

TERMS OF REFERENCE
for
**Supervision Services for Reclamation, Remediation and Closure of the
Landfill in Brčko District**
Ref. No. BA-SDIP-BD-QCBS-CS-24-03

1. Background information

Beneficiary country: Bosnia and Herzegovina

Contracting authority/Client: Development – Guarantee Fund of Brčko District on behalf of the Government of Brčko District (the Government)

Final Beneficiary: Department for communal affairs of the Government of Brčko District

1.1 Relevant background

The International Bank for Reconstruction and Development (IBRD) launched the Multiphase Programmatic Approach (MPA) to improve flood protection and enhance transboundary water cooperation in the Sava and Drina Rivers Corridors. The Program includes two sequential and partially overlapping phases with five participating countries: Republic of Serbia, Bosnia and Herzegovina, Montenegro, Croatia¹ and Slovenia². The first phase of the MPA (Phase I), supports integrated water cooperation through investment in infrastructure improvements and complementary measures that address the current and expected impacts of climate change. Specifically, Sava and Drina Rivers Corridors, Phase I (SDIP) intends to address the risk of floods and droughts, thus increasing resilience in the targeted areas and ensuring economic development. Given the Sava and Drina River Basin's transboundary nature, this will be achieved by supporting coordinated development and management of shared water resources across the affected areas.

For the purpose of financing of the SDIP, part of Phase 1 of the Program, part of the loan in amount of EUR 25 million has been granted to the Brčko District to finance improvement of flood protection and environmental management within nominated projects.

At the regional level, a Regional Task Force consisting of a senior official(s) of the International Sava River Basin Commission (ISRBC) Secretariat and country senior officials from key sectors such as water, transport, energy and tourism is established and is facilitating dialogue and cooperation in the region, and is supported by the ISRBC Secretariat.

¹ As a member of ISRBC, Croatia will initially participate in the regional interventions (Component 4) under Phase I. Implementation of Croatia-specific activities, such as civil works to support sustainable and resilient navigation in the Sava River Corridor, may be undertaken during Phase II, for which the World Bank may provide complementary financing to Croatia's mobilization of EU and/or national budget funds

² Slovenia will be a non-borrowing program beneficiary; it will participate in the regional studies, regional dialogue, capacity-building tools, and related activities under program Component 4

To implement regional activities under the Program, a new Regional Implementation Unit (RIU) is established and housed within ISRBC Secretariat. It is comprised of appropriate expert skilled to carry out regional activities under the Program.

At the national level, implementation is undertaken by Project Implementation Units (PIUs) within line ministries of each country, comprised of required technical and managerial experts to support project implementation. Respectively, Development – Guarantee Fund of Brčko District established by the Government of Brčko District (the Client) will act as PIU on this Project and will have primary responsibility for Project execution ensuring that the Project development objectives are met.

These Terms of References (ToR) refers to the services of consulting company who will be responsible for supervision of execution of works for reclamation, remediation, and closure of the landfill in Brčko District, to be implemented under the World Bank SPD for Works.

1.2 General information

The Brčko landfill has been active for more than 50 years. Until 2008, the landfill was used as uncontrolled, unsanitary landfill when the Public Company "Komunalno Brčko" d.o.o. Brčko District of Bosnia and Herzegovina (hereinafter: PC "Komunalno"), responsible also for electricity distribution, cleaning of streets, etc., begins with implementation of the first measures to improve organized removal and disposal of waste.

The existing landfill is located on a land that is not formally intended for waste disposal, respectively the location is illegally used for such purposes. Therefore, the Assembly of Brčko District, made a Conclusion and authorized the Department for Spatial Planning and Property Law Affairs to determine the permanent location for waste disposal, at the latest by the end of 2018. In compliance with this Conclusion, construction of Center for Solid Waste Management (location "Kladje") is envisaged and it will be financed under the SDIP, as well, but as separate activity, out of the scope of this ToRs.

According to data from the current Urban Plan for urban areas of the City of Brčko (from 10.11.2008), the existing area of the landfill is planned to be used for industrial purposes. It should be mentioned, that in compliance with the Urban Plan, a railway track was constructed in the northern part of the landfill site.

Waste was collected in 78 small settlements, and almost 95% of collected waste in Brčko District, app. 50 – 60 tons per day, was disposed at the existing landfill. However, there is no proper registration (there is no truck scale) and all types of waste, except for medical and hazardous waste, were accepted at unsanitary landfill. Based on information received from PC "Komunalno", approximately 3% of the total amount of waste accepted at the landfill is non-hazardous waste from private companies, while the rest is general municipal waste. At the moment, waste disposal at the landfill has been prohibited. Respectively, since February 2022, collected waste from the Brčko District has been transported to the regional landfill in Zvornik via the existing transfer station. Consequently, since 2022, no waste has been disposed of at the local landfill.

The landfill covers an area of approximately 11.5 hectares and is located 2 kilometers from the city center, 300 meters from the nearest residential area and about 50 meters from the Sava River (Figure 1 and Figure 2). The landfill is accessed via a 250 m long macadam access road, from the main road M 14.1 between the center of the City of Brčko and the City of Bijeljina (distance between Brčko and Bijeljina is 40 km). On the opposite side of the main road, about 300 meters from the landfill, Ilička settlement is located, and it is the settlement closest to the landfill.

