



**EU4CULTURE: Revitalizing Albania's cultural heritage in
response to the 2019 Albania**

**Restoration and Conservation of the Mosaic Facade of the
National Historical Museum at Albania - Tirana**

ANNEX B – Scope of Works

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The Scope of Work, Technical Specifications, Drawings and all other documents forming the ITB and its schedules, are all deemed to be supplementary to each other and shall be read in conjunction wherever the context requires, when contractors are preparing their bid proposal and as far as it may be practicable to do so.

1. TERMS OF REFERENCE

“UNOPS plays a critical role in providing management services for our life-saving, peace building, humanitarian and development operations.”

António Guterres, United Nations Secretary-General

1.1 Introduction and General Background

UNOPS mission is to expand the capacity of the UN system and its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness. UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services and training local personnel. By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

1.2 Project Background Information

On 26 November 2019, Albania was hit by its most deadly earthquake in the last 50 years. The earthquake measured 6.3 on the Richter scale and caused significant casualties and property damage, resulting in 51 deaths, over 1000 injured, and nearly 17,000 people displaced. As a result of the disaster, a total of 202,291 people were affected in the country, 47,263 directly, and 155,029 indirectly. It caused extensive damage in 11 municipalities, including the two most populous, urbanized and developed municipalities (Tirana and Durres). The worst affected municipalities were: Shijak, Durres, Kruja, Tirana, Kamza, Kavaja, Kurbin, and Lezha.

The Government of Albania requested support from the European Union, the United Nations, and the World Bank to undertake a full and comprehensive Post-Disaster Needs Assessment (PDNA) to identify the damage, losses, and recovery needs arising from the earthquake. The tripartite partners provided financial and technical support to conduct the assessment in addition to the resources the government made available. To measure and assess the economic damage, a Post Disaster Needs Assessment (PDNA) was conducted, estimating the total economic losses at nearly EUR 1Billion.

The PDNA documented the destruction of public and private infrastructure. Of particular concern was the destruction of cultural heritage monuments and property, as 53 cultural heritage properties were significantly damaged by the earthquake. UNOPS, through ECR VIEMCO, is partnering with the Government of Albania and the European Union, to facilitate the post-earthquake revitalization and upgrade of economic and tourism infrastructure of a large number of key cultural heritage sites, museums, and cultural hubs. The overall aim of the project will be to assist Albania with economic development and

recovery with a focus on tourism development with cultural heritage as its key component. This project seeks to remediate the effect of the earthquake on Albania's cultural heritage through the rehabilitation of monuments, as well as contribute to Albania's socio-economic recovery through the construction and upgrade of these sites. It will be important also to support improvements in the capacity of institutions responsible for the management of these cultural monuments and sites to better accommodate tourism.

1.3 Project Location and Information

The Historical National Museum is located at the main square in the very city center, at the "Skënderbej" square. It is the main museum institution in Albania. It was constructed in 1981, according to the project that has been compiled by a group of experts from the fields of history, linguistic, archaeology, ethnography, architecture and art.

The Historical National Museum, including its Mosaic on the southern facade, has been declared

as Cultural Monument of the II Category, by the Decision no. 122, date t. 05.03.2007 of the Ministry of Tourism, Culture, Youth and Sports.

2. SCOPE OF WORKS

The contractor's scope of work shall include all the required implementation activities to ensure the correct and proper works are carried out for the Restoration and Conservation of the Mosaic Facade of the National Historical Museum at Albania - Tirana to the acceptance of UNOPS as specified in contract documents.

