

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

69 A Moscow Ave, Baku, Azerbaijan, AZ1012, 5th floor

Fax: +994 12 4935165

E-mail: fuad.abishev@toom.gov.az