Figure 1 Location of the Brčko landfill with its surroundings

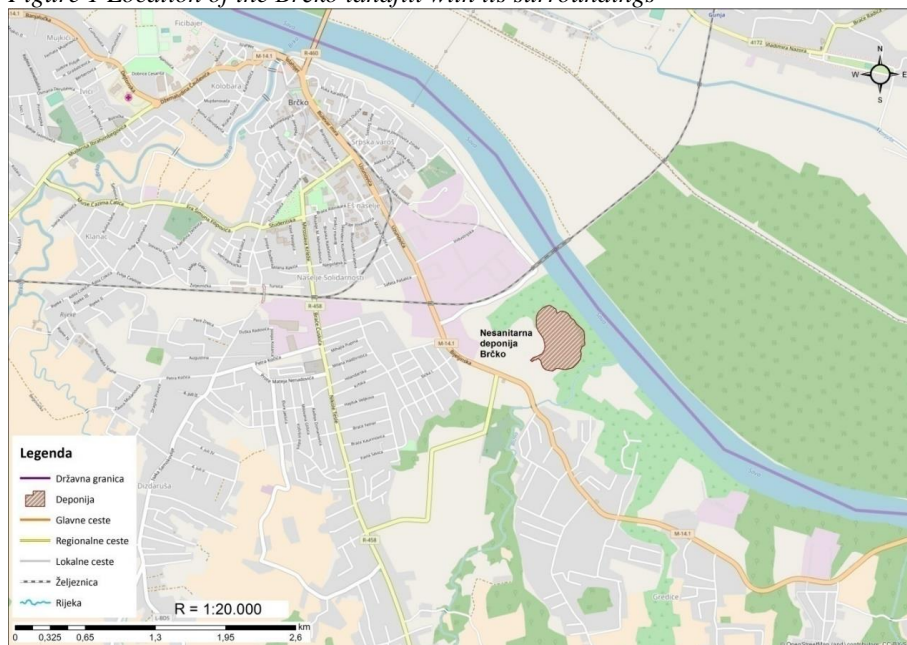
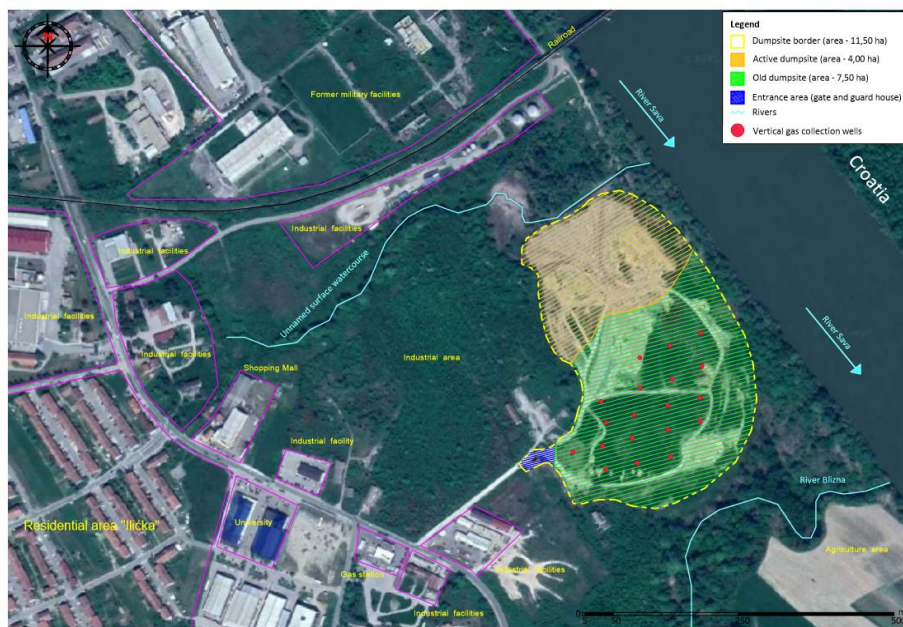


Figure 2 Situational map



The current state of waste management in the Brčko District of BiH is as follows:

- Only mixed municipal waste is collected from households, commercial, and industrial facilities. The total amount of municipal waste collected in 2024 was 28,736 tons, corresponding to 96 t/day (based on 300 collection days per year).
- Circular economy principles have not yet been incorporated into the strategic framework of waste management in the Brčko District of BiH.
- JP Komunalno does not collect other types of waste.
- There is no source-separation of waste in BD BiH, and there are no green islands, recycling yards, waste management centers, or any other facilities for municipal waste treatment.

The landfill lacks basic infrastructure (i.e., a weighbridge with an accompanying facility, tire-washing platform, etc.), environmental monitoring systems (i.e., bottom liner, leachate collection system, gas collection system, surface water management system, etc.), as well as leachate or gas treatment facilities. The waste unloading area occupies a large surface and contains a significant amount of fresh, uncovered waste.

In the northwestern part of the landfill, an unknown quantity of industrial waste and residues of organic industrial sludge in the form of mud originating from the edible oil production plant “Bimal” has been deposited.

On the southern and southwestern sides of the landfill are the remains of a former lake and the Brčko–Bijeljina main road. The oldest part of the landfill (nearest the entrance) is partially covered with soil, supporting the growth of shrubs and grass. Passive gas extraction is conducted through 16 vertical gas extraction wells installed in the closed section of the landfill; these wells are in poor condition and are currently non-functional. Accumulation of leachate has been observed within the landfill area.

The area is covered with different types of grasses, invasive species and ruderal flora. These plants gradually turn into bushes and forests. The surrounding area is characterized by a degraded vegetation cover with dominant systems of tertiary vegetation. According to currently available information, there are no registered rare or endangered species in this area.

Inactive parts of the landfill are not covered with soil layers. Anthropogenic pressure on all environmental media is very pronounced, which represents a significant threat to the environment of the entire area. The landfill needs to be rehabilitated and closed in order to reduce further effects on the environment.

Measures and Activities for Temporary Landfill Remediation and Environmental Protection:

- The landfill entrance has been fenced, and a metal gate with a guardhouse installed to control access.
- Physical protection of the landfill is provided 24 hours a day.
- Electricity has been brought to the landfill area, with spotlights installed to illuminate parts of the site.
- Water supply has been provided within the landfill area.
- A telephone line has been installed in the guardhouse.

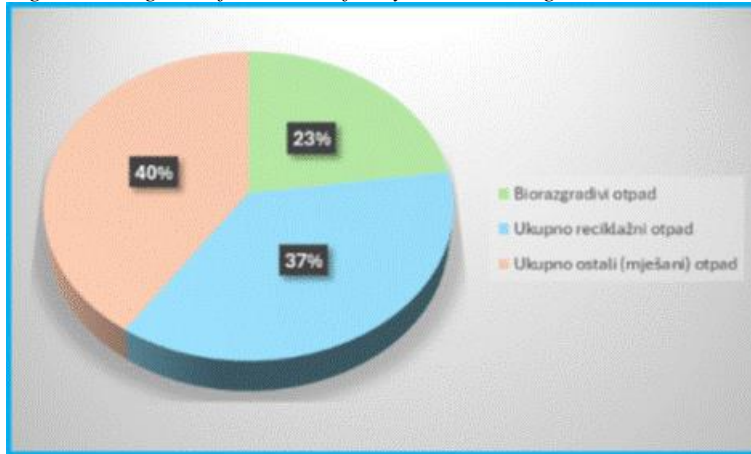
- Soil has been provided for covering waste and extinguishing internal fires.
- A person responsible for fire-fighting at the landfill is designated (if needed).
- Gas conditions and temperature in the landfill body are monitored.
- Gas extraction wells have been installed.
- Deposition onto the main landfill body has been halted.
- Soil samples beneath the landfill, leachate, and waste sludge from the Bimal plant have been tested.
- In 2020, a Master Project for the transfer station (ramp) for transporting municipal waste to the regional landfill was prepared and implemented; the surrounding area was asphalted.
- A railway was constructed, and waste near the railway was transferred to the central part of the existing landfill.