General Requirements:

1. Provide all supervision, personnel, materials, plant, equipment's and all other items, of a temporary nature required in and for the execution, completion and remedying of any defects related to the Restoration and Conservation works for the National Historical Museum as per the contract, the drawings and the Technical Specifications.
2. Verify all measurements as indicated on the approved site plan and drawings and notify UNOPS of any discrepancies immediately.
3. Arrange at their own cost the supply of electricity, fresh water, telephone, compressed air and other services as are necessary to their site establishment and shall provide, maintain and remove on completion all pipes, cables and fittings which carry such services to their operations. The contractor shall take the adequate measures for the safety of the engaged personnel by equipping them with PPE. The contractor shall provide an adequate supply of safe drinking water on the site. All electrical installations forming part of the Temporary Works shall comply with the current National Regulations;
4. Restrict activities to within the Site area and shall avoid entry on to any other lands except where the contractor has made his own arrangements for such entry for which he must obtain UNOPS approval. Any trespass, damage or claims arising from such entry shall

- be the sole responsibility of the contractor, who shall hold the UNOPS indemnified against all claims arising from such trespass or damage.
5. Maintain the Site in a clean, tidy and safe condition during the period of construction and commissioning. The Contractor shall remove any disused materials and other debris arising in connection with the Works from the Site as it arises. The Site shall not be taken over until such material has been removed.
 6. Prior to commencement of work, the contractor shall submit to UNOPS for approval all method statements detailing the way a process or work task is to be completed, outlining the hazard involved and including a step by step guide on the safe system of works to be followed to ensure the work is completed safely.
 7. Locate all existing underground utilities and their depth and location prior to the start of work and consult with the UNOPS Project Engineer prior to site clearance and demolition works.
 8. Provide for temporary controls to protect the works and the environment in accordance with the Law on Environmental Protection, including construction cleaning, control of dust, noise and pollution, avoidance of nuisance and trespass.
 9. The contractor shall issue a monthly Progress Report, Safety Report, and Quality Report, and any other reports deemed necessary by UNOPS on the seventh calendar day of each month. The monthly Progress Report shall indicate progress up to the end of the previous month end period and should include Performance Statistics; The Safety Report shall report on all incidents, provide safety statistics and safety inspections/audits completed. The Quality Report shall report on any matters adversely influencing the quality of works, and any remedial action taken to correct quality problems.
 10. Provide as-built drawings and, and any other documentation necessary for the beneficiary to be able to operate and maintain the facilities after completion of the works.

2.1 Restoration and Conservation of the Mosaic Facade of the National Historical Museum, Albania / Tirana- Scope of Works

The contractor under this ToR is required to provide all the mobilization, preparation and construction works and carry out engineering works, supervision, and the necessary support for the Restoration and Conservation of the Mosaic Facade of the National Historical Museum Project. The contractor's Restoration and Conservation methodology and program of works should allow for the works to be completed as per the Technical Specifications and the Scope of Works in this ToR. Drawings and the Site Layout Plan for the Restoration and Conservation Works identify the areas of work to be completed.

The Scope of Work shall include all required implementation activities to ensure the correct and proper realization of the project, complete the refurbishment works for the Restoration and Conservation of the Mosaic Facade of the National Historical Museum to the acceptance of UNOPS as specified in the contract documents. These works include and are not limited to the following:

Site clearance works, including demolition of Materials and type of Structures. Additionally, in order to ensure an environmentally friendly approach to works the contractor shall undertake all Good Restoration and Conservation Practices and small-scale environmental impact as specified in the Mitigation Measures Checklist under the Technical Specifications.

The restoration interventions for this project consist in the reconstruction of part of the museum building and the restoration of the mosaic façade.

For the rescue and rehabilitation of the mosaic "Albanians" the intervention will firstly be in the reconstruction of the mosaic roof to remove the rainwater from the mosaic facade, to permanently avoid the danger of rainwater and then it will continue in the reinforcement of the retaining support structure, where necessary, and then proceeds to the proper restoration of the mosaic and its tesserae.

For this reason, restorative interventions are listed in the following subchapters in this order:

- Restoration and Conservation of the Mosaic;
- Improvement of the rainwater roof drainage system (mainly at the rooftop and vertical rainwater downpipes);
- Upgrade the main facade, the Mosaic.

The Restoration and Conservation of the Mosaic Facade shall be carried out in accordance with engineering design professional practices following the recognized engineering procedures and standards that have been specified, and any discrepancy between the Tender Documents and any matter, which requires clarification, shall be referred to the Engineer prior to the commencement of such works.

