



Municipal Infrastructure Support Programme
An EU-funded project

MUNICIPAL INFRASTRUCTURE SUPPORT PROGRAMME

●●● Building together for the future

PROGRAM PODRŠKE RAZVOJU INFRASTRUKTURE LOKALNE SAMOUPRAVE

●●● Gradimo zajedno za budućnost

Rights and Obligations of a Municipality as Employer

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Procurement/FIDIC expert- MISP

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Employer

The Party who receives and accepts the Tender, who is responsible for providing the Site and paying the Contractor, and for whom the Works are provided by the Contractor; and the legal successors in title to such Party.



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- Supply of documents
- Access to the site
- Assistance with local regulations



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Supply of documents

□ Save where otherwise provided in the special conditions, within 30 days of the signing of the contract, the Supervisor shall, on behalf of the Contracting Authority, provide the Contractor, free of charge, with a copy of the drawings prepared for the implementation of the contract and a copy of the specifications and other contract documents. The Contractor may purchase additional copies of these drawings, specifications and other documents, in so far as they are available. Upon the issue of the maintenance certificate, or upon final acceptance, the Contractor shall return to the Supervisor all drawings, specifications and other contract documents.



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Supply of documents

☐ Unless it is necessary for the purposes of the contract, the drawings, specifications and other documents provided by the Contracting Authority shall not be used or communicated to a third party by the Contractor without the prior consent of the Supervisor.



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Supply of documents

☐ The Supervisor shall have authority to issue to the Contractor, on behalf of the Contracting Authority, administrative orders incorporating such supplementary documents and instructions as are necessary for the proper execution of the works and the remedying of any defects therein.



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Access to the site

☐ The Contracting Authority shall, in due time and in conformity with the progress of the works, place the site and access thereto at the disposal of the Contractor in accordance with the programme of implementation referred to in these General Conditions. The Contractor shall afford other persons concerned every reasonable opportunity to carry out their work, as set out in the Special Conditions or as required by administrative orders.



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Access to the site

☐ Land procured for the Contractor by the Contracting Authority shall not be used by the Contractor for purposes other than the implementation of the contract.



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Access to the site

☐ The Contractor shall keep any premises placed at his disposal in good condition while he is in occupation. He shall, if so required by the Contracting Authority or the Supervisor, restore them to their original state on completion of the contract, taking into account normal wear and tear.



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Access to the site

☐ The Contractor shall not be entitled to any payment for improvements resulting from work carried out on his own initiative.



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Assistance with local regulations

☐ The Contractor may request the assistance of the Contracting Authority in obtaining copies of laws, regulations and information on local customs, orders or bye-laws of the country where the works are located which may affect the Contractor in the execution of his obligations under the contract. The Contracting Authority may provide the assistance requested to the Contractor at the Contractor's cost.



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Assistance with local regulations

- ☐ If necessary, the Contractor shall duly notify the Contracting Authority of details of the works so that the Contracting Authority can obtain the requisite permits or import licences.



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Assistance with local regulations

□ If necessary, the Contracting Authority will undertake to obtain, in accordance with the Special Conditions, the requisite permits or import licences within a reasonable period, taking account of the implementation dates for the contract.



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Assistance with local regulations

☐ Subject to the provisions of the laws and regulations on foreign labour of the states in which the supplies are to be delivered, the Contracting Authority shall make every effort to help the Contractor obtain all the visas and permits required for the personnel whose services the Contractor and the Contracting Authority consider necessary and residence permits for their families.



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Assistance with local regulations

□ The Contractor shall respect internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour



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Responsibilities of PIU (Municipality)



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Staff involved - Municipality

- Project Coordinator
- Mayor
- Project Implementation Unit



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PIU/Municipality/compulsory activities

- Monitoring of the timetable from the contract;
- Receipt and the verification of Interim Payment Certificates (IPC) and of accompanying documents issued by the Contractor;
- Attendance of monthly meeting to discuss the monthly reports;
- Sending IPC and accompanying documents received from the Supervisor to Monitoring team.



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Role of a Project Coordinator – compulsory activities

- To inform all the partners involved in the project about the status of the contract;
- Preparation the reports about the Contractor and Supervisor activity
- Submission of the reports to the Monitoring Team



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Role of a Project Coordinator – monitoring and control

- The Coordinator of PIU must assure the monitoring standard formats are adapted to that specific contract if necessary
- Information on the monitoring results is used by the PC for control of contractor's payment requests
- Indicators in the Contractor's work plan can be used for control purposes



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Role of a Project Coordinator - other requirements

- Hand-over by Contractor to Owner:

Other:

- Assure project visibility activities
- Coordinate activities of all parties involved at municipal level



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Thank you for your attention!