reinforced concrete elements, joint fillers, pads, water stops and other materials;

- (vi) Inspect construction of Dighomi Meadows Park (architectural and structural parts); check conformance of supplied materials to the design requirements, specifications, and quality standards; inspect the workmanship of architectural and decorative elements of buildings;
- (vii) Supervise and inspect construction works: roadway pavement (different materials) layout of sidewalks, curbs; furniture and playgrounds, layout of benches; lighting; arranging of decorative garbage cans, landscaping, and planting of decorative trees etc.
- (viii) Inspect installation of power cables, electrical equipment, lighting of territory;
- (ix) Inspect installation works of pressure and gravity pipelines (water supply, sewage, storm water) constructed of various materials (steel, cast iron, r/concrete, PE, PVC, etc.) including inspection of gradients, joints, fittings and other accessories in accordance with construction codes and contract specifications and including the observance and certification of pressure and other tests to ensure that leakage, if any, does not exceed limits as provided under the technical specifications;
- (x) Supervise progress of installation and dismantling steel constructions, mechanical and electrical equipment; after completion of interim phases of construction, test equipment together with Contractors and TDF 's representative and certify that the tests met the requirements of the technical specifications;
- (xi) Inspect certificates of construction materials and equipment used during construction (electrical and mechanical equipment, pipes, valves, fire hydrants, flow meters, fittings, cement, inert materials, admixtures, reinforcement steel, metal-ware, pre-cast reinforced concrete elements, wooden and ceramic materials, road pavement materials and etc.); correspondence of data on sample analysis (carried out by the manufacturer in the factory) and laboratory tests to the requirements of the technical specifications and correspondence of construction materials used for restoration/conservation of physical cultural resources to the specifications and technological requirements of such works;
- (xii) Inspect compliance of as built drawings submitted by Contractor (endorsed by signature and sealed) with the executed works;
- (xiii) Monitor implementation of Environmental and gender requirements in the course of works at the construction site; promptly notify TDF on any deviations/violations of environmental requirements, on any complaints from local communities related to ongoing works, and on any unforeseen issues affecting environment and/or cultural heritage which may emerge in the course of works; recommend remedial and/or corrective measures to the TDF and follow up on their application upon the TDF's approval;
- (xiv) Oversee temporary on-site storage and final disposal of construction waste to the formally assigned sites or landfills and on the reinstatement of work sites upon completion of activity at any given one;
- (xv) Notify the TDF on any complaints from the population affected by ongoing civil works;
- (xvi) Ensuring Contractors' good command of the requirements laid out in Environmental documentation and tracking adherence of Contractors' performance and advising Contractors on the corrective actions in case of identified environmental non-compliances;
- (xvii) Issue notices to the contractor advising of any non-compliance with environmental mitigation measures, as set out in the contract documents. Copies of all notices should be provided to the Employer at the time of issue. Before issuing such notices, the Engineer should, as appropriate, have advised the contractor of the

- non-compliance and given an opportunity to the contractor to make good any adverse impact prior to the notice being issued;
- (xviii) Implement Gender Action Plan and provide results to Employer;
 - (xix) Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site to require the Contractor to return to the designated buffer zone and reimburse the loss, if any.
 - (xx) Carry out the Social and Gender Monitoring as per ADB's SPS, 2009, organize holding of public meetings as instructed by TDF prior to project commencement, in the course of its progress and at its final stage.
 - (xxi) Keep reporting related to social, gender and resettlement (including temporary and permanently resettlement) issues and submit Georgian and English versions of reports to TDF. Monitor compliance of the project with the provisions preventing discrimination in employment, enforcing gender equality, and reducing risks of spread of communicable diseases; preventing human trafficking, and ensure that such requirements are included in the bid and contract documents;
 - (xxii) Assist TDF in monitoring the implementation of LARPs (if any) in compliance with the ADB's SPS and the Land Acquisition and Resettlement Framework (LARF) (if any) of the project, also ensuring Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents. Additionally, prepare any relevant safeguard documentation (if needed) in accordance with the ADB safeguard policy.
 - (xxiii) Keep engineering supervision book (which would include a file of digital images) including daily registering works executed by Contractors as well as remarks related to the construction quality and elimination of defects. Certifying the phases of completed works in compliance with the form worked out by the Consultant and approved by the TDF Monitoring Specialist; upon the approval of the TDF, organize and supervise any supplemental, unforeseen independent testing to verify final quality compliance of the Contractor's works;'
 - (xxiv) For their own health and safety, consultants should follow the regulations and guidance on COVID-19 health and safety (H&S) prevention and controls issued by the Client's government, or international good practices in the absence of national provisions.
 - (xxv) The Client (TDF) will be flexible in considering contract claims related to consultant work equipment requests resulting from COVID-19 H&S measures specific to the ADB assignment.
 - (xxvi) Consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19. Consultants who are required to visit the project site should be briefed on the approved site-specific health and safety management plan (including COVID-19 specific elements) prior to entering the site and comply with the provisions of it.
 - (xxvii) The Consultant is requested:
 - Review the Site-Specific Health and Safety Management Plan (SSHSM) for the Project that is prepared and submitted by the Contractor. Then, make recommendation to the Employer in relation to the approval of the SSHSM. Communicate the approved SSHSM to all consultants and contractors throughout all project stages. Should any unforeseen events occur, review the updated SSHSM and make recommendation to the Employer in relation to the approval of the SSHSM.

- In addition to the obligation to maintain safety on site, the Supervision Company will be required to undertake formal monthly safety audits throughout all stages of the Project.
- Prepare the Project Execution Plan, which inter alia, includes how management of SSHSMP is to be addressed throughout all stages of the Project.

C. Reporting

27. The Consultant shall elaborate a reporting system (systematic registration and submission of the appropriate documents) which will be approved by TDF in order to provide regular, complete and detailed information to TDF on progress and quality of construction works.

28. **Design review.** The Consultant should conduct comprehensive review of each part of a detailed design project before construction works are launched and provide comments and recommendations to TDF.

29. TDF will send submitted comments/recommendations to design company, in order to make relevant changes into the detailed design and succeed state of art for the project. After TDF submits to consultant detailed design documentation for the review, a consultant is obliged to revert back with comments and recommendations within 14 calendar days.

30. **Periodic reports.** The Consultant will prepare the following reports:

- (i) **Monthly Progress Report** summarizing progress with the construction activities, problems encountered, updated planning, status of environmental compliance and any outstanding issues deemed important by a Consultant. These reports shall have appended to them the daily technical supervision register of works (See item 14 of General Tasks), and filled out monthly environmental monitoring forms.
- (ii) **Special reports** as may be required if there are one or more problems that require immediate attention of TDF.
- (iii) **Quarterly report** on the period of work indicating progress on each subproject, course of activities, implementation of Environmental requirements, and any proposed changes to the work plan;
- (iv) **As-built drawings** prepared by Contractors and confirmed by Consultant;
- (v) **Final Project Completion report** including certification that all equipment and works conform to the specifications and meet the performance guarantees
- (vi) **Environmental, Gender and Social Monitoring reports** to monitor the progress of the environmental/social/gender documentation-bi-annually (the report shall include the following information but not limited to: project description and project activities during current reporting period, description of any changes to project design, environmental safeguard and gender activities, Non-Compliance Reports, social issues, Waste Management, information and analysis of noise/dust/vibration levels, health and safety, Grievance Redress Mechanism (GRM), functioning of the environmental documentation, summary and recommendations, non-conformance report with photo materials).

a. Preparation of Reports and Submission Dates

31. The above reports should be presented with the following requirements:

- (i) All reports should be prepared in Microsoft Word and Excel format, in English and Georgian language, and presented to TDF as bound documents according to agreed quantities (see table hereafter), in both hard copies and electronic files.
- (ii) Drawings will also be provided in hard copies and electronic forms (AutoCAD or compatible software). Reports should have the attachments such as video and photo materials about the activity progress.

Reports	Number of Copies		Date
	English	Georgian	
6. Monthly report	1	1	Within 7 days of each month
7. Quarterly report	1	1	Within 7 days of each quarter
8. Bi-annual Environmental/Social report	1	1	Within 7 days after every 6 months
9. Final Completion Report including confirmed as-built drawings	1	1	Within 7 days after receiving of signed hand over agreement

a. Duration of the Assignment

32. **The duration of the assignment is 18 months plus 12 months Defects Notification Period.**

b. Inputs by TDF

33. TDF shall provide the Consultant with the detail design documentation, technical specifications and other available documents needed for design revision and proper implementation of a construction supervision.

c. Consultant's Qualification and Input

- Management Competence:
Quality of the Firm's/Association's/Joint Venture's performance over the life of the assignment
- Technical Competence:
Experience in Supervision of Civil Works within the last 5 years (i.e. since 2017 January)
- Geographic Competence:
Experience in Georgia, in Caucasus, in East European or Central Asian countries

34. The Consultant shall provide a team of personnel of proven competence and experience to undertake the tasks defined by these Terms of Reference and to finally achieve the overall and the specific objectives of the project, in terms of time, costs and quality. Team members shall have the prerequisite experience specified in relation to their assignments, and shall have an overall background in civil engineering and urban infrastructure projects.

35. All Key Staff should have obtained minimum a bachelor's degree or equivalent qualifications from a reputed higher education establishment. Key experts such as the Team Leader/civil engineer should have minimum qualifications in the fields as specified in the table below – “Narrative Qualification Requirements for Key Experts”. Broad experience of civil engineering procured under financing arrangements with government agencies or international financial

institutions will be considered as advantage.