As per available information, following types of waste are disposed of at the landfill:

- Municipal waste - waste from households (domestic waste) and waste from production and/or service activities (commercial waste) if it is similar in properties and composition to waste from households. This type of waste is generated in households, service activities (trade, catering, etc.), institutions (such as schools, facilities used by municipal and state services, etc.) and in public areas as a result of the arrangement and maintenance of public areas in the area of cities and of the mentioned municipalities from which waste is collected in an organized manner;
- Industrial waste - waste that is generated in the production process in industry, trade and other processes, and it differs from municipal waste in its composition and properties. Residues from the production process that are used in the production process of the same manufacturer are not considered industrial waste;
- Inert waste - waste that does not contain at all or contains little substances that are subject to physical, chemical and biological decomposition and therefore do not endanger the environment.

The analysis of the morphological composition of municipal waste generated in the area of Brčko District was carried out in the period from 8 – 13 November 2021 to determine the share of individual components in the total structure of waste, and the results are given in the Figure 3 below.

Figure 3 Diagram of the ratio of recyclable, biodegradable and other waste



Considering the above, the current state of the landfill, and the results of geological investigations, following works for reclamation, remediation and closure of Landfill Brčko District will, in compliance with the approved Detailed Design and obtained Construction Permit be executed:

- Remediation (closure) of the existing landfill in a manner that isolates all existing waste from the surrounding environment.
- Construction and establishment of a peripheral drainage system for leachate collection around the landfill.
- Construction of a watertight reinforced concrete basin for leachate collection.
- Construction and installation of leachate treatment facilities.
- Construction of a surface water (perimeter) drainage system.
- Channelling of the unnamed stream flowing alongside the landfill body to the railway embankment.
- Construction of internal operational/technological roads.
- Installation of a landfill gas collection system with bio filters.
- Construction of a hydrant network.
- Closure of the entire landfill with impermeable sealing layers.
- Land reclamation and establishment of landscaped areas and walkways.
- Implementation of appropriate monitoring.

2. Objective, purpose and expected results

2.1 Objective of the assignment

The term “the Contractor” refers to the contractor to be selected for “works contract”. The term “works contract” refers to the contract for reclamation, remediation and closure of the landfill in Brčko District to be signed with selected contractor.

The main purpose of this Contract is to engage highly qualified consultant company to perform supervision services ensuring that works are implemented in accordance with the main/detailed

design prepared by the Government, the provisions of work contract to be signed, in compliance with Brčko District legislative and World Bank environmental and social standards.

Procedure for selection of the contractor for works contract is foreseen to be initiated in first quarter of 2026. Contractor to be selected will be responsible to execute works in compliance with the existing detailed design and issued construction permit.

2.2 Results to be achieved by the Consultant

The Consultant shall be responsible for the following results:

- High quality of works is achieved and works contract is carried out timely and in full compliance with the engineering design, technical specifications and other works contract's documents;
- Compliance with all developed Sava and Drina Rivers Corridors Integrated Development Program (SDIP) documents, including the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), and Labor Management Procedures (LMP), is to be ensured throughout project implementation³.
- Compliance with the Project-specific Environmental and Social Management Plan (ESMP), including the Labor Management Procedures (LMP) and the Stakeholder Engagement Plan (SEP), shall be ensured. The Contractor shall perform all duties and responsibilities as delegated herein, fully adhering to the provisions, mitigation measures, and monitoring requirements defined in these documents, and in accordance with the Brčko District and/or BiH pertinent legislation and the World Bank Environmental and Social Framework (WB ESF)^{4,5}
- Timely identification and assistance in resolution of issues (be they legal, technical, financial, environmental, social), and any resulting disputes and complaints arising in connection with the works contract is ensured;
- Contract administration, management and supervision for the Reclamation, Remediation and Closure of the Landfill in Brčko District is performed successfully securing that the investment is implemented within the specified budget and duration;
- Completion and implementation of the works contract in compliance with its contractual provisions and relevant Brčko District and/or Bosnia and Herzegovina legislation is achieved;
- Appropriate reporting to the Client and the Bank is ensured;
- Visibility in accordance with the Client's requirements is ensured;
- Other tasks on an ad hoc basis, per request of the Client, executed.

³ SDIP specific ESMF, SEP, LMP are available at:

https://drive.google.com/drive/folders/1n6V1NpIP7iVGH2dyD9m9GZa7HaN-eozP?usp=drive_link

⁴ Where gaps between the World Bank Environmental and Social Standards (ESS) and the national requirements are identified the more stringent one will prevail

⁵ ESMP, with LMP, and SEP constitute Annex I to this ToR and are available at:

<https://drive.google.com/drive/folders/1LY-OxbWRFT8ukUIF7vrJoW9oDUICNHL4?usp=sharing>

3. Scope of the Services

3.1 General

The Consultant shall carry out the specific tasks and activities as listed below and develop a well-functioning co-operation mechanism with Client and the Final Beneficiary on the basis of the following principles:

- a) Consultation and consent - the responsibilities for the general implementation of the Project are delegated to the Client (PIU). Client and the Final Beneficiary, shall be involved in the decision making processes regarding the Contract implementation and shall be kept informed in all stages related to works contract monitoring and implementation. and they, together with Public Utility “Komunalno Brčko” ltd. should be satisfied with all results and outputs. The cooperation with the Final Beneficiary will be sustained and managed by the Client;
- b) Efficiency - the cooperation with the Final Beneficiary and the Client shall be designed to avoid any delay or discontinuity in the decision making process or any dilution of the Consultant’s responsibility.

Services under this contract will be implemented in the territory of Brčko District, as shown in the Figure 1 and Figure 2, above.

3.2 Specific activities

The Consultant is expected to perform as a part of the consultancy service activities as follow:

Activity 0: Preparatory works

Activity 1: Contract management

Activity 2: Contract supervision

Activity 3: Supervision of works for reclamation, remediation and closure of the Landfill in Brčko District

Activity 4: Final works.

3.2.1 Activity 0: Preparatory works

Following the kick-off meeting to be held with representatives of the Client, Final Beneficiary and PC “Komunalno”, the Consultant’s first task shall be to visit the site, to be familiar with the specific area, to meet with the relevant stakeholders and to gather the necessary data. The Final Beneficiary through the Client will supply the Consultant with the existing background documentation, including but not limited to technical documentation, permission, works contract, Environmental and Social Impact Assessments, etc. Gathered information, data and collected documents shall be included in the Inception Report, with a detailed description and assessment of the current situation.

The outline of the Inception Report shall be proposed by the Consultant. The Inception Report shall be the specific output of the Inception Period and shall present an overall approach and detailed program work plan and completion schedule for the services. It should discuss constraints and challenges, respectively risks and mitigation measures to overcome the risks,

identified by the Consultant and ways to address them in order to timely and effectively deliver the assignment.

3.2.2 Activity 1 Contract management

Following activities will be, among the others, performed by Contract management part of the supervision team:

- General contract management;
- Management and coordination of the supervision team and the responsibilities assigned to the Supervision in the Contract;
- Correspondence with the Client, Final Beneficiary and the contractor;
- Handling of Determinations (approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act);
- Handling of variations and changes;
- Handling of submissions, claims and disputes;
- Approval of payment certificates;
- Participation in arbitration, if applicable.

