

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Republic of Azerbaijan
Sumgayit Wastewater Treatment Plant Project
Loan No./Grant No.: 17052PA

Assignment Title: Consultancy Services for Design Review, Procurement Support, Construction Supervision, and PMU Support

Reference No.: Contract 1 (Consulting Services and Project Management)

The Government of Azerbaijan, represented by the Ministry of Finance for the benefit of the Azerbaijan State Water Resources Agency, Administration of Facilities under Construction PLE, has received financing from the OPEC Fund for International Development toward the cost of the “Sumgayit Wastewater Treatment Plant Project” and intends to apply part of the proceeds for Consultant Services.

The main objective of Consulting Services is to help the Client to design (review and revise if needed), manage, and implement the project to fulfil the overall requirements of the project as approved and agreed between the OPEC Fund and the Government of Azerbaijan. The Consultant will assist the Client in overall project implementation, including design review and revisions, procurement documents preparation, construction supervision, safeguards (environmental and social) management, PMU fiduciary support, and monitoring and reporting. The Consultant will be selected in accordance with the OPEC Fund’s Procedures for Procurement of Consulting Services (July 2024 edition).

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Azerbaijan State Water Resources Agency, Administration of Facilities under Construction PLE now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants must provide specific information which demonstrates that they are fully qualified to perform the services.

Scope: The consultant's services shall comprise a total duration of 52 months. This includes mobilization, design review (revisions if needed), value engineering, and preparation of tender documents, followed by a construction and author’s supervision period. To optimize the project timeline, the pre-construction phase (mobilization, design review/revisions, and preparation of procurement documentation) shall be completed within a maximum of 9 months on a rolling (staggered) basis.

The Consultant will ensure achieving the project intended results within the approved implementation period and cost through supporting the Client in (i) conducting design review and revisions in compliance with the legislation of the Republic of Azerbaijan and international standards (including EU wastewater treatment standards), which should be technically viable, economically feasible, environmentally and operationally sustainable, and socially acceptable. The Consultant also should review detailed engineering studies, investigations, designs, drawings, specifications, cost estimates, and social and environmental safeguards assessments, and should prepare bidding documents; and (ii) construction supervision and matters assigned to consultants related to implementation of the works to ensure construction quality, Harmonized FIDIC contract administration, and PMU fiduciary support.

Key aspects of the Consultant's work will include (but not limited to) assisting the Client in the following:

- Carry out the author's supervision during construction in accordance with the local legislation.
- Finalize a work plan in consultation with the Client for various tasks after the commencement of the assignments.

- Review the process, hydraulic, structural, electro-mechanical, geological, and geotechnical designs; site investigation reports; and survey reports (including environmental and social impact assessments) to confirm whether the proposed design is fit for purpose and meets operational, environmental, and safety standards. The review may confirm the adequacy of the available designs and propose modifications (revisions). The design review report shall include a dedicated section presenting all modifications made to the existing design.
- After the design is reviewed, ensure that the final version is approved by the relevant authorities.
- Review the engineering geological conditions of the project area.
- Prepare bidding documents for contracts to be awarded during project implementation using the OPEC Fund's Standards.
- Perform the role of Engineer for construction supervision of contractors' works for compliance with specifications, drawings, and bill of quantities.
- Review all contract documents arising from the contract and project including plans/drawings, BOQ, variation order, and Technical Specifications, to identify potential conflicts in the provisions, details, as well as lack of or insufficient information for the contractors to perform its contractual obligations.
- Elimination of deficiencies encountered during the Design review of project estimate documents and approval of projects by relevant government agencies.
- Review each of the contractors' work schedule and method statement; equipment and plant schedule; site organization and personnel deployment plan; plan for establishment of construction camp; and any other plan or schedule that may be required in the execution of the work and ensure conformity with specifications, Contractual obligations as well as applicable norms and regulations.
- Review any subsequent modification or update to the contractors' work plans and schedules that may be required in the execution of the work to ensure conformity with specifications, contractual obligations and applicable norms and regulations.
- Supervise the works of the contractors and report to the client on progress of work and any deficiencies noted during construction and recommend remedial action.
- To ensure oversight of the implementation of smart monitoring and control systems, including SCADA.
- Inspect and evaluate the contractors' used materials, installations, plant and equipment including type, origin and specifications, etc. for conformity with contractual obligations, specifications and applicable norms and regulations.
- Review site management and site safety plans for conformity with contractual obligations and applicable regulations and laws, including disposal of used materials.
- Assist the EA in the assessment of claims and disputes from the contractors.
- Review and recommend approval of the contractors' working drawings and as-built drawings and quality control records.
- Review and approve contractors' quality assurance mechanism and safety procedures.
- Ensure that the project is constructed, operated and maintained in strict conformity with the technical specifications and rules governing technical operation and all applicable laws and regulations, including Environmental and social development regulations.
- Prepare Final Payment Certificates, Taking Over Certificates, and Performance Certificates, to the timing of, and as required by, the contracts, and advising the Employer on the release of all contractors' securities and retentions; and monitor performance of the Contractors during the Defects Notification Period.
- Supervise the implementation of and monitoring compliance with ESIA, ESMP and other environmental and social documents.
- Assist the Client in preparing and/or updating project implementation schedule and advising critical activities and the critical path of activities in the schedule.
- Assist the Client in conducting project performance monitoring and evaluation in terms of achievement of outcome and outputs target indicators.
- Assist the Client to develop a contract management system to ensure that records and data are stored systematically and cross-referenced with the financial accounts of the project. The system must allow safekeeping of procurement documentation for easy retrieval and referencing, with adequate paper

trails in accordance with generally accepted standards. The contract management system must also be designed to support loan disbursement, reporting, and accounting requirements of the project.

- Prepare operational and maintenance (O&M) manual for the WWTP to be constructed under the project, including the methodology principles for calculation of the materials, technical and human resources required for operation and maintenance separately, taking into account the list of the measures to be implemented and their periodicity.
- Assist the client in selecting and supervising various consultants for the organization of technical training for technical personnel and plant operators. Supervise, monitor and report on the implementation of training programs.
- Conducting training sessions to demonstrate modern wastewater treatment technologies to the client and exchange knowledge

Assignment tasks: The implementation of the assignment can be divided into two distinct phases:

- Phase 1: Design review, revisions if necessary, value engineering, and preparation of tender documents, procurement assistance.
- Phase 2: Contract Management and Construction Supervision, supervision services during the Defect Liability Period. Defect Liability Period may go beyond the availability period of the OPEC Fund financing, in which case the services to be covered during the Defect Liability Period will be paid by the OPEC Fund in advance on the condition that a bank guarantee acceptable to the OPEC Fund is submitted by the Consultant.

The shortlisting criteria are:

- **Company information:** Company information: name, status, address, telephone number, facsimile number, year of establishment, contact person for the project, average annual turnover of USD 8.0 million for the previous 3 years (2023-2024-2025), number of permanent staff and part-timers, fields of expertise. In case of a Joint Venture, the average annual turnover requirement of USD 8.0 million may be met by the Lead Member alone or by the combined turnover of the JV partners; however, the Lead Member shall demonstrate substantial financial capacity.
- **Experience:** The Consulting firm is expected to have extensive experience in design review and construction supervision of wastewater treatment plants (WWTPs), advanced biological treatment systems with nutrient removal, mechanical and electrical equipment, SCADA systems, and marine sea outfall infrastructure. At least one (1) of the referenced projects must involve a WWTP with a treatment capacity of $\geq 50,000 \text{ m}^3/\text{day}$ and specific experience in design review and/or construction supervision of a WWTP with a consultancy contract amount (firm's share in the consultancy contract) of not less than USD 4.0 million, implemented during the previous 5 (five) years. In case of a Joint Venture (JV), the Lead Member shall meet this specific experience requirement on its own. In addition, the firm (or the Lead Member in case of a JV) must demonstrate experience in projects of **similar scale and complexity financed by the OPEC Fund or other International Financial Institutions (IFIs)**, with proven working knowledge of the **FIDIC Conditions of Contract for Construction**.
- **References:** Letters of Recommendation for all submitted previous experiences from previous Employers shall be attached. All Letters of Recommendation and supporting documents must be duly signed by the authorized representatives of the previous Employers.
- **Form of Association (Joint Venture / Sub-consultancy):** 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 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. The Lead Member must meet the core experience requirements on its own and demonstrate the primary expertise relevant to the main scope of the assignment. The same level of company information and experience documentation shall be submitted for the Lead Member and all associate companies. Identification of the leading company is mandatory.