36. The Consultant shall include adequate administrative staff (interpreters, secretary, accountant, etc.) in his team, needed to support thematic specialists of the Consultant. The Consultant should consider the active participation of local professional skills where available, and a suitable mix of international and local staff a Consultant's team. All members of a Consultant's team must be independent and free from conflicts of interest in the responsibilities accorded to them.

37. The selection procedures used by the Consultant to select all other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The selection of experts shall be subject to approval by the Employer.

38. The team proposed by the Consultant should be composed of skilled and experienced specialists, who will carry out necessary services. The team should be, at a minimum, composed of the staff enumerated in the table below. As current assignment is for supervision and design review, it is highly recommended that all key and non-key staff members be on field. Permanent presence of a Deputy Team Leader in Georgia is required during implementation of the project. The Team Leader and Deputy Team Leader have overall responsibility for project execution and in particular, the timely mobilization and demobilization of supervision staff. All experts who have a crucial role in implementing of the contract are referred as key experts. Key experts will be evaluated according to Qualification Requirements given in the below table (see table below).

39. The team proposed by a Consultant shall be composed of skilled and experienced specialists, who will carry out necessary services. The team should be, at a minimum, composed of the following:

N	Consultant's Staff	Number of Experts		Months		Inputs, person*months		
		Construction phase	DNP	Construction phase	DNP	Construction phase	DNP	Total
	1.1. Key Experts (International)							
1	Team Leader/Civil Engineer	1	1	6	1	6	1	7
2	Architect	1	1	6	0.5	6	0.5	6.5
3	Structural Engineer	1	1	6	0.5	6	0.5	6.5
	Subtotal 1.1	3	3			18	2	20
	1.2. Key Experts (National)							
1	Deputy Team Leader/civil engineer	1	1	18	1	6	1	7
2	Irrigation Specialist	1	1	6	0.5	6	0.5	6.5
3	Dendrologist	1	1	6	0.5	6	0.5	6.5
4	Architect	1	1	6	0.5	6	0.5	6.5

N	Consultant's Staff	Number of Experts		Months		Inputs, person*months		
		Construction phase	DNP	Construction phase	DNP	Construction phase	DNP	Total
5	Geotechnical Engineer	1	1	6	0.5	6	0.5	6.5
6	Mechanical/Electrical engineer	1	1	6	0.5	6	0.5	6.5
7	Environmental and Social Safeguard Specialist	1	1	6	0.5	6	0.5	6.5
	Subtotal 1.2	7	7			42	4	46
	1.3. Non-Key Experts (National)							
1	Architect	1	0	3	0	3	0	3
2	Geotechnical Engineer	1	0	3	0	3	0	3
3	Energy Efficiency Expert	1	0	3	0	3	0	3
4	Mechanical/Electrical engineer	1	0	3	0	3	0	3
5	Plumbing Engineer	1	0	3	0	3	0	3
6	HVAC Engineer	1	0	3	0	3	0	3
7	Cost Estimator	1	0	3	0	3	0	3
8	Financial management specialist	1	0	3	0	3	0	3
9	Procurement/contract management specialist	1	0	3	0	3	0	3
10	Site Inspectors/Quantity Surveyors	2	0	6	0	12	0	12
11	Environmental and Social Safeguard Specialist	1	0	3	0	3	0	3
12	Gender Specialist	1	0	3	0	3	0	3
13	Health and Safety Engineer	1	0	3	0	3	0	3
	Subtotal 1.3	14	0			48	0	48
	Total 1	24				108	6	114

40. A total of 114 person-months of international consulting services will be engaged through a firm to provide project management support for TDF's PMU. The firm will be selected using the quality- and cost-based selection (QCBS) method (quality and cost ratio of 90:10) based on a simplified technical proposal. A time-based contract will be used. The consulting services to be provided by the firm are further detailed in the table below:

Narrative Qualification Requirements for International Key Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Team Leader/Civil Engineer	10	<p>Civil Engineering – Construction Supervision and Management experience of implementation of similar size and type projects;</p> <p>Minimum Bachelor's degree in civil engineering;</p> <p>Knowledge of international and local design and construction codes/regulations/standards</p> <p>In-depth overall knowledge in detailed design and construction supervision for large, and medium sized civil works projects</p>	<ul style="list-style-type: none"> • Overall responsibility for implementing the project and managing the Consultant's team; • Review and certify engineering variation orders, Contractors' applications for subcontracting parts of the works, and monthly payments to Contractors for submission to the TDF; • Evaluation and settlement of variations and claims and disputes with Contractors; • Monitor performance, deadlines, progress, and assist in the development of a risk management plan to avoid any unexpected incidence that may have a negative impact on implementation of subprojects; • Coordinate and liaison with Local Government/Employer; • Report writing and oral presentation.
Landscape Architect	7	<p>Architect/ Civil Engineering/ with experience in detailed design for public open space, including parks;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of international and local design and construction codes/regulations/standards</p>	<ul style="list-style-type: none"> • Oversee and review Detailed Design documentation; • Oversee the construction works of buildings, compliance of the architectural part to the design and specifications requirements; • Oversee the arrangement of recreation areas and landscaping.
Structural Engineer	7	<p>Civil Engineering — structural Engineering with experience in construction of buildings and structures;</p> <p>Experience in implementation of similar size and type projects;</p> <p>Minimum bachelor's degree in civil engineering</p>	<ul style="list-style-type: none"> • Oversee the buildings and structures construction; • Inspection of quality of materials used by Contractors; • Structures condition assessment and design review Reporting; • Critical review of detailed design.

Narrative Qualification Requirements for National Key Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Deputy Team Leader/civil engineer	10	Civil Engineering – Construction Supervision and Management; Minimum bachelor's degree in civil engineering; knowledge of construction codes and regulations active in Georgia In-depth overall knowledge in design and construction supervision for medium sized and small infrastructure projects. Knowledge of the local and standards of construction regulations	In cooperation with Team Leader: <ul style="list-style-type: none"> • Review and certify engineering variation orders, Contractors' applications for subcontracting parts of the works, and monthly payments to the Contractors for submission to the TDF; • Monitor performance, deadlines, project progress, and assist in the development of a risk management plan to avoid any unexpected incidence that may have a negative impact on the project development; • Coordinate and liaison with Local Government/Employer; • Report writing and oral presentation • Prepare requirements of Contractors' Quality assurance plan; • Ensure application of Quality assurance plan by Contractors Quality Control;
Irrigation Specialist	5	Specific experience of Irrigation Engineering; Minimum bachelor's degree;	<ul style="list-style-type: none"> • Irrigation engineers plan, design and manage the construction of irrigation projects to distribute water to agricultural lands. • Critical review the construction of irrigation systems.
Dendrologist	5	Specific experience of Dendrology field; Minimum bachelor's degree	<ul style="list-style-type: none"> • Critical review of detailed design; • Oversee dendrologic works
Landscape Architect	5	Architect/ Civil Engineering/ with experience in detailed design for construction and rehabilitation of educational and public buildings; Minimum bachelor's degree; Knowledge of construction codes and regulations active in Georgia;	<ul style="list-style-type: none"> • Oversee and critical review of detailed design documentation; • Oversee the construction works of buildings, compliance of the architectural part to the design and specifications requirements; • Oversee the arrangement of recreation areas and landscaping.
Geotechnical Engineer	5	Civil Engineering — Geotechnical Engineering; Minimum bachelor's degree	<ul style="list-style-type: none"> • Critical review of geotechnical reports; • Oversee foundations, slope and embankment construction; • Approve laboratory and in-situ testing.
Mechanical/ Electrical engineer	5	M&E Engineering – design of mechanical and electrical equipment, construction supervision;	<ul style="list-style-type: none"> • Inspection of M&E works; • Supervision of installation of electrical wiring and appliances;

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
		<p>Minimum bachelor's degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia.</p>	<ul style="list-style-type: none"> • Supervision of start-up and commissioning activities • Critical review of detailed design
Financial Management Specialist	5	<p>experience in management accounting in relevant international development projects, a graduate degree in accounting, commerce, economics, business or other related fields from a recognized university.</p> <p>A good understanding of management information systems and their use in decision making in a government agency, and demonstrably skilled in training, coaching and mentoring for behavioral change.</p>	<ul style="list-style-type: none"> • Assist PMU in setting up, operating, and maintaining financial management systems for the project. • Assist PMU in preparing financial plans and reports for the project, including detailed annual financial plans and disbursement projections, withdrawal applications, quarterly project financial statements and progress reports
Procurement/ Contract Management Specialist	5	<p>Experience in procurement and contract management in relevant international development projects, a degree in engineering, commerce, economics, business or other related fields from a recognized university.</p> <p>A good understanding of contract management systems and their use in procuring and managing infrastructure maintenance and civil works contracts including demonstrated ability to manage and monitor contracted works, and demonstrably skilled in training, coaching and mentoring for behavioral change</p>	<ul style="list-style-type: none"> • Assist PMU in planning, managing, and coordinating procurement and consultant recruitment activities. • Assist PMU in preparing and updating procurement plans, detailed procurement and contract management plan, contract award projections, and progress reports on procurement, consultant recruitment, and contract administration. • Assist PMU in preparing bidding documents for goods, works, IT products and services, bid evaluation reports, draft contracts, contract negotiations, contract variation requests, and other submission documents for ADB review • Assist PMU in preparing TORs for consultants, expression of interest templates, shortlists, requests for proposals, proposal evaluation reports, draft contracts, contract negotiations, and contract variation requests, and other submission documents for ADB review.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Environmental/social Safeguard Specialist	5	<p>Experience in environmental impact assessment</p> <p>Minimum bachelor's degree</p> <p>Knowledge of international and local regulations for environmental protection</p>	<ul style="list-style-type: none"> • Field supervision of ongoing works and documentation of status at construction site using monthly field monitoring sheets. • preparing of quarterly/ bi-annual reports on environmental/social performance under the ongoing sub-project, providing supporting photo evidence, Prompt notification to TDF on any accidents, emergencies, and unforeseen issues which may occur in the course of works and directly or indirectly affect environment, physical cultural resources, personnel of works providers, and or communities residing in the vicinity of a project site. • Review of site-specific environmental documentation and monitoring of LARP (if any) implementation; • Social Monitoring reports to monitor the progress of the bi-annually and monthly • Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site. • Carry out the Social Monitoring as per ADB's SPS, 2009, organize holding of public meetings as instructed by TDF prior to project commencement, in the course of its progress and at its final stage. • Keep Reporting related to social and resettlement (including temporary and permanently resettlement) issues and submit Georgian and English versions of reports to TDF. • Keep Book of Complaints (which is to include the file of digital images), receive/review complaints and organize holding of meetings with the grievance redress committee at the first stage. Notify the TDF on any complaints from the population affected by ongoing civil works and flag to the TDF cases of people claiming not having received agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
			<p>by the office and place the banners about Complaints Review Committee.</p> <ul style="list-style-type: none"> Assist TDF in monitoring the implementation of LARPs in compliance with the Asian Development Bank SPS and the Land Acquisition and Resettlement Framework (LARF) of the project, also ensuring Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents.

