

REPUBLIC OF CROATIA

MINISTRY OF SCIENCE, EDUCATION, AND YOUTH

UNIVERSITY OF ZAGREB FACULTY OF ORGANIZATION AND INFORMATICS

DIGITAL, INNOVATION, AND GREEN TECHNOLOGY PROJECT

TERMS OF REFERENCE

**for Construction Project Management Services during the Construction of Faculty of
Organization and Informatics Building “FOI 2”**

Proc.ref.no.: DIGIT-FOI-CS-A1-2

1. PROJECT BACKGROUND

The Government of the Republic of Croatia and the International Bank for Reconstruction and Development (IBRD), as part of World Bank, have signed, on June 28, 2023, the Loan Agreement (Loan No. 9558-HR) in the amount of EUR 106 million for the Digital, Innovation, and Green Technology Project (DIGIT Project). The Ministry of Science, Education, and Youth (MSEY) is the authority responsible for managing the DIGIT project.

The DIGIT project will support a comprehensive structural reform of the research and innovation sector by financing interventions that will produce transformative effects on research excellence, increased productivity, and the achievement of a green, digital, and globally competitive economy.

Digital transformation refers to the integration of digital technologies to increase productivity and economic efficiency. Green transition relates to the implementation of solutions relevant to the transition towards a climate-neutral and environmentally friendly economy. Green and digital technologies and research represent a significant opportunity for growth and increased productivity within the service-oriented Croatian economy. These technologies drive markets towards less dependence on physical proximity, increased automation, and greater investment in intangible capital. Investments in digital and green technology have the potential to significantly boost Croatia's prospects.

The DIGIT Project will facilitate the digital transformation and the green transition of the economy, increase resources for applied research and experimental development, and support the efforts of the Croatian government to strengthen its institutional capacity to deliver research and innovation policies. Activities under the DIGIT Project will finance research and innovation through Sub-grant schemes, with a focus on digital and green, and will complement and enhance the effectiveness of investments and build the capacities of institutions to deliver on this agenda. The DIGIT Project will also support reforms envisaged in the National Recovery and Resilience Plan 2021-2026 (NRRP), the Croatia Smart Specialization Strategy 2021-2029 (S3), Programme Competitiveness and Cohesion 2021-2027 (PCC), and activities important for the country's accession to the Organization for Economic Co-operation and Development (OECD). The project will support the achievement of the goals defined in component C3.2 of the National Recovery and Resilience Plan (NRRP), which focuses on reforming research and innovation policies and

strengthening research and development capacities in both the research and business sectors. It will also contribute to the goals of the Smart Specialisation Strategy (S3) through the modernization of research infrastructure, enhancement of research management and technology scouting, and fostering connections between academia and industry.

The DIGIT Project will provide financial support to select projects through a Sub-grant scheme. This scheme is designed to allocate targeted funds to foster innovation and development within the framework of the project's goals through 2 components and 4 sub-components:

Component 1 of DIGIT Project provides technical assistance and financing to strengthen institutional capacities for research, development, and innovation (RDI) support, address information asymmetries for green and digital technology adoption, foster industry-science linkages, support the professionalization of research centers, and improve the research and technology infrastructure. Sub-component 1.1, Strengthening the institutional infrastructure for research and innovation policy, aims to improve the institutional capabilities and infrastructure for RDI. The activities under sub-component 1.1 will strengthen the MSEY's ability to deliver on the green and digital mandates while furthering other strategic agendas and improving research excellence. Funding for key RDI projects will address financing gaps for infrastructure, create incentives for public research organizations (ROs) to implement reforms, improve general conditions for digital and green research, and help bridge the gap between research and the business sector.

One of the Grant Beneficiary under Sub-component 1.1 is University of Zagreb Faculty of Organization and Informatics (FOI) in Varaždin. The investment will focus on the construction and equipping of a new research infrastructure facility, enabling the establishing of a modern, functionally integrated, and technologically advanced research and innovation environment in the field of information sciences and digital technologies. The newly developed research infrastructure will include dedicated research laboratories, collaborative research spaces, and supporting facilities designed to strengthen analytical, digital, and experimental capacities essential for high-quality scientific and applied research.