The Consultant's Team Leader, as the head of the Consultant's staff will manage all team's duties assigned to the Consultant in the Contract and will be fully responsible for management and the overall work of the other Consultant's staff. Additionally, the Team Leader shall be responsible for the following:

- The overall quality of the works performed by the contractor, Contract supervision (according to paragraph 3.2.3 of this ToRs) and Supervision of works (according to paragraph 3.2.4 of this ToRs);
- To organize, facilitate and chair regular site progress meetings with the contractor, the Client and the Final Beneficiary to monitor and record key issues such as progress and quality of works, site safety, equipment/material orders and deliveries, environmental and social issues etc. The Consultant will be responsible for interpretation at the meetings, giving proposals for solving problems and preparation of Minutes of the meetings;
- To prepare documentation and participate in the Project Steering Committees' meetings upon request;
- Organize an archiving system in order to check the progress of works. All documents and communication related to the project shall be archived and the archiving system shall be maintained in full compliance with the legal requirements. At the conclusion of the assignment, the Consultant shall transfer all archive materials to the Client and/or to the Final Beneficiary;
- To check the progress of works including implementation of Environment and social management Plan and make the Client and the Final Beneficiary aware of any possible problems that could arise which have the potential to affect the achievement of the project objectives in a timely manner;
- To cooperate with the Client and the Final Beneficiary representatives and forward their comments and requests to the contractor;
- Management and technical approval of variations to the contractor's Scope of Work,

- To provide assistance in revision of the draft as-build design or any other relevant document prepared by the contractor.

It should be noted that permanent presence of the Consultant's Team Leader is envisaged on site, or in offices located in Brčko District, in vicinity of the site.

3.2.3 Activity 2: Contract supervision

For the purpose of Contract supervision, the Consultant will provide services that include but would not be limited to:

- Preparation of Manual of Supervision Procedures which will outline procedures for the site supervision as well as recording of work performed by the contractor, describing the basic administration procedures, guidelines and lines of communication, which are to be followed by the contractor, the Consultant, the Client and the Final Beneficiary;
- Preparation of Supervisor's quality Assurance Manual, including the Supervisor's control and inspection plans and procedures;
- Preparation of Commissioning Plan and Performance Acceptance Protocol;
- Organization of functional monitoring system and ensuring an effective communication and reporting system for the Client and the Final Beneficiary;
- Ensure checking that all activities/formalities and in particular all Supervisor's responsibilities prior to the works are carried out or started up, including but not limited to insurance of works, detailed implementation programme, notice of commencement order, approval of works contractor's representative and other staff, approval of subcontractors, suppliers, supply of document to works contractor, data for setting out, safety on site, study and verification of the work's contractor's proposal for implementation of the Environmental Management Plan (EMP), Health and Safety Plan (HSP), public health and public safety awareness program and traffic management plan, etc.;
- Conducting of kick-off meeting with the works contractor, stakeholders and the Client;
- Mobilization and setting-up the works contractor's office at the premises of the construction site,
- Reviewing of QAM (Quality Assurance Manual) prepared by the works contractor to the approval of the Client;
- Reviewing of the approved Detailed Design for the works;
- Compliance check of the construction works in relation to the issued Location Permit, Building Permit and other permits and projects in accordance with the relevant laws and the provisions of the Contract between the Client and the contractor;
- Inspection, measurement and testing of materials and workmanship;
- Approval of materials and equipment that will be installed;
- Measurement and evaluation of works;
- Checking and control of the measurement book;
- Approval of tests on completion;
- Other activities for contract supervision in compliance with the Contract for Supervision services.

3.2.4 Activity 3: Supervision of works for reclamation, remediation and closure of the Landfill in Brčko District

The Consultant will set up an adequate organization, including monitoring system, to meet requirements for an efficient supervision of construction activities and administration. In this respect, the Consultant shall be required to establish and follow detailed supervision procedures based on sound international practice to monitor the completion of the works contract within the agreed program and budget and to the quality standards and environmental provisions stipulated in that contract.

The supervision of works shall be implemented in compliance with the requirements of the relevant legislation and WB environmental and social requirements. Having said that, the Consultant should have a license indicating the eligibility to act as a Supervisor in Brčko District for civil works.

Wherever appropriate and not in conflict with the works contract, the Consultant shall exercise every reasonable care to protect the interests of the Client.

The Consultant shall be responsible for the supervision of the works contract, including but not limited to the below items:

- Supervision of works according to the national legislation, obtained construction approval, signed contract, approved design, technical specifications, general and special conditions, drawings and breakdown of the overall contract price of the works contract, Environmental and Social Management Plan;
- Approval of the sub-contractors for the works, if any;
- Issuance of Commencement Order;
- Approval of verification operations;
- Approval of any change of the key personnel of the contractor that is listed in the works contract;
- Approval of material samples;
- Ensuring compliance with the monitoring plan as set forth in the ESMP, including collection, sampling plan and results as applicable.
- Approval of equipment to be used and/or installed;
- Pre-approval of the interim payment application and its submission to the Client for the final approval and payment;
- Attendance in the taking over and final taking over committee(s);
- Pre-approval for the draft final statement of account and submission of final statement of account to the Client for its final approval and payment;
- Other tasks (as needed) and responsibilities assigned to the supervision in the related works contract.

The Consultant shall obtain the specific approval of the Client in the performance of his duties before taking following actions:

- Agreeing or determining any matter, which will change the Contract Price of the works contract;

- Giving consent to a Sub-contractor for which a different sub-contractor is named in the works contract;
- Agreeing or determining time extension for the works contract;
- Instructing an administrative order which is expected to change the Contract Price for works contract or in any change in the scope, character or quality of the works. No Administrative Order shall be given by the Consultant without the consent of the Client regardless of whether it will change the price or not (including the change of materials and design);
- Issuing an administrative order for the use of the provisional sums / contingencies / dayworks;
- Issuing a suspension order.