Narrative Qualification Requirements for National Non-Key Experts

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Architect	5	<p>Architect/ Civil Engineering/ with experience in detailed design for construction and rehabilitation of public buildings;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> Oversee and critical review of detailed design documentation; Oversee the construction works of buildings, compliance of the architectural part to the design and specifications requirements; Oversee the arrangement of recreation areas and landscaping.
Geotechnical Engineer	5	<p>Civil Engineering — Geotechnical Engineering;</p> <p>Minimum bachelor's degree</p>	<ul style="list-style-type: none"> Critical review of geotechnical reports; Oversee foundations, slope and embankment construction; Approve laboratory and in-situ testing.
Energy Efficiency Expert	5	<p>Experience in implementation and/or audit of Energy Efficiency measures;</p> <p>Minimum bachelor's degree;</p> <p>Knowledge of construction codes and regulations active in Georgia.</p>	<ul style="list-style-type: none"> Review of Energy audits prepared by a design consultant; Review of Detailed Designs in terms of Energy Efficiency and ensure that measures proposed by the energy audit are incorporated into the detailed design; Ensure that energy efficiency indicators are achieved.
Mechanical/Electrical engineer	5	<p>M&E Engineering – design of mechanical and electrical equipment, construction supervision;</p> <p>Minimum bachelor's degree in engineering;</p>	<ul style="list-style-type: none"> Inspection of M&E works; Supervision of installation of electrical wiring and appliances; Supervision of start-up and commissioning activities Critical review of detailed design

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
Plumbing Engineer	5	<p>Knowledge of construction codes and regulations active in Georgia.</p> <p>Specific experience of plumbing engineering - designing of plumbing networks, construction supervision</p> <p>Minimum bachelor's degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Oversee the construction of water supply/sewage networks; • Critical review of detailed design.
HVAC Engineer	5	<p>Specific experience in design of HVAC systems and supervision of HVAC installation/arrangement</p> <p>Minimum bachelor's degree in engineering field</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Critical review of detailed design HVAC projects and provide recommendation for the efficient operation of HVAC system; • Supervision of installation of HVAC systems.
Cost Estimator	7	<p>Experience in construction cost estimates and preparation of bill of quantities;</p> <p>Minimum bachelor's degree in engineering;</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Review the BOQs and unit rates; • Ensure that the BOQs are in compliance with the Detailed Design.
Site Inspectors/Quantity Surveyors	5	<p>Minimum bachelor's degree in Civil Engineering</p> <p>Experience in construction supervision and quality control of infrastructural works</p> <p>Knowledge of construction codes and regulations active in Georgia</p>	<ul style="list-style-type: none"> • Supervision of works; • Sampling; • Quantity surveys according to design and specification; • Reporting; • Field surveying.
Environmental /social Safeguard Specialist	5	Experience in environmental impact assessment	<ul style="list-style-type: none"> • Field supervision of ongoing works and documentation of status at each active

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
		<p>Minimum bachelor's degree</p> <p>Knowledge of international and local regulations for environmental protection</p>	<p>construction site using monthly field monitoring sheets.</p> <ul style="list-style-type: none"> • Prepare quarterly/ bi-annual reports on environmental/social performance under the ongoing subprojects, providing supporting photo evidence, Prompt notification to TDF on any accidents, emergencies, and unforeseen issues which may occur in the course of works and directly or indirectly affect environment, physical cultural resources, personnel of works providers, and or communities residing in the vicinity of a project site. • Review of site-specific environmental documentation and monitoring of LARP (if any) implementation; • Social Monitoring reports to monitor the progress of the bi-annually and monthly • Carry out the monitoring as per ADB's SPS, 2009 in order the civil construction not to be executed beyond the construction area (construction buffer zone), and in case of occurrence of works execution beyond that site. • Carry out the Social Monitoring as per ADB's SPS, 2009, organize holding of public meetings as instructed by TDF prior to project commencement, in the course of its progress and at its final stage. • Keep Reporting related to social and resettlement (including temporary and permanently resettlement) issues and submit Georgian and English versions of reports to TDF. • Keep Book of Complaints (which is to include the file of digital images), receive/review complaints and organize holding of meetings with the grievance redress committee at the first stage. Notify the TDF on any complaints from the population affected by ongoing civil works and flag to the TDF cases of people claiming not having received agreed-upon compensation prior to commencement of works; Provide availability of Books (Boxes) of Complaints at the construction site and by the office and place the banners about Complaints Review Committee.

Title	Specific experience (Years)	Area of Specialization, Qualification	Overall scope of work, but not limited to
			<ul style="list-style-type: none"> Assist TDF in monitoring the implementation of LARPs in compliance with the Asian Development Bank SPS and the Land Acquisition and Resettlement Framework (LARF) of the project, also ensuring Contractors' good command for the compliance requirements SPS 2009, LARPs and other social documents.
Gender Specialist	5	<p>Minimum bachelor's degree</p> <p>5 years of relevant professional experience in working on gender and inclusion issues, Assessments and Gender Action Plans, the specialist should have a thorough understanding of gender issues of particular relevance to Georgia.</p> <p>Knowledge of international and local regulations on gender related issues.</p>	<ul style="list-style-type: none"> Carry out gender action plan Conduct Awareness raising campaign to eliminate gender stereotypes in the population and involve more girls in sports for a healthy lifestyle At least one training carried out on gender mainstreaming Promote the introduction of gender approaches through awareness raising activities Preparing quarterly/ bi-annual reports on gender related issues.
Health and Safety Engineer	5	<p>Minimum bachelor's degree</p> <p>5 years of relevant professional experience in construction field</p>	<ul style="list-style-type: none"> Responsible for checking and verifying the Site-Specific Health and Safety Management Plan (SSHSM) submitted by the contractors; in particular: policy of the company, risk assessment documents, COVID-19 specific elements, Site arrangement plan. Sites monitoring once in two weeks and make relevant recommendations to the contractors; Preparation of a monthly reports on the defects observed during the current construction works.

TERMS OF REFERENCE FOR PROJECT MANAGEMENT SUPPORT CONSULTANTS

A. Background

1. Georgia is strategically located at the crossroads of Europe and Asia and is rich in natural resources and cultural heritage. Despite these comparative advantages, substantial infrastructure, urban services, and capacity gaps remain to unlock its economic growth potential especially for secondary cities and towns in the regions. Although Georgia is an upper middle-income country, living standards are poor and economic growth has been unevenly distributed between Tbilisi, the capital city and other urban areas across the regions. Most regional cities offer limited job opportunities and low social benefits and poor quality of life resulting in an out-migration of youth to the larger cities of Tbilisi, Kutaisi and Batumi. Growing disparities between urban and rural areas challenge inclusive economic growth nationwide.

2. The Government has been focusing on improving livability in the regions, but generally followed a siloed approach, targeting a single element of regional/urban development. Donors followed suit in their support. ADB, for instance, supported water supply and sanitation interventions under the Urban Services Improvement Investment Program (USIIP) multi-tranche financing facility (MFF) from 2011 and urban transport interventions under the Sustainable Urban Transport Investment Program (SUTIP) from 2010-2020.

3. The Government reoriented urban sector operations since November 2016, under the ADB technical assistance for Livable Urban Areas, to provide programmatic and integrated solutions for developing livable cities. TA 9220 expanded ADB's 3E approach of Economy (competitive), Environment (resilience) and Equity (inclusive) to a 5E Livable Cities Approach by including Enablers (institutions and policies) and Engagement (stakeholders). ADB's Livable Cities approach puts people and community well-being at the center of urban development for making cities economically competitive, environmentally sustainable, low-carbon and resilient, as well as inclusive.²⁹ The TA prepared integrated urban action plans (IUAPs) through participatory planning and visioning as ten-year investment plans for selected urban region clusters as tourism hubs. The IUAPs were the basis for prioritization of the subprojects for the proposed Livable Cities Investment Project (LCIP) for balanced regional development.