The selection criteria for the short-listing are:

- General Experience (20 points)
- Average Annual Turnover (10 points)
- International / IFI Experience (10 points)
- Specific Experience (60 points)
 - Supervision (WWTP, advanced biological treatment, SCADA, marine outfall) (40 points)
 - Design Review / Supervision (WWTP, advanced biological treatment, SCADA, marine outfall) (20 points)
- Total: 100 points

Minimum number of points necessary to be retained: 75 Points

Note: Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to the OPEC Fund's policy on conflict of interest as set out in the Principles for Procurement of Goods, Works and Services dated July 2024 (the "Principles") and the Procedures for Procurement of Consulting Services dated July 2024.

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 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, in the case of a Joint Venture, the Lead Member must meet the core experience requirements on its own and demonstrate the primary expertise relevant to the main scope of the assignment.

A consultant will be selected in accordance with the Quality- and Cost-Based Selection (QCBS) or Consultant Qualification Selection (CQS) method set out in the Procedures for Procurement of Consulting Services dated July 2024.

Format of Submission:

The complete EOI submission, including the signed cover letter and all supporting documents, must be submitted in PDF (Portable Document Format) to ensure document integrity and prevent unauthorized modifications. In addition to the PDF versions, Consultants must provide editable and workable electronic formats for all key documents. This is required to facilitate the evaluation process, data extraction, and verification by the Evaluation Committee.

Further information can be obtained at the address below during office hours 09:00 to 17:00 hours (local time).

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) no later than 16 September 2026 at 17:00 (local time).

Azerbaijan State Water Resources Agency

Administration of Facilities under Construction PLE

Attention: Mr. Fuad Abishev, Deputy Chairman of the Board

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**TERMS OF REFERENCE
(TOR)**

**REPUBLIC OF AZERBAIJAN
“SUMGAYIT WASTEWATER TREATMENT PLANT PROJECT”**

LOAN NO. 17052PA

**Consultancy Services
for**

**Design Review, Procurement Support, Construction Supervision, and
PMU Support for “SUMGAYIT WASTEWATER TREATMENT PLANT
PROJECT”**

July 2026

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LIST OF ABBREVIATIONS

ASWRA	Azerbaijan State Water Resources Agency
BOD / BOD ₅	Biochemical Oxygen Demand (5-day)
BoQ	Bill of Quantities
C-ESMP	Contractor's Environmental and Social Management Plan
COD	Chemical Oxygen Demand
CQS	Consultant Qualification Selection
DAAB	Dispute Avoidance/Adjudication Board
DLP	Defects Liability Period
EA	Executing Agency
ESHS	Environmental, Social, Health, and Safety
ESIA	Environmental and Social Impact Assessment
ESMP	Environmental and Social Management Plan
FIDIC	Fédération Internationale des Ingénieurs-Conseils (International Federation of Consulting Engineers)
GBV	Gender-Based Violence
GIS	Geographic Information System(s)
GRM	Grievance Redress Mechanism
HDPE	High-Density Polyethylene
HMI	Human-Machine Interface
I/O	Input/Output
ICB	International Competitive Bidding
ICC	Instrumentation Control Cabinets
IFR	Interim Unaudited Financial Report
IFI	International Financial Institution
MCC	Motor Control Cabinets
MDB	Multilateral Development Bank
NH ₄ -N	Ammonium Nitrogen
O&M	Operation and Maintenance
OPEC Fund	OPEC Fund for International Development
PCC	Particular Conditions of Contract
PLC	Programmable Logic Controllers
PMU	Project Management Unit
QA/QC	Quality Assurance / Quality Control
QCBS	Quality- and Cost-Based Selection
SCADA	Supervisory Control and Data Acquisition
SEA	Sexual Exploitation and Abuse
SDG	Sustainable Development Goal
TKN	Total Kjeldahl Nitrogen
ToR / TOR	Terms of Reference
TP	Total Phosphorus
TSS	Total Suspended Solids
UV	Ultraviolet
VFD	Variable Frequency Drives
WWTP	Wastewater Treatment Plant

Terms of Reference

1. BACKGROUND

Azerbaijan has received financing from the OPEC Fund for International Development (OPEC Fund) to support the “Sumgayit Wastewater Treatment Plant Project”. The proposed program aims to modernize wastewater infrastructure, reduce pollution of the Caspian Sea, and improve public health and environmental conditions in Sumgayit city.

The project will include the following components:

1. **Civil Works and Mechanical and Electrical Equipment:** The component entails the construction of essential infrastructure for a wastewater treatment facility with a total capacity of 100,000 m³/day.

Subcomponent 1.1: Comprehensive civil construction and core process equipment, including:

- Inlet works and primary treatment (Inlet flowmeter chamber – underground, screening building with fine screens, sand/grit trap)
- Secondary treatment units (Biological treatment units including nutrient removal)
- Air supply systems (Air blowers)
- Sludge treatment infrastructure (Sediment thickener 1, sediment compactor 2, sediment collection well – sediment dewatering building)
- Liquid and sludge pumping facilities (Organic liquid pumping station, underground pump station)
- Chemical dosing facilities (Dosing building)
- Odor control facilities (Odor removal unit)
- Power supply and electrical infrastructure (Transformer station – 1)
- Oil and grease removal facilities (Oil trap pit)
- Water storage facilities (Underground fire-fighting water reservoir – 108 m³, underground drinking water reservoir – 54 m³)
- Process pipelines and discharge systems including sea outfall (Discharge line, 1.1 km¹ long main pipeline intended for discharge to the Caspian Sea at a depth of 10 meters, utilizing a 1.8 m² diameter HDPE pipe), main pipeline for STP reservoir and irrigation.
- Solid waste handling facilities (Container yard for temporary storage of waste)
- Administrative and auxiliary buildings (Administration building, sanitary junction, laboratory building)
- Site development and civil works (Retaining walls, gates, stone fence, decorative fence)
- All associated civil, structural, mechanical, electrical, and instrumentation works

Subcomponent 1.2: Advanced control and automation systems, including:

- SCADA (Supervisory Control and Data Acquisition) system with servers, workstations, and HMI panels
- Motor Control Cabinets (MCC) with circuit breakers, motor starters, protection devices, and VFDs (Variable Frequency Drives)
- Instrumentation Control Cabinets (ICC) with PLCs (Programmable Logic Controllers), I/O modules, communication interfaces, and field instruments (flow meters, level sensors, pH, dissolved oxygen, turbidity, ORP probes)

¹ In Annex 2 (Project Justification - Technical Aspects) of the Aide Memoire, the length and depth are explicitly defined.

² Based on the official Aide Memoire and Project Description documents, "1.8" refers to the diameter of the pipe in meters

- High-efficiency blowers with VFDs
 - Electrical distribution systems, transformers, backup power systems, lighting, and control building equipment
2. **Construction Supervision and Consultant Services:** The component will cover consultancy services, including design review, revisions, progress reports and project completion reports, the bidding documents for selecting the contractors, assisting the Executing Agency (EA) in the selection process, and project construction supervision.
 3. **Project Management Unit:** This will support the operation of the Project on behalf of ASWRA.
 4. **Financial Audit:** An independent audit firm will be selected to audit the financial statements for the whole project. The audit will include the assessment of the adequacy of the accounting, verification of all documentation on relevant transactions and verification of the eligibility of all expenditures.

2. PROJECT OBJECTIVES AND SCOPE

A. Objective

The Project objective is to improve wastewater sanitation in Sumgayit by increasing the volume of wastewater treated reliably to regulatory standards, thereby reducing pollutant discharges into the Caspian Sea, enabling the reuse of treated wastewater, and strengthening public health protection. This will be achieved through the construction of a modern wastewater treatment plant (WWTP) with a capacity of 100,000 m³/day.

The new plant, located adjacent to the existing WWTP, will provide additional treatment capacity, incorporate advanced technologies and ensure compliance with EU standards.

The Project will serve a population of approximately 427,000 (with projected growth to 445,000 by 2030) and support sustainable urban development in line with the “Azerbaijan 2030: National Priorities for Socio-Economic Development” vision. This vision aims to achieve green growth, environmental protection, improved public health, reduced pollution, and modern, resilient infrastructure.

The project is also in line with the Country Engagement Framework for Azerbaijan and OPEC Fund priorities, particularly in the areas of sustainable infrastructure, climate resilience, and environmental protection.