Activities of the Consultant for supervision of works can be divided into two main sub-activities:

1. Construction activities
2. Post-construction activities

3.2.4.1 Construction activities

The Consultant shall, on behalf of the Client, provide full supervision services during execution of construction activities by the works contractor. To this respect, Consultant's services will include but would not be limited to:

- Overall day-to-day supervision, including, but not limited to, management and planning, cost and quality control, reporting and monitoring physical and financial progress of the works contract and related activities;
- Checking and control that the works are performed according to technical documentation;
- Checking and control of the quality of all works and implementation of laws and bylaws, standards, technical and quality norms;
- Checking and control of the quality of materials and equipment that will be installed (i.e. verification of testing the permeability of materials, quality assurance testing on the HDPE liner, approval of geological and synthetic liners, etc.);
- Verification of sampling results;
- Verification and approval of works carried out by the contractor (including, but not limited to: excavations, construction of fences, backfilling, transportation, mechanical works, electrical works, provisional works, analyses, etc.);
- Verification and approval of reports and documents produced by the contractor (including, but not limited to: Contract Program; Schedule of Costs; Weekly Reports; Monthly Reports, etc.);
- Measure and record in the site diary the quantities and the quality of works carried out by the contractor on a daily basis;
- Checking and control of implementation of security measures, protection of people, works and the environment. This includes the verification that the contractor:
 - Has appointed a safety officer and has carried out appropriate training in accordance with Technical Specifications (these include, but are not limited to: qualification and

- experience, presence and availability of safety officer; performance of H&S induction training for all employees and consultants that are present on site; performance of H&S refreshment training, periodical safety meetings, safety inspections; etc.);
- Has in place safe working procedures (these works include, but are not limited to: control and monitoring of substances that are hazardous to health; risk assessment and incorporation of appropriate mitigation measures; first aid and emergency procedures; accident reporting and records; prevention and reporting procedures on Sexual Exploitation and Abuse/Sexual Harassment etc.);
 - Has provided his employees and representatives of the Consultant with adequate personal protective equipment (PPE);
 - H&S verification will be carried out by ongoing monitoring of the Works and of the documents produced by the contractor during the course of the project execution.
- In respect to the environmental monitoring, the Consultant shall verify that the contractor:
 - Has in place environmentally safe work procedures (these include, but are not limited to: risk assessment and mitigation measures; reduction of waste production, prevention of air pollution and where this is not possible reduction in the level of air pollution to the extent that this is practicable, prevention of discharges to waters and where this is not possible reduction in the level of water pollution to the extent that contamination of surface water and/or groundwater is avoided; incident reporting and records; etc.);
 - Makes use of items of plant and equipment that do not cause environmental pollution (air, soil, surface and ground waters, noise, etc.);
 - Surface water contamination and groundwater contamination are avoided during the course of the works.
 - Supervise implementation of environmental, occupational, health and safety (OHS) and community safety related activities as outlined in the ESMF of the Project and further defined in the Environmental and Social Management Plan (ESMP), Labor Management Plan (LMP) and Stakeholder Engagement Plan (SEP), Grievance management for project workers and complaints received from nearby community and other relevant stakeholders required by the WB Safeguards Policies and the relevant national regulation;
 - Checking and control during tests on completion;
 - Plan, notify and secure necessity inspections and tests, training in operation and defects notification period, all in accordance with Supervision Plan and technical requirements including approval or rejection of works;
 - Review and approve plans for unforeseen circumstances like critical breakdowns, energy supply failure or big changes in load properties;
 - In the case of postponement of the completion date or suspension of works, the Consultant shall evaluate the implications and advise Client on the consequences of such decision;
 - Prepare requests for variation orders. If variation affects the Contract Price and/or time for completion and/or leads to a substantial change in the scope or quality of the Works, the Consultant shall submit to the Client a brief variation report, outlining the need for variation, the impact of variation in terms of quality, costs and time, and the Consultant's recommendation;

- Assist the Client during finalization of the works (receipt, acceptance and archiving of all project documentation including as-built drawings, operating and maintenance manuals, administrative documentation, preparing for and witnessing the final taking-over and testing in order to confirm that the overall objective of the project has been achieved). The Consultant should note that taking-over procedure shall be conducted in compliance with the relevant Brčko District regulations;
- Prepare post-contract documentation, checking the contractor's invoice(es), that amounts claimed have actually incurred in accordance with the requirements of the works contract, issuing the certificates of payment, variation orders, taking-over certificates, payment certificates, performance certificates etc.;
- Prepare and submit Progress Reports (monthly, quarterly) which includes progress reporting, photos, physical and financial progress schedules, minutes of meetings related to the reporting period, and
- Other activities to ensure that contracted works are executed at the required level of quality, timely and within the contracted budget.

Although the Brčko landfill was historically utilized for mixed municipal waste disposal, past uncontrolled dumping practices and the suspected disposal of industrial waste, potentially including hazardous waste from industrial facilities such as Bimal indicate that the likelihood of encountering hazardous waste during chance finds within the legacy waste mass is high, in line with ESIA and local EIA findings.

Therefore, the Consultant shall be also responsible for the supervision, control, verification, recording and reporting of all Contractor activities regarding hazardous waste chance finds including maintaining active oversight of all related activities such as containment, handling, transport and final disposal of such waste in line with below described obligations. The Consultant shall treat hazardous waste chance finds supervision as a continuous, dedicated obligation throughout the full duration of Contract. In particular, the Consultant shall:

- **Ensure and enforce immediate response and site control in any instance of reported or suspected hazardous waste chance finds:** Confirm receipt of the Contractor's immediate stop-work notification and verify that all works within the affected area have been suspended without delay; Conduct or direct an on-site inspection of the find within the shortest practicable timeframe; Verify that the Contractor has physically secured and demarcated the area in accordance with applicable Obligations; Issue written acknowledgment of the find to the PIU and maintain a documented record of the notification chain, including at minimum time and date of find, notification and inspection.
- **Ensure application of a precautionary approach:** Apply the precautionary principle at all times where any legacy waste suspected of being hazardous shall be formally treated and managed as hazardous waste until confirmed otherwise; Review preliminary field observations and, where applicable, direct the Contractor to arrange sampling and laboratory analysis, in line Obligations; If unable to perform testing for any reason (e.g. not feasible within a timeframe consistent with works continuity and/or OHS risk management) confirm that the material shall retain its hazardous classification and be managed accordingly throughout its entire handling chain; Document all decisions and retain records.