The new research infrastructure will be designed to enhance interdisciplinary research, foster innovation, and strengthen cooperation between the academic community, public institutions, and the business sector. Through targeted investments in construction works and advanced scientific and non-scientific equipment, the project will establish the physical and technical conditions necessary for knowledge creation, experimental development, and the application of research results in areas such as information systems, data analytics, artificial intelligence, cybersecurity, and digital transformation. These investments will create a supportive environment for strengthening Croatia's research excellence, increasing participation in national and international RDI programmes, and reinforcing the role of FOI as a key research and innovation actor at the regional and national levels.

1.1. BACKGROUND

The Faculty of Organization and Informatics Building "FOI 2" is planned to be built on the cadastral parcel no. 1348/10, cadastral municipality (k.o.) Varaždin, located at Prilaz Fausta Vrančića 3, Varaždin. The building plot is fully owned by the Faculty and was formally established as a distinct parcel during a previous building permit acquisition process in 2019. Currently, the parcel contains an older building complex previously used as a Music School, featuring a total

gross area of 3,432 m² (consisting of a 2,928 m² main building and a 504 m² auxiliary building) alongside an asphalted parking lot and basic landscaping. As part of the site preparation for the new construction, this existing structure is designated for complete removal, which is detailed comprehensively in the separate Demolition Design.

The architectural and urban design layout originates from the first-prize competition entry developed by architects Tin Sven Franić and Vanja Rister under a contest organized by the Association of Croatian Architects. Although an initial Building Permit was successfully obtained for the site on April 24, 2019, it subsequently expired before works could commence. Following the client's updated requirements, a comprehensive spatial analysis and technical reorganization were initiated to optimize working and common areas, integrate modern technological innovations, and deploy eco-friendly, financially viable solutions. Following the completion of the optimized project documentation, a new valid Building Permit was officially issued by the City of Varaždin, Administrative Department for Construction and Municipal Economy, on November 7, 2025 (KLASA: UP/I-361-03/25-01/000147, URBROJ: 2186-1-05-06/1-25-0022).

The realization of the "FOI 2" facility represents a crucial strategic expansion for the University of Zagreb's Faculty of Organization and Informatics, establishing a modern, highly sustainable educational environment to support cutting-edge research, advanced computing classrooms, and collaborative student activities.

Structurally, the facility is divided into 5 distinct dilatations designated as A, B, C, D, and T. The building is conceived in such a way that the main facilities are placed within four volumes and spatially connected by a central communication part (dilatation T, P+1). The central part is elongated in the east-west direction with entrances at both ends. It connects all facilities and outdoor spaces - the access square, courtyard, green areas, as well as the outdoor parking lot and vehicular-pedestrian access from the eastern side.

- Volume 1 (dilatation A) - Classrooms and laboratories (P+1): The north-oriented volume is intended for computer classrooms on the upper floor, while the Center for Biometrics, Forensics, and Privacy and the Artificial Intelligence Laboratory are located on the ground floor, which can function as separate units.
- Volume 2 (dilatation C) - Lecture halls / Halls (P+1): A volume inside which three smaller halls are located on the ground floor, and a larger hall on the upper floor along with spaces intended for students.
- Volume 3 (dilatation D) - Lecture rooms and seminars / Garage (P+1): A block with 4 seminar lecture rooms on the upper floor and an open covered garage on the ground floor (with 26 parking spaces) along with auxiliary rooms and storage spaces.
- Volume 4 (dilatation B) - Faculty staff wing (P+3): The space planned for individual work with students and work in laboratories contains the program-specified number of cabinets for professors and other teaching staff. Service rooms are located on the ground floor.

The total area of the construction parcel is 10,939 m². The building features a layout with a footprint (floor plan projection) of 3,121.9 m² and a total gross building area of 5,559.2 m². The total parking capacity across the entire site is engineered for 86 spaces, which includes 6 specialized spaces allocated for persons with disabilities and reduced mobility.