By improving wastewater collection and treatment, the Project will contribute to:

- Clean Water and Sanitation (SDG³-6)
- Good Health and Well-being (SDG-3)
- Sustainable Cities and Communities (SDG-11)
- Life Below Water (SDG-14)
- Climate Action (SDG-13)

B. Scope

The Consultant’s services shall comprise a total duration of approximately 52 months. This includes mobilization, design review and revisions, value engineering, and preparation of tender documents, followed by a construction supervision period aligned with the overall Project implementation schedule. To optimize the project timeline, the pre-construction phase (mobilization, Design review, revisions, and procurement documentation) shall be completed within a maximum of 9 months on a rolling (staggered)

³ SDG: Sustainable Development Goal; SDG-3: Good Health and Well-being; SDG-6: Clean Water and Sanitation; SDG-11: Sustainable Cities and Communities; SDG-13: Climate Action; SDG-14: Life Below Water.

basis. The Consultant shall prioritize early activities to ensure procurement of the main civil works and equipment contract commences as soon as possible.

The Consultant will ensure achievement of the Project's intended results within the approved implementation period and cost by supporting the Client in:

- (i) conducting a thorough design review and revisions (including value engineering) to ensure the design are technically viable, economically feasible, environmentally and operationally sustainable, and socially acceptable; and
- (ii) providing construction supervision and all related matters to ensure construction quality and compliance with the Contract.

Key aspects of the Consultant's work will include (but not be limited to) assisting the Client in the following:

- Author's supervision during the construction phase is to be carried out in accordance with the local legislation.
- Finalize a work plan in consultation with the Client for various tasks after the commencement of the assignment.
- Review the process, hydraulic, structural, electro-mechanical, geological, and geotechnical designs; site investigation reports; survey reports (including environmental, social impact, and any land acquisition assessments); environmental, and safety standards. The review may confirm the adequacy of available designs and/or propose modifications. The design review report shall include a dedicated section presenting all modifications made to the existing design.
- Identify and bridge any data gaps required for the design review consultant to make an informed decision on the integrity and robustness of the original project design.
- After the design is reviewed (and/or revised), ensure that the final version is approved by the relevant authorities.
- Review the engineering geological conditions of the project area, including compilation of geological maps based on available data, maps, and aerial surveys.
- Prepare bidding documents for contracts to be awarded during project implementation using the OPEC Fund Procurement Framework and Standards (FIDIC Red Book or equivalent).
- Perform the role of the Engineer for construction supervision of the Contractor's works for compliance with specifications, drawings, and bill of quantities.
- Review all contract documents, including plans/drawings, BOQ, variation orders, and Technical Specifications, to identify potential conflicts or deficiencies.
- Elimination of deficiencies encountered during the design review of project estimate documents and support approval by relevant government agencies.
- Review each of the Contractor's work schedules, method statements, equipment and plant schedules, site organization plans, and any other required plans to ensure conformity with specifications, contractual obligations, and applicable norms and regulations.
- Review any subsequent modifications or updates to the Contractor's work plans and schedules.
- Review the Contractor's method statements and work programs to ensure conformity with the Environmental and Social Management Plan (ESMP) and other safeguard regulations (including gender and social aspects).
- Monitor and supervise the execution of field tests and sampling (including concrete, materials, and process performance testing) and maintain quality control records.
- Supervise the works of the Contractors and report to the Client on progress, deficiencies, and recommended remedial actions.
- Ensure oversight of the implementation of smart monitoring and control systems, including the full SCADA system.
- Inspect and evaluate the Contractor's materials, installations, plant, and equipment for conformity with contractual obligations and specifications.

- Review site management and site safety plans, including waste disposal.
- Assist the EA in the assessment of claims and disputes from the Contractors.
- Review and recommend approval of the Contractor's working drawings, as-built drawings, and quality control records.
- Hold weekly and monthly field meetings with the Contractors to review progress, identify problems, and project future work. Review and endorse interim and final payment certificates, variation requests, and other technical solutions.
- Review and confirm final delivery-acceptance documentation.
- Review and approve the Contractor's quality assurance mechanisms and safety procedures.
- Carry out measurement of works, agreement of quantities, and handle claims as per the Contract conditions.
- Ensure that the Project is constructed, operated, and maintained in strict conformity with the technical specifications, all applicable laws and regulations, including environmental and social requirements.
- Prepare Final Payment Certificates, Taking Over Certificates, and Performance Certificates, and advise on the release of securities and retentions. Monitor performance during the Defects Liability Period.
- Supervise the implementation of and monitor compliance with environmental and social documents (ESIA, ESMP, etc.).
- Assist the Client in preparing and/or updating the project implementation schedule and advising on critical activities and the critical path.
- Assist the Client in conducting project performance monitoring and evaluation in terms of achievement of outcome and output target indicators.
- Assist the Client to develop a contract management system to ensure systematic record-keeping, cross-referencing with financial accounts, and support for loan disbursement, reporting, and auditing requirements.
- Prepare operational and maintenance (O&M) manuals for the WWTP, including methodologies for calculating required materials, technical, and human resources for operation and maintenance.
- Assist the Client in selecting and supervising consultants for technical training of personnel and implementation of capacity-building activities. Supervise, monitor, and report on training programs for ASWRA/PMU and plant operators.
- Conduct training sessions to demonstrate modern wastewater treatment technologies to the Client and facilitate knowledge exchange.

3. ASSIGNMENT TASKS

The implementation of the assignment can be divided into two distinct phases:

- **Phase 1:** Design review, revisions if necessary, value engineering and official approvals, preparation of tender documents, procurement assistance.
- **Phase 2:** Contract Management and Construction Supervision, supervision services (including author's supervision) during the Defect Liability Period. Defect Liability Period may go beyond the availability period of the OPEC Fund financing, in which case the services to be covered during the Defect Liability Period will be paid by the OPEC Fund in advance on the condition that a bank guarantee acceptable to the OPEC Fund is submitted by the Consultant.

The Consultant's services will cover the following main tasks:

3.1 Design review, revisions, preparation of the Bidding Documents and Procurement Assistance

A. PROJECT DESIGN REVIEW, REVISIONS

The Consultant will review the project designs already prepared and will revise designs as needed. The Consultant will finalize the bill of quantities and cost estimates together with the bidding documents in accordance with the final accepted designs.

All design specifications must be reviewed in accordance with the requirements of the Legislation of the Republic of Azerbaijan and international standards (including EU wastewater treatment standards), where appropriate.

Design review will cover, but not be limited to:

- Review of the design of the wastewater treatment structures, process units, and auxiliary facilities, equipment, and installation.
- Review of the overall safety standards and criteria, considering potential risks for all facilities and consequences, as well as national regulations and international standards and practices.
- The Consultant shall agree in advance with the Client on the software to be used during the design work and, if new software is required, shall provide such software and the necessary training to the Client's relevant representatives.
- If any changes are required during the project review, the Consultant shall agree with the Client on the concept version of such changes and shall thereafter commence design review, revisions.
- After the design is reviewed, the final version should be approved by the relevant authorities and the necessary costs should be covered.
- Review site investigation data for foundations and material sources, including results of drilling, laboratory testing, in situ tests, and regional and local geological characteristics.
- Review designs of foundation treatment, including proposed excavation, foundation strength parameters, and seepage control measures.
- Review identified material sources, concrete mix designs, durability, gradation, and reactivity tests.
- Review inlet works, hydraulic designs, and treatment process units.
- Review the design for hydraulic and mechanical (H&M) equipment, instrumentation systems, and the program for collecting, analysing, and maintaining data.
- Review the design for smart monitoring and control systems, including the full SCADA system.
- Review the final plans and specifications for design adequacy, construction, scheduling, and the owner's quality control procedures and construction supervision plan.
- Review of the ESIA, ESMP, and other reports/plans according to the legislation of the Republic of Azerbaijan and requirements of the OPEC Fund. Prepare or update the Safeguard Plan, which will include safeguards and operational procedures.
- Review the Detailed Engineering Design for all items along with the technical specifications, bill of quantities (BOQ), cost estimate, and provisional construction schedule to a level sufficient for incorporation in the Tender Documents for the construction of the wastewater treatment plant.

All data provided by the original designer should be cross-checked by the consulting company and deficiencies should be eliminated if necessary.

