

**TERMS OF REFERENCE
AND TECHNICAL SPECIFICATIONS**

I. General information

Assignment name	Repairment of window and doors at the Redkivsky Lyceum of the Novobilousky Village Council
Beneficiary	Novyi Bilous
Country	Ukraine

II. Context and justification of the need

International Technical Assistance Project “RELEVE” - Recovery and Decentralization

The main goal of the project is to “Support Ukraine's resilience, reconstruction and integration into the EU”, and the project is structured around three components:

- C1: Support for political and legal advice on decentralisation reform;
- C2: Strengthening municipalities' skills in managing their public investment projects;
- C3: Support for decentralised cooperation between French and Ukrainian local authorities.

RELEVE is currently supporting 35 hromadas in 3 regions of Ukraine – Chernihiv, Lviv and Dnipro. The aim of this targeted support is to respond more effectively to the substantial needs of local authorities, by providing them with the tools and support they need to manage public investment effectively and sustainably.

Under RELEVE’s special fund for the procurement of works, equipment, and materials dedicated to mitigating the effects of war on communities in Chernihiv city and the Chernihiv region, the RELEVE project has been financing recovery assignments across multiple hromadas to support partners' priority needs. One of the key partners and beneficiaries of RELEVE’s support, the Novobilouska community, has been affected by the drone attack and needs urgent replacement of several windows and doors at the Redkivsky Lyceum building. The RELEVE project, therefore, initiates a procurement procedure, which will consist of complex repair services in the Redkivsky Lyceum, comprising the supply and installation of new windows and door frames and glasses.

III. Objectives and desired results

1) General objective

The purpose of the assignment is to support Novyi Bilous in ensuring the uninterrupted educational process while managing the damage sustained after the drone attack, to procure the requested repair services and install new windows and doors in the Redkivsky Lyceum. The objective is to provide the rapid recovery and continued functioning of educational infrastructure in the Novobilouska hromada by restoring the damaged elements of the Redkivsky Lyceum building

through the provision and installation of new windows and doors, thereby contributing to safe and adequate learning conditions for students and staff.

2) Specific objectives

- Ensure the restoration of the Redkivsky Lyceum building's physical integrity by supplying and installing replacement windows, door frames, and glass units damaged during the drone attack and re-establish secure and weather-resistant building envelopes and prevent further deterioration of the facility.
- Restore safe and functional learning conditions for students, teachers, and staff of Redkivsky Lyceum by eliminating structural vulnerabilities associated with damaged openings, including exposure to cold, moisture, debris etc
- Implement the procurement and execution of complex repair works in compliance with applicable Ukrainian construction standards, safety regulations, and Expertise France procurement procedures, ensuring transparency, quality control, and timely delivery of materials and installation services.
- Support the rapid recovery and operational continuity of educational infrastructure in the Novobilouska hromada by completing the repairs within an agreed timeframe, thereby enabling the lyceum to maintain uninterrupted educational activities and community services.

3) Anticipated results

- The physical integrity of the Redkivsky Lyceum building is restored through the successful supply and installation of new windows, door frames, and glazing units, ensuring that all damaged openings are properly sealed, weather-resistant, and structurally secure.
- Safe and adequate learning conditions are re-established for students, teachers, and staff, with the building protected from external elements, improved thermal comfort, and reduced safety risks associated with the damaged infrastructure.
- The complex repair works are completed in full compliance with applicable construction standards, safety requirements, and RELEVÉ procurement procedures, ensuring transparency, quality assurance, and proper installation of all materials.
- The Redkivsky Lyceum is able to continue its educational activities without interruption, contributing to the broader recovery and resilience of the educational infrastructure in the Novobilouska hromada.

IV. Description of the assignment

1) Planned activities

The site visit, assessment, measurements, and consolidation of the finalised list of works and services must be completed before the contract is signed, as the detailed scope of works will be based on the preliminary site visit and assessment.