4. The Integrated Urban Action Plans prepared for the urban regional clusters and Tbilisi along with the Government socio-economic strategy (Georgia 2020) and the Regional Development Program 2018-2021 provide a sector development plan with targets, benchmarking and an investment plan to leveraging the comparative advantages to develop competitive, livable cities and urban area clusters based on integrated urban planning through an adaptive approach.³⁰ The main focus of the sector development plan is to overcome three main challenges: i) limited economic opportunities and high (youth) unemployment, ii) inadequate urban, public and tourism infrastructure and services, and, iii) limited planning and urban management capacities of municipalities.

5. The *Livable Cities Investment Project (LCIP) for Balanced Development* for a total loan

²⁹ African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank. 2019. *Creating livable cities: regional perspectives*. ADB. Manila.

³⁰ Government of Georgia. 2018. *Regional Development Program 2018-2021*.; Government of Georgia. 2014. *Social economic Development Strategy of Georgia "GEORGIA 2020"*. Tbilisi; and ADB. 2016. *Realizing the Urban Potential in Georgia: National Urban Assessment*. Manila.

amount of \$120 million (equivalent in Euro) is a single sector loan project which consolidates the two projects: (i) Livable Cities Investment Project for Balanced Regional Development, and (ii) Livable Cities Investment Project for Tbilisi.

6. The project is aligned with the following impact: Sustainable economic growth, improved livability and balanced regional development promoted in the regions and Tbilisi in Georgia. The Project, will improve the quality of public space, mobility, and livability, with an inclusive urban design and public space management for adapting the built environment for the elderly, people with disabilities, women, and children. It will have the following interlinked outputs: (i) Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved; (ii) accessibility, connectivity, and mobility of tourism clusters across Georgia improved; and (iii) institutional capacity for urban and regional development enhanced. The additional scope for Tbilisi City covers urban area upgrading, park rehabilitation, public space management, public transport improvements covering 550 km of Tbilisi Metro cabling (baseline: 388 km) and installation of 32 ventilators, provision and installation of software and equipment for the academic center and research laboratory (BridgeLab) of the Georgian Technical University, one bridge constructed in Tbilisi alongside the proposed transit-oriented development, at least one park upgraded and at least one metro station access improved incorporating inclusive cities guidelines, river rehabilitation and supporting private sector development for affordable housing.

7. The Project will have the following outputs:

- (i) **Inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved.** The output, which will cover all of Georgia, will target upgrading of urban centers, other settlements and neighborhoods, improvement of public spaces and parks, pedestrian paths, roads, and stormwater drainage; rehabilitation of the Mtkvari River in Tbilisi; and construction of community buildings such as libraries, e-learning centers, kindergartens, and sports complexes. Subprojects will incorporate inclusive cities and gender-responsive guidelines.
- (ii) **Accessibility, connectivity, and mobility of tourism clusters across Georgia improved.** This output targets rehabilitation of cultural sites, historical town centers and places of interest; improved mobility and urban transport systems, including cabling and installation of ventilators in the Tbilisi Metro; provision and installation of software and equipment for an academic center and research laboratory (BridgeLab) at Georgian Technical University; and other metro station access improvements in Tbilisi. Subprojects will incorporate inclusive cities and gender-responsive guidelines. and
- (iii) **Institutional capacity for sustainable urban and regional development enhanced** Under this output, the project will strengthen the capacity of MRDI, MDF, TCH, TDF, and local governments to manage regional and local economic development, urban service delivery, and municipal finances with the conduct of urban management partnerships, trainings and workshops.³¹ A business development facility, designed at a later stage for the areas where investment projects are implemented will support development of the private sector and MSMEs, including women's entrepreneurship, through supporting them with mechanisms for accessing finances including through Government funded Grant and Credit Guarantee schemes.

8. The Ministry of Regional Development and Infrastructure of Georgia (MRDI) will be the

³¹ Urban Management Partnership is a peer-to-peer twinning for knowledge transfer and capacity building. S. Sandhu and R. Naik Singru. 2014. *Enabling GrEEEn Cities: An Operational Framework for Integrated Urban Development in Southeast Asia*. Southeast Asia Working Paper Series. No. 9. Asian Development Bank. Manila.

Executing Agency and the Municipal Development Fund of Georgia (MDF) will act as Implementing Agency for Livable Cities Investment Project for Balanced Regional Development. Tbilisi City Municipality (TCM) will be the Executing Agency and the Tbilisi Development Fund (TDF) will act as Implementing Agency for Livable Cities Investment Project for Tbilisi. Both Implementing Agencies have established a project management unit which will be responsible for the day-to-day management of the project. Where MRDI and MDF have ample experience with implementing IFI funded projects, including ADB, TCM and TDF do not have prior experience dealing with IFI. The project implementation period is expected to be from July 2021 to July 2027. As of 15 March 2021, the project is still under preparation and remains yet to be approved by ADB.

B. Objective of the Assignment

9. The objective of the assignment is to assist and strengthen the capacity of TDF's PMU to carry out day to-day project management activities and facilitate project implementation in accordance with ADB's policies and guidelines, and laws and regulations of the Government of Georgia. Specifically, the consulting firm will assist PMU in:

- (i) **Establishing a project performance management system (PPMS)** based on the design and monitoring framework (DMF), the gender action plan (GAP), the environmental management plan (EMP), Land Acquisition and Resettlement Plan (LARP) the loan covenants, and other project documents in accordance with ADB's project performance management system by specifying mechanisms for and roles and responsibilities of different actors involved in data and information collection, monitoring, and reporting, and developing tools for data collection and information, monitoring, and reporting, including quarterly project progress report templates.
- (ii) **Assist in initial operating of PPMS;** help prepare first detailed annual financial and physical activity plan and quarterly project progress reports; setting up detailed implementation and management arrangements for each activity; and implementing, monitoring, and reporting on project activities, GAP, EMP, LARP and loan covenants in coordination with TCM, contractors, suppliers, consultants, and other stakeholders.
- (iii) **Setting up a grievance redress mechanism (GRM)** for the project.
- (iv) **Setting up financial management systems** for the project, including fund flows and budgeting arrangements, accounting procedures, internal control systems, internal audit, mechanisms for generating project financial statements and preparing withdrawal applications in accordance with the project administration manual (PAM), the loan covenants, and ADB's Loan Disbursement Handbook (2017, as amended from time to time).
- (v) **Help preparing financial plans and reports** for the project, including first detailed annual financial plan and disbursement projections, withdrawal applications, and quarterly project financial statements and progress reports.
- (vi) **Help planning, managing, and coordinating procurement and consultant recruitment activities** in accordance with ADB's procurement policy and regulations, procedures, and requirements; preparing and updating procurement plans, detailed procurement and contract management plans, contract award projections, and progress reports on procurement, consultant recruitment, and contract administration; supervising contractors, suppliers, and consultants, and managing their contracts, deliverables, and payments.
- (vii) **Preparing documents for the procurement of goods, works, IT products and services,** including bidding documents, bid evaluation reports, draft contracts, contract negotiations, contract variation requests, and other submission documents.
- (viii) **Preparing documents for the recruitment of consulting services,** including TORs for consultants, expression of interest templates, shortlists, requests for proposals, proposal evaluation reports, draft contracts, contract negotiations, and contract variation requests, and other submission documents.

- (ix) **Assist in implementing environmental safeguard activities;** conducting meaningful consultation and information disclosure on project activities prior to the commencement of construction works; organizing training for TCM departments, TDF contractors and other stakeholders on environmental laws, regulations and policies, ADB's Safeguard Policy Statement (2009), EMP implementation,; reviewing and approving contractors' site-specific EMPs, health and safety management plans; conducting regular EMP compliance monitoring and site visits; identifying any environment-related implementation issues and necessary corrective actions; guide TDF and contractors in planning the necessary steps to be in compliance with legal requirements (licensing and permitting procedures) and preparing semiannual environmental monitoring reports.
- (x) **Assist in implementing social safeguard activities;** conducting training for and guiding and coordinating with TCM departments, contractors, suppliers, consultants, partner institutions, and other stakeholders for the implementation, monitoring, and reporting of GAP, GRM and LARP; and collecting disaggregated data and information, and preparing monitoring reports on the implementation of GAP and LARP.

C. Consultant's Qualification and Input

- Management Competence:
Quality of the Firm's/Association's/Joint Venture's performance over the life of the assignment
- Technical Competence:
Experience in Project Management Support within the last 5 years (i.e. since 2017 January)
- Geographic Competence:
Experience in Georgia, in Caucasus, in East European or Central Asian countries

10. A total of 25 person-months of international consulting services will be engaged through a firm to provide project management support for TDF's PMU. The firm will be selected using the quality- and cost-based selection (QCBS) method (quality and cost ratio of 90:10) based on a simplified technical proposal. A time-based contract will be used. The consulting services to be provided by the firm are further detailed in the table below:

Tasks and Qualification Requirements of Consultants

Position/Qualification Requirement	Key Tasks
<p>Project management specialist/team leader (international, 9 person-months)</p> <p>The specialist should have background appropriate to the tasks and output set out above, with at least 15 years successful experience in a leadership role in relevant urban development projects, a graduate degree in engineering, business administration, or other relevant discipline from a recognized university, a comprehensive understanding of good management practice in developing countries, and demonstrably skilled in training, coaching and mentoring for behavioral change.</p>	<p>As the team leader, the specialist will develop a work plan; guide and coordinate the work of different specialists in the team in carrying out the assignment; maintain close coordination and communication with PMU, TDF, relevant TCM departments, and other stakeholders; and ensure the quality and timeliness of outputs. Further, the specialist will:</p> <p>a) assist PMU in establishing PPMS;</p> <p>b) assist PMU in initial operating o PPMS; preparing detailed annual financial and physical activity plans and semiannual project progress reports; setting up detailed implementation and management arrangements for each activity; and implementing, monitoring, and reporting on project activities;</p> <p>c) assist PMU in setting up and managing GRM</p>