The contractor's scope of work shall cover all activities necessary to accomplish the stated requirements of these works. The scope of works shall include the entire contractor's resources necessary to achieve the activities and requirements specified above and in doing so, the contractor shall execute all the agreed construction implementation works.

The selected contractor is responsible for ensuring the works are carried out in accordance with the specifications required and all applicable codes and standards as per the requirements under this ITB.

2.2 Work Plan (Schedule)

Contractor shall submit the Implementation Plan (schedule) for all work activities for the Works for Restoration and Conservation of the Mosaic Facade. The plan shall be prepared in a Gantt chart format, or as otherwise specified in the bidding documents and agreed in the contract.

3. COMMENCEMENT AND DURATION OF SERVICES

The selected contractor shall commence the services within 7 days following signature of the contract for services for works between UNOPS and the design consultant.

The completion of all works contracts is expected to be 8 months as per the project plan and the approved working schedule.

4. COMPLETION PERIOD

The entire work shall be completed within 8 months from the date of Contract signature.

5. PROGRESS MEETINGS AND REPORTING

The contractor is required to attend regular progress meetings with UNOPS during the implementation stage. These meetings may also involve the other project stakeholders and the exact location, date and time of each meeting will be established by UNOPS and communicated to the Contractor in advance.

The Contractor shall submit regular progress reports to UNOPS for the work progress and any ad-hoc reports related to the scope of works required by the UNOPS.

6. CONTRACTOR' S QUALITY MANAGEMENT SYSTEMS

6.1 Quality Management System

The contractor shall provide details of their Quality Management System (QMS), reference shall be made to Annex D: Infrastructure Management Systems. The QMS shall detail how the contractor will control and monitor the supply and installation work processes, as well as the required quality control inspections and tests.

6.2 Quality Management Strategy

The quality management strategy should describe how the quality management systems of the contractor will be applied through the project and details the project's quality objectives and targets, as well as the standards, procedures, techniques and tools that will be used. Moreover, it should outline procedures for quality planning, quality controls and assurance, including, but not limited to the following:

- Quality standards;
- Templates and forms;
- Quality methods;
- Roles and responsibilities as well as quality assurance, including independent audits (i.e. what quality records are to be stored including the quality register);
- Quality management reports;
- Planned timescale for quality management activities such as internal audits, etc.

6.3 Quality Control Plan

The contractor shall provide the project quality control plan demonstrating the approach to be taken to quality matters during the execution of the works.

The plan should also detail procedures and processes for determining any need for corrective action and shall contain clear guidance to identify when a process is non-compliant and the type of corrective action to be taken to regain process control.

The contractors shall maintain quality control records of all internal reviews/ checks as well as inspections and tests performed onsite; these records shall include factual evidence that the required inspections or tests have been performed, including the type and number of inspections

or tests involved; results of inspections or tests; nature of defects, deviations, causes for rejection, proposed remedial action and corrective actions taken.

The quality control plan should:

- Nominate Roles and Responsibilities (the nomination of the contractor's quality control roles and their respective responsibilities for a project);
- Schedule of Key Activities (identification of all of the construction activities emerging from Detailed Design Drawings, grouped according to their similar nature as well as timing of their construction);
- Inspection and Test Plans (identify the items of materials and work to be inspected or tested, by whom and at what stage or frequency, as well as hold points, references to relevant standards, acceptance criteria and the records to be maintained);
- Work Procedures (complete work procedure that summarizes the procedures that have, and should have, taken place up to the particular point in the work process);
- Checklists (to be used for inspection of works and should be referenced at the ITP in the procedure where they are to be used and then attached within the plan);
- Inspection procedures (the daily inspection "daily diary report" and non-conformance issues, tracking actions, field testing requirements, planned use of consultants, weekly meetings);
- Documentation.

6.4 Health and Safety Management System

Reference shall be made to the Annex D: Infrastructure Management System. The contractor's Health and Safety Management System shall define the techniques and standards it applies during Restoration and Conservation works which shall respect the principles of H&S Management responsibility, including preventing or mitigating adverse impacts on the H&S and identifying strategies for improved H&S Management performance.

