**PRIMARY EDUCATION IMPROVEMENT PROJECT**

**Terms of Reference**

**for**

**Preparation of Designs for Extension of Five Primary School Buildings**

1. **BACKGROUND**

The Ministry of Education and Science of the Republic of North Macedonia (MoES) is implementing the Primary Education Improvement Project (PEIP) since 2021. The Project’s main objective is to improve conditions for learning in primary education. The project is implemented in urban, peri-urban and rural locations across the country. North Macedonia has recently undertaken important reforms of the preschool education and care system. To capitalize further on this important investment, the overall project supports the Government of the Republic of North Macedonia’s (MoES) to invest more, and more effectively, in the quality of teaching and learning in primary education. The PEIP project is organized around three main elements that need to be aligned in order to be complementary to each other. Two are system-level reforms regarding the development of a comprehensive national assessment program and enhancing competences of teachers, multi professional support teams and school leaders that would create the necessary enabling conditions, so the school teams are empowered with data on learning and up-to-date training. The third focuses on school-level interventions. Additionally, the PEIP project would strengthen sector management, project management and monitoring & evaluation.

The Ministry of Education and Science (MoES) of the Republic of North Macedonia is committed to improving the quality of primary education by transitioning schools from a double-shift to a single-shift operation system. This initiative aims to extend instructional hours, enhance educational outcomes, and create a more conducive learning environment. The transition also aligns with national goals for energy efficiency and environmental sustainability, as transition to a single-shift is expected to decrease energy consumption and other operational costs. OECD analysis (2016) highlights that students in the Republic of North Macedonia under the age of 14 receive approximately 900 fewer instructional hours compared to their peers in OECD countries. This limited instructional time hinders the depth and breadth of learning and restricts participation in extracurricular and non-academic activities. According to the World Bank, one factor preventing an increase in teaching duration is the large number of schools operating in two shifts. The government is striving to enhance the quality of education, with one of the Ministry of Education and Science's (MoES) top priorities being the implementation of single-shift schooling.

1. **OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to prepare designs for extending five school buildings in Skopje, based on the findings and recommendation of the feasibility studies conducted in 2024, with the purpose of transitioning school operation from double into single-shift operation.

1. **GENERAL SCOPE OF WORK**

**Phase 1. Preparation stage**

In this phase the Consultant is expected to have several meetings with the Client, municipality and school staff to gain full insight into the expectations and priorities, and to obtain all available property documents (land and building), urbanistic conditions, and similar. In case there are no available technical documents for the building and/or site, the Consultant is expected to perform individual site measurements and calculations for the planned building extension.

Before commencing the design preparation stage, the Consultant is expected to inspect the condition of all systems and installations in the school - electricity, plumbing, sewage, heating, fire protection installation, lightning protection installation and similar, and provide an appropriate solution to improve such installations fitting for the new solution/school extension.

The Consultant, according to the existing situation recorded, should prepare preliminary designs, i.e. engineering report for the most optimal solution, a design proposal for the extension and a preliminary measurement and calculation to obtain an estimate of the costs for the execution of the project, as well as and environmental and social screening. This preliminary design should be presented to the Ministry of Education and Science and obtain final acceptance before continuing onto the next stage.

**Phase 2. Main design stage**

After the presentation of the solution and the final acceptance by the Client, the Consultant should prepare main (basic) designs and estimates and calculations and apply, on behalf of the Ministry of Education and Science, for a construction permit with the relevant authorities.

The Consultant shall prepare main designs for the extension of the following primary schools:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Municipality** | **Primary school** | **Estimated number of additional classrooms for construction** | **m2** |
| 1 | Aerodrom | “Aleksandar Makedonski”- Aerodrom | 2 | 200 |
| 2 | Karposh | “Dimo Hadzi Dimov” - Karposh | 6 | 400 |
| 3 | Butel | “Panajot Ginovski - Butel | 3 | 300 |
| 4 | Gazi Baba | “Njegos” – Jurumleri – Gazi Baba | 4 | 300 |
| 5 | Gjorche Petrov | “Strasho Pindzur”- Gjorche Petrov | 6 | 400 |
|  |  | **Total**: | **21** | **1600** |

The main designs should include the following elements

* Architectural design
* Water and sewage design
* Electrical installations design
* Thermo-technical installations design
* Fire protection report
* Energy-efficiency report
* Traffic solution/design

For each element the designs must include:

* Narrative description of each phase that shall consist of
* Technical description with detailed description of the approved solutions, materials, physical and mechanical characteristics, texture, color etc.
* Bill of quantities
* Bill of quantities with cost estimates
* Graphic section for each phase that shall consist of the following drawings
* Site layoutj M=1:500
* Ground floor layout M=1:100
* All other floors layouts M=1:100
* Roof layout (fifth facade) M=1:100
* All characteristic cross-sections M=1:50
* All facade views in 1:50
* Characteristic details 1:5, 1:10 and M=1:25
* Door and window frame scheme for the Architectural part

Special emphasis should be put on designing feasible energy-efficiency systems and roofing materials that can sustain strong winds and rain.