A 1. SPECIFIC REQUIREMENTS FOR REVISIONS AND REVIEW:

- *Identification of Review Triggers:* If the design review identifies critical deficiencies, non-compliance with OPEC Fund's Environmental and Social Policy (ESP), failure to meet EU effluent

discharge standards (e.g., BOD, COD, nutrient removal targets), or incompatibility with local seismic/geotechnical conditions (e.g., Class III soil, high groundwater table), the Consultant shall undertake a comprehensive Review of the affected components.

- *Scope of Review and Revisions:* The Review shall cover, but is not limited to, process engineering (to guarantee the 100,000 m³/day capacity and treatment efficiency), civil and structural works (including the 1.1 km Caspian Sea outfall, biological tanks, and deep excavations), and M&E/SCADA systems.
- *Electrical Network and Power Supply Lines:* Consultant shall be fully responsible for obtaining, developing, and integrating the mandatory 'Technical Conditions' from the relevant national utility providers (e.g., 'Azerishiq' OJSC, 'Azerenerji' OJSC) and state authorities. Consultant must conduct all necessary load calculations, submit formal applications, liaise with utility authorities, and fully incorporate their technical and safety requirements into the final Detailed Engineering Design.
- *Value Engineering:* Any revisions or reviews must incorporate Value Engineering principles to optimize lifecycle costs, energy efficiency, and constructability without compromising performance, environmental safeguards, or operational reliability.
- *Updated Documentation:* Following any review or major revision, the Consultant shall update and finalize the Detailed Engineering Design, technical specifications, Bill of Quantities (BOQ), cost estimates, and the provisional construction schedule to reflect the approved changes.
- *Regulatory Approvals for Review:* The Consultant shall assist the Client in obtaining necessary approvals, permits, and State Environmental Expertise (SEE) clearances from relevant Azerbaijani state authorities for any Reviewed elements or revised environmental mitigation measures.
- *Client and OPEC Fund Approval:* All proposed revisions and Reviews, along with their associated cost and schedule implications, must be formally submitted to and approved by the Client and the OPEC Fund prior to incorporation into the final Bidding Documents.

B. PREPARATION OF BIDDING DOCUMENTS

The objective is to develop comprehensive and high-quality bidding documents for the construction of the wastewater treatment plant, mechanical and electrical equipment, and auxiliary facilities. These documents will ensure compliance with relevant standards and guidelines and enable transparent and competitive bidding for the selection of qualified contractors.

The bidding documents should be detailed enough to allow the procurement of works and an accurate estimate of costs. The bidding documents must provide details such as location, size, quantity, capacity, strength, equipment, and work specifications. Design assumptions and criteria should be clearly documented.

- Make a review and give recommendations on the Project Procurement Plan, including updating of original estimates and definition of priorities.
- Make an overview of existing detailed designs to carry out works in accordance with Azerbaijan's relevant legislation and OPEC Fund procurement requirements.
- Develop detailed technical specifications for each component, including site preparation, civil works, process equipment installation, electrical and automation works, and safety requirements.
- Develop a detailed Bill of Quantities for each structure and system.
- Outline a preliminary construction schedule, including key milestones, phases, and timelines.
- Draft the general and specific conditions of contract (based on FIDIC Red Book), incorporating terms related to quality assurance, risk management, construction timelines, payment terms, warranties, and penalties.
- Develop clear and objective bid evaluation criteria.
- Assistance in the procurement of contractors on the basis of tender documentation.
- Assistance to the Client in the procedures for closing/opening of tenders, preparing meeting minutes, and submitting them to the OPEC Fund.

- Providing support during the bidding process and organizing pre-bid meetings.
- Assistance to the Evaluation Committee in evaluating proposals and preparing an evaluation report.
- Assist in completing the procedures for contract award, including preparing draft contracts for OPEC Fund review.

3.2 Contract Management and Construction Supervision

General: In accordance with the OPEC Fund's Procedures for Procurement of Consulting Services (July 2024) and the Procedures for Procurement of Goods, Works, and Non-Consulting Services, the principal civil works and process, mechanical and electrical equipment contract for the new wastewater treatment plant shall be procured through International Competitive Bidding (ICB). The Consultant shall prepare the bidding documents utilizing the latest OPEC Fund Standard Bidding Documents (SBD) for Works, which incorporate the Harmonized FIDIC Conditions of Contract for Construction (or an equivalent form acceptable to the OPEC Fund).

A. PRE-CONSTRUCTION PHASE

During the pre-construction phase the Consultant's tasks shall include, but not be limited to, the following:

- Facilitate site handover for the Works to the Contractors.
- Supervise and direct the Contractors in undertaking any additional geological, geotechnical, or process-related investigations.
- Review the Contractor's Environmental and Social Management Plans (C-ESMP).
- Supervise the Contractors in undertaking engineering tests on construction materials.
- Ensure that insurance, performance securities, and advance payment guarantees are furnished by the Contractors in time.
- Review and make recommendations on the Contractors' procurement schedule.
- Ensure that the Contractors conform to legal, health, and safety standards and all safeguards requirements.
- Review Construction Supervision and Quality Assurance Plans.
- Develop and establish a Quality Control and Quality Assurance System.
- Review and approve the Contractors' method statements before construction.
- Prepare minimum safety standards for workers.

B. CONSTRUCTION SUPERVISION PHASE

The Consultant shall perform the duties and powers of the Harmonized FIDIC Conditions of Contract for Construction (or an equivalent form acceptable to the OPEC Fund) Engineer in accordance with the instructions in the Contract or necessarily implied by the Contract, and also assist in administering the contract, dealing with situations in accordance with the contract. Construction must be carried out in accordance with laws, technical standards, construction norms and rules of the Republic of Azerbaijan. The Consultant shall deploy a full-time supervision team on site. The team shall be responsible for supervising the entire construction process of the water structures / facilities. During the entire construction process, the Consultant shall work in close cooperation with the EA's project team.

During the construction period, the Consultant's tasks shall include, but not be limited to the following:

- Review the Contractors' work programs (in acceptable and compatible software) and method statements while highlighting areas that may pose a risk to works scope, quality and timely completion. Identify the key milestones and the critical path activities. Analyse relevance of activities and consistency with project works Program and provide advice to eliminate unnecessary/redundant activities
- Review Contractors' proposed resources (labour/staff, equipment and materials), utilization, deployment, productivity and efficiency. Undertake a detailed works analysis and ensure the detailed works project schedule presents realistic resource utilization and deployment and

productivity rates (labour & equipment) for each activity to attain the target outputs and is synchronized with the work program and updated on a monthly basis.

- Review and approve the contractors' method statements before construction as required in the technical specifications for all important elements of the project and check for any non-compliant methods, equipment, or materials to be corrected before work commencement. Handle contractors' claims in a timely manner and advise the Client accordingly.
- The Consultant shall ensure that concrete samples and soil test samples are tested by the Contractor in an accredited laboratory in the Republic of Azerbaijan in accordance with construction norms and rules and shall technically monitor that the results comply with the requirements.
- The consulting company must supervise the integration into the Client's Geographic Information Systems (GIS) after verifying the topographic measurements obtained by the Contractor.
- Carry out Environmental, Social, Health and Safety due diligence during acquisition and operation of all the supporting facilities by the Contractors, including technical supervision of conduct of applicable statutory assessments. The Consultant shall review TORs for all assessments to ensure technical adequacy of the prepared ESIA/ ESMPs reports before submission to Client and/or to the Bank for clearance;
- Ensure that the Contractors conduct the necessary environmental and social assessments, and obtains the requisite statutory approvals (such as licenses, certificates, permits, etc) for any proposed auxiliary facilities including campsites, equipment yards, borrow pits, quarry sites, dumpsites, before establishments and/or installation of equipment, etc.
- Ensure that the Contractors work within the environmental and social frameworks as detailed in the project's Environmental and Social Impact assessment (ESIA)/Environmental and Social Management Plan (ESMP) and the Resettlement Action Plan (RAP), and compliance with the relevant National policies and legal Framework, and with the environment and social safeguard policies of the Bank.
- Review and make recommendations to the Contractors' procurement schedule, and supervise the Contractors' procurements, ensuring that all materials are from the right source, quality and of sufficient quantities.
- Inspect and assess all proposed works sites, quarry and borrow areas and materials for the project;
- Ensure adequacy of implementation of the mitigation measures and strengthening of compliance to environmental and social safeguards procedures (ESAP).
- Ensure range and nature of safety measures at works sites and their supervision are in place and implemented.
- Supervise the Contractors' actual work progress versus the planned work program and ensure that delays are kept to a minimum and, that the Contractors at their cost take measures to make up for time lost and pull the project back to planned schedule. In addition, the Consultant is required to keep a monthly updated work program in liaison with Contractors.
- Timely issue to the Contractors all the necessary correspondences related to information, instructions, clarifications and suggestions to ensure consistency in quality, positive progress and planned costs.
- Inspect, determine and approve the part of works before, during and after construction of part and, or whole of the works to ensure all time compliance with the specifications and standards.
- Supervise the Contractors' construction activities, ensuring that all construction is undertaken as designed, or in accordance with client-approved variations to the original design, and that all quality standards are met.
- Advise the Client on variation orders.