6.5 Health and Safety Management Strategy

The contractor shall provide a Health and Safety Management Strategy, which it intends to apply and which shall define the H&S techniques and standards to be applied when implementing this project in a manner that ensures that reasonable measures are taken to prevent personal injuries, illnesses and damage to property.

The H&S techniques to be used in the project will include:

- Proactive monitoring - UNOPS PRPC and contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system;
- Regular Inspection – UNOPS together with contractor's personnel will conduct continuous H&S related inspections on project site(s) locations. UNOPS and Contractor will be responsible for inspecting and ensuring that reasonable measures are taken to prevent personal injuries, illnesses to personnel and prevent damage to property.

The H&S tools to be used in the project will include:

- General H&S Guidelines - UNOPS and if existing Contractor's H&S Guidelines shall be displayed in the office and sites as everyday reminder of H&S Office/ Site Rules to help prevent accidents, improve health, safety and welfare of employees, and the public in the work place through standard procedures, awareness and education, and actively seek

reporting of accidents and near misses to improve future practice and behavior to improve health and safety practices;

- Checklists – Integrated UNOPS and Contractor's forms and templates will be used for gathering and organizing data, derive further analysis, information gathering and organizing needs, and assist in backup or storing purposes.

6.6 Health and Safety Management Plan

The contractor shall provide a project H&S Management Plan demonstrating the approach to be taken in relation to H&S matters during the execution of the works.

The H&S Plan should:

- Define scope of works based on detailed design drawings;
- Nominate Health and Safety Roles and Responsibilities;
- Identify work activities and prepare Schedule of Key Activities;
- Prepare site emergency and evacuation plan;
- Identify and prioritize Risk Assessments;
- Plan regular H&S Toolbox Talks;
- Plan H&S Regular inspections.

6.7 Environmental Management System

Reference shall be made to the Annex C: Infrastructure Management System. The contractor's Environmental Management System shall define the environmental techniques and standards it applies during the implementation of supply and installation works which shall respect the principles of environmental responsibility and sustainability, including preventing or mitigating adverse impacts on the environment and identifying strategies for improved environmental performance.

6.8 Environmental Management Strategy

The contractors, as part of its EMS, shall provide the Environmental Strategy where it will identify techniques and tools to be used during the implementation of this project.

The Environmental technique to be used in the project will include:

- Proactive monitoring - UNOPS and Contractor's project personnel will be responsible to evaluate the level of compliance with a legal requirement, where the objective is to obtain performance feedback, enabling corrective action to be taken prior to any failure in the system;
- Regular Inspection – Regular site inspections will be undertaken to ensure that appropriate measures are implemented on-site to control and mitigate the potential environmental impacts of activities.

The Environmental tools to be used in the project will include:

- General Environmental Guidelines - UNOPS and if existing Contractor's Environmental Guidelines shall be displayed as an everyday reminder of Environmental Office/ Site rules to help prevent incidents, mitigate adverse impacts on the environment, raise awareness and education, and actively seek reporting of incidents and near misses to improve future practice and behaviour;

- Checklists – Integrated UNOPS and Contractor's forms and templates will be used for gathering and organizing data, derive further analysis, information gathering and organizing needs, and assist in backup or storing purposes;
- Where applicable the Incident Investigation will be conducted by UNOPS together with Contractor's Engineer to learn from unwanted events, occurrences and incidents so that future recurrence is avoided. The incident investigation will lead to the identification of preventative and corrective actions and opportunities for continuous improvement;
- Toolbox Talks – UNOPS together with Contractor's engineers will conduct regular Toolbox Talks to raise awareness for the requirements of the EMS and to ensure that personnel who have an impact on the environment are competent.

6.9 Environmental Management Plan

The contractor, as part of its EMS, shall provide an EM Plan demonstrating the approach to be taken to EM matters during the execution of the works.

The EM plan should:

- Define Scope of Works;
- Identify Environmental aspects/ impacts;
- Prepare Register for Environmental Impacts;
- Nominate Environmental Roles and Responsibilities;
- Prepare emergency control procedures and measures;
- Plan regular Environmental Toolbox Talks;
- Plan Environmental regular inspections.