Position/Qualification Requirement	Key Tasks
	<p>for the project; and;</p> <p>d) assist PMU in planning, conducting, monitoring, and evaluating training, workshops, surveys, and other activities.</p>
<p>Financial management specialist (international, 5 person-months)</p> <p>The specialist should have a background appropriate to the tasks and output set out above, with at least 10 years successful experience in management accounting in relevant international development projects, a graduate degree in accounting, commerce, economics, business or other related fields from a recognized university, a good understanding of management information systems and their use in decision-making in a government agency, and demonstrably skilled in training, coaching and mentoring for behavioral change.</p>	<p>The specialist will:</p> <p>a) assist PMU in setting up, operating, and maintaining financial management systems for the project;</p> <p>b) assist PMU in preparing financial plans and reports for the project, including detailed annual financial plans and disbursement projections, withdrawal applications, quarterly project financial statements and progress reports; and</p> <p>c) provide training for staff of PMU, and other relevant stakeholders at TDF and TCM on ADB's project financial management and disbursement procedures and requirements.</p>
<p>Procurement/contract management specialist (international, 5 person-months)</p> <p>The specialist should have a background appropriate to the tasks and output set out above, with at least 10 years successful experience in procurement and contract management in relevant international development projects, a degree in engineering, commerce, economics, business or other related fields from a recognized university, a good understanding of contract management systems and their use in procuring and managing infrastructure maintenance and civil works contracts including demonstrated ability to manage and monitor contracted works, and demonstrably skilled in training, coaching and mentoring for behavioral change.</p>	<p>The specialist will:</p> <p>a) assist PMU in planning, managing, and coordinating procurement and consultant recruitment activities;</p> <p>b) assist PMU in preparing and updating procurement plans, detailed procurement and contract management plan, contract award projections, and progress reports on procurement, consultant recruitment, and contract administration;</p> <p>c) provide training for staff of PMU and other relevant stakeholders at TDF and TCM in ADB's procurement policy and regulations, procedures, and requirements;</p> <p>d) assist PMU in preparing bidding documents for goods, works, IT products and services, bid evaluation reports, draft contracts, contract negotiations, contract variation requests, and other submission documents for ADB review;</p> <p>e) assist PMU in preparing TORs for consultants, expression of interest templates, shortlists, requests for proposals, proposal evaluation reports, draft contracts, contract negotiations, and contract variation requests, and other submission documents for ADB review; and</p> <p>f) assist PMU in supervising contractors, suppliers, and consultants, and managing their contracts, deliverables, and payments.</p>
<p>Social safeguards specialist (international, 3 person-months)</p>	<p>The specialist will:</p> <p>a) support PMU, ASDM, and ASU to ensure</p>

Position/Qualification Requirement	Key Tasks
<p>The specialist should have a background appropriate to the tasks and output set out above, with at least 10 years successful experience in safeguards management in relevant international development projects, a degree in engineering, social, development or other related fields from a recognized university, a strong knowledge and understanding of safeguards systems, planning and implementation in developing countries, a strong familiarity with ADB safeguards systems and expectations, and demonstrably skilled in training, coaching and mentoring for behavioral change.</p> <p>.</p>	<p>adequate implementation, monitoring, and reporting of GRM, GAP and LARP in accordance with the legal agreements, and ADB's policy and guidelines;</p> <ul style="list-style-type: none"> b) ensure that detailed implementation and management arrangements for each activity include those for actions and targets specified in GAP and LARP; c) provide training for staff of PMU, TDF, TCM, other contractors and consultants, partner institutions, and stakeholders on GRM, GAP and LARP; d) assist PMU in guiding and coordinating with other contractors and consultants, partner institutions, and stakeholders for the implementation, monitoring, and reporting of GAP and LARP; e) assist PMU in collecting and updating disaggregated data and information for the implementation, monitoring, and reporting of GAP and LARP; and f) assist PMU in preparing detailed annual financial and physical activity plans in connection with implementation of social safeguard issues, GAP and LARP monitoring reports for submission to ADB, and project progress reports. g) assist PMU in establishing GRM and provide training for the staff of PMU, and GRM access points.
<p>Environmental safeguards specialist (international, 3 person-months)</p> <p>The specialist should have a background appropriate to the tasks and output set out above, with at least 10 years successful experience in environmental safeguards management in relevant international development projects, a degree in engineering, environmental, or other related fields from a recognized university, a strong knowledge and understanding of environmental safeguards systems, planning and implementation in developing countries, a strong familiarity with ADB safeguards systems and expectations, and demonstrably skilled in training, coaching and mentoring for behavioral change.</p> <p>.</p>	<p>The specialist will:</p> <ul style="list-style-type: none"> a) support PMU, TCM departments to ensure adequate environmental management of the project in accordance with the legal agreements and ADB's policy and regulations; b) provide training for the staff of PMU and contractors on environmental laws, regulations and policies, ADB's Safeguard Policy Statement (2009), EMP implementation, ; c) assist PMU, ASDM, and ASU in conducting meaningful consultation and information disclosure on project activities prior to the commencement of construction works, including implementation schedule; construction scope; contact information of PMU and contractors; GRM; and health and safety issues; d) assist PMU and TCM departments in reviewing and approving contractors' site-specific EMP, site-specific health and safety management plans; and conducting periodic environmental site inspection and safety audits throughout various construction stages;

Position/Qualification Requirement	Key Tasks
	<ul style="list-style-type: none"> e) Train PMU in conducting regular EMP compliance monitoring; undertake site visits; identify any environment-related implementation issue and propose necessary corrective actions to PMU, TCM departments, and ADB; and prepare corrective action plans; f) Ensure the contractor are in compliance with all local regulations, including permitting and licensing procedures. g) ensure that implementation and monitoring of site specific EMP and health and safety management plans are included in annual project financial and physical activity plans; and h) Train PMU in preparing semiannual environmental monitoring reports for submission to ADB, and project progress reports.

D. Reporting Requirements

11. The firm will submit to PMU the following:
 - a. Inception report with work plan, one month after commencement
 - b. Quarterly progress reports
 - c. Final report

12. The team leader will ensure the quality, timely completion, and submission of all reports, with clearly defined inputs from each team member.

APPENDIX 3: PROJECT SELECTION CRITERIA

1. The Livable Cities Investment Project (LCIP) for Balanced Development supports measures to achieve the targets in the Government of Georgia's (GOG) strategy on regional development and is aligned with the Government of Georgia's flagship programs such as Renewed Regions Program. The Asian Development Bank (ADB) and the executing agencies for the project readiness loan have discussed and agreed on selection criteria for choosing ensuing projects that will be supported during implementation. This approach will allow the government to lead the identification, prioritization, and due diligence for selecting future projects to be supported under the Livable Cities Investment Project for Balanced Development as prepared under the Loan 6024 Project Readiness Financing for Livable Cities Investment Program. Projects prepared by Government through their budget will also be considered for financing subject to meeting the selection criteria. The subprojects will be as per the outputs with a focus on upgrading of urban centers, other settlements and neighborhoods, improvement of public spaces and parks, pedestrian paths, roads, and stormwater drainage, river rehabilitation and transit, construction/rehabilitation of community buildings such as libraries, e-learning centers, kindergartens, and sports complexes, rehabilitation of tourism/cultural sites, historical town centers, and places of interest; improved mobility and urban transport systems, metro station improvements, and capacity building activities to manage regional and local economic development, urban service delivery, and municipal finances with the conduct of urban management partnerships, trainings, and workshops, and MSME development in project areas. ADB will grant approval based on criteria listed below, agreed between the executing agencies and ADB.

2. The nominated projects must meet the following key selection criteria for funding under the project:

- (i) **Strategic Justification and Relevance.** The proposed subprojects are in line with the priorities of the government and ADB for integrated urban sector development, and balanced regional development to improve livability and inclusive economic growth and are similar in type to the subprojects at appraisal.
- (ii) **Demand.** The subprojects are proposed by the beneficiaries – municipalities, stakeholders.
- (iii) **Safeguards.** The proposed ensuing projects fully meet requirements of ADB's Safeguard Policy Statement (2009). Subprojects are designed for Environmental and social sustainability. Safeguards categorization will be as per the sample subprojects approved - Category B or C projects (Currently no Category A project is included in the sample projects. Category A projects for environment will be excluded as per EARF. Category A subprojects for involuntary resettlement will be avoided. If a Category A project for involuntary resettlement is to be included, there should be strong justification and demand for it. The subproject will be subject to prior review).
- (iv) **Technical.** The executing agencies agree to carry out the needed due diligence. Subprojects shall be designed following sustainability principles considering but not limited to operational efficiency, energy efficiency, climate change, and environment benefits on an economic basis. Detailed climate change risk analysis for the proposed project and to include climate change resilience measures as part of the detailed design activities.
- (v) **Governance.** The proposed implementing agencies have been assessed sufficient for having the capacity to undertake the required financial management and procurement activities. If the capacity of the proposed specific implementing

agency is assessed inadequate, the executing agency will be required to agree to include the mitigation measures that ADB proposes.

- (vi) **Sustainability.** The executing agency agrees to include measures to improve project sustainably (e.g. cost-recovery tariff reforms) as part of the project scope.
- (vii) **Economic viability based on multisector co-benefits.**
- (viii) **Financial sustainability.** FIRR (for revenues generating projects); and
- (ix) **Risk analysis.** A robust risk assessment for the design/construction, planning, procurement, technology, operations, environment, and climate change will be undertaken for the subprojects.