- Undertake and prepare revised designs, improvements or modifications as necessary during construction.
- Review and approve any amendments to designs from the Contractors.
- Ensure that the Contractors have issued insurance of all personnel for accidents liabilities during construction.
- Inspect and certify all completed works. Certify payment certificates for payments of completed works or parts thereof. Ad measure and certify all quantities invoiced by the Contractors. Prepare the contractors' payment statement including final certificate in accordance with General Conditions of Contract and Conditions of Particular application.
- Ensure that the Contractors perform tests and provide reports from approved laboratories according to the approved and agreed upon quality standards to the client, and approve the materials procured by the contractors for the works to ensure that they comply with design assumptions and specifications.
- Undertake independent tests or inspections as considered necessary to confirm that the construction is completed in accordance with the design intent.
- Periodically review the status of the Contractors' real versus required staffing, equipment, insurance, status of performance securities, advance payment guarantees and recommend appropriate actions to the client. In addition, the Consultant will check the status of expiry of the performance bond and advance payment guarantee and recommend appropriate actions (if applicable) to the Employer.
- State all methods and procedures that are intended to ensure robust quality control, execute all procedures accordingly, and report on all quality control undertakings and their results to the client.
- Undertake regular delay surveys to facilitate acquisition of specific site production and productivity of the works (labour and equipment) or materials availability for the Contractors. Monitor and document Contractors' inefficiencies, disruptions and delays and determine problems and advise on solutions to improve works progress rates.
- Periodically prepare a risk management plan for the construction project. Carry out risk identification for potential delays, disruptions, disputes arising from compensation events, reliability of materials sources and delivery and unforeseen ground conditions and environmental hazards and their potential impacts on construction methods. Undertake analysis/assessment of potential risk identified and evaluate effects (qualitatively and quantitatively) and ranking of occurrence and classify as major, moderate or minor. Draw-up risk response to circumstances to include possibilities for risk avoidance, transfer or controllable/minimization.
- Advise the EA on contractual obligations and establish early warning systems to minimize occurrence from potential compensation events and subsequent claims for time extension and/or costs
- Develop and maintain a project progress reporting format that is both, concise and in accordance with the EA requirements.
- Monthly progress reporting to the EA, and immediate reporting shall any issues be identified that could affect the project completion schedule. This shall include arrangement for site meetings as and when they may be required.
- Monitor the value of works executed against payments made to the Contractors and report to the EA monthly consistency against program of expenditure and works giving reasons and recommendations.
- In consultation with the EA, and if necessary, prepare variation orders.
- Schedule and organize witness-testing events, including contractual tests for the completed works.

- Maintain daily site records on prevailing weather conditions, labour productivity, availability and operational condition of key plant, plant productivity, daily activity outputs, and disputes between employers and staff as well as between contractors and local residents, and all other observations that may be of importance in case of any arbitration or legal disputes.
- Ensure that the contractors meet Environment, Social, Health and Safety requirements (ESHS). Please, the details below.
- Ensure that the contractors work within the environmental and social frameworks as detailed in the project's environmental social impact assessment (ESIA) and environmental and social management plan (ESMP) and the Resettlement Action Plan (RAP). Document and verify any complaints and grievances from project affected persons/workers.
- Ensure that there is timely and coordinated response to environmental and social issues – a functional system of reporting safeguard issues in place and issues of concern by different stakeholders regularly discussed and responded to.
- Develop and maintain an Accident Log during project implementation and undertake to report serious and severe accidents to the Employer within 24 hours of occurrence.
- Document the responses to environmental and social issues of concern raised by different stakeholders. Ensure preparation of quality and timely environmental and social reports on regular monthly basis.
- The Consultant shall guide the Contractors on compiling Operation and Maintenance Manual.
- Commission and approve completed systems and facilitate hand over to Employer.
- Prepare snag lists after substantial completion of works.
- Prepare environmental and social audits and certification with regulatory authority.
- Prepare the 'substantial completion report' prior to technical handover.
- Facilitate technical commissioning.
- Verify that the plant's effluent quality meets the specific targets outlined in the Project Results Framework, including $BOD_5 \leq 25$ mg/L, $COD \leq 125$ mg/L, $TSS \leq 30$ mg/L, $TN \leq 10$ mg/L, and $TP \leq 2$ mg/L, prior to issuing the Taking-Over Certificate."
- Provide Author's Supervision services in accordance with the Law of the Republic of Azerbaijan 'On Technical Regulation in the Field of Construction' and requirements of the State Agency for Construction Safety Supervision.
- Ensure that the Contractors' ESHS performance is in accordance with good international industry practice and delivers the Contractors' ESHS obligations. The ESHS related services given in the **Annex 1**.

The Consultant must obtain prior approval from the Client before:

- Issuing any variation of the order with financial and temporary consequences, except in an emergency situation, when the Client approval must be received as soon as possible;
- Authorization of additional items, amounts or expenses;
- Subcontract approvals for any part of the works; and
- Approval of any extension of the completion time.

Quality Control

The Consultant shall:

- Receive a full detailed version of Quality Assurance Manual from the Contractors; check it and make comments as soon as possible and, if necessary, ask the Contractors to make amendments in it.

- Notify the Company of any failure of the test or verification and that such failure can lead to a delay in observing the deadlines or other significant adverse consequences; give recommendations on further necessary tests and organize the process of troubleshooting by Contractors.
- Supervise the works performed by the Contractors to ensure the quality and standards of materials and production quality, and to comply with the specifications and drawings included in the contracts, the Harmonized Project, the detailed drawings, the Quality Assurance Manual and all agreed amendments.
- Control facility inspections, all installation, **commissioning works** on sites and commissioning / testing of project components, if necessary.

Management on the Site

- Attend local meetings at the request of the Client, and seek to resolve the serious problems at any time in order to avoid any delays or extra costs (taking into account the conditions of contracts and the restrictions imposed by the authorities on the powers of the Consultant in connection with this task).
- Maintain complete and accurate records of all meetings and the discussions held with the participation of or headed by the Consultant, and do the same for verification by the Client upon request.
- At the request of the Client, attend meetings to resolve disagreements on general and technical matters.
- Provide advice to the Client on the overall organization of Contractors' resources on site, including management and programming systems, labour, equipment and machinery.

Payments and Accounts

- Receive monthly or other interim financial statements from Contractors in accordance with contracts.
- After receiving applications from the Contractors, properly take into account all the Client's comments.
- Check the Contractors' reporting in accordance with the relevant provisions of the contracts and resolve with contractors, as far as possible, all the mistakes and questions that may arise in connection therewith; advise the Client on any adjustments that may be necessary.
- Specify the amount that will be indicated in the statements of the Contractors in accordance with the contracts. In the terms stipulated in the provisions of the Harmonized FIDIC Conditions of Contract for Construction (or an equivalent form acceptable to the OPEC Fund) contract, issue a certificate in the names of the Contractors and the Client, indicating the total amount paid by the Client to the Contractors.

Defect Liability Phase

12 months will be considered for all components. The Defect Liability Period may extend beyond the period of availability of OPEC financing, in which case the services to be covered during the Defect Liability Period will be paid in advance by the OPEC, subject to the Consultant providing a bank guarantee acceptable to the OPEC.