The Main Design (Glavni projekt) was completed in July 2025 under the project reference code B.P./ Z.O.P. FOI-2025 by the design company At. Ar. d.o.o., Pokornoga 6, Zagreb while the Main Designer for the Design is Tin Sven Franić, dipl. ing. arh. In compliance with Article 4 of the Croatian Building Act, the facility is legally classified under the "Group 2.b" category regarding procedural complexity. The comprehensive Main Design documentation contains the following specialized design books and annexes:

- Architectural Design;
- Architectural Design - Landscape Design;
- Civil Engineering Design - Structural Design;
- Mechanical Design - Plumbing Installations and Drainage;
- Mechanical Design - HVAC;
- Electrotechnical Design - Electrical Power and Low Voltage Installations Design;
- Electrotechnical Design - Fire Alarm System Design;
- Electrotechnical Design – Photovoltaic Power Plant;
- Architectural Design - Building Physics;
- Mechanical Design - Fire Suppression Systems;
- Civil Engineering Design - Demolition Design;
- Mechanical Design - Vertical Transport Design;
- Safety At Work Study;
- Geotechnical Study.

Successful delivery of this Assignment will secure a highly modern, energy-efficient, and structurally sound facility that advances Croatia’s higher education infrastructure and supports regional socioeconomic and scientific growth.

University of Zagreb Faculty of Organization and Informatics (the Client) as a Grant Beneficiary within the scope of the DIGIT Project received funds which are intended for eligible payments under the Contract for providing Construction Project Management Services during the Construction of Faculty of Organization and Informatics Building “FOI 2”.

2. SERVICES OBJECTIVE

The Consultant’s assignment is to provide comprehensive, professional construction project management services during the construction of the “FOI 2” Faculty Building in Varaždin. The Client shall appoint the Construction Project Manager in order to optimize the expenditure of funds and time prior to making the investment decision and planning budgetary resources, as well as to ensure the lawful and high-quality preparation of the project and its successful implementation.

The project management service is governed by several legal acts, including the Act on Activities in Physical Planning and Civil Works (OG 78/15, 118/18, 110/19), Act on the Croatian Chamber of Architects and Croatian Chamber of Construction and Physical Planning Engineers (OG 78/15, 114/18, 110/19), Ordinance on Required Knowledge in the Field of Project Management (OG 85/15) and other applicable legal acts/regulations.

The works contract shall be implemented according to World Bank Procurement Regulations and provided contract template from the *Standard Bidding Document for Small Works* (ANNEX 3)

prepared by the Client. Prior to start of provision of Services, the Client shall appoint the contract Project Manager - a person responsible for monitoring the execution of the works and administering the Contract (see definition of Project Manager in the General Conditions of Contract provided in the *Standard Bidding Document for Small Works*). The Construction Project Manager shall not be appointed and responsible for the Contract Project Manager position mentioned above. The Consultant that is the Construction Project Manager under this Terms of Reference shall act as an advisor and controller, providing comprehensive technical, financial, and legal support to the appointed Contract Project Manager.

3. SCOPE OF SERVICES AND TASKS

According to the mentioned Regulations Construction Project Management services includes following tasks:

- Financial, legal, and technical advisory services regarding the design, construction, use, and removal of structures;
- Financial, legal, and technical preparation and planning of construction related tasks, as well as monitoring the implementation of the project plan;
- Programming and planning during the project conception phase, which includes data collection, project program development, and monitoring its implementation;
- Advising on, selecting, and contracting services for the designer, certified design auditor, supervising engineer, contractor, licensed geodetic engineer, and other persons performing activities related to the construction of structures, as well as providing advisory services in contracting arrangements with these parties;
- Integrating and coordinating the work of the designer, certified design auditor, supervising engineer, contractor, licensed geodetic engineer, and other participants in construction, along with monitoring their work for the purpose of protecting the rights and interests of the Client;
- Obtaining acts, analyses, studies, elaborates (detailed reports), and other documentation required for the preparation of the conceptual design, main design, detailed design, and the demolition design;
- Obtaining all documents and executing all legal transactions necessary for the issuance of acts/permits for the implementation of spatial plans, construction, use, and/or removal of structures, as well as obtaining these official acts;
- Obtaining all documents and executing all legal transactions required for the construction of the structure, and performing actions that the Client is obligated to carry out during the construction phase;
- Developing a project control system and monitoring and controlling its execution, which includes: preparing and presenting the planned schedule with allocated resources; updating the baseline plan against actual project progress; performing dynamic risk analysis throughout the project lifecycle; delivering quality control reports on investment realization; and proposing solutions for current or anticipated problems regarding the time, technological, and cost aspects of project execution.