- **Oversight of Containment and Handling Procedures:** Verify that waste identification and characterization are duly performed including sampling, laboratory testing, classification, and documentation, including review of laboratory accreditations and delivered results; Review and approve Contractor's procedures and method statements including for handling, segregation, packaging, labelling, temporary storage and on-site transport of hazardous waste; Review and approve the Contractor's temporary on-site storage arrangements prior to transport; Monitor and enforce Occupational Health and Safety (OHS) measures, including the adequacy and use of personal protective equipment (PPE), worker training, and site-specific risk controls; Monitoring of possibility that suspected hazardous material is mixed with other non-hazardous waste streams (e.g. inert waste).
- **Transport and Off-Site Disposal Authorization:** Verify that the hazardous waste handler holds a valid license or permit for the acceptance, transport, handling and disposal or treatment of the identified hazardous waste category; Review and approve, prior to departure from site, all transport documentation for hazardous waste being removed for off-site disposal, including waste transfer manifests, licensing and consignment notes; Ensure that transboundary movement obligations, if any, are fulfilled; Review and retain copies of all chain-of-custody documentation.
- **Coordination with the PIU and Regulatory Authorities:** Ensure timely notification to the PIU and relevant competent authorities of all hazardous waste chance finds in a timely manner, including at minimum preliminary classification, proposed management approach, quantities, and disposal outcomes; Identify and, where required, facilitate the Contractor's notification obligations to competent national or local environmental authorities (e.g. radioactive waste);
- **Authorization to Resume Works:** Confirm that works in the affected area may resume only upon full satisfaction of all required conditions as defined in obligations; Retain the authority to withhold work resumption authorization if, in the professional judgment of the Supervising Consultant, residual risks to worker health and safety or to the surrounding community have not been adequately mitigated.
- **Reporting and Record-Keeping:** Record all hazardous waste chance finds in a dedicated Hazardous Waste Chance Find Register at minimum containing: location, date, waste type and quantity (estimated and confirmed), classification basis, containment measures applied, transport and disposal details, and authorization dates for work resumption; Include a summary of all chance find events, management actions, and disposal outcomes in the periodic environmental and social monitoring reports submitted to the PIU; Flag any patterns or cumulative findings that may indicate a more extensive contamination zone than previously delineated, and advise the PIU on the need for additional investigation or design adaptation

In the course of provision of supervision services, following checkpoints have been identified, as minimum:

- Subgrade acceptance (pending survey points check)
- Geosynthetic submittals (manufacturer documentation and roll tracking)
- Seam testing frequency and acceptance criteria (liner wedge welds)

- Protection layer placement restrictions (equipment limits)
- Drainage aggregate gradation verification (pending approval of submittal)
- Penetration details and leak-prevention inspections
- As-built survey requirements and settlement monitoring locations.

Quality verifications will be carried out by ongoing monitoring of the works and of the documents produced by the contractor during the course of the project execution.

3.2.4.2 Post-construction activities

After completion of the works, the Consultant shall inspect the works on a quarterly basis in order to ensure a proper monitoring of the works performance during both, the contract implementation period (for the purpose of monitoring of soil subsidence) and the Defects Liability Period (DLP) defined in works contract.

During this period, the Consultant shall notify the contractor for works, the Client and the Final Beneficiary of such visits.

- Regular inspections (quarterly) up to the end of defects liability period of the works contract;
- Organization of the quarterly site meetings, and ad hoc site meetings, whenever necessary, with the contractor, the Client, the Final Beneficiary and other related stakeholders to ensure sound and timely completion of the works in the desired quality, restricted activities on site. Preparation and distribution of the Minutes of Meetings;
- Agree (quarterly) performance tests together with the contractor for proving the parameters of the work(s);
- Issuance of final Performance Certificate, when the contractor has fulfilled his obligations;
- Check the contractor's final statement of account and preparation and issue the final payment certificate for the Client approval;
- Supervise actions ensuring that the project remains compliant to the World Bank Environmental and Social Framework and underlying Standards and guidelines and as detailed out in the ESMP and SEP.

3.2.5 Activity 4: Final Works

Before the contract completion a Final Report shall be prepared by the Consultant providing the content of the ToRs compared with the activities implemented, the achieved results, encountered problems and lessons learned.

4. Logistic and timing

4.1 Location

Operational base for the Contract will be Brčko District. Travel within the Bosnia and Herzegovina is not envisaged.

The Consultant shall undertake the works in Brčko District, in his office and at site office indicated by the Client and established by the contractor as indicated in the works contract.

4.2 Commencement date and period of implementation

The intended commencement date is Q3 2026 but the actual commencement date will be defined with the signature of the Contract. The period of implementation of the contract will be 30 months starting from the commencement date. This period includes 18 months for services related to supervision of works and 12 months of Defect Liability Period, which will start following completion of taking-over procedure.

The Consultant will carry out the services in line with a detailed time schedule to be submitted as part of his draft view on project time life, which might be changed following communication with the works contractor considering his working plan.

The Consultant should note that all required approvals necessary for works execution are obtained by the Government, therefore no delays in commencement of the works execution in respect of this are envisaged.

5. Requirements

The Consultant firm will be selected in accordance with QCBS (Quality-and Cost-Based Selection) method set out in the World Bank's Procurement Regulations for IPF Borrowers (July 2016, revised November 2017 and November 2020).

The assignment will require a qualified consulting company or a joint venture that can demonstrate extensive experience in supervision services, fulfilling following criteria:

- i) The Consulting firm must be a legal entity;
- ii) The consultant (individual company or joint venture altogether) has implemented and successfully completed, during the last ten (10) years (from the January 2016 up to the deadline for the receipt of applications indicated below):
 - at least one (1) contract related to supervision of landfill closure/construction, where participation of the Consultant should be minimum 60% of the contract brought as reference;
 - and
 - at least one (1) contract for supervision of works that was financed by IFIs, where participation of the Consultant should be minimum 60% of the contract brought as reference
- iii) Experiences in waste management sector in Bosnia and Herzegovina/Western Balkans region will be advantage;

The experience and financial record of any proposed sub-consultancy shall not be included in the evaluation.

As a proof, the Consultant firm will prepare a table listing following information: name of the relevant assignment, name of a firm that conducted the assignment, short scope of work, year of contract implementation, country/region, contact reference (name, e-mail, phone number), total value of the contract brought as reference and % of consultant's participation.

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. Furthermore, EoIs of JVs is evaluated based on composition of JV submitted whereas experience of other firms not included in the JV, including proposed sub consultants, have not been considered in the evaluation.

Key Experts' CV are not required and will not be evaluated at the shortlisting stage.

5.1 Personnel

The Consultant shall establish his Team in accordance with the needs and requirements of this ToRs. The Team shall consist of a core team made of key experts with the qualifications and skills defined in the Table 1, below and non-key experts, as needed. CVs for non-key experts should not be submitted in the bid but the bidder shall have to demonstrate in his offer that they have access to those experts with the required profiles to perform the contract services. Engagement of the Key experts will be as such as to cover whole Contract and minimum 80% of the man-days proposed for the key expert must be spent at the base of operations (Brčko District) during the first 18 months of the contract when the construction of works is foreseen to be executed. No home based work is possible unless prior approval is obtained from the Client and this will be assessed on a case-by-case basis. Non-key experts will be engaged according to the needs to be identified by the Consultant in his methodology and work plan.

The Team, as a whole, shall include experts familiar with Brčko District/BiH regulations. The employment of local experts will be welcomed. The experts should have appropriate licenses issued by the relevant authority in Brčko District or a declaration stating that they shall apply for and receive the license in no more than 1 month after the announcement of the intention to award.

The team organization, proposed staff availability and number of working days assigned to specific activities and backup will be evaluated as one of the criteria within the evaluation of the proposed methodology and time schedule.