N°	Name of works and expenses
1	Preparation (Dismantling, preparation for installation)
2	Supply of windows, doors and all the necessary materials and equipment on site. Indicative number of windows to be supplied – 8; indicative number of doors to be supplied – 5. The exact measurements must be confirmed by the service provider following a site visit

3	Installation of new windows and doors
4	Cleaning services: the premises must be left clean and in orderly condition upon the completion of the works

Technical specifications related to the assignment

- **Frame and profile**

Frame materials - metal-plastic

Profile system (number of chambers) - 6 chambers

Profile depth - 70 mm

Frame colour - white

- **Glazing**

Glazing type (double or triple glazing) - triple

Glass thickness - 4 mm

Gas filling - no

- **Thermal characteristics**

Thermal conductivity (UV value) - according to DSTU B V - 2.7-130:2007 "Construction of buildings and structures"

- **Fittings and accessories**

Type of fittings - white, plastic

Hinges - overlay, window and door

Type of handles - window, door push and office

Type of opening - tilt and turn windows, swing doors

Micro-ventilation option - not available

- **Dimensions and installation**

Approximate window dimensions (according to the attached drawings) - 1800x1800 - 5 pcs,
1200x1200 - 3 pcs

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Approximate door dimensions - 2080x980 - 1 pc, 2080x890 - 1 pc, 2660x1780 - 1 pc, 2640x1760 - 1 pc, 2030x1290 - 1 pc.

Approximate scope of installation, including dismantling of existing blocks and finishing of slopes - dismantling of door blocks - 15.9 m2, dismantling of window blocks - 20.52 m2, installation of door blocks - 15.9 m2, installation of window blocks - 20.52 m2, installation of slopes - 28.5 m2

Mounting foam and sealing tapes – excluded

- **Compliance and Certification**

Warranty period – 3 years

Detailed technical specifications of the assignment are available in Annexes 1 and 2 in English and in Annex 3 in English and Ukrainian.

2) Anticipated deliverables

Deliverables	End date
1. Preparation (Dismantling, preparation for installation)	May 2026
2. Supply of windows and doors	June 2026
3. Installation	June 2026
4. Cleaning	June 2026

3) Coordination

The service provider shall designate a single contact person for project implementation purposes. Olha Ivanova, RELEVE Deputy Team Lead will be the service provider's sole contact person for Expertise France

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A launch meeting shall be held within 1 week after the contract award has been notified.

Close collaboration must take place with RELEVE's personnel from assignment preparation right up to completion. Furthermore, regular exchanges must take place with RELEVE project team on assignment progress and any difficulties that may be encountered.

V. Place, duration and terms of performance

1) **Implementation period: April – July 2026**

2) **Start date: April 2026**

3) End date: July 2026

4) Effective duration per assignment: 4 months

VI. Required expertise and profile

A. Qualifications and skills:

- Demonstrated experience in the supply and installation of windows, doors, and related structural elements in public or institutional buildings, including similar repair or rehabilitation works.
- Availability of qualified technical personnel (installers, technicians, and supervisors) with relevant professional training and practical experience in window and door installation and finishing works.
- Capacity to supply certified construction materials and components that comply with Ukrainian quality standards, safety regulations, and applicable building norms.
- Proven ability to complete construction or repair works within defined timelines while maintaining quality standards, including the logistical capacity to transport materials and mobilize teams to the project site in the Chernihiv region.
- Compliance with occupational health and safety requirements during installation works, including the use of appropriate safety procedures, equipment, and site management practices.
- Flexibility, orientation at result, communicative skills, friendliness, punctuality, resistance to stress and attention to details.
- The Service Provider shall be legally registered in Ukraine.

B. General professional experience

- At least three years of professional experience in the execution of construction, renovation, or repair works, particularly involving the installation or replacement of windows, doors, and glazing systems in public, residential, or institutional buildings.
- Proven track record in implementing similar assignments that include the supply and installation of building elements under procurement contracts, preferably within the framework of public sector, donor-funded, or community infrastructure recovery projects.
- Demonstrated experience in completing repair or rehabilitation works in operational facilities (such as schools or administrative buildings), ensuring minimal disruption to building use and compliance with relevant construction and safety standards.

Evaluation criteria

Expertise France will evaluate the offers according to the following criteria:

➤ Criterion 1: Price (60%)

➤ Criterion 2: Compliance with technical requirements (40%)

- Criterion 2.1. Compliance of the vendor's proposal for service delivery with the requirements set out in the description of tasks in this ToR (15%)
- Criterion 2.2. Confirmed capacity (15%). To be evaluated based on certifications and qualification of the staff;

- Criterion 2.3. Offered timelines (10%). To be evaluated based on the provided details of the timelines and their responsiveness to Expertise France's expectations. Completion of services earlier than stipulated in this ToR is preferred.

VII. Assignment reports

With its final invoice, the service provider shall include detailed photos of the performed works before and after and all the documentation and acts of acceptance related to the execution of works, including the final budget, relevant supporting documents, acts of acceptance, etc.