The Project consists of following key activities, i.e., contracts that will be concluded with Contractor and Consultants (hereinafter: Activities):

1. Works for the Construction of Faculty of Organization and Informatics Building “FOI 2”;
2. Supervision of Works Services for the Construction of Faculty of Organization and Informatics Building “FOI 2”;
3. Design Supervision Services for the Construction of Faculty of Organization and Informatics Building “FOI 2”;
4. Procurement of Goods i.e. Advanced Computing and Network Connectivity Equipment for and Furniture and Educational Equipment;

Other, secondary activities that interfere with and coincide with Project implementation may occur, but those activities shall be short-term and less significant compared to overall duration of the Assignment. Nevertheless, the Consultant may be required to assist, participate, and provide support in those activities upon Client’s request.

The Consultant may be requested to coordinate and communicate with other stakeholders and third parties engaged in these secondary activities. The Consultant will also ensure all activities will be carried out in line with the WB Environmental and Social Framework (ESF) and related documents e.g. ESMP Checklist.

Furthermore, Consultant is responsible for execution of the below listed tasks:

- Prior to start of the engagement, Consultant shall **develop Methodology and Organization** – a document which presents methodology and organization of provision of services in accordance with national law and legislation and this Terms of Reference. Methodology and Organization shall be in line with IPMA, PMI or Prince2 standards.
 - Methodology and Organization should include formal procedures for main processes in the contracts for the Activities especially processes related to Change Management.
- Develop, monitor, and accordingly update **Project Implementation Plan**. This plan will include:
 - A detailed financial plan and cost control system for the entire duration of the Project; the estimation shall be made based on concluded contracts under individual Activity. Financial plan shall be updated according to changes and variations in project implementation but at least once a month. This includes:
 - Developing and maintaining a dynamic project cash flow baseline, to ensure alignment with financing schedules and availability of funds.
 - Budget planning and utilization tracking i.e. continuous monitoring of budget consumption across all Activities and contracts.
 - Performing analysis between planned expenditures and actual costs incurred, identifying reasons for deviations, and proposing corrective measures.
 - Forecasting final project costs i.e. monthly calculation and reporting of the estimated costs at completion to provide early warnings of potential cost overruns or savings.

- Time plan of activities and sub-activities and its alignment with changes and variations during project implementation. Time plan shall be updated immediately after occurrence of variations and conducted in real time.
- Key Performance Indicator (KPI) methodology development and implementation. The Consultant shall propose a system for monitoring the effectiveness of the Project implementation through KPIs.
- The Project Implementation Plan shall be a part of the regular monthly report
- Consultant shall **develop risk management methodology** for all Activities that will include at least the following:
 - Risk identification;
 - Possible consequences of risk occurrence;
 - Impact of the consequences on project implementation;
 - Estimation of occurrence probability,
 - Risk matrix based on occurrence probability and impact;
 - Propose risk avoidance measures;
 - Propose risk mitigation measures.
 - Risk management shall be presented and carried out through the Risk Register. Risk Register shall be a part of the regular monthly report. Consultant shall continuously advise the Client regarding risk management, immediately upon risk occurrence.
- Consultant shall provide support to the Client in **coordination of Project stakeholders** and any other parties involved in the Project. The Consultant shall provide support and assist with the following:
 - Coordination and representation of the Client's interests in the process of detailed design preparation, construction, permit issuing and taking over of works;
 - Communication with all of the stakeholders and other parties representatives;
 - Preparation of the Communication plan;
 - Assistance in ensuring the availability of all necessary documentation and archiving during Project implementation;
 - Presence and participation in all coordination meetings and preparation of minutes of meeting when the preparation is not the obligation of the supervising engineer;
 - Preparation of answers and expertise on demand on behalf of the Client to inquiries related to the subject of the Project.
- During the **implementation of works contract**, Consultant is obliged to perform following tasks:
 - Verification and recommendation for approval of insurance and performance security documents;
 - Review of any designs, blueprints, reports and other documentation submitted by the Contractor if so requested by the Client;
 - Participation in regular weekly and monthly meetings, construction site coordination meetings and construction site visits;