Inputs for experts, both key and non-key are given indicatively for the purpose of preparation of the bids. However, the Consultant should propose number of days of the engagement for each key expert considering his proposed work methodology.

Table 1 Indicative total inputs for experts

	Key Expert Position	Working Days (indicative)
1	Team Leader	110 days
2	Key Experts	800 days
	<i>Key Experts, total</i>	<i>910 days</i>
	<i>Non - Key Experts</i>	<i>Working Days (indicative)</i>
1	Senior Experts	160 days
2	Junior Experts	280 days
	<i>Non-key experts, total</i>	<i>440 days</i>

Note that civil servants and other staff of the public administration of the Client's country (Bosnia and Herzegovina) cannot be proposed as experts.

The Project language is English. All deliverables shall be translated in official languages of Bosnia and Herzegovina.

The Consultant shall provide adequate administrative staff (secretary, translators, drivers accountant) needed to support the expert's team.

5.1.1 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. Deputy Team Leader shall be appointed from one of the key experts, and he/she will be familiar with the relevant national legislation and will speak fluently one of the official languages in Bosnia and Herzegovina.

The profiles of the key experts for this contract are given below. The Consultant should note that supervision services shall request presence of the both, Key and non-key experts at the location of works, and the Consultant should clearly describe and provide their inputs within his Methodology and Work Plan.

Table 2 Key Experts

Title	Qualifications/Experience	Skills
Team Leader	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in Civil or Environmental Engineering or other relevant discipline <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 12 years of professional experience in waste management sector in a relevant function (either as an engineer designer, advisor for infrastructure operations, supervisor of works, consulting engineer or project manager/director) - A proven experience in leading team for long term assignments (minimum 12-months duration) as a supervisor of at least 2 works projects implemented and completed in the last 10 years according to FIDIC or IFIs or EU rules in the waste management sector - Experience in waste management sector in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for waste management will be an advantage 	<ul style="list-style-type: none"> - Excellent command of the English language - Computer literacy - Communication, coordination and managerial skills - Knowledge of one of the official BiH languages will be an advantage
Civil Engineer 1, structural engineering	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in Civil Engineering - structural engineering <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 15 years of professional experience in a relevant function, i.e. engineer designer, advisor for infrastructure operations, supervisor of works, consulting engineering or project manager/director) in the infrastructure sector 	<ul style="list-style-type: none"> - Computer literacy - Fluency in English - Knowledge of one of the official BiH languages will be an advantage

Title	Qualifications/Experience	Skills
	<ul style="list-style-type: none"> - A proven experience in minimum 1 long term assignment (minimum 6-months duration) gained as civil/structural engineer on the projects for construction/rehabilitation/ closure of landfill - Experience as construction quality assurance, i.e. geomembrane QA/QC specialist or geosynthetic CQA specialist or geomembrane welding QA will be strong advantage - Experience in FIDIC or IFI or EU funded contracts will be an advantage - Experience in waste management sector in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for waste management will be an advantage - License to supervise construction in Brčko District 	
Civil Engineer 2, waste water engineering or hydraulic engineering	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in Civil Engineering – waste water engineering or hydraulic engineering <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of professional experience in a relevant function, i.e. engineer designer, advisor for infrastructure operations, supervisor of works, consulting engineering or project manager/director) in the water and/or waste water sector - A proven experience in minimum 1 long term assignment (minimum 6-months duration) gained as water and/or waste water engineer on the project for construction/rehabilitation/ closure of landfill - Experience in FIDIC or IFI or EU funded contracts will be an advantage - Experience in waste management sector in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for waste management will be an advantage - License to supervise construction in Brčko District 	
Electrical Engineer	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in Electrical Engineering <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of professional experience in a relevant function, i.e. engineer designer, advisor for infrastructure operations, supervisor of works, consulting engineering or project manager/director) in the infrastructure sector - A proven experience in minimum 1 long term assignments (minimum 6-months duration) gained as electrical engineer on the project for construction/rehabilitation/ closure of landfill 	<ul style="list-style-type: none"> - Computer literacy - Fluency in English <p>Knowledge of one of the official BiH languages will be an advantage</p>

Title	Qualifications/Experience	Skills
	<ul style="list-style-type: none"> - Experience in FIDIC or IFI or EU funded contracts will be an advantage - Experience in waste management sector in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for waste management will be an advantage - License to supervise construction in Brčko District 	
Geodesy Engineer	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in Geodesy Engineering <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of professional as geodesy engineer - A proven experience in construction/rehabilitation/ closure of landfill - Experience working on IFI or EU funded projects will be an advantage - Experience in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for the position will be an advantage - License to supervise construction in Brčko District 	<ul style="list-style-type: none"> - Computer literacy - Fluency in English - Knowledge of one of the official BiH languages will be an advantage
Labour Engineer	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in labor protection or equivalent <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of professional as labor engineer - Experience working on IFI or EU funded projects will be an advantage - Experience in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for the position will be an advantage 	<ul style="list-style-type: none"> - Computer literacy - Fluency in English - Knowledge of one of the official BiH languages will be an advantage
Mechanical Engineer	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Have as a minimum B. Sc. Degree in mechanical engineering <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 10 years of professional experience in a relevant function, i.e. engineer designer, advisor for infrastructure operations, supervisor of works, consulting engineering or project manager/director) in the infrastructure sector - A proven experience in minimum 1 long term assignments (minimum 6-months duration) gained as mechanical engineer on the projects for construction/rehabilitation/ closure of landfill - Experience in FIDIC or IFI or EU funded contracts will be an advantage - Experience in waste management sector in the Western Balkans region will be an advantage 	<ul style="list-style-type: none"> - Computer literacy - Fluency in English - Knowledge of one of the official BiH languages will be an advantage

Title	Qualifications/Experience	Skills
	<ul style="list-style-type: none"> - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for waste management will be an advantage - License to supervise construction in Brčko District 	
Environmental Specialist	<p><u>Education:</u></p> <ul style="list-style-type: none"> - Advanced university degree (Master's degree or equivalent) in environmental sciences, engineering or similar. Bachelor's Degree in required discipline with a combination of two (2) additional years of relevant experience may be accepted in lieu of the advance university degree. <p><u>Relevant professional experience:</u></p> <ul style="list-style-type: none"> - At least 8 years of extensive working experience in the field of environment assessment and management, specific policy development and implementation - A proven experience in minimum 2 internationally funded projects in the field of environmental protection (minimum 6-months duration) - Experience with World Bank funded projects as environmental expert/specialist and an understanding of its requirements will be an advantage - Experience in waste management sector in the Western Balkans region will be an advantage - Good knowledge of Brčko District' and/or Bosnia and Herzegovina regulations relevant for waste management will be an advantage 	<ul style="list-style-type: none"> - Computer literacy - Fluency in English - Knowledge of one of the official BiH languages will be an advantage

5.1.2 Non-key experts (NKE)

The Consultants are expected to include in their proposals other positions that they consider necessary for the assignment. CVs for non-key experts should be submitted in the proposal, however they would not be subject of evaluation.