The main designs should be accepted by an independent Design Reviewer in paralel with the designing. The Design Reviewer shall be hired by the Client. The Consultant is under obligation to cooperate with the auditor and provide all designs and other necessary documents for obtaining a positive auditors report.

The Drawings and Bills of Quantities and estimates will be used in the subsequent bidding documents for construction. They should be prepared for each phase separately with separate measurements, quantities, graphic attachments and all other elements in accordance with national legal regulations. The Bills of Quantities should be prepared with detailed dimensions and quantities for materials named without using brand names, manufacturers of catalogue references. The Bills of Quantities should be given in a form that would make them useful for preparing bidding documents for construction.

1. **SPECIFIC SCOPE OF WORK**

**BUILDING 1. PRIMARY SCHOOL “ALEKSANDAR MAKEDONSKI”, AERODROM**

**Sub-project: Preparation of design for adaptation of existing building space to enable two classrooms.**

Location: The school is situated in municipality of Aerodrom

Number of students: Total number of students enrolled in 2024/25 is 682.

Existing condition of building and installations:

Taking into account the demographic analysis at the level of the Municipality and at the level of the school, it is not proposed to undertake an extension/upgrade, but an intervention in the existing space, reorganization and adaptation of the space, in order to ensure conditions for single-shift operations, namely one or two additional classrooms.

The total number of students in the school year 2024/25 is 682. The school offers cabinet teaching from the first to the ninth grade. Only 23% of the students attends teaching in the second shift.

The building is relatively new, built in 2013. Almost from the beginning of exploitation, the building has a problem with flooding during torrential rains in the basement part

The school is connected to the existing City infrastructure networks:

* City sewage network, but only the first and second floors, while the sewerage of the basement part is solved by a septic tank.
* City electricity network and has also installed photovoltaic panels (municipality project in 2020/21)
* City central city heating; no cooling system; Air conditioners are installed only in two classrooms and in the offices.

Available documentation

In order to prepare the designs for extension of the school, the Client shall provide the following documents:

* Property ownership papers
* Extract from the detailed urban plan with conditions for extension
* Design documents for the existing building
* Designs or documents from construction, extension or renovation of the school building, infrastructure or other parts of the school complex
* Feasibility study

The Consultant is expected to visit the site/school, make a record of the building and prepare recommendation for adaptation of existing space to transform to one-two classrooms. The total estimated area for the adaptation is **200 м2.**

The Consultant is expected to take into consideration the recommendations from the school feasibility study report on the scope and content of the extension.

**BUILDING 2. PRIMARY SCHOOL “DIMO HADZI DIMOV” -VLAE, KARPOSH**

**Sub-project: Preparation of main design for extension and construction of 6 new classrooms and auxiliary rooms**

Location: The school is situated in the residential area Vlae, municipality Karposh

Number of students: Total number of students enrolled in 2024/25 is 738.

Existing condition of building and installations:

The school was built in 1964 as a prefabricated structure, shortly after the earthquake. In 1996, it was renovated. In 1996, a complete reconstruction of the school facilities was carried out with changes to the floors, windows, and roof. The main pavilion was completely reconstructed in 2011.

The building is in good condition and is regularly maintained.

All classrooms and offices as well as the sanitary facilities are in good condition and renovated. The sport facilities and the playground are in bad condition and needs renovation.

The roof covering is in partially good condition, part of it is renovated and covered with metal sheets, while the old part is covered by asbestos-cement boards.

The structural system is in good condition - a prefabricated system of steel construction.

The access road and entrance are well organized and in good condition.

Available documentation

In order to prepare the designs for the extension of the school, the Client shall provide the following documents:

* Property ownership papers
* AUP with conditions for extension, in process of completing
* Design documents for the existing building
* Designs or documents from construction, extension or renovation of the school building, infrastructure or other parts of the school complex
* Feasibility study

**BUILDING 3. PRIMARY SCHOOL “PANAJOT GINOVSKI” - BUTEL**

**Sub-project: Preparation of main design for extension and construction of 3 new classrooms and auxiliary rooms**

Location: The school is situated in the residential in municipality Butel

Number of students: Total number of students enrolled in 2024/25 is 677.