3.3 Harmonized FIDIC Conditions of Contract for Construction Administration and Key Clauses

In accordance with the OPEC Fund's Procedures for Procurement of Consulting Services (July 2024) and the Procedures for Procurement of Goods, Works, and Non-Consulting Services, the principal civil works and process, mechanical and electrical equipment contract for the new wastewater treatment plant shall be procured through International Competitive Bidding (ICB). The Consultant shall prepare the bidding documents utilizing the latest OPEC Fund Standard Bidding Documents (SBD) for Works, which incorporate the Harmonized FIDIC Conditions of Contract for Construction (or an equivalent form acceptable to the OPEC Fund). The Consultant must demonstrate thorough familiarity with the Harmonized FIDIC Conditions of Contract for Construction and administer the Contract in strict accordance with its provisions. Particular attention shall be paid to the following key clauses:

- General Conditions and Particular Conditions of Contract.
- Responsibilities of the Engineer (including impartiality and determination of matters).
- Contractor's obligations, Variations, and Value Engineering.
- Time for Completion, Extensions of Time, and Delay Damages.
- Measurement and Evaluation, Payment Certificates, and Retention.
- Defect Liability Period and Performance Certificate.
- Claims, Disputes, and Dispute Avoidance/Adjudication Board (DAAB).
- ESHS and Force Majeure provisions.

The Consultant shall ensure that all actions, certifications, and determinations are made in a timely, fair, and contractually compliant manner, with proper documentation and notification to the EA/PMU and OPEC Fund where required.

Above mentioned ensures that:

- **No Unqualified Bidders Win:** A consulting firm cannot bid if their key personnel (especially the Team Leader and Contract/Claims Specialist) do not have verifiable, documented experience acting as the "Engineer" under Harmonized FIDIC Conditions of Contract for Construction.
- **Impartiality is Enforced:** Under Harmonized FIDIC Conditions of Contract for Construction, the Engineer must make "fair determinations" on Contractor claims. This clause binds the Consultant to act neutrally, preventing the Contractor from successfully claiming that the Consultant acted purely as an agent of the Employer rather than an independent Engineer.
- **Claims Management is Standardized:** It gives the Consultant the explicit contractual authority to manage the 1.1 km Caspian Sea outfall variations, deep excavation claims (due to the -24m to -26m groundwater issues noted in the EIA), and SCADA integration delays under strict Harmonized FIDIC Conditions of Contract for Construction.

3.4: PMU Fiduciary and Administrative Support

The Consultant shall directly support the PMU in the following fiduciary tasks:

- **Financial Reporting:** Assist the PMU's Financial Specialist in preparing Interim Unaudited Financial Reports (IFRs) and Withdrawal Applications in strict compliance with OPEC Fund Disbursement Procedures.
- **Procurement Administration:** Maintain the Project Procurement Plan, ensure all procurement activities follow OPEC Fund Guidelines, and maintain a complete auditable paper trail.
- **Claims Management:** Act as the Harmonized FIDIC Conditions of Contract for Construction Engineer to receive, analyze, and adjudicate Contractor claims (specifically under Clause 20). Prepare detailed claim analysis reports with recommendations for the PMU's approval."

4. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

4.1 List of reports and documents that need to be prepared by the Consultant and submitted in hard and digital format to the Client (ASWRA/PMU) and the OPEC Fund:

No	Conclusion/Report	Deadlines
A	Design review, revisions, Bidding Documentation for Tender Processes	
A1	Initial Report (Inception Report)	Within 30 days after the beginning of the assignment
A2	Design review, revisions if necessary: Technical Report, Detailed Engineering Design, Technical Specifications, Drawings, BoQ and Cost Estimates	Within 60 days after the beginning of the assignment (or as agreed)
A3	Design Review of Corrections Report: Technical Report, Detailed Plans, Specifications, Drawings, Cost Estimates (if corrections in the designs are required)	Within 30 days after submission of corrections/revised documents
A4	Draft Tender Documents: Invitation for Bids, Prequalification Documents (if applicable), Bidding Documents (including Technical Specifications, BoQ, Drawings, and Harmonized FIDIC Conditions of Contract for Construction)	Within 15 days after completion of design review
A5	Final Tender Documents	Within 15 days after receiving comments on the draft tender documents
A6	Evaluation Report of Tender Proposals (Technical and Financial)	Within 15 days after the tender proposal submission deadline
A7	Draft Contract with the successful Contractor(s)	After the approval of the Evaluation Report of the tender proposals
B Pre-construction and Construction Supervision		
B1	Monthly Reports	Monthly. Monthly construction progress reports shall state the status of project implementation (i.e., actual vs. planned physical progress; actual vs. planned expenditures), financial information, all agreed and new variation and compensation events, all issues requiring client attention, environmental and social safeguards, health and safety information, and other information that may impact project progress. The report shall include the Engineer's opinion on current physical progress, quality of works, and future prospects on timely completion and costs. It shall include a Gantt chart, a detailed works schedule with resource inputs, productivity rates and outputs for each activity, photographic evidence of progress, and projected cash flows and work progress over the next three months.

B2	Author's Supervision Services	Ongoing – in accordance with the current legislation of the Republic of Azerbaijan and requirements of the State Agency for Construction Safety Supervision.
B3	Contract Completion / Substantial Completion Report	Upon substantial completion of works. The report shall state the project scope, principal activities by the Consultant and the Contractors (including deployment of resources), the Contractors' performance, all relevant observations of the Consultant, major issues encountered and how they were resolved, the project schedule (citing all delays if any), and financial information.
B4	Operational and Maintenance (O&M) Manuals	At substantial completion. The Consultant shall ensure that suppliers, manufacturers, and the Contractors submit all operational manuals to the Client in the agreed formats and number of copies. All equipment supplied (including imported) shall be accompanied by warranties and guarantees for at least five (5) years. Interim Unaudited Financial Reports (IFR) Support Data & Withdrawal Applications" Deadline: Monthly, aligned with OPEC Fund cycles.
B5	As-Built Drawings	At substantial completion. The supervision Consultant shall submit all "as-built" drawings to the Client in the specified format and number of copies.
B6	Asset Register Update	At substantial completion. The Consultant shall collect data on all new and rehabilitated assets for updating the Client's asset register. The software/format shall be agreed with the EA. Data on the location of all civil structures shall be provided in a GIS-compatible format agreeable to the EA.
B7	Safeguards Reports	Monthly and Quarterly. Reports shall state periodic compliance with all legal, health, safety, and safeguards requirements, with dedicated sections on ESMP implementation, grievance redress, gender aspects (if applicable), and any resettlement. The evaluation of the ESMP shall indicate potential impacts and measures undertaken to mitigate or minimise their effects.
B8	Incident Reports	Immediate notification + detailed report. The Consultant shall be part of the reporting of incidents to the EA. Immediate notification to the Client shall be provided for any serious incident (fatalities, serious injuries, significant pollution events, GBV/SEA allegations, violations of law, etc.). Full details shall be provided within the agreed timeframe. The Consultant shall ensure timely sharing of Contractors' ESHS notifications and metrics. Immediate notification (within 24 hours) for any Category I incidents (fatalities, GBV/SEA allegations, significant pollution events) to both PMU and OPEC Fund
C	Defect Liability Phase Reports	12 months
C1	Quarterly Progress Reports (DLP)	Quarterly. Reports shall state progress on addressing snag list items, observations on performance of installations, system weaknesses, defects, warranty issues, staff training progress,

		and safeguard management (including discharge permit compliance and grievance handling).
C2	Completion Training Report	At the end of the DLP. The report shall detail training obligations, activities undertaken, number and background of participants, outputs, achievements, and recommendations for further training.
C3	Final Completion Report (including design modifications)	At the end of the DLP. The report shall include the same information as the Substantial Completion Report, plus the status of all outstanding actions, achievement of project results, verification of Results Framework indicators, and confirmation of overall project outcomes. Must include a detailed analysis of the achievement of Project Results Framework indicators (Schedule 2 of Project Agreement) and verification of effluent quality targets.

Note: All reports and outputs must be provided in English (with Azerbaijani translations or summaries as required by the Client). Reports shall be submitted in both hard copy and digital formats (editable and PDF).

5. DURATION OF ASSIGNMENT

The Consultant's services shall comprise a total duration of approximately **52 months**. This includes mobilization, Design review, revisions, value engineering, and preparation of tender documents, followed by the construction supervision period aligned with the overall Project implementation schedule.

To optimize the project timeline, the pre-construction phase (mobilization, design review, value engineering, and procurement documentation) shall be completed within a maximum of **9 months** on a rolling basis. The Consultant shall prioritize critical path activities to ensure that procurement of the main Civil Works and Mechanical & Electrical Equipment contract commences as early as possible (ideally within the first 6 months).

There will be a Defect Liability Period of **12 months** following issuance of the Taking-Over Certificate. The DLP may extend beyond the availability period of the OPEC Fund financing, in which case the services to be covered during the DLP will be paid in advance by the OPEC Fund, subject to the Consultant providing a bank guarantee acceptable to the OPEC Fund.