The Consultant is expected to select and hire other experts as required according to the profiles identified in the Organization & Methodology and these ToRs. They must indicate clearly which profile they have (junior/senior), so it is clear which fee rate in the budget breakdown will apply. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The pool of non-key experts is expected to support/complement all the activities of the key experts. Possession of relevant license for supervision of construction works would be required, as applicable.

5.2 Office accommodation

Office accommodation for each expert working on the Contract is to be provided by the Consultant.

The Consultant shall ensure that experts are adequately supported and equipped. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities.

No equipment is to be purchased on behalf of the neither the Client nor Final Beneficiary as part of this service contract or transferred to the Client or Final Beneficiary at the end of this Contract.

6. Deliverables

Considering the Scope of the Work, described in the Section 3, the Consultant shall prepare below listed documents:

Table 3 List of deliverables

Deliverables	Description	Due date	Format
Inception Report	Preparation of the plan to establish and follow detailed construction supervision procedures based on sound international practice to monitor the completion of the works contract within the agreed time and budget and to the quality standards and environmental provisions stipulated in the works contract. (up to 30 pages)	No later than 4 weeks after the commencement	Digital and three (3) hard copies English and official languages in BiH
Monthly Progress Reports	The key issues to be addressed in this report are the brief description of the quantitative progress (completion, disbursements, milestones reached) and major bottlenecks for works contract. It shall include as minimum: (i) physical progress against baseline schedule, (ii) updated construction schedule and critical path analysis, (iii) financial progress including certified amounts and forecast at completion, (iv) QA/QC summary including test results and non-conformities, (v) health and safety summary, (vi) environmental and social compliance summary, (vii) risk register update, and (viii) photographic documentation of works. (not more than 15 pages).	Not later than 2 weeks after the end of month	Digital and three (3) hard copies English and official languages in BiH
Quarterly Progress Reports	Description of progress (technical and financial) including problems encountered; planned activities for the next 3 months (up to 50 pages) The key issues to be addressed in the quarterly report are the progress of the activities as detailed under Section 3 of this ToR including the measures subject to the supervision activities such as environment protection, safety, quality, progress, work programme, resources, contract management and cost control, environmental and social risks and impacts management. The report must detail delays and difficulties encountered and proposed mitigation measures	No later than 1 month after the end of each 3 month supervision period	Digital and three (3) hard copies English and official languages in BiH

Deliverables	Description	Due date	Format
	to alleviate them and provide future projections for implementation of the activities. The financial section must contain details of the time inputs of the experts and of the provision for expenditure verification.		
Works Contract Completion Report	<p>On completion of works contract, upon issuing of the Taking-Over Certificate, within 15 days the Consultant shall submit a Completion Report to the Client and the Final Beneficiary. The main report must contain:</p> <ul style="list-style-type: none"> ○ Copies of the Taking-Over Certificate(s) ○ Verified "as-built" drawings showing all revision to the design of the works ○ A complete analysis of the completion cost of the works ○ An overview of the actual progress of the works detailing reasons for delays and/or extensions of time ○ Commissioning report for the various mechanical and electrical components of the works ○ Details of all permits required for the operation of the works ○ Pollution data collection and monitoring requirements and incident reporting ○ An overview of site safety procedures, any problems in this regard and recommendations for improvement ○ An overview of the Consultant's working practices and resources ○ An assessment of the quality of materials and workmanship any problems in this regard and recommendations for improvement ○ Details of technical difficulties encountered and how these were overcome ○ Details of administrative difficulties encountered and how these were overcome ○ An appraisal of the strengths and weaknesses in the contract documents and in the design of the works (including but not limited to the Special Conditions of works contract, technical specifications, price schedules, design details and drawings) with recommendations on how improvements could be made for future contracts. 	No later than 15 days after issuance of Taking-Over Certificate of works contract	Digital and three (3) hard copies English and official languages in BiH
Quality Assurance (QA) Dossiers	In addition to the Completion Report the Consultant shall submit for works contract, a comprehensive QA Dossier containing all	The QA Dossier will be compiled during the course	Digital and three (3) hard copies

Deliverables	Description	Due date	Format
	<p>original requests for inspection, approval, test forms and certificates relating to the construction of the works, materials and equipment incorporated into the works. Documentation in the QA Dossier must include but not necessarily be restricted to:</p> <ul style="list-style-type: none"> ○ All manufacturer's test certificates for materials, if any ○ Performance test certificates and warranty agreements where applicable for mechanical and electrical equipment, ○ Requests for inspection (if any), approvals and test results. 	of the works contract and it must be available for inspection by the Client at any reasonable time	English and official languages in BiH
Final Report	<p>There must be a final report for the Contract, final invoice and the financial report at the end of the period of execution.</p> <p>Extensive description of progress (technical and financial) including problems encountered.</p> <p>It must describe, in detail, technical progress of works, it must compare in detail the actual progress with the agreed work programs, it must describe the achievements and the suggestions for future similar works (up to 50 pages)</p>	No later than 1 month before the end of the implementation period	Digital and three (3) hard copies English and official languages in BiH

In addition, the Consultant will prepare reports on an ad-hoc basis, when such reports are required and agreed by the Client.

All reports and other outputs, draft version, must be submitted in English language with translation in one of the official languages in BiH, and must include an executive summary. Final version of each above listed deliverable must be submitted in English and all three official languages in BiH. Each report shall consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts and expenditures.

The draft version of the reports (electronic copy) must be simultaneously transmitted to the Client and the Final Beneficiary.

The commenting period for the outputs is 2 weeks. In case of no-reaction to the submitted outputs from the stakeholders such status will be interpreted as “no objection” of the related stakeholder and shall be deemed as approved.

The Consultant shall prepare the Minutes of Meetings (MoM) for the site meetings and progress meetings. All Meetings must be ensured to lead to clear decisions, persons in charge and deadlines. Minutes of Meetings will be distributed by the Consultant. MoM of the site meetings must be commented within 7 calendar days by participants. MoM for the progress meetings will be always in the agenda of the next monthly meeting to be approved and followed up.

All deliverables will be sent as electronic copies to the Client and the Final Beneficiary.

Hard copies will be send to the following addresses:

- Government of Brčko District, Bulevar Mira 1, 76100 Brčko District BiH, Bosnia and Herzegovina
- Razvojno-garantni fond Brčko Distrikta BiH (PIU), Cvijete Zuzorica bb, 76100 Brčko District, Bosnia and Herzegovina.

7. Terms of Payments

The Consultant should note that proposed contract for this assignment will be time-based with periodic payments against time actually spent on the services.