Existing condition of building and installations:

The school building was built in 1965. The general condition of the building is good and the building is well maintained. The building has been reconstructed for EE

The school is connected to the existing water and sewage network and electric supply. Local central heating, with an oil-fired boiler – the burners and one boiler need to be replaced. In the summer period it is critical, and air conditioners are needed for at least ½ of the classrooms. Communal waste is collected by the city public utility company. The fire protection system/equipment are in good condition.

Available documentation

In order to prepare the designs for the extension of the school, the Client shall provide the following documents:

* Property ownership papers
* Extract from the detailed urban plan with conditions for extension
* Design documents for the existing building
* Designs or documents from construction, extension or renovation of the school building, infrastructure or other parts of the school complex
* Feasibility study

The Consultant is expected to visit the site/school, make a record of the buildings and prepare technical documentation for the construction of three (3) additional classrooms, with suitable communication area (hallways and staircase) and sanitary facilities. The total estimated area for the entire extension is **300 м2.**

The Consultant is expected to take into consideration the recommendations from the school feasibility study report on the scope and content of the extension.

**BUILDING 4. PRIMARY SCHOOL “NJEGOS” – JURUMLERI, GAZI BABA**

**Sub-project: Preparation of main design for extension and construction of 4 new classrooms and auxiliary rooms**

Location: The school is situated in the residential area Jurumlery, municipality Gazi Baba

Number of students: Total number of students enrolled in 2024/25 is 517.

Existing condition of building and installations:

The school building was built in 1952, and in 1972 an extension and renovation was carried out. The general condition of the building is good. The condition of the classrooms is partly good, due to the high groundwater, some of the walls of the old part (which are built of bricks) have been ruined and crumbling for a long time.

The floors in the classrooms need to be renewed – the linoleum is outdated and damaged. The floors in the corridors also need to be restored.

The windows were renovated 10 years ago; and the roof was completely renewed in 2015/2016.

The sewage system is connected to the Colony Idrizovo system. There are two overflow pits/sewage installations in the courtyard of the school. The heating is local with an oil boiler.

The plot is extended in the area of two villages - Idrizovo and Jurumleri.

Available documentation

In order to prepare the designs for the extension of the school, the Client shall provide the following documents:

* Property ownership papers
* There is planning documentation - General act for village Jurumleri from 2015
* Design documents for the existing building
* Feasibility study

The Consultant is expected to visit the site/school, make a record of the buildings and prepare technical documentation for the construction of four (4) additional classrooms, with suitable communication area (hallways and staircase) and sanitary facilities. The total estimated area for the entire extension is 300 м2.

The Consultant is expected to take into consideration the recommendations from the school feasibility study report on the scope and content of the extension.

**BUILDING 5. PRIMARY SCHOOL “STRASHO PINDZUR” -GJORCHE PETROV**

**Sub-project: Preparation of main design for extension and construction of 6 new classrooms and auxiliary rooms**

Location: The school is situated in the residential area Dame Gruev, municipality Gjorche Petrov

Number of students: Total number of students enrolled in 2024/25 is 579.

Existing condition of building and installations:

The school building consist of ground floor + 2 floors with a skeleton system construction and in good condition. Taking into consideration the outdatedness of almost all installation systems (electrical installations, water and sewage installations, heating, fire protection system, lightning protection system) which is due to the age of the building, the design phase should take into account their expansion and/or enhancement of the capacity, reconstruction, renovation and implementing new installations, all in accordance with the presumed capacity and scope of building extension.

Available documentation

In order to prepare the designs for extension of the school, the Client shall provide the following documents:

* Property ownership papers
* Extract from the detailed urban plan with conditions for extension
* Design documents for the existing building
* Designs or documents from construction, extension or renovation of the school building, infrastructure or other parts of the school complex
* Feasibility study

The Consultant is expected to visit the site/school, make a record of the buildings and prepare technical documentation for the construction of six (6) additional classrooms, with suitable communication area (hallways and staircase) and sanitary facilities. The total estimated area for the entire extension is **400 м2.**

The Consultant is expected to take into consideration the recommendations from the school feasibility study report on the scope and content of the extension. The Consultant is also expected to recommend the extension of the capacities for sports classes/activities for students in grades 1-5.

