TERMS OF REFERENCE

Project

“Upgrading multimodal transport and road safety in cross border area”

“TRANSPORT.SA.FER”

“External Expertise for Study, Design, and Project Implementation of the KalivuXarrë Road, Municipality of Konispol”

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ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION

1.1. Partner country

Albania

1.2. Contracting authority

Regional Council of Vlora

1.3. Country background

Albania is experiencing continuous growth in mobility, trade and tourism, particularly in the southern region and along major transport corridors connecting Albania with Greece and EU markets.. While these developments contribute positively to economic and social progress, they also intensify road traffic volume, congestion and accident risk, particularly in locations where infrastructure is outdated, crossings are unsafe and multimodal routes intersect. At national level, traffic accidents represent a major socio-economic cost, while the transition toward greener mobility requires reducing emissions and improving transport efficiency—both core priorities of Albania's transport and EU integration strategies.The cross-border area faces common territorial challenges including road-safety "blackspots" near multimodal hubs, insufficient safety measures, poorly designed junctions and limited use of modern traffic management solutions. These issues lead to delays, higher accident probability and environmental impact. Addressing them requires coordinated action and shared solutions.

TRANSPORT.SAF.ER responds directly to these needs under Priority 2 – Improving Accessibility and RSO3.2 by enhancing safe mobility, strengthening intermodal connections and upgrading critical road and roundabout infrastructure on both sides of the border. The project reduces emissions through more efficient traffic flow, capitalizes on previous Interreg experience, and enables structured exchange of best practices for Road Safety Strategy integration into regional transport policies. By improving access to TEN-T routes and promoting Vision Zero objectives, the project contributes to safer mobility for citizens, businesses and tourists while reinforcing sustainable cross-border connectivity

1.4. Current situation in the sector

< The financial management of EU-funded projects in Albania, particularly under the Interreg IPA CBC Greece–Albania Programme, is undergoing continuous improvement as institutions adopt more advanced systems of financial control, eligibility verification, procurement compliance and internal audit mechanisms. At local and regional level, public authorities are increasingly involved in cross-border cooperation projects but often face challenges related to limited administrative capacity, complex eligibility rules, the need for harmonised financial flows, and strict reporting requirements.

The institutional framework for financial management is defined by national legislation on public finance, the Treasury system, procurement rules, and IPA III Framework Agreement, which together determine the responsibilities of contracting authorities and implementing partners. Despite progress, several constraints remain, including the need for better

coordination between departments, consistent monitoring tools, and structured internal filing systems to ensure audit-trail compliance.

In parallel, infrastructure development and regional mobility priorities have increased the volume and complexity of projects requiring detailed financial planning, budgeting, forecasting, documentation control and systematic reporting. Strengthening financial management capacities is therefore essential to meet donor requirements, reduce risks of ineligible expenditure, and ensure high-quality implementation.

1.5. Related programmes and other donor activities

< The assignment is closely linked with other EU-funded initiatives operating in the field of transport, mobility, capacity building and institutional strengthening. Albania participates in multiple Interreg, IPA III and cross-border programmes where similar financial and administrative procedures are applied, such as Interreg IPA Adrion, Interreg IPA Italy–Albania–Montenegro and Interreg Europe. Lessons learned from these programmes have demonstrated the importance of robust financial management systems, unified filing procedures, and systematic expenditure verification.

2. OBJECTIVES & EXPECTED OUTPUTS

For the Study, Detailed Design and Execution Design of Xarrë–Kalivua Road, Municipality of Konispol.

2.1. Overall objective

The overall objective of this assignment is to prepare a complete and technically sound **Study, Detailed Design and Execution (Implementation) Design** for the rehabilitation and upgrading of the **Xarrë–Kalivua road segment**, ensuring compliance with national road design standards, applicable EU best practices, environmental and safety requirements.

The assignment aims to provide the Contracting Authority with a fully elaborated, approved and implementable technical project that enables the timely launch of construction works and ensures safe, sustainable and efficient road infrastructure for the local community and users.

2.2. Specific objective(s)

The specific objectives of the assignment are as follows:

• Assess the **existing road condition**, including geometry, pavement structure, drainage, safety elements and environmental constraints;

• Define the **optimal technical solution** for the rehabilitation and upgrading of the road in line with traffic demand, safety standards and local conditions;

• Prepare a **Study** including technical, environmental and economic considerations;

• Develop the **Detailed Technical Design** and **Execution Design**, including all necessary drawings, calculations and technical specifications;

• Improve **road safety**, accessibility and traffic flow for residents, agricultural activities and tourism-related transport;

• Ensure compliance with **Albanian legislation**, road design norms, environmental regulations and relevant EU standards;

• Provide accurate **cost estimates and bills of quantities** to support budgeting and procurement of works;

• Enable the Contracting Authority to proceed with **procurement of construction works** without additional design modifications.

