

## Annex 'Construction'

Construction and infrastructure measures funded from the German federal budget are subject to technical and budgetary supervision by the German public sector building authorities. By special agreement, this function has been transferred to GIZ for those construction projects that are implemented or financed by GIZ outside Germany. The Construction in International Cooperation Section (G230) assumes this function, thereby ensuring and documenting the technically appropriate and cost-efficient use of the funds in line with budgetary principles.

The recipient of the funding shall make available to GIZ the following documents in German or English or French or Spanish:

### 1. Implementation Concept

The implementation concept provides the following information:

- Who will execute the planning and implementation phases that build on each other (identification of basic requirements – preliminary planning – design planning – building approval – detailed design – tender procedure – contract award – construction supervision – documentation)
- What specialist expertise is available in these phases
- How the funding recipient will professionally supervise these phases
- Who is to be the future beneficiary of the construction measure and how will the operation and maintenance of the buildings and/or facilities be ensured after completion
- What is the rough cost estimate that is used as a basis
- The potential execution risks, their nature and what countermeasures are taken
- Time frame
- Acceptance formalities (taking over /handing over)

Written approval of the implementation concept must be obtained from GIZ prior to *commissioning the planner / inception of the preliminary design process*<sup>1)</sup>.

The planner (and construction supervisor) shall be chosen and commissioned in agreement with GIZ.

### 2. Preliminary Design

The documents shall be drafted by an experienced office of architects or engineers accredited in the respective country. A review is not possible until all of the following documents have been provided.

The planning documents to be submitted consist of

- Site / layout plan  
(estate boundaries and development of neighbouring plots of land;  
existing and planned infrastructure for access routes, water and power

<sup>1)</sup> Delete as applicable

- supply, wastewater disposal; existing and planned buildings indicating their purpose and any planned extensions)
- Pre-design drawings
- Explanatory report including photos, if appropriate
- Cost estimate
- Land title documentation
- Necessary expert opinions (e.g. soil survey)

Written approval of the preliminary design must be obtained from GIZ prior to further processing by the planner.

### 3. Detailed Design

The documents to be submitted consist of:

- Building permission
- Detailed design drawings such as floor layout plans, cross-sections and elevations of all planned buildings and their technical installations with all the necessary details measurements and technical specifications
- If appropriate, structural analysis with corresponding drawings
- If appropriate, demolition drawings in the case of refurbishments or renovation
- Updated cost estimate

All plans/documents must be signed and dated by the project executing agency/recipient (client) as well as by the planner.

Written approval of the detailed design must be obtained from GIZ prior to further processing by the planner.

### 4. Tender Documents

The tender documents to be submitted consist of:

- The approved detailed design (see no. 3)
- General specifications
- Bills of Quantities (with and without prices)
- Updated time frame
- Presentation of the award procedure selected
- If appropriate, list of bidders to whom the tender documents shall be sent (shortlist)

All drawings/documents must be signed and dated by the project executing agency/recipient (client) as well as by the planner.

Written approval from GIZ must be obtained prior to sending the tender documents to bidders.

## 5. Award Documents

After evaluating the bids, the following documents shall be presented to GIZ prior to awarding the contract to a company:

- Minutes of bid opening
- Evaluation and price comparison of the bids (price comparison list)
- Award justification and proposal for construction company to be commissioned by the funding recipient

Written approval from GIZ must be obtained before the funding recipient commissions the proposed construction company.

## 6. Implementation

During construction implementation, GIZ shall be provided with *monthly/three-monthly/six-monthly/upon demand*<sup>1)</sup> construction progress reports (see annex).

Construction supervision shall be performed by an experienced architect or engineer (or architects' or engineers' office) accredited in the country in line with the approved implementation concept.

Any relevant changes compared to the planning and tender documents approved by GIZ must be presented to GIZ for review and approval prior to execution.

## 7. Final Acceptance and Handing Over

Upon completion of the construction measure, the funding recipient is responsible for inspecting and accepting the work of the construction company commissioned (taking over). If the funding recipient is not the subsequent beneficiary, a handing over to the latter must be documented in writing. GIZ shall be provided with a copy of the taking over certificate and any hand over records, including a list of all outstanding work or defects existing as at the time of taking over the construction work. GIZ shall be notified of the rectification of such outstanding work and defects in writing.

GIZ reserves the right to appoint a representative for the inspection and acceptance. Attendance shall be arranged and defined with GIZ two months prior to the acceptance date.

## 8. Documentation

As-built drawings shall be made available to GIZ within two months of the technical acceptance of the construction project and handover to the project manager.

The final report (with verbal description and illustrations including acceptance and handover documentation) must be presented *within one month after final acceptance/at the end of the project*<sup>1)</sup>.

Any of the above-mentioned approvals may be issued subject to binding conditions.

<sup>1)</sup> Delete as applicable

If you have any questions regarding the individual steps, please contact the country-specific specialists from Section G230 for advice.