3. ADB will review the executing agency's proposal for a project to be included for support under the loan and, if necessary, may request additional information to justify the selection. The executing agency must obtain ADB's formal approval before starting detailed design or other project preparation activities for the proposed project.

4. Further details and criteria to be considered provided below:

Technical, Economic and Financial due diligence:

- (i) The project report shall assess current levels of service, the needs and preference of stakeholders, the financial and institutional capacity of the project municipalities, and the norms and standards prescribed by national authorities.
- (ii) Subprojects should demonstrate cost-effectiveness in comparison with alternative schemes for location, materials, technologies, designs and operation and maintenance (O&M) using appropriate discounting rate, and where relevant, these would include assessments of the investments with and without future climate resilience measures;
- (iii) Financial analysis should demonstrate financial sustainability for payment of O&M costs and servicing debt mostly or all through user fees and/or taxes (i.e. property taxes); and
- (iv) Economic analysis should demonstrate economic viability by showing economic internal rate of return (EIRR) in excess of 9% with economic benefits quantified over 26 years based on reliable data.

Social, Gender and Safeguards:

- (i) IAs shall make available encumbrance-free land for implementation of works. Government will confirm availability of resources for land acquisition and resettlement plans (LARPs).
- (ii) All subprojects will have prepared necessary environmental and social safeguard documents (i.e. resettlement plans, initial environmental examinations, indigenous peoples plans, social safeguards due diligence reports, LARP) as required, in accordance with the project's environmental and social safeguard frameworks;
- (iii) Subprojects should not result in the destruction of or encroachment onto physical cultural resources such as archaeological monuments; heritage sites; and movable or immovable objects, sites, structures, groups of structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic; or other cultural significance;
- (iv) The subproject does not include and/or involve any activities listed in ADB's Prohibited Investment Activities List (Appendix 5 of ADB SPS);
- (v) Tree cutting is minimized and if required, replacement trees are provided in accordance with the EARF and with National Laws/Regulations;

- (vi) There is a record of consultation and participation of stakeholders prior and during preparation of the detailed project report in line with the Consultation and Participation Plan. Subprojects should reflect inputs from public consultations for site selection.
- (vii) Subproject design shall include inclusive design (as per Inclusive Cities Guidelines and National Law on Accessibility), gender-sensitive design and pro-vulnerable people (older persons, women, children) features in terms of planning, design, implementation, and operations. Examples include community participation in design, improving access to services for women and the vulnerable, ensuring affordability of services, and institutional arrangements of utility/municipalities for O&M (e.g. efforts to recruit and train women staff).

APPENDIX 4: LIST OF SUBPROJECTS

Description		Estimated Cost (\$)	Remarks
LCIP Regional Projects			
A.	Kindergartens and Sport Complexes		Including project management support, supervision, MSME development support, and urban management partnerships.
1	Kindergartens (20 units) across Georgia (including Kutaisi, Rustavi, Poti, Zugdidi, Supsa, Senaki, Lagodekhi, Martvili and other municipalities)	23,250,000	
2	Sport facilities (6 units) including stadiums in Zugdidi, Akhaltsikhe, Rustavi, Telavi, Tsnori and other cities/villages across Georgia and one swimming pool in Kutaisi	21,950,000	Contracts Awarded for 1 swimming pool in Kutaisi and 3 sport complexes (Zugdidi, Akhaltsikhe and Rustavi).
B.	Urban Upgrades		
1	Urban upgrade – Telavi	1,610,000	Design and Procurement ready; IFB issued
2	Urban upgrades – Velistsikhe (urban streetscape, cultural heritage façade upgrades, music building, theater redevelopment, with integrated on-site sewage infrastructure)	9,030,000	Design and Procurement ready; IFB issued
	Integrated support measures for Kakheti region (includes 4 Public Buses, SMART information system/ computer application for remote bus stations, bus stops, and comfort station etc.)	1,180,000	
3	Urban upgrade – Zugdidi Youth e-learning center and library	3,710,000	Design and procurement ready; IFB issued
	Integrated support measures for Zugdidi (including riverbank stabilization, riverside trail from new Zugdidi swimming pool to Tsaishi, bike lane at Botanical Garden – exterior circumference of park, tourist info center with comfort station, streetscape improvement of train/bus station and market area)	4,334,000	
4	Urban upgrade of Mestia-Laghami	7,600,000	Design and procurement ready
5	Rehabilitation of Svan Towers in Ushguli	2,500,000	Design and procurement ready; Heritage impact assessment to be conducted
	Integrated support measures for Mestia-Ushguli (including Mestia – Ushguli trail link package – hiking trail development linking Zhabeshi, Ipari, Adishi and Ushguli, streetscape plans for Mestia and Lentekhi tourist information stations, traffic management measures including bicycle lanes and signage, etc.)	1,151,250	
C.	11 packages for retroactive financing	2,468,331	Awarded

Description		Estimated Cost (\$)	Remarks
D.	Institutional Strengthening and Capacity Building		
1	Institutional Strengthening municipal capacity development, and urban management partnerships (urban finance, planning, governance)	600,000	Trainings, workshops and travel for mentor-mentees in peer-to-peer.
2	Business Development Facility	2,500,000	MSME development
LCIP Tbilisi Projects			
1	Parks Rehabilitation: Digmis Chalebi Park (Dighomi Park) Vera Park Avchala Park	4,000,000 TBD TBD	Detailed design-ready and IFB issued for Dighomi Park Evaluation of proposals ongoing for the DED for Vera Park Concept design prepared
2	Metro stations universal accessibility and second access* (Akhmeteli Theater, Liberty Square and Marjaniashvili)	16,000,000	CDIA Feasibility Study ongoing
3	Mtkvari river rehabilitation and transit;	9,000,000	Feasibility study ongoing under PRF
4	Superblocks development at Sololaki Area, Giorgi Akhvlediani and Leo Kiacheli Streets and London Park Area;	TBD	Feasibility Study and design to be prepared under PRF
5	Urban Management Partnerships	250,000	Identified
TOTAL ESTIMATED COST		111,133,581	

BRT = bus rapid transit, CDIA = Cities Development Initiative for Asia, DED = detailed engineering design, IFB = invitation for bids, LCIP = Livable Cities Investment Project, PRF = project readiness financing, MSME = micro, small, and medium-sized enterprise, SUTIP = Sustainable Urban Transport Investment Program, TBD = to be determined, TRTA = transaction technical assistance.

APPENDIX 5: AUDITOR'S TERMS OF REFERENCE

AUDITED PROJECT FINANCIAL STATEMENTS (APFS) STATEMENT OF AUDIT NEEDS³²

1. Introduction

1. Georgia has received a loan from the Asian Development Bank (ADB) towards the cost of Livable Cities Investment Project for Balanced Development (LCIP). The Loan agreement for an amount of EUR13,550,000 was signed on 9 December 2019. Under this loan will be covered Project Readiness Financing (PRF) activities:

- a) feasibility studies and detailed design documentation and validation of detailed design documentation already completed;
- b) advance procurement actions including preparation of procurement documents and activities; and
- c) capacity development and institutional strengthening activities for implementing and managing urban and tourism infrastructure and services, including the preparation of an institutional capacity building plan for each key urban service provided and training on procurement, contract management, safeguards and anticorruption measures.

2. The executing agencies of the PRF are the Ministry of Regional Development and Infrastructure of Georgia (MRDI) and the Tbilisi City Municipality (TCM). The PRF implementing agencies are the Municipal Development Fund of Georgia (MDF), Roads Department of MRDI (RD), the United Water Supply Company of Georgia (UWSCG) and the Tbilisi Development Fund (TDF). The current audit assignment will cover the Consolidated Financial Statement of MDF, RD and UWSCG for the period ended 31 December 2020, 31 December 2021, 31 December 2022, 30 December 2023 and winding-up period until 30 April 2024. The international accounting and reporting standards, IPSAS or IFRS accrual based is followed. The PRF activities are expected to be completed by 30 August 2023.

2. Management Responsibility for Preparing Project Financial Statements

3. Management is responsible for preparing and fairly presenting the project financial statements, and for maintaining sufficient internal controls to ensure that the financial statements are free from material misstatement, whether due to fraud or error. In addition, management is responsible for ensuring that funds were used only for the purpose(s) of the project, for compliance with financial covenants (where applicable), and for ensuring that effective internal controls, including over the procurement process, are maintained. *In this regard, management must:*

- (i) *Prepare and sign the Audited Project Financial Statements.*
- (ii) *Prepare and sign a Statement of Compliance.*

4. *Management must include the following in the Statement of Compliance:*

- (i) *That project financial statements are free from material misstatements including omissions and errors, and are fairly presented;*
- (ii) *That the borrower or executing agency has utilized the proceeds of the loan only for the purpose(s) of the project;*
- (iii) *That the borrower or executing agency was in compliance with the financial covenants of the legal agreement(s) (where applicable);*

³² This statement of audit needs was developed to guide project teams and executing and implementing agencies in communicating the Asian Development Bank's (ADB) auditing requirements to private auditors. This statement of audit needs may also be used as a guide when communicating auditing requirements with supreme audit institutions, where applicable.