- Monitoring the cost of works and expenditures and reporting to Client i.e. - checks, analyses and determines the correctness and completeness of reports (regular reports, ad hoc reports, monthly, etc.);
- Review and co-signing of interim and final payment certificates, invoices and other documentation;
- Analysing, keeping records and advising the Client on Variations and Adjustments. This includes independent review of all Variations and /or Compensation Events Analysis prepared by the Supervising Engineer, determine their impacts on the project budget/contract cost, timeline i.e. works contractor's program and quality of works, and project objectives. The Consultant shall provide formal, written expert opinions and recommendations to the Client and the Contract Project Manager to support their decision-making process regarding the approval or rejection of such changes.
- The Consultant is obliged to **monitor the execution of supervision of works contract** in accordance with its obligations. During the implementation of supervision of works contract, Consultant is obliged to perform following tasks:
 - Quality control of the supervision services;
 - Control and approval of supervision service provider reports;
 - Monitoring of supervision service provider presence on construction site and in contract implementation in general;
 - Ensuring the fulfilment of contractor and supervision obligations in accordance with general and special contract conditions.
- Project Governance, Executive Reporting and Audit Readiness Support:
 - Assist the Client in establishing a structured, transparent, and comprehensive project document control system;
 - Preparing status dashboards, milestone tracking, and risk-related reports for the Client's management as part of their monthly reporting obligations;
 - Ensure providing a clear, verifiable audit trail ensuring the project remains fully compliant for future audits by the World Bank or national authorities.
- The Consultant shall, when requested by the Client, provide **legal support** and advisory to the Client regarding following:
 - Preparation of possible amendments to contracts for any of the Activities, reviewing amendments prepared by the Client;
 - Advising the Client when dealing with other parties/participants involved in the realization of the project;
 - Counselling the Client on resolving situations where legal action against other parties/participants may be necessary;
 - Analysis of the contractor's claims and the basis for the Client's claims;
 - Legal support to the Client in the preparation of responses to appeals in proceedings;

- Support in Compensation Events/Claims, Disputes and Arbitration Proceedings before the Adjudicator;
- Propose solutions for resolving disputes or claims amicably before they escalate to adjudication or arbitration;
- Consulting regarding the preparation and initiation of arbitration, court and/or other proceedings in relation to the project, without representation in these proceedings.
- The Consultant **shall organize and/or participate on the ad-hoc meetings**, which the Client or Consultant convenes or announces to the other party few days in advance in writing with a draft agenda for that meeting attached. The Consultant is also required to prepare draft Coordination Meeting Reports of such meeting and submit them to the Client.

4. SUBMISSION AND TIME SCHEDULE FOR DELIVERABLES, CONTRACT DURATION, AND REPORTING REQUIREMENTS

After the Kick-off meeting the Consultant shall review all existing relevant documentation and develop Inception Report with appropriate material discussing the feasibility of the project, special problems, risks, and opportunities. Inception report shall be in line with IPMA, PMI or Prince2 standard and shall include description of monitoring and controlling processes of the project execution, but also definition of monthly reports content.

Results of monitoring and controlling activities shall be included in Monthly Reports which shall be developed in accordance with the defined scope within Inception Report. Submitted reports will be reviewed by the Client and approved or returned for revision and/or resubmission. Monthly reporting corresponds to execution phase and starts with the month in which works commenced.

Monthly Reports are the monthly meeting preparation materials and shall be developed in timely manner. Monthly meetings shall be held a few days after the submission of the Monthly Report by the Consultant and according to the agreed time schedule. Consultant shall organize and participate on the monthly coordination meetings. The Consultant shall prepare draft Coordination Meeting Reports of each meeting held and distribute them to the Client. The Client shall provide comments on those draft Reports.

The Consultant shall organize and/or participate on the ad-hoc meetings, which the Client or Consultant convenes or announces to the other party few days in advance in writing with a draft agenda for that meeting attached. The Consultant is also required to prepare draft Coordination Meeting Reports of such meeting and submit them to the Client.

The Consultant also shall develop any other Specific Reports (in line with IPMA, PMI or Prince2 standard) according to the Client's requirements whose content will be determined and agreed between the Consultant and the Client, as well as submission deadline.

At the end of the consultancy service engagement the Consultant shall develop Final Report which shall include project summary, project execution analysis, cost analysis, designer's deliveries quality analysis, etc. and shall be in line with IPMA, PMI or Prince2 standard.