1. **REPORTING REQUIREMENTS**

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| --- | --- | --- |
| **Report/Output** | **Submission deadline** | **Format** |
| Preliminary designs including engineering report for the most optimal solution, a design proposal for the extension and a preliminary measurement, calculation to obtain an estimate of the costs for the execution of the project and environmental and social screening, for all locations | 60 days after contract signing | Electronic and hard copy |
| Main design for primary school “Aleksandar Makedonski”- Aerodrom | In 60 days after acceptance of the inception report | Electronic |
| Main design for primary school “Dimo Hadzi Dimov” - Karposh | In 60 days after acceptance of the inception report | Electronic |
| Main design for primary school “Panajot Ginovski - Butel | In 90 days after acceptance of the inception report | Electronic |
| Main design for primary school “Njegos” – Jurumleri – Gazi Baba | In 90 days after acceptance of the inception report | Electronic |
| Main design for primary school “Strasho Pindzur”- Gjorche Petrov | In 120 days after acceptance of the inception report | Electronic |

Reports should be prepared in line with national legal requirements and submitted in Macedonian language.

1. **QUALIFICATION REQUIREMENTS**

The Consultant shall be a firm or a group of firms with the following qualifications:

**General profile and experience (30 pts):** At least 10 years of experience in preparation of main designs of public buildings, preferably nationwide. Valid License B for the preparation of designs, issued by relevant authority (in case of joint venture each member must meet this requirement). Valid certificates for the following standards: ISO 9001, ISO 14001 and ISO 45001 (in case of joint venture each member must meet this requirement)

**Specific experience (50 pts):** At least five (5) similar assignments/designs completed over the past five (5) years (2020 to date). Similar nature and scope of the assignments are those that have similar activities and objectives (e.g. preparation of main designs for construction/adaptation/reconstruction of education/social care buildings). Previous experience with proven satisfactory performance with the Ministry of Education and Science on similar assignments shall be considered an advantage.

**Organizational capacity (20 pts):** The Consultant shall have the necessary organizational capacity and available appropriate skills among key and support staff, preferably no less than 15 regular full-time employees. The consulting team assembled to implement the project should be composed of key experts with strong knowledge as per the below requirements and any other support staff as deemed necessary by the Consultant.

The generalexperience shall be presented in a list of project/assignment references for provided consultancy – preparation of designs within the past 10 (ten) years.

The specific experience shall be presented as a detailed description of at least five (5) similar activities/design references within the last five (5) years with description of services provided (including information on contract value, contracting entity/client, project location/country, duration, percentage carried out by consultant in case of association of firms or subcontracting and main activities).

The organizational capacity shall be presented as an overview of the company capacities supplemented by evidence of the number of employees.

The Consultant that shall be evaluated against the above qualifications as best qualified (first phase- shortlisting phase) shall be asked to submit a combined technical-financial proposal which shall include key experts with strong knowledge and experience as per the below requirements:

|  |  |  |
| --- | --- | --- |
|  | **Key staff** | **Minimum qualification requirements** |
| **1.** | **Civil Engineer** | * University degree in Civil/Construction Engineering and Authorization B for design in civil engineering, familiar with DIN standards * Minimum 5 years of professional experience in developing designs for construction/upgrades/renovation of buildings * Experience on at least 1 (one) project of similar nature to this project |
| **2.** | **Architect** | * University degree in Architecture and Authorization B for design in architectural engineering, familiar with DIN standards * Minimum 5 years of professional experience in developing designs for construction/upgrades/renovation of buildings * Experience on at least 1 (one) project of similar nature to this project |
| **3.** | **Mechanical engineer** | * University degree in Mechanical Engineering and Authorization B for design in mechanical engineering, familiar with DIN standards; * Minimum 5 years of professional experience in developing designs for construction/upgrades/renovation of buildings * Experience on at least 1 (one) project of similar nature to this project |
| **4.** | **Electrical engineer** | * University degree in Electrical Engineering and Authorization B for design in electrical engineering, familiar with DIN standards. * Minimum 5 years of professional experience in developing designs for construction/upgrades/renovation of buildings * Experience on at least 1 (one) project of similar nature to this project |

1. **CONTRACT ARRANGEMENTS**

The expected duration of this contract is until 27 February 2026. The expected start of services is April/May 2025. The Consultant is expected to take up field and office work. The contract will be lump sum. Payment shall be based on deliverables, acceptable by the Client.

1. **INTELLECTUAL PROPERTY**

The Ministry of Education and Science shall, solely and exclusively, own all rights in and to any work created in connection with this assignment/contract, including all data, documents, information, copyrights, patents, trademarks, trade secrets, or other proprietary rights in and to the work. The consultant is not allowed to post or publish (electronically or in print) any project-related information without the explicit permission of the Ministry of Education and Science.