2.3. Expected outputs to be achieved by the contractor

The contractor shall deliver the following outputs on the first inception report :

• Technical assessment of the existing road alignment and condition;
• Identification and analysis of design alternatives;
• Traffic assessment (where applicable);
• Preliminary cost estimation;
• Identification of environmental and social impacts;
• Recommendations for the preferred technical solution.

2.3.1. b) Detailed Design

• Geometric design (horizontal and vertical alignment);
• Pavement structure design;
• Drainage and water management design;
• Road safety elements (signage, markings, guardrails);
• Cross-sections, profiles and layout drawings;
• Technical specifications compliant with national standards;
• Updated cost estimates.

2.3.2. c) Execution (Implementation) Design

• Final construction drawings ready for implementation;
• Detailed technical specifications and material descriptions;
• Bill of Quantities (BoQ);
• Construction methodology and phasing;
• Implementation schedule;
• Health and Safety measures during construction

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- Excellent and effective cooperation and interaction between Albanian and Greek partners involved in the project/the contracting authority and the expert.

- Execution of the tasks according to the timeframe

3.2. Risks

The risks that could affect the successful and timely completion of the project are:

- Incorrect partnerships;
- Poor communication with and between partners;
- Unexpected changes in the subsidy contract.
- No funds avaible

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The assignment consists of the provision of professional engineering and technical consultancy services for the **Feasibility Study, Detailed Design and Execution (Implementation) Design** of the **Xarrë–Kalivua road segment**, with an approximate length of **4.1 km**, located in the Municipality of Konispol.

The purpose of the contract is to develop a **complete, coherent and implementable technical project**, which will enable the Contracting Authority to proceed with the procurement and execution of construction works without the need for further design modifications.

The contractor shall assess the existing road infrastructure, identify technical and environmental constraints, and propose optimal design solutions in accordance with **Albanian road design standards**, applicable **EU technical best practices**, and relevant environmental, safety and accessibility requirements.

The assignment shall cover all phases of road design, from **initial assessment and feasibility analysis** to **detailed technical design and execution-ready documentation**, including cost estimation and technical specifications.

4.1.2. Geographical area to be covered

Region of Vlora

Municipality of Konispol

4.1.3. Target groups

- The public local and regional authorities
- Citizens of Municipality of Konispol
- **Tourist**

4.2. Specific work

The Contractor shall carry out all necessary technical, engineering and consultancy services required for the preparation of the **Feasibility Study, Detailed Design and Execution (Implementation) Design** of the **Xarrë–Kalivua road segment**, in close coordination with the Contracting Authority.

The specific tasks shall include, but not be limited to, the following:

4.2.1. Data Collection and Review

• Collection and review of existing documentation, maps, cadastral data, previous studies and technical records related to the road;
• Review of applicable Albanian legislation, technical standards and design norms for road infrastructure;
• Coordination with local authorities and relevant institutions for access to existing data.

4.2.2. Field Surveys and Site Investigations

• Site inspections along the entire road alignment;
• Topographic survey of the road corridor;
• Visual assessment of pavement condition and existing layers;
• Identification of drainage issues, erosion, slope instability or other constraints;
• Identification of safety risks, critical points and problematic junctions.

4.2.3. Feasibility Study

• Assessment of the current technical condition of the road;
• Identification and analysis of feasible rehabilitation options;
• Evaluation of technical, environmental and economic aspects;
• Preliminary cost estimation for each design option;
• Recommendation of the most suitable technical solution.

4.2.4. Detailed and Execution Design

• Geometric road design (horizontal and vertical alignment);
• Pavement rehabilitation and structural design;
• Design of drainage systems and water management solutions;
• Design of road safety measures (road markings, signage, guardrails);
• Design of road cross-sections, profiles and construction details;
• Preparation of final execution drawings suitable for construction.

4.2.5. Technical Specifications and Bill of Quantities

• Preparation of detailed technical specifications for all construction works;
• Preparation of **Bills of Quantities (BoQ)** in line with approved design;
• Preparation of detailed cost estimates based on current market prices.

4.2.6. Environmental and Safety Considerations

• Identification of potential environmental impacts;
• Integration of mitigation measures in the design, where applicable;
• Consideration of occupational health and safety requirements during construction;
• Compliance with environmental and road safety legislation.