All reports shall be submitted through the e-mail in appropriate format (.docx and .pdf). Approved reports shall be also shared through the e-mail in appropriate format (.docx, .xlsx, .pdf).

Reports shall be written in Croatian language and each report (Inception Report, Monthly Reports, Coordination Meeting Reports, Specific Reports, Final Report) shall have one page summary in English language.

Time schedule for deliverables is as follows (days listed below are calendar days):

No.	Deliverable	Delivery deadline	Timeline for approval
1.	Inception Report	14 days after Commencement of Services or immediately upon conclusion of all the contracts within Activities	7 days after submission
2.	Methodology and Organization	14 days after Commencement of Services or immediately upon conclusion of all the contracts within Activities	7 days after submission
3.	Project Implementation Plan	28 days after Commencement of Services or immediately upon conclusion of all the contracts within Activities	7 days after submission
4.	Risk Register	14 days after Commencement of Services or immediately upon conclusion of all the contracts within Activities Continuously as a part of monthly report	7 days after submission
5.	Communication Plan	7 days upon conclusion of all the contracts within Activities	7 days after submission
6.	Monthly Report	14 days after the end of the reporting period	7 days after submission
7.	Coordination Meeting Report	The following day	No approval
8.	Issue Register	The day before weekly coordination meeting	No approval
9.	Specific Report according to the Client's requirements	Will be agreed	7 days after submission

No.	Deliverable	Delivery deadline	Timeline for approval
10.	Final Report	14 days before the end of services	14 days after submission

Consultant shall ensure completion of services on time and without any delay. Also, all deliverables prepared in connection with the services shall immediately upon completion be submitted to the Client for its review and approval. The Client will review and approve or return deliverables for revision and/or resubmission within previously defined period in the table or any other period defined by the Client upon receiving each of the deliverables.

In the Contract, the Consultant shall assign all intellectual property rights of its work to the Client, including intellectual property rights of any deliverable which Client finds unacceptable and for which it refuses payment.

The estimated period for providing the services is twenty-one (21) months after Commencement of Services (i.e., two (2) months prior commencement of works, eighteen (18) months of construction works and one (1) month after completion of works) but in any case, the Assignment ends one month after the completion of the works, i.e., issuing of Certificate on Completion. The start of services is expected in September 2026.

5. CONSULTANT’S MINIMUM QUALIFICATION AND EXPERIENCE

The Consultant shall be a single consulting firm or an association of firms in the form of a Joint Venture (JV) or sub-consultancy. The construction project management service can be performed by a legal entity or a natural person who is a craftsman, registered for performing the construction project management activities and employing one Construction Project Manager (in the stage of evaluation of the expression of interest, it is sufficient to prove that the Consultant has the Construction Project Manager at his disposal).

The Consultant shall demonstrate experience through the following criteria:

- Proven general experience in providing services related to construction works (e.g., construction project management, technical consulting services, works supervision, design services etc.) for the last seven (7) years;
- Proven experience related to the performance of services related to construction works (construction project management or technical consulting services) for at least five (5) construction projects in the last seven (7) years with investment volumes of at least EUR 14 million. Projects related to construction or reconstruction works of non-residential buildings¹/facilities are considered more relevant;

¹ non-residential buildings are buildings which have no residential area or that area is less than 50% of the total usable floor area of a residential building. For purposes of evaluation of this requirement non-residential buildings are following buildings from the National Classification of Building Types: 121 Hotels and similar buildings, 122 Office buildings, 123 Wholesale and retail stores, 126 Buildings for cultural arts and entertainment, education, hospitals and other buildings for health care, according to the National Classification of Building Types - NKVG 12. 2001 - Methodological Instructions, no. 41, ISBN 953-6667-33-0. 2002 D28

- Experience in similar services (construction project management or technical consulting services) for facilities/buildings for public purpose in the last seven (7) years is considered as an advantage. Projects which are considered relevant are investments for such facilities/buildings of at least total gross area of 5.500 m²;
- Due to complexity of legal framework of the project, the Consultant (joint venture leader or member in case of association) shall have experience with providing services within European directives legal framework;
- Experience with World Bank provided General Conditions of Contract for Works or FIDIC construction contracts or is an advantage.