- (iv) *That the advance fund procedure, where applicable, has been operated in accordance with the Asian Development Bank's (ADB) Loan Disbursement Handbook;*
- (v) *That adequate supporting documentation has been maintained to authenticate claims stated on the statement of expenditures (SOE), where applicable, for reimbursement of eligible expenditures incurred and liquidation of advances provided to the advance account; and*
- (vi) *That effective internal control, including over the procurement process, was maintained.*

3. Objectives

5. The objective of the audit of the project financial statements is to enable the Auditor to (i) express an independent and objective opinion as to whether the project financial statements present fairly, in all material respects, or give a true and fair view of the project's financial position, its financial performance and cash flows; and (ii) provide a reasonable assurance opinion over certain specific representations made in the Statement of Compliance.

4. Auditing Standards

6. The audit is required to be conducted in accordance with *International Standards of Auditing (ISA)*. These standards require that the Auditor comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the project financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the project financial statements. The procedures selected depend on the Auditor's judgment, including the assessment of the risks of material misstatement of the project financial statements whether due to fraud or error. In making those risk assessments, the Auditor considers the internal control relevant to the entity's preparation and fair presentation of the project financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the project financial statements.

7. The standards to be applied will be documented in the project/loan documents, and will include: *Standards promulgated by the International Auditing and Assurance Standards Board (IAASB):*

- 1. *International Standards on Auditing (ISA); and*
- 2. *International Standards on Assurance Engagements (ISAE).*

8. In complying with ISA, the Auditor will pay particular attention to the following standards:

- ISA 800 – Special Considerations – Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks.
- ISA 240 – The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements.
- ISA 250 – Consideration of Laws and Regulations in an Audit of Financial Statements.
- ISA 260 – Communication with Those Charged with Governance.
- ISA 265 – Communicating Deficiencies in Internal Control to Those Charged with Governance and Management.

- ISA 330 – The Auditor’s Responses to Assessed Risks.

5. Project Financial Reporting Framework

9. The Auditor will verify that the consolidated project financial statements have been prepared in accordance with *International Public Sector Accounting Standards (IPSAS) promulgated by the International Public Sector Accounting Standards Board (IPSASB)*. The executing agency and/or implementing agencies are responsible for preparing the project financial statements and the consolidated project financial statement, not the Auditor.

6. Audit Deliverables

A. Audited Project Financial Statements

10. An auditor’s opinion providing reasonable assurance over the project financial statements, and project financial statements comprising the following:

- A statement of financial position (balance sheet)
- A statement of financial performance (income statement)
- A statement of cash flows
- A statement of changes in net assets/equity (where applicable)
- A statement of advance account (where applicable)
- Significant accounting policies and explanatory notes
- Statement of budgeted versus actual expenditures
- Summary statement of expenditures (where applicable)
- Any additional schedules agreed.

Reasonable Assurance Opinion over the Use of Loan Proceeds and Compliance with Financial Covenants

11. The Auditor will provide a reasonable assurance opinion following *ISAE 3000 “Assurance Engagements other than Audits or Reviews of Historical Financial Information”* for the following confirmations provided by Management in the Statement of Compliance:

- (i) That the proceeds of the loan were used only for the purpose(s) of the project; and
- (ii) That the borrower or executing agency was in compliance with the financial covenants of the legal agreement(s), where applicable.

12. The Auditor will outline the degree of compliance for each of the financial covenants in the loan agreement.

B. Management Letter

13. The Auditor will provide a management letter containing, at a minimum, the following:

- (i) Any weaknesses in the accounting and internal control systems that were identified during the audit, including any irregularity in the use of the advance fund and statement of expenditures (SOE) procedures (where applicable);
- (ii) Any identified internal control weaknesses related to the procurement process such as, over the bidding, evaluation and contract management domains;
- (iii) Recommendations to rectify identified weaknesses;

- (iv) Management's comments on the audit recommendations along with the timeframe for implementation;
- (v) The status of significant matters raised in previous management letters;
- (vi) Any other matters that the auditor considers should be brought to the attention of the project's management; and
- (vii) Details of any ineligible expenditure³³ identified during the audit. Expenditure is considered ineligible if it refers to (i) expenditures incurred for purposes other than the ones intended under the legal agreement(s); (ii) expenditures not allowed under the terms of the legal/financing agreements; and (iii) expenditures incurred in violation of applicable government regulations.

C. Specific Considerations

14. The Auditor will, during the course of the audit, pay particular attention to the following:
- (i) The use of external funds in accordance with the relevant legal and financing agreements;
 - (ii) The provision of counterpart funds in accordance with the relevant agreements and their use only for the purposes intended;
 - (iii) The maintenance of proper books and records;
 - (iv) The existence of project fixed assets and internal controls related thereto;
 - (v) Where the audit report has been issued under ISA 800, it shall include the mandatory Emphasis of Matter paragraph alerting users of the audit report that the project financial statements are prepared in accordance with a special purpose framework and that, as a result, the project financial statements may not be suitable for another purpose. The Auditor shall include this paragraph under an appropriate heading;
 - (vi) Where reasonable assurance has been provided using ISAE 3000, the assurance report must contain, among others:
 - A statement that the engagement was performed in accordance with ISAE 3000;
 - Subject matter;
 - Criteria for measurement;
 - A summary of the work performed; and
 - The auditor's conclusion.
 - (vii) On the advance fund procedure (where applicable), audit procedures are planned and performed to ensure (a) the advance account (and any sub-accounts) has been managed in accordance with ADB's Loan Disbursement Handbook, (b) the cash balance of the advance account (and any sub-accounts) is supported by evidence, (c) the expenditures paid from the advance account (and any sub-accounts) comply with the approved project purpose and cost categories stipulated in the loan agreement, and (d) the amount of expenditures paid from the advance account (and any sub-accounts) comply with disbursement percentages stipulated in the loan agreement;
 - (viii) Adequate supporting documentation has been maintained to authenticate claims stated

³³ If the auditor reports any ineligible expenditure in the management letter, the details of the findings should include the funding source to which the observation relates.

in the SOE for reimbursement of eligible expenditures incurred and liquidation of advances provided to the advance account (where applicable);

- (ix) On the SOE procedure (where applicable), audit procedures are planned and performed to ensure that (a) the SOEs have been prepared in accordance with ADB's Loan Disbursement Handbook, (b) the individual payments for expenditures stated in the SOE are supported by evidence, (c) the expenditures stated in the SOEs comply with the approved project purpose and cost categories stipulated in loan agreement, and (d) the amount of expenditures stated in the SOEs comply with disbursement percentages stipulated in the loan agreement; and
- (x) Any weaknesses in internal controls over the procurement process.

15. All reports must be presented in the English language within 6 months following the end of the fiscal year. The estimated deadline for audit report submission is June 15 of each fiscal year.

16. Public disclosure of the consolidated project financial statements, including the auditor's opinion on the audited project financial statements, will be guided by ADB's Access to Information Policy (2018). After review, ADB will disclose the audited project financial statements and the opinion of the Auditor on the audited project financial statements no later than 14 calendar days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter and the additional auditor's opinions will not be disclosed.³⁴

7. Other Matters

A. Statement of Access

17. The Auditor will have full and complete access, at all reasonable times, to all records and documents including books of account, legal agreement(s), bank records, invoices and any other information associated with the project and deemed necessary by the auditor.

18. The Auditor will be provided with full cooperation by all employees of *MRDI, MDF, RD, UWSCG* and the project implementing units, whose activities involve, or may be reflected in, the annual consolidated project financial statements. The Auditor will be assured rights of access to banks and depositories, consultants, contractors and other persons or firms hired by the Employer.

B. Independence

19. The Auditor will be impartial and independent from any aspects of management or financial interest in the entities or project under audit. In particular, the Auditor should be independent of the control of the entities. The Auditor should not, during the period covered by the audit, be employed by, or serve as director for, or have any financial or close business relationship with the entities. The Auditor should not have any close personal relationships with any senior participant in the management of the entities. The Auditor must disclose any issues or relationships that might compromise their independence.

C. Auditor Experience

20. The Auditor must be authorized to practice in the country and be capable of applying the agreed auditing standards. The Auditor should have adequate staff, with appropriate professional qualifications and suitable experience, including experience in auditing the accounts of projects or entities comparable in nature, size and complexity to the project or entities whose audit they are to undertake. To this end, the Auditor is required to provide the curriculum vitae (CV) of personnel who will provide the opinions and

³⁴ This type of information would generally fall under public communications policy exceptions to disclosure. ADB. 2018. *Access to Information Policy*.

reports, together with the CVs of managers, supervisors and key personnel likely to be involved in the audit work. These CVs should include details of audits carried out by these staff, including ongoing assignments.

21. The team mobilized by the Consultant should be composed of, but not limited to, the following Key Experts (for each Fiscal Year):

Position	Qualifications:	Tasks and Responsibilities	Input days
Engagement Partner	ACCA and Master's Degree in Financing/Auditing is preferable. 10 years' experience of working with similar assignments financed by international donor organizations is preferable.	General Management of the assignment Audit Planning Leading an audit team Implementation of Pre-Audit Procedures Approving the Audit Programs Reviewing the System of Internal Controls Reviewing Draft Audit Reports and Draft Management Letters Reviewing Final Audit Reports and Final Management Letters	3
Audit Manager	ACCA and Master's Degree in Financing/Auditing is preferable. 8 years' experience of working with similar assignments financed by international donor organizations is preferable.	Implementation of Pre-Audit Procedures. Statistical sampling. Reviewing the System of Internal Control. Auditing financial statements in accordance with ISA and the ADB's Guidelines. Reviewing the compliance with accounting principles. Summarizing audit works.	10
Auditor (2 persons)	Bachelor's Degree in Financing/Auditing with at least 5 years' experience of working with similar assignments financed by international donor organizations.	Audit of project financial statements Summarizing audit works Preparation of auditor's report and management letter	15 (for each position)

D. COVID-19 Mitigation

22. For their own health and safety, consultants should follow the regulations and guidance on COVID-19 health and safety prevention and controls issued by the Client's government, or international good practices in the absence of national provisions.