4.2.7. Implementation Planning

• Preparation of a preliminary construction methodology;
• Preparation of an indicative implementation schedule;
• Identification of key risks during construction and mitigation measures.

4.2.8. Support During Review and Approval

• Presentation of design solutions to the Contracting Authority;
• Incorporation of comments and revisions requested;
• Support during approval and permitting procedures;
• Final submission of approved documentation.

4.2.9. 4.2.9 Deliverables

The Contractor shall submit all deliverables in hard copy and electronic format, including:

• Feasibility Study;
• Detailed Design and Execution Design drawings;
• Technical specifications;
• Bills of Quantities and cost estimates;
• Final approved implementation-ready project documentation.

4.3. Project management

4.3.1. Responsible body

Administrative staff of Regional Council of Vlora, including the Directory of Finance, Economic and Social Development and the Directory of Land Management and Protection

4.3.2. Management structure

The project is managed through a Project Management Unit (PMU) including a Project Manager, Financial Manager, administrative staff and Steering Group representatives.

- The **Project Manager** supervises implementation and reviews contractor outputs.
- The **Steering Group** reviews progress and validates major deliverables.
- The contractor reports directly to the Project Manager.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority will provide access to project documents, templates, working space, institutional data, coordination support and necessary communication channels

5. LOGISTICS AND TIMING

5.1. Location

Municipality of Konispol, Kalivua-Xarrë road National Parc of Butrinti.

5.2. Start date & period of implementation of tasks

The intended start date is February 2026 and the period of implementation of the contract will be 3 months from this date. Please see point 3 of the main conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Personnel

These Terms of Reference contain expert profiles and the tenderer shall submit CVs and Declaration for the consultants

6.1.1. Experts

The team of experts proposed by the Contractor shall collectively meet the following **minimum requirements**:

• Proven experience in the preparation of feasibility studies, detailed designs and execution designs for road infrastructure projects;

• Demonstrated technical expertise in road engineering, including geometric design, pavement rehabilitation and drainage systems;

• Knowledge and practical experience in applying Albanian road design standards, technical norms and relevant legislation;

• Experience in preparing Bills of Quantities (BoQ), cost estimates and technical specifications for road works;

• Ability to integrate road safety measures in accordance with national and EU best practices;

• Familiarity with environmental requirements and mitigation measures related to road rehabilitation projects;

• Experience in supporting public authorities in infrastructure planning and project preparation;

• Capacity to deliver implementation-ready documentation suitable for construction tendering and execution.

The Contractor shall define the composition of the team, the allocation of roles and responsibilities, and the level of effort of each expert in the Technical Offer, ensuring that the above requirements are fully covered.

TheConsultant/Expert/designer studio should provide the following **key professional staff** and their minimum qualifications:

1– ARCHITECTURAL DESIGNER, with relevant licenses according to the VKM No.943 date 28.12.2016 "On the professional licensing of individuals and legal entities authorised to perform activities in construction studies and design, as well as supervision and commissioning of construction works."
2d) – Landscape design, arrangement of green areas, flower gardens, and parks

2 – STRUCTURAL DESIGNER
3d) – Assessment of load-bearing capacity and strengthening of load-bearing structures made of reinforced concrete, masonry, and steel

3 – MECHANICAL / INSTALLATION DESIGNER
4i) – Design of road lighting, decorative square lighting, lighting of large sports facilities, ports, airports, etc.

4 – HYDRAULIC WORKS DESIGNER
5c) – Design of urban and rural water supply and sewerage systems
5d) – Irrigation and drainage works – irrigation systems – small dams (those not meeting the criteria for large dams) – embankments, siphons, cascades, spillways, energy dissipators, intakes, weirs, gates, culverts

5 – ROAD AND RAILWAY DESIGNER
6a) – Design of local roads, secondary urban roads, and secondary interurban roads

6 – BRIDGE AND ENGINEERING STRUCTURES DESIGNER
7a) – Design of bridges and small engineering structures up to 10 m

7 – GEODETIC DESIGNER
8a) – Engineering surveys
8e) – Photogrammetric and cartographic design

8 – GEOLOGICAL – GEOTECHNICAL – HYDROGEOLOGICAL STUDIES
9d) – Geological-geotechnical studies/assessments of soft soils and slopes with low stability

9 – ROAD TRAFFIC SIGNAGE DESIGNER
11a) – Non-illuminated traffic signage on local roads, secondary urban roads, secondary interurban roads, squares, and parking areas.