The credibility of mentioned experience shall be presented in a list of project references within last seven (7) years with description of services provided (including information on contract value, contracting entity/client, project location/country, period of providing the services, value of investment, percentage carried out by consultant in case of association of firms or subcontracting and main activities) and accompanied by certificates of orderly fulfilment of the contracts verified by other party from such contracts.

The Consultant shall have the organizational capacity (it is expected that the Consultant shall have at least five (5) employees/sub-contracted experts for performing activities under this service) to perform this service as well as available appropriate skills among staff. It is expected that the Consultant will submit relevant information on their organizational capacity in their Expression of Interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. If the formation of an association is proposed, the rationale for, and benefits to the assignment of, the arrangement should be explained (outline proposed management coordination of the arrangement, including the role of each firm). Joint venture qualification parameters will be considered as a sum of individual qualifications of joint venture members. In case of joint venture only the experience of lead Consultant firm and joint venture members is considered for evaluation of Expressions of Interest.

Conditions and Requirements that Must be Fulfilled in Accordance with Special Regulations or Professional Rules

Every Consultant that will perform those activities for the execution of the Contract, for which by special regulations and/or professional rules of the state on whose territory the service is performed, certain requirements are established as a precondition for the right to perform the same, must after the successful negotiations, and before Contract signing, fulfil all prescribed requirements and provide evidence of their fulfilment to the Client.

The activity of the construction project management is prescribed by Article 33 of the Act on Activities in Physical Planning and Civil Works (OG 78/15, 118/18, 110/19).

Pursuant to Article 35 of the Act on Activities in Physical Planning and Civil Works, the Consultant must have at his disposal a person who has the professional qualifications of an authorized project manager for executing activities of construction project management.

Pursuant to Article 37 of the Act on Activities in Physical Planning and Civil Works, a person with education in the scientific field of: architecture and urban planning, construction, mechanical engineering, and electrical engineering profession, which meets the requirements of this Article 37 (qualifications also listed in paragraph 6. of this TOR) can be appointed as construction project manager.

The areas of technical sciences are defined in the Ordinance on Scientific and Artistic Areas, Fields and Branches (OG 118/09, 82/12 and 32/13, 34/16).

The Client will after the successful negotiations, but before Contract signing, ask the Consultant to provide evidence, if such evidence was not submitted in earlier stages of this selection process, i.e., documents, by which the selected Consultant proves that it has at its disposal (regardless of whether it belongs directly to the Consultant) an expert who meets the requirements in accordance with special regulations.

6. TEAM COMPOSITION AND MINIMUM QUALIFICATION AND EXPERIENCE OF EXPERTS

Key experts must have sufficient competences, the staffing should comprise the skills and qualifications listed in this section, to fulfil the stated outputs and objectives.

Key experts may be from any of the joint venture members or subcontractors (or engaged otherwise by the lead company).

It is expected that the core team shall comprise of following key experts who meet following listed qualification criteria:

Position K-1: Construction Project Manager/Construction Engineer:

General Qualifications:

- no less than seven (7) years of work experience with relevant tasks and a degree in the scientific area of technical sciences in one of the following scientific fields: architecture and urban planning, civil, electrical or mechanical engineering, having completed the undergraduate and graduate degree or an integrated undergraduate and graduate degree conferring the title of the master of science, master of engineering or having successfully completed the corresponding specialized graduate study from the aforementioned fields, conferring the title of specialist engineer, if he or she acquired during the studies no less than 300 ECTS points or a relevant educational degree in any other way stipulated by regulations and having the required knowledge from the project management field;
- knowledge in project management which is proven by:
 - project management experience in construction or certificate in accordance with the Ordinance on Required Knowledge in the Field of Project Management (OG 85/15);
 - or education in the field of architecture, civil engineering, electrical engineering, or mechanical engineering with an educational program that includes at least 30 ECTS points from the areas of relevance for construction project management in

accordance with the Ordinance on Required Knowledge in the Field of Project Management (OG 85/15).

Adequacy for the Assignment:

- Minimum of two (2) references in performing construction project management services with an investment value of more than EUR 14 million;
- Performing construction project management services for at least two building project with an area larger than 5.500 m², with service duration of at least 12 months;
- Knowledge of FIDIC standards and procedures, or World Bank provided General Conditions of Contract for works;

Experience in the Region and Language:

- Experience with providing construction-related services within European directives legal framework and metric system is mandatory;
- Excellent verbal and written communication skills in English are mandatory;
- Spoken and written communication skills in Croatian are considered mandatory.