23. The Consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-

APPENDIX 6: TERMS OF REFERENCE FOR DISBURSEMENT OFFICER (NATIONAL)

A. Background

The *Livable Cities Investment Project (LCIP) for Balanced Development* (Project) for a total loan amount of €101 million is proposed as a single sector loan project which consolidates the two proposed projects: (i) Livable Cities Investment Project for Balanced Regional Development, and (ii) Livable Cities Investment Project for Tbilisi, which are included in the country operations business plan (COBP) for Georgia, 2020–2022. The concept paper for Livable Cities Investment Project for Balanced Regional Development was approved on 24 July 2020 and earmarked \$90 million in ADB financing for a sector loan project to support improvements for livable cities and balanced development in the regions in Georgia. The proposed loan included three outputs: (i) inclusive and climate-resilient urban infrastructure rehabilitated and constructed and services improved; (ii) accessibility, connectivity and economic competitiveness of tourism clusters across Georgia improved; and (iii) institutional capacity for sustainable urban and regional development enhanced. The ensuing loan for LCIP will contribute to improved urban infrastructure and services in selected areas of Georgia, will have impact to sustainable economic growth, improved livability and balanced regional development. The Project, will improve the quality of public space, mobility, and livability, with an inclusive urban design and public space management for adapting the built environment for the elderly, people with disabilities, women, and children.

MDF intends to apply a portion of this loan to eligible payment under the consultancy services for hiring Disbursement Officer.

The advance contracting arrangements under the project is agreed between Government of Georgia and ADB and fixed in Memorandum of Understanding for Loan Fact – Finding Mission conducted in April 5 -14, 2021.

As for all advance action and retroactive financing, The Government undertakes advance contracting at its own risk and any concurrence by ADB with the procedures, documentation, or proposal for award does not commit ADB to finance the project. This local recruitment shall be offered for the period of a 24 months appointment.

Responsibilities:

The Consultant will assist the MDF, but not limited to, the following tasks:

- Assure that the financial aspects of the **Livable Cities Investment Project for Balanced Development** meet all requirements of Asian Development Bank (ADB) in funds accountability
- Ensure that all financial decision-making is in compliance with ADB regulations and Georgian legislation;
- Undertake the financial administration and monitoring of contracts;
- Monitor program and contract budgets and provide MDF management and Head of FM and Investment's Unit with timely financial information required for management decision-making, including budget monitoring reports and financial commentary;
- Ensure the timely development, implementation, and maintenance of appropriate financial policies, standards and procedures;
- Ensure the timely and accurate preparation of all financial reports according ADB requirements;
- Ensure proper financial operations by supervising assigned staff;
- Preparation and monitoring of Withdrawal Applications;
- Conducting mandatory review of financial documents;
- Entering accounting transactions in ORIS Accounting Program;
- Provide training to junior financial staff of MDF regarding ADB regulations;
- Preparation of Financial Reports of the program for the Georgian Ministry of Finance of Georgia and Ministry of Regional Development and Infrastructure of Georgia;
- Coordinate with MDF management, financial management, procurement and administrative staff and support to ensure effective and efficient service delivery to the Program;

- Serve as liaison to other donors, and to international and domestic companies, when necessary, for effective inter-entity financial relations;
- Undertake any other related duties consistent with the grade and responsibilities of the post as required.

Qualifications and competencies:

- Disbursement Officer should have appropriate academic background (High education diploma) and professional qualification;
- two or more years of professional work as a disbursement Officer and/or officer;
- Preferable 2 years of practical working experience in ADB funded development programs/projects;
- Relevant professional experience in managing contracts;
- Strong interpersonal skills; ability to interact effectively with ADB and personnel associated with this program;
- Excellent communication skills, with English and Georgian language fluency required;
- Good knowledge of Georgian tax and labor legislation;
- Ability to handle multiple tasks and work under pressure;
- Computer literacy and proven knowledge of and experience with computerized accounting systems, especially with accounting packages as well as advanced Excel skills. Working experience in ORIS Manager is mandatory;
- ACCA certificate will be a great asset;
- Experience in procurement processes will be a great asset;
- Excellent analytical, planning and organizational skills.

Duration of the Assignment

The Individual Consultant will be engaged tentatively for 24 months on the continuous basis. The type of Contract will be Full Lump Sum Contract.

APPENDIX 7: OUTLINE OF AN ENVIRONMENTAL IMPACT ASSESSMENT (EIA) / INITIAL ENVIRONMENTAL EXAMINATION (IEE) REPORT

This outline is part of the Safeguard Requirements 1. An environmental assessment report is required for all environment category A and B projects. Its level of detail and comprehensiveness is commensurate with the significance of potential environmental impacts and risks. A typical EIA report contains the following major elements, and an IEE may have a narrower scope depending on the nature of the project. The substantive aspects of this outline will guide the preparation of environmental impact assessment reports, although not necessarily in the order shown.

A. Executive Summary

This section describes concisely the critical facts, significant findings, and recommended actions.

B. Policy, Legal, and Administrative Framework

This section discusses the national and local legal and institutional framework within which the environmental assessment is carried out. It also identifies project-relevant international environmental agreements to which the country is a party.

C. Description of the Project

This section describes the proposed project; its major components; and its geographic, ecological, social, and temporal context, including any associated facility required by and for the project (for example, access roads, power plants, water supply, quarries and borrow pits, and spoil disposal). It normally includes drawings and maps showing the project's layout and components, the project site, and the project's area of influence.

D. Description of the Environment (Baseline Data)

This section describes relevant physical, biological, and socioeconomic conditions within the study area. It also looks at current and proposed development activities within the project's area of influence, including those not directly connected to the project. It indicates the accuracy, reliability, and sources of the data.

E. Anticipated Environmental Impacts and Mitigation Measures

This section predicts and assesses the project's likely positive and negative direct and indirect impacts to physical, biological, socioeconomic (including occupational health and safety, community health and safety, vulnerable groups and gender issues, and impacts on livelihoods through environmental media [ADB SPS Appendix 2, para. 6]), and physical cultural resources in the project's area of influence, in quantitative terms to the extent possible; identifies mitigation measures and any residual negative impacts that cannot be mitigated; explores opportunities for enhancement; identifies and estimates the extent and quality of available data, key data gaps, and uncertainties associated with predictions and specifies topics that do not require further attention; and examines global, transboundary, and cumulative impacts as appropriate.

F. Analysis of Alternatives

This section examines alternatives to the proposed project site, technology, design, and operation—including the no project alternative—in terms of their potential environmental impacts; the feasibility of mitigating these impacts; their capital and recurrent costs; their suitability under local conditions; and their institutional, training, and monitoring requirements. It also states the basis for selecting the particular project design proposed and, justifies recommended emission levels and approaches to pollution prevention and abatement.

G. Information Disclosure, Consultation, and Participation

This section:

- (i) describes the process undertaken during project design and preparation for engaging stakeholders, including information disclosure and consultation with affected people and other stakeholders;
- (ii) summarizes comments and concerns received from affected people and other stakeholders and how these comments have been addressed in project design and mitigation measures, with special attention paid to the needs and concerns of vulnerable groups, including women, the poor, and Indigenous Peoples; and
- (iii) describes the planned information disclosure measures (including the type of information to be disseminated and the method of dissemination) and the process for carrying out consultation with affected people and facilitating their participation during project implementation.

H. Grievance Redress Mechanism

This section describes the grievance redress framework (both informal and formal channels), setting out the time frame and mechanisms for resolving complaints about environmental performance.

I. Environmental Management Plan

This section deals with the set of mitigation and management measures to be taken during project implementation to avoid, reduce, mitigate, or compensate for adverse environmental impacts (in that order of priority). It may include multiple management plans and actions. It includes the following key components (with the level of detail commensurate with the project's impacts and risks):

- (i) Mitigation:
 - (a) identifies and summarizes anticipated significant adverse environmental impacts and risks;
 - (b) describes each mitigation measure with technical details, including the type of impact to which it relates and the conditions under which it is required (for instance, continuously or in the event of contingencies), together with designs, equipment descriptions, and operating procedures, as appropriate; and
 - (c) provides links to any other mitigation plans (for example, for involuntary resettlement, Indigenous Peoples, or emergency response) required for the project.

- (ii) Monitoring:
 - (a) describes monitoring measures with technical details, including parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits and definition of thresholds that will signal the need for corrective actions; and
 - (b) describes monitoring and reporting procedures to ensure early detection of conditions that necessitate particular mitigation measures and document the progress and results of mitigation.
- (iii) Implementation arrangements:
 - (a) specifies the implementation schedule showing phasing and coordination with overall project implementation;
 - (b) describes institutional or organizational arrangements, namely, who is responsible for carrying out the mitigation and monitoring measures, which may include one or more of the following additional topics to strengthen environmental management capability: technical assistance programs, training programs, procurement of equipment and supplies related to environmental management and monitoring, and organizational changes; and
 - (c) estimates capital and recurrent costs and describes sources of funds for implementing the environmental management plan.
- (iv) Performance indicators: describes the desired outcomes as measurable events to the extent possible, such as performance indicators, targets, or acceptance criteria that can be tracked over defined time periods.

J. Conclusion and Recommendation

This section provides the conclusions drawn from the assessment and provides recommendations.