The Consultant shall prepare a detailed Work Plan and detailed Implementation Schedule upon mobilization, for agreement with the Client and the OPEC Fund. The schedule shall be updated regularly and form part of the monthly progress reports.

6. COMPOSITION OF THE TEAM, STAFF INPUTS AND QUALIFICATION REQUIREMENTS FOR KEY EXPERTS

Consulting firm is expected to have extensive experience in design and construction supervision of wastewater treatment plants (WWTPs), advanced biological treatment systems with nutrient removal, mechanical and electrical equipment, SCADA systems, and marine sea outfall infrastructure. In addition, the consulting firm should be fully aware of local legislation in the field of design, construction, and environmental protection in the Republic of Azerbaijan. Consulting firm should have experience in similar type and size of the projects financed by the OPEC Fund or other IFIs, with proven knowledge of Harmonized FIDIC Conditions of Contract for Construction basis contracts and IFI procurement processes.

The Consultant should be provided with sufficiently qualified and experienced staff and support of a sufficient number of local professional staff to ensure proper project management, procurement services, and construction supervision works. The Consultant's staff should consist of key, non-key and support staff. To create a basis for evaluating the financial proposal, a minimum number of professional staff is proposed, and the total number of man/months is listed below, which provides a summary of key personnel / skills. All staff must be agreed with the client. If the Consulting Company decides to change the staff during the execution of the contract, it must notify the Client in an official letter and obtain their approval. The work experience of the newly presented candidate must be in accordance with the employee requirements.

Indicative Team Composition and Inputs

EXPERTS	No	Position	Person-month Remuneration Rate	Time Input in Person/Month
KEY INTERNATIONAL EXPERTS	KE-1	Project Manager / Team Leader	Home	6.00
			Field	46.00
			Total	52.00
	KE-2	Chief Resident Engineer (Civil/Process)	Home	0.00
			Field	40.00
			Total	40.00
	KE-3	Chief Resident Engineer (M&E/SCADA)	Home	0.00
			Field	14.00
			Total	14.00
	KE-4	QA/QC Specialist	Home	0.00
			Field	40.00
			Total	40.00
	KE-5	Procurement Specialist	Home	6.00
			Field	12.00
			Total	18.00
	KE-6	Contract / Claims Specialist	Home	4.00
			Field	4.00
			Total	8.00
	KE-7	Int. ESHS Safeguards Specialist	Home	4.00
			Field	20.00
			Total	24.00
KEY EXPERTS	KE-1	Design Review Expert (Process/Hydraulic)	Home	6.00
			Field	6.00

	NKE-2	Geotechnical / Structural Expert	Total	12.00
			Home	2.00
			Field	4.00
	NKE-3	SCADA & Automation Expert	Total	6.00
			Home	4.00
			Field	8.00
	NKL-1	Deputy Project Manager	Total	12.00
			Home	0.00
			Field	40.00
NON-KEY LOCAL EXPERTS	NKL-2	Resident Engineer (Civil)	Total	40.00
			Home	0.00
			Field	40.00
	NKL-3	ESHS / HSE & GRM Officer (Combined Role)	Total	40.00
			Home	0.00
			Field	40.00
	NKL-4	Quantity Surveyor	Total	40.00
			Home	0.00
			Field	40.00
NON-KEY SUPPORT STAFF	S-1	Office Manager / Secretary (1 Staff)	Total	52.00
			Home	0.00
			Field	52.00
	S-2	Translator (1 Staff)	Total	52.00
			Home	0.00
			Field	52.00
	S-3	Driver (2 Staff)	Total	104.00
			Home	0.00
			Field	104.00

	S-4	Accountant / Financial Specialist	Home	0.00
			Field	52.00
			Total	52.00
	S-5	IT Specialist / Document Controller	Home	0.00
			Field	52.00
			Total	52.00
	S-6	Cleaner	Home	0.00
			Field	52.00
			Total	52.00

Note: The exact person-months may be adjusted by the bidding Consultant in their financial proposal to reflect their proposed methodology and staffing plan, provided the minimum key expert requirements are met. The Consultant is expected to optimize resource deployment based on the single-site nature of the WWTP construction and its proximity to Baku.

6.1 Staff Requirements and Qualifications

The Consulting Company and its technical staff must hold the valid right to perform technical supervision according to the Rules of Technical Supervision Works in the Republic of Azerbaijan (State Agency for Construction Safety Supervision). This means the Consultant company must either employ engineers with a Category 1 license for construction supervision or obtain the necessary license for its own company.

All staff must be agreed with the Client. If the Consulting Company decides to change the staff during the execution of the contract, it must notify the Client in an official letter and obtain their prior approval. The work experience and qualifications of any newly presented candidate must be equal to or better than the requirements specified below. It is not mandatory to present the CVs of the Non-Key Local Experts and Support Staff at the proposal stage; however, they will be requested from the successful Consultant and evaluated by the Client during Contract negotiations.

A. Key International Experts (KIE)

KE-1: Project Manager / Team Leader. The specialist will have at least a Master's degree in Civil, Environmental, or Wastewater Engineering. The expert must have at least 15 years of total work experience, including a minimum of 10 years in the design and construction supervision of large-scale wastewater treatment plants. The expert is required to have significant team leadership experience, having worked as a Team Leader on at least two similar WWTP projects financed by International Financial Institutions (IFIs) such as the OPEC Fund, World Bank, or IsDB. The expert must have thorough knowledge of the FIDIC Conditions of Contract for Construction, MDB procurement guidelines, and excellent verbal and written communication skills in English.

KE-2: Chief Resident Engineer (Civil/Process). The specialist will have at least a Bachelor's degree in Civil or Environmental Engineering. The expert must have at least 10 years of experience in construction supervision of WWTPs, with specific expertise in managing deep excavations, biological treatment structures, and high groundwater table conditions. The expert must have experience with donor-funded development projects and be fully capable of acting as the FIDIC Engineer's primary representative on-site, managing daily site operations, quality control, and contractor coordination.

KE-3: Chief Resident Engineer (M&E/SCADA). The specialist will have at least a Bachelor's degree in Electrical, Mechanical, or Automation Engineering. The expert must have at least 12 years of experience in the installation, testing, and commissioning of M&E equipment for WWTPs. Specific expertise is required in SCADA systems, Motor Control Cabinets (MCC), Instrumentation Control Cabinets (ICC), and Variable Frequency Drives (VFDs). Given the phased nature of this deployment, the expert will be primarily mobilized during the peak M&E installation and final commissioning phases.

KE-4: QA/QC Specialist. The specialist will have at least a Bachelor's degree in Civil, Materials, or Mechanical Engineering. The expert must have at least 15 years of total work experience, including 10 years specifically dedicated to Quality Assurance and Quality Control (QA/QC) for large-scale concrete structures, earthworks, and M&E installations. The expert will be responsible for ensuring all materials and workmanship comply with EU directives, OPEC Fund requirements, and local Azerbaijani construction norms.

KE-5: Procurement Specialist. The specialist will have at least a Bachelor's degree in Engineering, Business, or Supply Chain Management. The expert must have at least 15 years of experience in procurement, with a minimum of 10 years working on large infrastructure projects financed by IFIs. The expert must possess comprehensive knowledge of the OPEC Fund Procurement Framework, International Competitive Bidding (ICB), and Consultant Qualification Selection (CQS)/QCBS methods.

KE-6: Contract / Claims Specialist. The specialist will have at least a Bachelor's degree in Civil Engineering or Law. The expert must have at least 15 years of experience in contract management, with specific expertise in handling complex contractor claims under FIDIC Clause 20, variation orders, and dispute resolution. This expert will be deployed strategically to assist the Team Leader during critical claim adjudications, final account settlements, or complex contractual disputes.

KE-7: Int. ESHS Safeguards Specialist. The specialist will have at least a Master's degree in Environmental Science, Social Sciences, or a related field. The expert must have at least 10 years of experience in ESIA/ESMP implementation, Grievance Redress Mechanism (GRM) management, and gender inclusion for Category A infrastructure projects. The expert must be familiar with the OPEC Fund's Environmental and Social Policy (ESP), IFC Performance Standards, and the specific environmental sensitivities of the Caspian Sea outfall construction.