To demonstrate compliance with this criterion, economic operators must submit**:**

a. Valid individual employment contracts
b. Curriculum Vitae (CV)
c. Diploma
d. Professional design licenses
e. Evidence that the personnel are included in the company's payroll at least for the last declared month

6.2.1 Additional advantageous qualifications

- Previous involvement in **EU-funded or IPA / Interreg-funded projects**, demonstrating familiarity with programme rules, documentation requirements and quality standards;

The participating economic operator, for the implementation of the contract, must hold valid quality management certificates (or equivalent) relevant to the object of the procurement, as follows:

a) ISO 9001:2015 – Quality Management Systems;

b) ISO 14001:2015 – Environmental Management Systems;

c) ISO 45001:2018 – Occupational Health and Safety Management Systems.

6.1.2. Support facilities & backstopping

The costs for support facilities, including backstopping, are included in the tenderer's financial offer.

6.2. Office accommodation

N/A

6.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4. Equipment

No equipment will be purchased under this contract.

The participating economic operator, for the implementation of the contract, must have at its disposal the following equipment and tools**:**

- **1 (one) GPS geodetic surveying device;**
  In this regard, the economic operator must submit: a purchase invoice/sales contract or a notarized lease agreement (accompanied by the ownership documents of the lessor, either original or notarized copy), as well as the technical data sheet.

- **1 (one) Total Station geodetic surveying device;**
  In this regard, the economic operator must submit: a purchase invoice/sales contract or a notarized lease agreement (accompanied by the ownership documents of the lessor, either original or notarized copy), as well as the technical data sheet.
- **1 (one) drone device for photogrammetry and surveying;**
  In this regard, the economic operator must submit: a purchase invoice/sales contract or a notarized lease agreement (accompanied by the ownership documents of the lessor, either original or notarized copy), as well as the technical data sheet.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in <English and Albanian in one original and 2 <two> copies:

Inception Report to be produced after 15 days from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work program. The Contractor shall prepare a Technical Report including, but not limited to:

- Assessment of the existing conditions;
- Justification of the selected technical solution;
- Static and structural calculations for all relevant structures;
- Any additional technical calculations required for the proper execution of the works.

The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report

Draft final report This report shall be submitted no later than one month before the end of the period of implementation of tasks. The Contractor shall do preparation of the general layout and positioning of the project area.

7.1.1. Topographic Survey

Preparation of a detailed topographic survey of the intervention area, including:

- Local coordinate system;
- Absolute coordinate system.

7.1.2. Road Planimetry

Preparation of detailed road planimetry.

7.1.3. Longitudinal and Transverse Profiles

Preparation of longitudinal and cross-sectional profiles of the road alignment.

7.1.4. Technical Sections and Construction Details

Preparation of all necessary technical sections and construction details.

7.1.5. Technical Specifications

Preparation of detailed technical specifications for all categories of works to be executed.

7.1.6. Work Programme

Preparation of the work programme and implementation schedule.

7.1.7. Bill of Quantities and Cost Estimate

Preparation of the Bill of Quantities (BoQ), accompanied by:

- Cost estimates;
- Price analyses for items not included in the approved national price manuals, in accordance with **Decision No. 216/2023** on the approval of technical construction price manuals.

7.1.8. Work Organization Plan

Preparation of the work organization plan, including the detailed time schedule for project implementation.

The draft report must be provided along with the corresponding invoice.

- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 30 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support. The detailed analyses underpinning the recommendations will be presented in annexes to the main report.

  The final report must be provided along with the corresponding invoice.

7.2. Deliverables – Drawings and Documentation

The Contractor shall submit the design documentation including, as a minimum, the following drawings and documents:

- **General location layout**, minimum format A3;
- **Planimetry of the project site**, minimum format A3;
- **Longitudinal and transverse profiles**, minimum format A3;
- **Detailed planimetry of the object**, format A3;
- **Work organization plan**, format A4;
- **Technical sections and construction details**, format A4;
- **Technical documentation in A4 format**, including:
  - Technical Report;
  - Geological–engineering report;
  - Calculations;
  - Technical specifications;
  - Environmental Impact Assessment (EIA) report, where applicable;
  - Work programme;
  - Bill of Quantities (with and without prices).

The documentation shall also include **measures ensuring technical and occupational safety**, for both workers and the public.

7.3. Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports. Within 15 days of "no objection" from the contracting authority, the reports are to defined approved.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The following indicators will be used for monitoring and evaluation of the provided services:

N/A

8.2. Special requirements

N/A

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CHAIRMAN

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