Position K-2: Deputy Construction Project Manager

General Qualifications:

- university degree in architecture, engineering, business or similar;
- at least seven (7) years of experience in construction project management.

Adequacy for the Assignment:

- Minimum one (1) reference in performing construction project management services with an investment value of more than EUR 14 million;
- Performing construction project management services for at least one (1) building project with an area larger than 5.500 m²;

Experience in the Region and Language:

- Experience with providing construction-related services within European directives legal framework and metric system is mandatory;
- Excellent verbal and written communication skills in English are mandatory;
- Spoken and written communication skills in Croatian are considered mandatory.

Position K-3: Legal Advisor

General Qualifications:

- university degree in law;
- at least seven (7) years of experience of practicing law.

Adequacy for the Assignment:

- at least five (5) years of experience with relevant tasks i.e., experience in drafting, reviewing, negotiating and advising on construction contracts and related legal issues, such as procurement, tendering, dispute resolution, claims management and risk mitigation;
- specific knowledge in construction law;

Experience in the Region and Language:

- experience with providing legal services within European directives legal framework and in Croatia is mandatory;
- spoken and written communication skills in Croatian are considered mandatory.

In addition to the Key Experts, the Consultant's team will have access to additional experts required to perform the Tasks, such as a Mechanical/HVAC Engineer, an Electrical Engineer, and an Administrator etc. Since these additional experts have a limited role, they will not be evaluated for shortlisting or technical evaluation purposes. The additional experts should meet following listed qualification criteria and should be approved by the Client before their engagement:

For all positions/disciplines

General Qualifications

- university degree in related field/discipline;
- minimum seven (7) years of general professional experience in their related field/discipline;

Adequacy for the Assignment

- experience on construction projects in their field/discipline, for at least two (2) projects with investments of more than 14 million EUR or projects in size larger than 5.500 m²;

Experience in the Region and Language

- experience with providing design services within European directives legal framework and metric system is mandatory;
- spoken and written communication skills in Croatian are mandatory.

Consultant will be responsible for the execution of all tasks under this ToR.

In addition to the minimal required project staff defined above, the Consultant shall assess and provide other supporting and administrative staff and shall include them in Consultant's proposal and work time estimation.

The Consultant shall ensure that the above positions provide continuous coverage of the project team and regular availability on site during implementation of the assignment.

7. INPUT DOCUMENTS AND SUPPORT TO BE PROVIDED BY THE CLIENT

Input documents provided by the Client is Main Design for Faculty of Organization and Informatics Building "FOI 2" (ANNEX 1), Building Permit for Faculty of Organization and Informatics Building "FOI 2" (ANNEX 2), Template of works contract (ANNEX 3) and Terms of Reference for other related services (ANNEX 4).

The Consultant shall return to the Client all documents if any received from the Client following the completion of the Services to be performed.

The Client shall be responsible for the coordination of all Contract activities. The Client shall appoint Contract Coordinator, who will have the overall responsibility for implementation of activities. The Consultant shall report to the Contract Coordinator.

Construction Project Management services shall be provided by an independent consulting firm. Following the contract signature, the Client shall officially appoint the Consultant's Key Expert (K-1) as the Construction Project Manager via a formal appointment letter, in accordance with the Croatian Act on Activities in Physical Planning and Civil Works.

8. OFFICIAL LANGUAGE

The language for communication and for project deliverables shall be Croatian. Reports shall be written in Croatian language and each report (Inception Report, Monthly Report, Specific Reports, Final Report) shall have one-page summary in the English language.

9. LIST OF ANNEXES

All of the Annexes are due to their size attached to this ToR as separate files.

ANNEX 1 – Main Design

ANNEX 2 – Building Permit and Accompanying Documents

ANNEX 3 – Template of contract for construction works

- Available at: <https://pubdocs.worldbank.org/en/679291616012282325/SPD-RequestforBids-SMALLWORKS-OneEnvelope-March-2021.docx>

ANNEX 4 - Terms of Reference for other related services (Supervision of Works and Design Supervision)