B. Specialized Technical Experts (Design Review & Commissioning)

Design Review Expert (Process/Hydraulic) The specialist will have at least a Master's degree in Environmental or Hydraulic Engineering. The expert must have at least 12 years of experience in WWTP process design, hydraulic modeling, and biological nutrient removal systems. This expert will lead the initial design review, value engineering, and process optimization phases.

Geotechnical / Structural Expert (Total: 6 Person-Months) The specialist will have at least a Master's degree in Geotechnical or Structural Engineering. The expert must have at least 12 years of experience in foundation design, soil-structure interaction, and structural review for large-scale water structures. Specific experience with Class III soil conditions, 8-point seismicity, and deep retaining structures is mandatory.

SCADA & Automation Expert The specialist will have at least a Bachelor's degree in Electrical or Computer Engineering. The expert must have at least 10 years of experience in industrial SCADA architecture, PLC programming, and HMI integration. This expert will support the design review of the automation systems and assist during the final integration testing and commissioning of the WWTP.

C. Non-Key Local Experts (NKLE)

NKL-1: Deputy Project Manager. The specialist will have at least a Bachelor's degree in Engineering or Project Management. The expert must have at least 10 years of general experience, with 5 years specifically in managing infrastructure projects in Azerbaijan. The expert must have thorough knowledge of local legislation, permitting processes, and coordination with local state authorities (e.g., State Agency for Construction Safety Supervision).

NKL-2: Resident Engineer (Civil). The specialist will have at least a Bachelor's degree in Engineering. The expert must have at least 8 years of experience in the supervision of civil works, specifically in water infrastructure, concrete structures, and site development.

NKL-3: ESHS / HSE & GRM Officer (Combined Role). The specialist will have at least a Bachelor's degree in Environmental Science, Occupational Health & Safety, or Social Sciences. The expert must have at least 8 years of experience in environmental monitoring, site safety inspections, and managing local Grievance Redress Mechanisms (GRM). The expert will act as the primary daily liaison with the Sumgayit local community and ensure the Contractor's compliance with the ESMP and OHS regulations.

NKL-4: Quantity Surveyor. The specialist will have at least a Bachelor's degree in Civil Engineering, Quantity Surveying, or Construction Economics. The expert must have at least 8 years of experience in measurement, Bill of Quantities (BoQ) verification, and FIDIC payment certification. The expert will support the Contract/Claims Specialist in evaluating Contractor invoices and variation orders.

7. CLIENT INPUT

The Client (ASWRA / PMU) will provide free of charge the following existing information, data, reports, maps, and documents in its custody and will assist the Consultant in obtaining any additional relevant information and materials from governmental institutions and state authorities as far as possible. The data shall include, but not be limited to:

- All available engineering studies, feasibility studies, detailed design reports, and project documentation.
- Environmental Impact Assessment (EIA) report and related approvals.
- Geotechnical, geological, hydrological, and topographical survey reports and data.
- Site-specific data, including soil investigation results, seismic data, and land ownership documents.
- Project Procurement Plan and any other project-related documentation.

All provided information, data, reports, and documents will be available for the Consultant's unlimited use during the execution of the proposed services.

8. SERVICES, EQUIPMENT AND FACILITIES TO BE PROVIDED BY THE CONSULTING COMPANY

During the entire project implementation period, the Consultant shall provide at its own cost the following:

- During the pre-construction stage a fully furnished and maintained project office in Baku (or Sumgayit), including utilities, internet, and office equipment.
- Visa, accommodation, house rent (where applicable), and other living expenses for the Consultant's international employees.
- All necessary technical support, software licenses (AutoCAD, hydraulic/process modelling, SCADA-related tools, etc.), computers, printers, and communication equipment.
- The Consultant shall procure and maintain a sufficient number of suitable vehicles (3 units of 4x4 vehicles) and cover all operating costs (fuel, maintenance, insurance) throughout the contract period.
- The Consultant shall, at its own expense, take out and maintain adequate insurance coverage for the duration of the assignment.
- Customs costs, import duties, registration fees, and any other taxes or charges for all goods and equipment purchased or imported by the Consultant.
- All costs related to training, workshops, reporting, and ESHS monitoring activities.

The Consultant shall ensure that all provided facilities, equipment, and insurance coverage are adequate for the proper performance of the services and remain valid and in good standing throughout the assignment.

9. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONTRACTORS

Upon commencement of the works contract(s), the Contractor(s) will provide the following services and facilities to the supervision Consultant at no additional cost:

- A fully furnished and maintained site office(s) with utilities, internet connection, meeting rooms, and necessary office equipment near the construction site.
- Adequate survey equipment and tools required for construction supervision and setting out.

- Access to accredited laboratory facilities for independent testing of concrete, soil, and wastewater parameters as required by the Consultant.
- Provision of 4x4 vehicles for the Consultant's site supervision team, including fuel and maintenance, as specified in the Works Contract.
- Access to all necessary testing facilities, storage areas, and site amenities.
- Any other support services reasonably required for effective supervision of the Works.

The Contractor(s) shall ensure that all provided facilities and equipment are maintained in good condition throughout the construction period and Defect Liability Period.

ANNEXES

ANNEX 1: ESHS RELATED SERVICES

The Consultant shall provide comprehensive support for environmental, social, health, and safety (ESHS) compliance throughout the assignment, in line with the Project's Environmental and Social Documents, OPEC Fund's Environmental and Social requirements, national legislation of the Republic of Azerbaijan, and international good practice (including EU standards). Specific tasks include:

1. Review, comment on, and approve the Contractor's Environmental and Social Management Plan (C-ESMP), including all sub-plans (e.g., Waste Management Plan, Traffic Management Plan, Emergency Preparedness and Response Plan, Biodiversity Management Plan, Stakeholder Engagement Plan) and any updates/revisions (at least every 6 months or as triggered by changes) in compliance with OPEC Fund's Environmental and Social Policy (ESP) and the Project ESIA.
2. Review and approve all ESHS provisions in the Contractor's method statements, work plans, drawings, proposals, and schedules to ensure consistency with the Project ESMP, ESIA, permits, and consents.
3. Assess the ESHS risks and impacts of any design changes, variations, or value engineering proposals and advise the EA/PMU and OPEC Fund on required adjustments to maintain compliance.
4. Undertake regular site audits, inspections, and monitoring (at least monthly, and more frequently during critical activities such as sea outfall installation, earthworks, or commissioning) to verify Contractor compliance with ESHS requirements, including occupational health and safety, community health and safety, labor and working conditions, and cultural heritage protection.
5. Review and verify the Contractor's ESHS documentation, including monthly ESHS reports, monitoring data (air quality, noise, water quality, effluent parameters), accident/incident logs, grievance records, and training records.
6. Ensure immediate notification to the EA/PMU and OPEC Fund of any Category I incidents (fatalities, serious injuries, significant pollution events, GBV/SEA allegations, permit violations, or major protests) and coordinate remedial actions.
7. Support the operation and monitoring of the Project Grievance Redress Mechanism (GRM) for external stakeholders and workers, including logging, resolution tracking, and reporting. Maintain confidentiality for sensitive cases (e.g., GBV/SEA).
8. Liaise with relevant authorities (Ministry of Ecology and Natural Resources, local Sumgayit administration, etc.) and stakeholders on ESHS matters. Facilitate additional public consultations if required.
9. Monitor specific risks associated with the Project, including:
 - Marine environment impacts from sea outfall construction and operation (1.8 m HDPE pipe extending >1.1 km).
 - Sludge management and potential reuse/disposal.
 - Odor control and air emissions.
 - Groundwater protection during excavation (site elevation -24 to -26.3 m).
 - Labor influx, worker camp management, and community relations.
 - Chance finds of cultural heritage.
10. Prepare and contribute to ESHS sections of monthly, quarterly, and completion reports. Conduct training for PMU staff and Contractor personnel on ESHS requirements.
11. During the Defect Liability Period, monitor long-term ESHS performance, including effluent quality compliance and any residual impacts.

12. Monitor the Contractor's compliance with gender inclusion requirements, including the provision of separate sanitary facilities for female workers and tracking the number of women employed during construction."
13. Specifically monitor the marine outfall construction (1.1 km HDPE pipe at 10m depth) to ensure no unauthorized discharge of sediment plumes or pollutants into the Caspian Sea ecosystem, in compliance with the Tehran Convention.

The Consultant shall ensure that all Contractors' personnel receive induction training on ESHS and Code of Conduct, and that appropriate GBV/SEA prevention measures are in place.